Tennessee State Board of Education **Agenda**
July 27, 2012 **Final Reading Item: III. D.**

Migrant Education Student Records Exchange Policies and Procedures Manual

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The Background:

The Migrant Student Information Exchange (MSIX) is authorized under the Elementary and Secondary Education Act (ESEA) and requires State Education Agencies (SEAs) to promote interstate and intrastate coordination by providing educational continuity through the timely transfer of pertinent school records.

In response to the educational challenge faced by this mobile population and a Congressional mandate to link the existing migrant student information systems, the U.S. Department of Education (ED) implemented the Migrant Student Record Exchange Initiative. The goals of this initiative are:

- **Goal 1**: Create an **electronic exchange** for the transfer of migrant student education data among the States
- **Goal 2**: Promote the **use** of the MSIX application
- **Goal 3**: Ensure the use of the consolidated migrant student record for the purposes of **enrollment, placement, and accrual of credits** of migrant students
- **Goal 4**: Produce **national data** on the migrant population

MSIX does the following:

- Makes it possible for States to retrieve and view student information from across the nation
- Contains the minimum data elements necessary for the proper enrollment, grade and course placement, and accrual of credits for migrant children
- Produces a single "consolidated record" for each migrant child that contains information from each state in which the child was ever enrolled

MSIX is a United States Department of Education (Department) computer information system and is to be used for official use only. MSIX is used by personnel at the district, region, state, and national levels. MSIX is used mainly by the front-line educators that need migrant student data to make time-sensitive and appropriate decisions on enrollment, grade or course placement, and accrual of credits. These users are typically the local school registrars and counselors, or Migrant Education Program (MEP) specialists.

In 2008 Tennessee signed an Interconnectivity Agreement (IA) and an Interconnection Security Agreement (ISA) with the Department in order to ensure each party understands its responsibilities when exchanging data between the State electronic information systems and the Migrant Student Information Exchange (MSIX). The content of and requirement for the IA and ISA flow from Appendix III of OMB Circular A-130 and responsibilities under it to follow guidance prepared by the National

Institute of Standards and Technology (NIST). Tennessee migrant student data is uploaded into the MSIX system nightly through connectivity with the State's migrant data system, MIS2000. The State enters data into the MIS2000 system once a student is granted the Certificate of Eligibility. Additional information is provided to the MIS2000 system and, therefore, MSIX from completed Individual Student Record (ISR) forms submitted by the student's district of record.

Information within the MSIX system may be used for, but not be limited to, the following: view a history of student moves and enrollments, make MEP eligibility determinations, verify information given during family interview, facilitate school enrollment, determine appropriate class placement based on course history, confirm immunization and medical alerts, note current special education or IEP status, and support credit accrual effort. Training is provided by the State in the complete usage of the MSIX system within the State of TN.

By participating fully in MSIX, we are able to promote interstate and intrastate coordination by providing educational continuity through the timely transfer of pertinent school records.

Proposal is made for the adoption of the Migrant Education Student Records Exchange Policies and Procedures Manual to govern and guide activities within the State regarding MSIX.

The Recommendation:

The Tennessee Department of Education recommends adoption on final reading. The SBE staff concurs with this recommendation.

TENNESSEE

Student Records Exchange Policies and Procedures Manual

MSIX

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January 19, 2012

This document details the policies and procedures for all users of the federal MSIX system in TN.

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	Tennessee
	Records Exchange Staff Policies and Procedures

Executive Summary

The Migrant Student Information Exchange ((MSIX) is authorized under the Elementary and Secondary Education Act (ESEA) and requires State Education Agencies (SEAs) to promote interstate and intrastate coordination by providing educational continuity through the timely transfer of pertinent school records. Local Education Agencies (LEAs) play an important part in this transfer as they provide critical data to the process.

In response to the educational challenge faced by this mobile population and a Congressional mandate to link the existing migrant student information systems, the U.S. Department of Education (ED) implemented the Migrant Student Record Exchange Initiative. The goals of this initiative are:

- **Goal 1**: Create an **electronic exchange** for the transfer of migrant student education data among the States
- **Goal 2**: Promote the **use** of the MSIX application
- **Goal 3**: Ensure the use of the consolidated migrant student record for the purposes of **enrollment, placement, and accrual of credits** of migrant students
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MSIX does the following:

- Makes it possible for States to retrieve and view student information from across the nation
- Contains the minimum data elements necessary for the proper enrollment, grade and course placement, and accrual of credits for migrant children
- Produces a single "consolidated record" for each migrant child that contains information from each state in which the child was ever enrolled

MSIX is an information system and is to be used for official use only. Users must read, understand, and comply with the Rules of Behavior outlined in this document and complete initial and annual refresher security awareness training in order to be access the MSIX system.

MSIX is a Department of Education computer system. System usage may be monitored, recorded, and subject to audit by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. The Family Educational Rights and Privacy Act (FERPA) permits SEAs, LEAs, and other local operating agencies to use MSIX to exchange personally identifiable information from education records on migratory children, without written parental consent, so long as the information is used only for official MEP purposes in accordance with these Rules of Behavior.

MSIX security controls have been implemented to protect the information processed and stored within the system. User credentials are the mechanism by which MSIX identifies and verifies users. These are user id and password. Users are required to protect MSIX information in any form. Detailed rules for protecting information are delineated within this document.

MSIX is used by personnel at the district, region, state, and national levels. MSIX is used mainly by the front-line educators that need migrant student data to make time-sensitive and appropriate decisions on enrollment, grade or course placement, and accrual of credits. These users are typically the local school registrars and counselors, or Migrant Education Program (MEP) specialists.

Training modules and manuals are available on line at https://msix.ed.gov/msix/training. The MSIX Application provides online help to assist in the primary functions of MSIX. The MSIX Help Desk is available for users with issues regarding accounts such as password resets, updates to personal information, and general MSIX information.

In Tennessee users fall into two categories: primary and secondary. All district and school level personnel as well as MEP in-home instructors and recruiters are designated as secondary users while all other state level personnel are designated as primary users. Both users may query the MSIX system to gather information on students. Only the primary users are allowed to submit and change data within the system. The U.S. Department of Education, Office of Migrant Education has additional administrative privileges with MSIX and the data within the system. District and school level users are provided access to the system through the State's MSIX administrator.

Tennessee migrant student data is uploaded into the MSIX system nightly through connectivity with the State's migrant data system, MIS2000. The State enters data into the MIS2000 system once a student is granted the Certificate of Eligibility. Additional information is provided to the MIS2000 system and, therefore, MSIX from completed Individual Student Record (ISR) forms submitted by the student's district of record.

The State MSIX Data Administrator will monitor MSIX daily for communications regarding student transfers into the area. A Tennessee LEA or the State Data Administrator may send through MSIX move alerts to a receiving State as soon as a migrant student move is made. This action will help to ensure the continuity of services for children who migrate from one State or school district to another.

Information within the MSIX system may be used for, but not be limited to, the following: view a history of student moves and enrollments, make MEP eligibility determinations, verify information given during family interview, facilitate school enrollment, determine

appropriate class placement based on course history, confirm immunization and medical alerts, note current special education or IEP status, and support credit accrual effort. Training is provided by the State in the complete usage of the MSIX system within the State of TN.

In order to maximize the full potential of the MSIX system, information in the form of Minimum Data Elements (MDEs) as required by ESEA is collected by the State from the districts. This is accomplished in Tennessee through the district's submission of the ISR forms discussed earlier. Recruiters, MEP in-home instructors, district and State staff must work together to ensure that complete and accurate information is provided on each migrant student. By doing so we are able to promote interstate and intrastate coordination by providing educational continuity through the timely transfer of pertinent school records.

Document Overview

The purpose of this document is to assist the Tennessee Migrant Education Program's implementation of the national Migrant Student Information Exchange (MSIX) records exchange initiative. This is our systematic approach to records exchange based on the proper adoption of agreed upon policies and procedures that will lead to effective execution of inter/intrastate transfer of migrant student records. Defined policies and procedures will enable Tennessee to deliver professional, accurate, and timely student placement services to a highly mobile student population.

MEP Records Transfer Requirements

Federal Level

The Migrant Education Program (MEP) is authorized under Sections 1301-1309 of Part C of Title I of the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind (NCLB) Act to collect the necessary set of minimum data elements (MDE) to be transferred between State MEPs. The United States Department of Education (ED) developed and maintains the MSIX which State and Local Education Agencies use to transfer records on a national level.

State Educational Agencies (SEA)

In particular, State Education Agencies (SEAs) are required under Section 1304 (b)(3) and 1308 (b) to promote interstate and intrastate coordination by providing educational continuity through the timely transfer of pertinent school records (including health information) when children move from one school to another, whether or not the move occurs during the regular school year. This responsibility includes carrying out activities that provide for educational continuity through the timely transfer of pertinent school records, including health information, for migratory children, whether or not they move during the regular school year.

For more information, please reference, Title I, Part C Education of Migratory Children Non-Regulatory Guidance.

Local Educational Agencies (LEA)

In particular, Local Education Agencies (LEAs) are required to use the MSIX consolidated record for the purposes of enrollment, placement, and credit accrual as outlined in the SEA's interconnection agreement (IA). LEAs must submit the Individual Student Record (ISR) form for each migrant student. The information on the ISR populates MSIX.

Migrant Student Information Exchange (MSIX)

Records Exchange Background

The timely transfer of education records for migrant children between schools has been a longstanding challenge. Migrant children often enroll in multiple schools for varying amounts of time each year as their families migrate in search of temporary or seasonal work in agriculture or fishing. MEP staffs continue to find it difficult to share and consolidate student information that schools, local educational agencies, and states collect on migrant children in a timely and meaningful way that helps school personnel make appropriate decisions when the students arrive. These conditions and those shown below prompted the need for an exchange of student records.

- **High Movement** — Highly mobile migrant student population
- **Short Notice** — Students move from state-to-state often without notice
- **Lack of Data** — Timely and accurate educational information not always available
- **Placement Errors** — Students placed in incorrect courses or grades
- **Loss of MEP Services** — Students not provided the most beneficial MEP services

In response to this challenge and a Congressional mandate to link the existing migrant student information systems, the U.S. Department of Education (ED) implemented the Migrant Student Record Exchange Initiative. The goals of this initiative are:

- **Goal 1**: Create an **electronic exchange** for the transfer of migrant student education data among the States
- **Goal 2**: Promote the **use** of the MSIX application
- **Goal 3**: Ensure the use of the consolidated migrant student record for the purposes of **enrollment, placement, and accrual of credits** of migrant students
- **Goal 4**: Produce **national data** on the migrant population

At the heart of this initiative is the MSIX, the Migrant Student Information Exchange (MSIX) is an online system containing migrant student records from all participating states to facilitate the national exchange of migrant students' educational information among the states. MSIX is available to State and Local Migrant Education Program (MEP) staff along with other users from the MEP Community.

The MSIX does not replace existing state migrant student record systems. Rather, it links them in a minimally invasive manner to collect, consolidate, and make critical education data available. The MSIX also leverages available information provided by the states to ED's Education Data Exchange Network (EDEN)/ EDFacts system to ease the data collection burden on states. MSIX offers many benefits to promote its usability.

MSIX does the following:

- Retrieve and view student information
- Contains the minimum data elements necessary for the proper enrollment, grade and course placement, and accrual of credits for migrant children
- Produces a single "consolidated record" for each migrant child that contains information from each state in which the child was ever enrolled

Responsibilities of MSIX Users

Rules of Behavior

Responsibilities

MSIX is an information system and is to be used for official use only. Users must read, understand, and comply with these Rules of Behavior. Failure to comply with the MSIX Rules of Behavior may result in revocation of your MSIX account privileges, job action, or criminal prosecution.

MSIX users must complete a basic security awareness training course prior to being granted access to the system. The security topics addressed in this document provide the required security awareness content, so it is important that you read through this entire text. Users must also complete annual security awareness refresher training. MSIX will prompt you to reread the Rules of Behavior annually (or more often due to changes in the system or regulations) to meet this requirement.

Monitoring

MSIX is a Department of Education computer system. System usage may be monitored, recorded, and subject to audit by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. Unauthorized use of this system is prohibited and subject to criminal and civil penalties.

System personnel may provide to law enforcement officials any potential evidence of crime found on Department of Education computer systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, RECORDING, and AUDIT.

MSIX Security Controls

MSIX security controls have been implemented to protect the information processed and stored within the system. MSIX users are an integral part in ensuring the MSIX security controls provide the intended level of protection. It is important to understand these security controls, especially those with which you directly interface. The sections below provide detail on some of those controls and the expectations for MSIX users.

MSIX security controls are designed to:

- Ensure only authorized users have access to the system;
- Ensure users are uniquely identified when using the system;
- Tie actions taken within the system to a specific user;
- Ensure users only have access to perform the actions required by their position;
- Ensure MSIX information is not inappropriately released; and
- Ensure MSIX is available to users when needed.

Examples of security controls deployed within MSIX include:

- Automated Session Timeout – Users are automatically logged out of MSIX after thirty minutes of inactivity. This helps ensure unauthorized users do not gain access to the system.
- Role-Based Access Control– User ids are assigned a specific role within MSIX. This role corresponds to the user's job function and restricts access to certain MSIX capabilities.
- Audit Logging– Actions taken within MSIX are captured in log files to help identify unauthorized access and enforce accountability within the system.
- Incident Response– If a user suspects their user id has been subject to unauthorized use, contact the MSIX help desk immediately.
- Communication Protection– Traffic between a user's web browser and the MSIX servers is encrypted to protect it during transmission.

The sections below describe several other security controls in place within MSIX. It is important that you understand and comply with these controls to ensure the MSIX security is maintained.

User Credentials

User credentials are the mechanism by which MSIX identifies and verifies users. These are your user id and password. User ids uniquely identify each MSIX user and allow the MSIX System Administrators to attribute actions taken within the system to a specific user. This tracking is important in enforcing accountability within the system. Passwords are used by MSIX to verify a user's identity. It is important for you to comply with the following rules governing user credentials:

- Protect your logon credentials at all times.
- Never share your user id and/or password with anyone else. You are responsible for all actions taken with your user credentials.
- Your passwords must:
    - Be changed upon initial login to MSIX;
    - Contain at least eight (8) characters;
    - Contain a mix of letters (upper and lower case), numbers, and special characters (#, @, etc.);
    - Be changed at least every ninety (90) days; and
    - Not reuse your previous six (6) passwords.
- Do not write your password down or keep it in an area where it can be easily discovered.
- Avoid using the "remember password" feature.
- User accounts are disabled after three (3) consecutive invalid attempts are made to supply a password.
- Reinstatement of a disabled user account can only be reinstated by a Help Desk technician or a system administrator.

Protection of MSIX Information

You are required to protect MSIX information in any form. This includes information contained on printed reports, data downloaded onto computers and computer media (e.g. diskettes, tapes, compact discs, thumb drives, etc.), or any other format. In order to ensure protection of MSIX information, you should observe the following rules:

- Log out of MSIX if you are going to be away from your computer for longer than fifteen minutes.
- Log out of MSIX or lock your computer before you leave it unattended by using the < Ctrl > < Alt > < Delete > key sequence when leaving your seat.
- Media (including reports) containing MSIX information should be removed from your desktops during non-business hours.
- Store media containing MSIX information in a locked container (e.g. desk drawer) during non-business hours.
- Store digital information in an encrypted format where technically possible.
- Media containing MSIX information should be properly cleansed or destroyed.
    - Shred paper media and compact discs prior to disposal.
    - Diskettes and other magnetic media should be cleansed using appropriate software or a magnetic field with sufficient strength so as to make the information unreadable.
        - Note that simply deleting files from magnetic media does not remove the information from the media.
        - Media containing encrypted information can be excluded from the cleansing process, although it is recommended.
- If the access which you have been granted within MSIX is more than required to fulfill your job duties, it should be reported to appropriate personnel.
- Do not disclose MSIX information to any individual without a "need-to-know" for the information in the course of their business.

Other Security Considerations

This section describes some additional security items of which you should be aware.

- Incident Response - If you suspect or detect a security violation in MSIX, contact the MSIX Help Desk immediately. For example, if you suspect someone may have used your user id to log in to MSIX, you should contact the MSIX Help Desk. Other warning signs that MSIX may have been compromised include, but are not limited to: inappropriate images or text on the web pages, data formats that are not what is expected, missing data, or MSIX is not available. While these may not be attributed to a compromise, it is better to have it checked out and be sure than to take no action.
- Shoulder Surfing - Shoulder surfing is using direct observation techniques, such as looking over someone's shoulder, to get information. An example of shoulder surfing is when a person looks over someone else's shoulder while they are entering a password for a system to covertly acquire that password. To protect against this type of attack, slouch over your keyboard slightly when keying in your password to block the view of a possible onlooker.

- Social Engineering - Social engineering is a collection of techniques used to manipulate people into performing actions or divulging confidential information. For example, a typical social engineering attack scenario is a hacker posing as an authorized user calling a system help desk posing as that user. The hacker, through trickery, coercion, or simply being nice coaxes the help desk technician into providing the login credentials for the user he is claiming to be. The hacker then gains unauthorized access to the system using an authorized user's credentials.

  The example above is one example of a social engineering technique. Another is when a hacker calls a user at random and pretends to be a help desk technician. Under the guise of purportedly fixing a problem, the hacker requests the user's login credentials. If provided, the user has unwittingly provided system access to an unauthorized person.

  To defeat social engineering simply question anything that doesn't make sense to you. For example, a help desk technician should never ask a user for their login credentials to resolve a problem. If you receive a call from someone and you are not sure who they are, ask for a callback number. Hang up the phone and call back to the number provided. Hackers will typically provide a bogus number. Ask questions. If the answers you receive do not make sense, end the call and report the incident to your local security organization.

- Faxing - When faxing MSIX information, call the recipient of the fax and let them know it is coming. Ask them to go to the fax machine so they can pull it off right away so any sensitive information is not left lying around the office.
- Virus Scanning - Scan documents or files downloaded to your computer from the Internet for viruses and other malicious code. Virus scanning software should also be used on email attachments.

FERPA and the Privacy Act

The Family Educational Rights and Privacy Act (FERPA) permits SEAs, LEAs, and other local operating agencies to use MSIX to exchange personally identifiable information from education records on migratory children, without written parental consent, so long as the information is used only for official MEP purposes in accordance with these Rules of Behavior. See U.S. Department of Education *Memorandum to State Directors of Migrant Education* on FERPA and MSIX dated April 2, 2008, available at http://www2.ed.gov/policy/gen/guid/fpco/pdf/ferparegs.pdf. In addition, as a system of records under the federal Privacy Act, authorized users may use and disclose information from MSIX only for the "routine uses" published by the Department in its MSIX system of records notice, which allows disclosure to facilitate a student's 1) participation in the MEP; 2) enrollment in school; 3) grade or course placement; 4) credit accrual; and 5) unique student match resolution. See 72 Fed. Reg. 68572-76 (Dec. 5, 2007). *No other disclosures of a student's name or other personally identifiable information may be made from MSIX without the prior written consent of the parent or student.*

MSIX Use and Administration

Online training modules are available and segmented by user type:

User Type	Online Access
MSIX Government Administrator	https://msix.ed.gov/msix/training/gov/msix_user_training.htm
MSIX Primary User	https://msix.ed.gov/msix/training/gov/msix_user_training.htm
MSIX Secondary User	https://msix.ed.gov/msix/training/secondary/msix_user_training.htm
MSIX State Regional Administrator	https://msix.ed.gov/msix/training/sra/msix_user_training.htm
MSIX Data Administrator	https://msix.ed.gov/msix/training/da/msix_user_training.htm
MSIX User Administrator	https://msix.ed.gov/msix/training/ua/msix_user_training.htm

Tennessee specific training materials may be accessed from the following locations.
http://tn.gov/education/fedprog/FederalPrograms-Index.shtml#M
http://tn.msedd.com

User Manuals

User Manuals are available for the MSIX Application online at the MSIX Trainer's Corner at https://msix.ed.gov/msix/training.html.

Online Help

The MSIX Application provides online help to assist in the primary functions of MSIX.

MSIX Help Desk

The MSIX Help Desk is available for users with issues regarding your account such as password resets, updates to personal information, and general MSIX information. To receive a password reset, please contact your MSIX State User Administrator. You can find a User Administrator by using the User Administrator Search or by contacting the MSIX Help Desk at MSIXSupport@deloitte.com or 1-866-878-9525. To maintain the security of MSIX data, the MSIX Help Desk cannot reset passwords.

MSIX Roles and Responsibilities

MSIX is used by personnel at the district, region, state, and national levels. MSIX is used mainly by the front-line educators that need migrant student data to make time-sensitive and appropriate decisions on enrollment, grade or course placement, and accrual of credits. These users are typically the local school registrars and counselors, or Migrant Education Program (MEP) specialists.

State MEP users also require access to MSIX; some of these users directly interface with migrant students and others provide administrative and technical support to the MEP. U.S. Department of Education (ED) personnel are also MSIX users; however, ED requires MSIX for national trend and statistical analysis purposes only.

The table below identifies the specific user roles and responsibilities for MSIX. It includes a description of the user's MSIX job responsibilities, role functions available within the system, and the potential kinds of individuals who may perform in each role. A second table follows that provides essentially the same information but in a snapshot, abbreviated form.

MSIX User Roles and Responsibilities			
User Role	**Description**	**Functions Allowed**	**Potential Users**
School and District Level Roles			
MSIX Primary	MSIX Primary Users can query student records in all states. This user can also initiate the merge and split process for student records in his or her state.	▪ Search, display, and print student records for students in all states ▪ Initiate merge and split of student records ▪ Email notification of an arrival or departure of a student ▪ Export Student Records to File	▪ Guidance Counselors ▪ MEP Data Entry Staff ▪ Recruiters ▪ Registrars ▪ Teachers
MSIX Secondary	MSIX Secondary Users can query student records in all states.	▪ Search, display, and print student records for students in all states ▪ Email notification of an arrival or departure of a student	▪ Guidance Counselors ▪ MEP Data Entry Staff ▪ Recruiters ▪ Registrars ▪ Teachers ▪ MEP In-Home Instructors
State Level Roles			
State Data Administrator	State Data Administrators can validate or reject near matches, merges and splits of student records. This user can initiate the merge and split process for student records in their state. He or she can also resolve data quality issues and serve as the primary point of contact for escalation issues.	▪ Search, display, and print student records for students in all states ▪ Generate Reports ▪ Initiate merge and split of student records ▪ Validate or reject record near matches, merges and splits ▪ Resolve data quality issues ▪ Respond to escalation requests ▪ Email notification of an arrival or departure of a student ▪ Export Student Records to File	▪ State MEP Administrators ▪ MEP Data entry staff
State User Administrator	State User Administrators establish and manage user accounts for users in their state.	▪ Create User accounts ▪ Assign User Role(s) ▪ Update User account information ▪ Deactivate User accounts ▪ Reset passwords	▪ State-identified
U.S. Department of Education (ED) User Roles			

MSIX User Roles and Responsibilities			
User Role	**Description**	**Functions Allowed**	**Potential Users**
Government Administrator	Government Administrators can generate summary level standard and ad hoc queries on a State, Regional, or National level.	▪ Generate Reports	▪ OME
OME User Administrator	OME User Administrators establish and manage user accounts for all State User Administrators.	▪ Create user accounts ▪ Assign State User Administrator role ▪ Update user account information ▪ Deactivate user accounts ▪ Reset passwords	▪ OME
U.S. Department of Education (ED) User Roles (con't)			
Privacy Act Administrator	Privacy Act Administrators can enter statements provided by students and parents that formally dispute the data contained in a student's MSIX record. They can also query and view student records from all states in order to comply with the privacy act requirements.	▪ Search, display, and print student records ▪ Enter dispute statements into a student's MSIX record	▪ OME

Table 1.1: MSIX User Roles and Responsibilities

FUNCTION	Primary User	Secondary User	State Data Admin	State User Admin
My Account	X	X	X	X
Search, Display & Print Records in all States	X	X	X	
Export Student Records to File	X		X	
Generate Reports			X	
Send Student Move Notices	X	X	X	
Initiate Student Merges and Splits	X		X	
Validate / Reject Student Merges and Splits	X		X	
Access State Worklist Items			X	
Create/ Modify State User level Accounts				X
Create / Modify School or District level user Accounts				X
Reset Passwords				X

Table 1.2: MSIX User Roles and Responsibilities – A Snapshot View

Creating MSIX Users

Each LEA in Tennessee with a designated migrant contact is eligible to have at least one secondary MSIX user. The State will contact each LEA migrant contact to request information regarding who within the LEA has been designated as the MSIX user. The designated user may be the migrant contact person or other appropriate person within the district such as a guidance counselor or registrar.

Each designated district user must first complete a User Application for Access to MSIX. This document may be found on the State web site.
http://tn.gov/education/fedprog/fpmigrant.shtml
The Final Approving Authority for Tennessee is
Paula Gaddis
Tennessee Department of Education
710 James Robertson Parkway
5th floor
Nashville, TN 37243

Once an application has been received and approved, the applicant will complete the on-line training for the appropriate user level on the MSIX web site.
https://msix.ed.gov/msix/training/secondary/msix_user_training.htm
Upon successful completion of the on-line training, the applicant will forward a copy of the completion certificate to Grace Johnson, State Data Administrator, 437 Nissan Dr., Suite 502. Smyrna, TN 37167 or tnmigrant1@bellsouth.net

After the certificate of completion has been received, the applicant will be provided additional training by the State on MSIX functions and additional procedures specific to Tennessee.

Finally, an MSIX user account will be created for the applicant. Multiple users per district may be allowed on a case-by-case basis.

MSIX Users	
Only staff identified by each MEP User Administrator will have access to MSIX in order to protect student information. Statutory Requirements: In accordance with the Privacy Act of 1974, the Family Educational Rights and Privacy Act (FERPA), and the Federal Information Security Management Act (FISMA).	
New Accounts	If a new account is needed, a SEA, LEA, or LOA user should contact their MSIX State User Administrator to receive instructions on what documentation is needed in order to gain access. The State User Administrator to contact in Tennessee is Grace Johnson, tnmigrant1@bellsouth.net or 615-459-3600 Ext. 202

MSIX Users	
Passwords	Passwords are to be changed at least every sixty (60) days or they will automatically expire. Password resets can be done by your State User Administrator, Grace Johnson.
Closing Accounts	State MSIX users that no longer need access must notify the MSIX State User Administrator who will delete the user's account. Accounts will be reviewed periodically and those accounts deemed to be inactive will be closed.

MSIX Record Maintenance

SEA Data Upload Schedule

SEA upload times	Tennessee is responsible for sending student records to MSIX upon completion of the COE and ISR data into the MIS2000 migrant data system in a timely manner. This is done on a nightly basis.
MEP staff upload times	Upon completion of the student's COE the MEP staff will upload student information into MIS2000. Additional information is uploaded into MIS2000 as soon as an ISR is received from a district.
LEA maintenance	Although the LEA does not directly upload data, the submission of the student ISR form allows for uploading of data for individual students. ISR forms are submitted upon the migrant student's withdrawal from school for any migrant student who leaves the district during the school year and at the end of every school year for migrant students who are enrolled on the last day of the school year.

Records Transfer Procedures

Records Transfer Inter/Intrastate Collaboration	
Tennessee will create collaboration opportunities within their MEPs, respective school districts and staff that serve migrant students. For example, MEP staff should consider querying MSIX data their daily responsibility and to move away from seeing it as an "add-on" task. By querying student data in a timely and systematic manner, personnel beyond the SEA will be knowledgeable about records transfer, and ensure the continuity of services for children who migrate from one State or school district to another. Statutory Requirements: Title I, Part C, Sections 1304 (b)(1)(B) and (C); 1304 (b)(3); 1304(c)(1)(B); 1306(a)(1)(A), (F), and (G); 1308(a), (b) and (d); Section 3124 of Title III, Part A.	
Alerting student moves via MSIX emails	If an LEA is aware of a migrant student relocating, the designated MSIX user should send the receiving State/LEA an email notification via MSIX. Additionally, the sending user will notify the receiving state/LEA, when possible, of the child's move. The MSIX email to the receiving State/LEA should provide as much information as possible to ensure that the proper family and student(s) are efficiently and effectively assisted. Staff must be cautious to not enter social security numbers (SSN) or other personal identifiable information (PII) in their email message.
Emails on student moves Email notification	When an MSIX user receives notification from a State/LEA that of a migrant student relocating to TN, initial contact such as a simple reply to the sender of the MSIX email should be done within a 24 hour period, when possible.
Worklist items	When an MSIX user receives notification from a State/LEA that worklist items need to be addressed in MSIX, items should be addressed as quickly as possible with all items resolved within five (5) business days, when possible. Any migrant student whose name appears on a worklist item, will remain inaccessible to anyone else using the MSIX system until the worklist item is resolved.
Escalation process	Due to limited staff with the TN MEP, there is no formal escalation process. Grace Johnson, State Data Administrator is the person to resolve all worklist items. In the event that the State Data Administrator is unavailable, Jessica Castaneda, State MEP Coordinator will assume the responsibility of worklist item resolution.

Use of the MSIX Consolidated Record

The consolidated record will provide different uses to different individuals depending on those individual's relationship with the MEP and with the student and family. Lists provided here of possible uses to varying groups are not to be considered exhaustive. As the user becomes more familiar with MSIX, additional uses will become apparent.

MEP Recruiters

1. Track the history of moves to determine priority for service status,
2. Enhance their ability to make eligibility determinations,
3. Verify information given during interview,
4. Locate other family members, and
5. Link the student with available migrant services

MEP In-Home Instructors will be able to use academic data to determine student needs.

Student Support Staff (social workers, data people, school counselors, etc.)

1. Expedite enrolling students in school with grade appropriate placement,
2. Confirm immunization and medical alerts,
3. Determine IEP/EC and LEP status,
4. View assessments taken
5. Assist with credit accrual

Parents and Students

Including a copy of the consolidated record as part of an exit packet when they are leaving the district if possible. This will facilitate easy enrollment at the receiving school.

Minimum Data Elements (MDEs)

Minimum Data Elements	
Minimum Data Elements (MDEs) are data fields that States must collect and maintain in their migrant student databases in order to transfer that data to other States via MSIX. The MDEs are transmitted on an agreed schedule from each State's migrant databases to MSIX. Most States transmit the MDE nightly on any new migrant student or for students whose information has changed since it was originally transmitted to MSIX. The MDE will enable SEAs to exchange a minimum set of data elements that have been identified as necessary for fulfilling the requirements of the MEP for continuity of instruction.	
Recruiter responsibility	It is the responsibility of the MEP recruiter (or like party) to collect the initial information on the migrant family. Once the information is collected on the Certificate of Eligibility, the MSIX Data Administrator will ensure the data are electronically uploaded to MSIX.
Initial enrollment	It is the responsibility of the MEP recruiter (or like party) to initially enroll the migrant family. Once all the applicable information is collected it should be transmitted to MSIX within 10 days* of the date the child is initially identified as eligible for the MEP.
School or program update	It is the responsibility of the MEP specialist (or like party) to update school or program records. Once all the applicable information is collected it should be transmitted to MSIX within 30 days* after the end of a school year or within 14 days* of a migrant student's withdraw date from the district.
LEA responsibility	It is the responsibility of the LEA to submit an Individual Student Record (ISR) from to the State Data Administrator within 30 days after the end of a school year or within 14 days of a migrant student's withdraw date from the district. The LEA will submit the ISR within 4 days* upon receiving such request from a receiving district.
Interstate child update	It is the responsibility of the MEP specialist (or like party) to update the child's MSIX record within 4 days* of a MSIX request for data based on a child's interstate move.

*Timeframes are established in OMB Co. 1810 Migrant Education Program (MEP), Migrant Student Information Exchange (MSIC) & Minimum Data Elements

MSIX Support Staff

Job Responsibilities	State MEP Coordinator	State Data Administrator	State MEP Director	MEP Recruiter	MEP In-Home Instructor
Coordinate the development and implementation of MSIX training and information.	X	X	X		
Create user accounts and resets passwords		X			
Attend meetings hosted by OME	X		X		
Work with the MSIX Contractor to address technology concerns and keep up-to-date on statewide database system issues		X			
Develop policies and procedures on "how to" implement records transfer within the state	X	X	X		
Work closely with I&R staff at SEA and LOA on implementing records exchange	X	X	X		
Manage and support worklist items		X			
Create MSIX user reports	X	X			
Develop strategies to collaborate as inter/intrastate users	X	X	X		
Work with end users, parents and students to promote MSIX as a viable tool for records exchange.	X	X	X	X	X
Work closely with other stakeholders to implement MSIX	X	X	X		
Coordinate the I&R of MEP staff on how to implement records transfer procedures and best practices	X	X	X		
Provide training on current/enrolled students for appropriately updating MSIX information in a timely manner	X	X			
Train staff on using and becoming knowledgeable MSIX users	X	X			
Maintain procedures for staff to prioritize MSIX responsibilities			X		
Initiate the upload of information of new/ current students to MSIX in a timely manner		X			
Review student records to better meet individual students' needs	X	X			X

Job Responsibilities	State MEP Coordinator	State Data Administrator	State MEP Director	MEP Recruiter	MEP In-Home Instructor
Establish MSIX as a valuable recruitment and placement tool by keeping student information current	X	X		X	X

References

Title I, Part C - Education of Migratory Children, Section 1304(b)(3) (URL)
Title I, Part C - Education of Migratory Children, Section 1308 (b) (URL)
MSIX Rules of Behavior
MSIX PIA (PDF)

Appendices

Minimum Data Elements (current list of MDEs as of March 1, 2011)
http://tn.gov/education/fedprog/fpmigrant.shtml

MSIX User Administrator Guide for Managing User Accounts (scroll down to appropriate section) https://msix.ed.gov/msix/training.html

User Application for Access to MSIX (scrolled down to User Access Form)
https://msix.ed.gov/msix/training.html

Acronyms

Term	Definition
I&R	Identification and Recruitment
ISR	Individual Student Record
LEA	Local Education Agency
LOA	Local Operating Agency
MDE	Minimum Data Elements
MEP	Migrant Education Program
MSIX	Migrant Student Information Exchange
PII	Personal Identifiable Information
REACTS	Records Exchange Advice, Communication and Technical Support
REI	Records Exchange Initiative
SEA	State Education Agency
SSN	Social Security Number