

Utah Migrant Workbook Draft

Response: 1.2

The Utah MEP program has already begun the process of ensuring the appropriate use of MSIX through various trainings and procedures in previous years from the 2018 time of these findings. The Utah State Board of Education (USBE) continues create new materials, provide technical assistance to LEAs and train LEAs in the proper use of MSIX.

Timeline: The current timeline for ensuring that all LEAs are aware of proper protocols and procedures for the use of MSIX began in 2018 with various trainings, internal Utah State Board of Education (USBE) and LEA meetings. Last year, Utah experienced a large turn over in recruiters throughout the state. On demand technical assistance was also provided to those individual LEAs to ensure student data security and MSIX use training was provided and protocols had been observed. The USBE continues to make the necessary program improvements to ensure that MSIX use is both appropriate and timely in assuring students are enrolled appropriately in school as quickly and efficiently as possible.

On Oct. 24th, 2022, the USBE held a Fall state-wide training for migrant personnel throughout the state and the following information was shared with them. From this point on, the following will be the USBE standard operating procedures for MSIX access and use.

MSIX ACCESS

MSIX is an invaluable tool for Local Migrant Education Projects, allowing LEAs to view and print educational information about migratory students, to submit move notifications when students leave the district and receive move notifications about incoming students, and to request additional educational records from districts where students were previously enrolled (i.e., data requests). It greatly facilitates enrollment, placement, accrual of credits, and participation in the UMEP. It also ensures accurate student counts for a given term through use of the child reconciliation report.

LEAs are required to use the MSIX consolidated record for the purposes of enrollment, placement, credit accrual, and participation in the MEP, as outlined in the SEA's interconnection agreement (IA). LEAs are also required to use MSIX to ensure that students being counted are not excluded from a given years count. Beginning in the 2019 – 2020 school year, each LEA that receives a migrant allocation must have at least one person with access to MSIX who will utilize the consolidated student record to place a student appropriately. LEAs will confirm this through the assurances in their online funding application and through the USBE monitoring of each program. In addition, LEAs will make non-project districts aware of MSIX and encourage its use by including Migrant Education as part of their notification of services to private schools as required under Title I, through direct contact with neighboring LEAs who may have migrant students, but do not have a migrant education program, and by working with farmers to be notified when families with school age children may move into the area. Follow-up will occur during the USBE monitoring process for each program.

When creating a new MSIX account, you must sign the MSIX user application found on the USBE website. The completed application and certificate of security training must then be sent to the State User Administrator for approval. The State Director of Migrant Education must approve any person requesting access to MSIX. In addition, all users must have completed the USBE Annual Data Security training provided in the fall or as needed. The State Office will have copies of all MSIX user applications and certificates on file.

MSIX USER APPLICATION

Please see the MSIX USER APPLICATION

The applicant should complete the top section. District users should choose, for MSIX Roles, “Secondary User” and/or “District Data Administrator”. When the applicant has completed all parts, he or she should pass the application on to a supervisor, who will complete the next section, “Verifying Authority”.

When the Verifying Authority has completed his/her section, the form should be sent to the state migrant education specialist for approval (jeff.ojeda@schools.utah.gov), who will finalize the final section and grant permission to access MSIX.

Upon approval, the applicant will receive an email from MSIX containing a temporary password; the applicant should use this password to then create a secure password (which will change every three months) to log onto the site.

NOTE: When a district MSIX user departs or no longer needs access, the USBE State User Administrator should be contacted immediately to suspend that user’s access to MSIX.

NOTE: If a user is locked out of MSIX due to multiple password fails, contact Jeff Ojeda (jeff.ojeda@schools.utah.gov) to receive a temporary password to regain access.

MSIX ROLES AND RESPONSIBILITIES

MSIX is used by personnel at the district, region, state, and national levels. MSIX is used mainly by front-line stakeholders 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 Utah Migrant Education Program (UMEP).

The table below identifies the specific user roles and responsibilities for MSIX. It includes a description of the user’s MSIX user’s roles, responsibilities, and functions.

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. These users also can initiate the merge and split process for student records in their states.	<ul style="list-style-type: none"> ▪ Search, display and print student records for students in all states ▪ Initiate merge and split of student records ▪ E-mail notification of an arrival or departure of a student ▪ Export Student Records to File 	<ul style="list-style-type: none"> ▪ Guidance Counselors ▪ MEP Data Entry Staff ▪ Recruiters ▪ Registrars ▪ Teachers
MSIX Secondary	MSIX Secondary Users can query student records in all states.	<ul style="list-style-type: none"> ▪ Search, display and print student records for students in all states ▪ E-mail notification of an arrival or departure of a student 	<ul style="list-style-type: none"> ▪ Guidance Counselors ▪ MEP Data Entry Staff ▪ Recruiters ▪ Registrars ▪ Teachers
District Data Administrator	District Data Administrators can validate or reject near matches, merges and splits of student records. These users also can initiate the merge and split process for student records in their districts.	<ul style="list-style-type: none"> ▪ 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 ▪ E-mail notification of an arrival or departure of a student ▪ Export Student Records to File 	<ul style="list-style-type: none"> ▪ State MEP Administrators ▪ MEP Data Entry Staff

User Role	Description	Functions Allowed	Potential Users
State-Level (USBE) Roles			

State Data Administrator	State Data Administrators can validate or reject near matches, merges and splits of student records. These users can initiate the merge and split process for student records in their states. They also can resolve data quality issues and serve as the primary points of contact for escalation issues.	<ul style="list-style-type: none"> ▪ 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 ▪ E-mail notification of an arrival or departure of a student ▪ Export Student Records to File 	<ul style="list-style-type: none"> ▪ State MEP Administrators ▪ MEP Data entry staff
State User Administrator	State User Administrators establish and manage user accounts for users in their state.	<ul style="list-style-type: none"> ▪ Create User accounts ▪ Assign User Role(s) ▪ Update User account information ▪ Deactivate User accounts ▪ Reset passwords 	<ul style="list-style-type: none"> ▪ The state migrant Ed program Specialist at USBE and their assistant

U.S. Department of Education (USED) User Roles

Government Administrator	Government Administrators can generate summary level standard and ad hoc queries on a state, regional or national level.	<ul style="list-style-type: none"> ▪ Generate Reports 	<ul style="list-style-type: none"> ▪ OME
OME User Administrator	OME User Administrators establish and manage user accounts for all State User Administrators.	<ul style="list-style-type: none"> ▪ Create user accounts ▪ Assign State User Administrator role ▪ Update user account information ▪ Deactivate user accounts ▪ Reset passwords 	<ul style="list-style-type: none"> ▪ OME
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 also can query and view student records from all states in order to comply with the privacy act requirements.	<ul style="list-style-type: none"> ▪ Search, display and print student records ▪ Enter dispute statements into a student's MSIX record 	<ul style="list-style-type: none"> ▪ OME

LOCATING A STUDENT

Once a user is logged into MSIX, they are presented with the student search criteria. The search criteria can also be accessed by clicking on the dashboard on the left side of every page:

A search for a student can be conducted using first and last name; however, in most cases multiple results will appear. To narrow the search results, consider adding “date of birth” to the search criteria. The most efficient way is to search by student ID number, either the MSIX number if you have it, OR by the SSID number. If searching by using a student’s SSID number, be sure to first click “State” as the ID Type, then enter the number and click “Search”.

When the search result appears, click on “student name,” which will bring up the student’s Consolidated Student Record.

CONSOLIDATED STUDENT RECORDS

The Consolidated Student Record is created by MSIX for every migrant student. The Consolidated Student Record contains a range of important educational information to facilitate enrollment, placement, and accumulation of credits. The record contains student identification information, demographics, and qualifying move information. Enrollment, assessment, and course history is also available on the student record.

The consolidated student record is an integral part of MSIX and the Utah Migrant Ed Program (UMEP). All state, district, and service center staff will be trained yearly on the MSIX consolidated student record during the required Fall and Spring Meetings. All UMEP migrant program staff will regularly review the consolidated records for their assigned students to ensure proper school, grade, and course placement, as well as to review past credit accrual and state assessment scores, if applicable. Contacting schools to ensure that students are placed accurately in courses as well as grade, is expected. If the information is inaccurate, then it is required that the LEA update the student information in MIS2000, within four days, to ensure that it gets uploaded and corrected in MSIX.

These records are also to be used by LEAs to ensure that student records are included in the appropriate child count for a given term or excluded when appropriate. By using the Child Count Reconciliation Report, LEAs are required to review student records and ensure that MSIX is counting students when necessary and excluding them when appropriate for a given performance period (September 1st-August 31st). Ensuring that student counts are accurate and that all MDEs are entered in a timely and efficient manner will ensure that an LEA’s count is as accurate as possible while providing students support with the necessary information for their next move, should there be one. This will also ensure that the Utah state count is as accurate as possible.

Upon monitoring migrant programs, the USBE will review how the child reconciliation report is reflective of the LEAs commitment to keeping their student records as accurate as possible and discuss any necessary changes to their use.

The pertinent history uploaded to MSIX from MIS2000 and other States’ databases, can be viewed through a drop down menu which will appear under each header that will allow viewing of the student’s history.

To export this information to print, click “Export” on the menu at the top of the page.

SENDING A MOVE NOTIFICATION

To send a move notification, locate the student in MSIX and click on the name to open the Consolidated Student Report. “Move Notice” is included in the menu at the top of the page:

- Click on “Move Notice”.

- use the uppermost drop-down menu on the Move Notice to choose one of two options:
- under “Recipient”, use the drop-down menu to choose the student’s destination state:

If the destination town or district is known, then use the next drop-down:

The sender of the Move Notice can include comments in the appropriate field but be sure to follow MSIX guidelines concerning Personal Identifiable Information (PII).

When all necessary information is complete, click “Submit”.

NOTE: Move Notifications should be sent in a timely manner. If, at the time of submission, the destination district is not known, please check back with the school in two weeks to see if a records request has been received for that student. If so, please resubmit the move notification with the additional, more specific, information.

NOTES ABOUT PARENTAL INVOLVEMENT

All LEAs receiving Migrant funds will notify parents about MSIX, and that it is protected information that exists to allow districts to quickly access student records for grade and coursework placement in a new district or state. This information should be conveyed at Parent Advisory Committee meetings, parent meetings, or parent home visits. Excellent resources for parents regarding MSIX can be found at: <https://msix.ed.gov/msix/#!/resources>

Parents should know they can receive copies of their child’s Consolidated Student Record, and that they have the right to request changes to that record. If the family is preparing to move to a new school district, providing them with a copy of the consolidated student record (placement, coursework, assessments) can greatly facilitate enrollment in the new district.

Upon viewing their child’s Consolidated Student Record, if a parent requests a change to that record contact the USBE Migrant Ed specialist to begin the necessary steps.

Upon receipt of a data correction request, USBE will within 30 calendar days:

- (a) Send a written or electronic acknowledgement to the requestor;
- (b) Investigate the request
- (c) Decide whether to revise the data as requested; and
- (d) Send the requestor a written or electronic notice of the SEA’s decision.

If the USBE determines the data previously submitted to MSIX should be corrected, the revised data will be submitted to MSIX within four working days of this decision.

In addition, if a parent or guardian requests a correction or to determine the correctness of data submitted by another SEA to MSIX, USBE will within four working days send a data correction request to that SEA. Conversely, if USBE receives a data correction request from another SEA or the Department of Education, USBE will respond within ten working days of receipt of the request. It will be the responsibility of the State Director of Migrant Education or the designated education program assistant to investigate and reply to these data correction requests.

ENSURING DATA QUALITY

The following procedural safeguards are in place to ensure that timely and accurate data is available for each migrant student:

State Data Administrators run monthly MSIX reports along with reports created on the MIS2000 system to check for accuracy and completeness of data. If issues are identified, the State Administrator shares reports with MIS2000 programmers and regional sites to accurately identify areas for improvement and possible solutions.

State Data Administrators review the Child Count Reconciliation report to identify students with missing data elements, including enrollments, residency verification dates, or withdrawal dates. The state data administrators will also review student data logic issues. Through this data examination, state administrators can identify data entry issues and provide technical assistance to the data entry clerks.

If individual data issues are found, the state data administrator will directly contact the district or project service center data clerks to resolve the issue.

The State data coordinator works directly with the USBE Migrant Education Program Specialist to ensure quality data is submitted through the Consolidated State Performance Report (CSPR).

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Minimum Data Elements (MDEs)

Minimum data elements (MDEs) are a requirement for data submission. Without this information, MSIX usefulness will be lacking. These elements are not always available at the time a COE is created or upon receiving a new student. However, it is required that LEAs ensure that new and updated MDEs are submitted to MSIX within 30 calendar days of the end of fall, spring, summer, or intersession terms. To submit this information, the LEA must:

- Log in to MIS2000 to update the student record.
- Ensure that all available information is updated and accurate. This may include, using the child reconciliation report to ensure the students is accurately counted in each performance period, contacting the student's school to obtain certain information not initially collected, checking non-grade or non-course information such as whether the student has an IEP, is PFS or has additional needs. Checking for state assessment scores as well as any health needs the student may have should also be considered.
- Save all changes in MIS2000 by pressing the "save changes" button on the top right of each element field being updated or changed.
- MIS2000 updates to MSIX nightly and verify that the changes have been updated to MSIX.

*If for some reason the changes have not gone through, review them in MIS2000 again to ensure they are accurate there. If they are accurate but the changes are not reflected in MSIX, contact the USBE migrant education program specialist (jeff.ojeda@schools.utah.gov) for further action.

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LEAs must ensure that within four working days of receiving notification from MSIX that a migratory child in its State has changed residence to a new LEA within the State, or another SEA has approved a new COE for a migratory child, all new and updated MDEs are collected and submitted to MSIX.

When a move notice or data request is received through MSIX, the LEA must act swiftly (within 4 working days) to ensure that the student is enrolled and fully participating in school appropriately and as accurately as possible. The following procedure should be followed:

When Receiving a Data Request for a student who has moved:

- Click on the link created by MSIX to view the message.
- Review the request and make necessary contacts with schools, teachers, LEA personnel that has the data.
- Update any MDEs that are being requested in MIS2000. Please note that in order to update MSIX, all changes must be made in MIS2000. The updated information will be reflected in MSIX on the following day. Also, take this opportunity to update any MDEs that you may see are not complete. (See below for a complete list of MDEs.)
- Respond to the initial request within four working days by stating that the changes have been updated in MIS2000 and should be reflected by the following business day. If the data being requested cannot be sent via MIS2000, then contact the requesting LEA to set-up a secure method of exchanging the information.

When Receiving a Move Notification for a student:

- Click on the link created by MSIX to view the move notice. This is usually received by email to the district authorizing party.
- Review the notice and take action by forwarding the move notice to the appropriate recruiter or by keeping the record if they will be acting on the student’s behalf.
- Requesting any additional info from the sending LEA. If the child’s MSIX Consolidated Record appears to be incomplete (MDEs that have not been updated), send a Data Request to the sending LEA through MSIX.
- Actioning the move notice in MSIX.
- Creating a new COE for the student in MIS2000 for the current enrollment. This new COE is based on an interview with the parent/guardian/family member. It is not auto-completed based on the move. Recruiters should meet face-to-face when possible, with the family for this interview.
- Ensuring the COE is approved by the USBE prior to providing the child with MEP-funded services.
- Completing all possible MDEs withing 4 days of COE approval.

If additional MDEs are received after the initial 4-day period, then the LEA agrees to also include and update that student data within 4 days of receipt of the information. A current list of MSIX MDEs can be found on the following website: chrome-extension://efaidnbnmnibpcjpcglclefindmkaj/https://msix.ed.gov/msix-api/help/tech/MSIX_Minimum_Data_Elements-v11.pdf

The following is a full list of all MDEs.

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
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1	MSIX Identification Number	A unique, system generated identification number assigned to identify a migrant child's consolidated record	Unique 12-digit numeric value system, assigned	MSIX generates when a COE is written and uploaded from MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
2	State Student Identifier Type	Identifies the origin of the State Student Identifier	01 State-assigned ID number; 02- State Migrant Education Assigned Unique D number	State Student Identification numbers (SSID) are created through the UTRx data system managed by the Utah State Board of Education (USB E)	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
3	First Name	A name given to a child at birth, baptism, or during another naming ceremony, or through legal change.	Free Text (50 Character Limit)	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
4	Middle Name	A secondary name given to a child at birth, baptism, or during another naming ceremony, or through legal change.	Free Text (50 Character Limit)	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
5	Last Name 1	Student's legal last name (paternal). If child has multiple or hyphenated last name, contains the first part.	Free Text (50 Character Limit)	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
6	Last Name 2	If appropriate, child's legal last name (maternal). If a child has multiple or hyphenated last name, contains the second part.	Free Text (50 Character Limit)	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
7	Suffix	An appendage, if any, used to denote a child's generation in his family (e.g., Jr., Sr., III, 3rd).	Free Text (10 Character Limit)	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
8	Sex	The concept describing the biological traits that distinguish the males and females of a species.	Female; Male	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
9	Birth Date	The calendar date on which a child was born	Date (YYYYMMDD)	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
10	Multiple Birth Flag	Yes indicates the child is a twin, triplet, etc. If value is No, the child does not have any twin, triplet, or additional same-birth siblings	Yes; No	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
11	Birth Date Verification	The evidence by which a child's birth is confirmed.	Any valid NCES code below: 1003- Baptismal or church certificate 1004- Birth Certificate 1005- Entry in family Bible 1006- Hospital Certificate 1007- Parent's affidavit 1008- Passport 1009- Physician's Certificate 1010- Previously verified school records 1011- State- issued ID 1012- Driver's License 1013- Immigration Document 2382- Life insurance policy 9999-Other	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
12	Parent 1 First Name	The first name of parent 1. The term 'parent' includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).	Free Text (50 Character Limit)	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
13	Parent 1 Last Name	The last name of parent 1. The term 'parent' includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).	Free Text (50 Character Limit)	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
14	Parent 2 First Name	The first name of parent 2. The term 'parent' includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).	Free Text (50 Character Limit)	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
15	Parent 2 Last Name	The last name of parent 2. The term 'parent' includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).	Free Text (50 Character Limit)	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
16	Qualifying Arrival Date (QAD)	The Qualifying Arrival Date (QAD) is the calendar date that both the child and the worker completed the qualifying move to the school district associated with MDE 24. The child and the worker will not always move together, in which case the QAD would be the date the child joins the worker who has already moved, or the date the worker joins the child who has already moved. The QAD is the calendar date that the child's eligibility for the Migrant Education Program (MEP) begins.	Date (YYYYMMDD)	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
17	Qualifying Move From City	The name of the city that was the child's last place of residency immediately prior to the qualifying move.	Free Text (100 Character Limit)	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
18	Qualifying Move From State	The postal abbreviation code for the State (within the United States) or Outlying Area that was the child's last place of residency immediately prior to the qualifying move.	Any valid U.S., Canadian or Mexican state abbreviation or freeform entry of any other state name if country not = U.S., Canada or Mexico.	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
19	Qualifying Move From Country	The abbreviation code for the country (other than the US) that was the child's last place of residency immediately prior to the qualifying move.	Any valid country code as listed in the MSIX technical reference materials.	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
20	Qualifying Move to City	The name of the city in which the child resided immediately following the qualifying move as the worker, or with \emptyset to join, the worker.	Free Text (100 Character Limit)	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
21	Qualifying Move to State	The 2-letter postal abbreviation code for a State (within the United States) or Outlying Area in which the child resided immediately following the qualifying move as the worker, or with or to join, the worker.	Any valid U.S. State Code	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
22	Eligibility Expiration Date (EED)	The calendar date on which the child is no longer eligible for the MEP. This date should initially be a date equal to 36 months from the QAD to indicate the end of MEP eligibility.	Date (YYYYMMDD)	Generated by MIS2000. The date must be entered manually should the eligibility terminate sooner than the three-year period. Local recruiters are responsible for updating if necessary.	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
23	Immunization Record Flag	Yes indicates the school or MEP program has immunization records \emptyset file for the child.	Yes; No	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
24	Enrollment Date	The calendar date on which a child is enrolled in a school/MEP project/MEP.	Date (YYYYMMDD)	Generated when a district enrolls a student and/or entered manually by MIS2000 data clerks if student is not enrolled in a project district. MIS2000 automatically generates new enrollment dates for the school year and summer services for eligible children.	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
25	Enrollment Type	The type of school/MEP project in which instruction and/or support services are provided.	01-Basic School Program. 02 Regular Term MEP- Funded Project 03 Summer/Intersession MEP-Funded project 04 Year-Round MEP-Funded project 05 Basic School Program and Regular Term MEP-Funded project 06 Residency Only (none of the above) 07 Non-migrant enrollment	Generated when a district enrolls a student and/or entered manually by MIS2000 data clerks if student is not enrolled in a project district. MIS2000 automatically generates new enrollment dates for the school year and summer services for eligible children.	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
26	School or Project Name	The full legally or popularly accepted name of a school (or MEP project providing educational and/or educationally-related services) in which the child was enrolled.	Free Text (100 Character Limit)	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000 when a student is provided educationally related services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
27	MEP Project Type	Indicates the type of MEP project based on the location where the MEP services are held. This field should be automatically pre-populated with the "01 School-based MEP Project" value if the Enrollment Type is value "05 Basic School Program and Regular Term MEP-Funded Project."	01 School-based MEP Project 02 Non-school-based MEP Project	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
28	School Identification Code	A unique national code assigned by the National Center of Education Statistics (NCES) to each school providing educational and/or educationally-related services. This data element is only applicable to school enrollments or school-based MEP projects.	Valid 12-digit NCES school identification code	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
29	Facility Name	The name of a building where the school activity or MEP project was conducted. In cases where the activity was conducted outside of a building site, provide the name and address of an administrative office where the MEP project staff can be contacted.	Free Text (100 Character Limit)	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
30	Facility Address 1	Line 1 of the mailing address. The street number and name or post office box number of a facility's address.	Free Text (35 Character Limit)	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
31	Facility Address 2	Line 2 of the mailing address. The building, office, department, room, suite number of a facility's address.	Free Text (35 Character Limit)	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
32	Facility Address 3	Line 3 of the mailing address for facility.	Free Text (35 Character Limit)	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
33	Facility City	The name of the city in which a facility is located.	Free Text (30 Character Limit)	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
34	School District Name	The full legally or popularly accepted name of a local educational agency (i.e school district or local operating agency)	Valid NCES district name for the school or migrant education project site in which the school or migrant education project is located.	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
35	Facility State	The postal abbreviation code for a State (within the United States) or Outlying Area in which a school or other facility is located.	Valid State Code for this Facility.	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
36	Facility Zip	The five- or nine-digit zip code portion of a facility's address.	Valid 9 Digit Postal Zip Code.	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
37	Telephone Number	The telephone number of the school or MEP project contact person including the area code and extension, if applicable.	Free Text (10 Character Limit)	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
38	Grade Level	The grade level in which a school/MEP project enrolls a child.	P0 - Age Birth P1 - Age 1 P2 - Age 2 P3 - Age 3 (not in Kindergarten) P4 - Age 4 (not in Kindergarten) P5 - Age 5 (not in Kindergarten) PS - In an official Pre-school program (not in Kindergarten) PX - Age 0-5; official Preschool attendance unknown (not in Kindergarten) KG - Kindergarten 01 - Grade 1 02 - Grade 2 03 - Grade 3 04 - Grade 4 05 - Grade 5 06 - Grade 6 07 - Grade 7 08 - Grade 8 09 - Grade 9 10 - Grade 10 11 - Grade 11 12 - Grade 12 UG - Ungraded 00 - Out-of-School	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
39	English Learner Indicator	Child meets the State's definition of "English Learner" as defined in Section 8101(20) of ESSA.	Yes; No	Statewide Migrant Recruiters, Advocates, and Data Clerks	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
40	IEP Indicator	Child has an individualized education program (IEP) because the child meets the definition of Children with Disabilities (section 614(d) of ESSA).	Yes; No	Statewide Migrant Recruiters, Advocates, and Data Clerks	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
41	Continuation of Services Reason	Reason why child, who ceases to be a migratory child, is being served under the continuation of services provision of the MEP (section 1304(e) of ESSA).	1 - Child receiving services for the duration of the term after eligibility expiration 02 - Child receiving services for 1 additional school year – comparable services are not available through other programs 03 - Student who was eligible for services in secondary* school continues to be served in credit accrual programs until graduation	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
42	Med Alert Indicator	Alert Indicator for a medical/health condition	Chronic; Acute; None	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
43	PFS Flag	Indicates whether the child is being served under the priority for services provision for the duration of the enrollment period (section 1304(d) of ESSA).	Yes; No	Prepopulated in MIS2000 from identifiers, but Statewide Migrant Recruiters, Advocates, and Data Clerks can also enter manually	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
44	Designated Graduation School	The NCES school identification number that identifies the school or facility from which a student expects to graduate. Only one school may be designated for graduation at a time.	Valid NCES school identification number	Statewide Migrant Recruiters, Advocates, and Data Clerks	Kindergarten- 12 th OSY
45	Withdrawal Date	The calendar date on which a child withdrew from a school or MEP project.	Date (YYYYMMDD)	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
46	Assessment Title	The title or description, including a form number that identifies a particular assessment.	Free text (55 Character Limit)	Entered by local recruiter in MIS2000	Kindergarten- 12 th
47	Assessment Content	The description of the content or subject area (e.g. mathematics, reading) of an assessment.	Free text (55 Character Limit)	Entered by local recruiter in MIS2000	Kindergarten- 12 th

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
48	Assessment Type	The category of an assessment based on format and content.	<p>01 - State Assessment - An assessment to measure a student's present level of knowledge, skill, or competence in a specific area or subject as required under ESSA Sec. 1111(b).</p> <p>02 - Advanced placement test - An assessment to measure the achievement of a student in a subject matter area, taught during high school, which may qualify him or her to bypass the usual initial college class in this area and begin his or her college work in the area at a more advanced level and possibly with college credit.</p> <p>03 - Language proficiency test - An assessment used to measure a student's level of proficiency (i.e., speaking, writing, reading, and listening) in either a native language or an acquired language.</p> <p>04 - Exit Exam.</p> <p>05 - GED.</p> <p>06 - Special Education Assessment.</p> <p>07 - Early Childhood Development Assessment.</p> <p>08 - Other Achievement Test</p> <p>09 - State Assessment - Mathematics</p> <p>10 - State Assessment - Reading or Language Arts</p> <p>11 - State Assessment - English Language Proficiency</p>	Entered by local recruiter in MIS2000	Kindergarten- 12 th
49	Assessment Administration Date	The month and year on which an assessment is administered.	Date (MMYYYY)	Entered by local recruiter in MIS2000	Kindergarten- 12 th

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
50	Assessment Reporting Method	The method that the instructor of the class uses to report the performance and achievement of all students. It may be a qualitative method such as individualized teacher comments or a quantitative method such as a letter or a numerical grade. In some cases, more than one type of reporting method may be used.	0512 - Achievement level 0490 - Age score 0491 - C-scaled scores 0492 - CEEB-scores 0493 - Grade equivalent or grade-level indicator 0494 - ITED-score 0144 - Letter grade/Mark 0513 - Mastery level 0497 - Normal curve equivalent 0498 - Normalized standard score 0499 - Number score 9999 - Other 0500 - Pass-Fail 0502 - Percentile rank 0503 - Proficiency level 0504 - Ranking 0505 - Ratio IQ's 0506 - Standard age score 0508 - Stanine score 0509 - Sten score 0510 - T-score 0511 - Z-score	Entered by local recruiter in MIS2000	Kindergarten- 12 th
51	Score Results	A score or statistical expression of the performance of a child on an assessment.	Free Text (40 Character Limit)	Entered by local recruiter in MIS2000	Kindergarten- 12 th
52	Assessment Interpretation	The assessment proficiency level attributed to the Score Results. All values may not be applicable for each State.	Free text (100 Character Limit) Advanced Proficient or Above Proficient Passed Failed Not Proficient Basic Below Basic Far Below Basic Other – [Describe Proficiency Level]	Entered by local recruiter in MIS2000	Kindergarten- 12 th
53	Course Title	The name of a course (e.g., Algebra II, Art I, English III, Problems in Democracy, English-10).	Free Text (50 Character Limit)	Entered by local recruiter in MIS2000	Kindergarten- 12 th

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
54	Subject Area Name	The name of the subject area (e.g., History, English) that corresponds to the course title.	Free Text (50 Character Limit)	Entered by local recruiter in MIS2000	Kindergarten- 12 th
55	Course Type	An indication of the general nature and difficulty of instruction provided throughout a course.	<p>01 - Regular (Default): A course providing instruction (in a given subject matter area) that focuses primarily on general concepts for the appropriate grade level.</p> <p>02 - Honors: An advanced level course designed for students who have earned honors status according to educational requirements.</p> <p>03 - Pre-Advanced: A course in preparation to admission to an AP Program.</p> <p>04 - Advanced Placement: An advanced, college-level course designed for students who achieve specific level of academic performance. Upon successful completion of the course and a standardized Advanced Placement examination, a student may receive college credit.</p> <p>05 - International Baccalaureate: A program of study, sponsored and designed by International Baccalaureate Organization, which leads to examinations and meets the needs of secondary* students between the ages of 16 and 19 years.</p> <p>07 - Not Applicable</p> <p>08 - Dual Enrollment: Students enrolled in secondary* school and enrolled at a local institution of higher learning, such as a community college or university. These students may take classes at either institution for credit toward their high school diploma, as well as for college credit.</p> <p>09 - Concurrent Enrollment: The process in which high school students enroll at a university or college to attain class credit for college.</p> <p>00 - Other</p>	Entered by local recruiter in MIS2000	Kindergarten- 12 th
56	Academic Year	Academic year in which the child last attended the course (e.g. 2004-2005)	Free text	Entered by local recruiter in MIS2000	Kindergarten- 12 th

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
57	Course Section	The prescribed duration of course taken.	01 - Full year 02 - Section A--The first of two equal segments into which the course is divided. 03 - Section B--The second of two equal segments into which the course is divided.	Entered by local recruiter in MIS2000	Kindergarten- 12 th
58	Term Type	The prescribed span of time that a course is provided, and in which students are under the direction and guidance of teachers and/or an educational institution. Utah Only uses codes 01,03,and 06.	0827 - Full school year 0834 - Intersession 0835 - Long session 0832 - Mini-term 0830 - Quarter 0831 - Quinmester 0828 - Semester 0833 - Summer term 0829 - Trimester 0837 - Twelve month 9999 - Other	Entered by local recruiter in MIS2000	Kindergarten- 12 th
59	Clock Hours	For courses that have NOT been completed (or credit granted), the number of clock hours to date that the student has completed	Number (4 digits)	Entered by local recruiter in MIS2000	Kindergarten- 12 th
60	Grade to Date	For courses that have NOT been completed (or credit granted), a percentage (rounded to the nearest whole number) of student performance for the grade-to-date that the student has completed at the time of withdrawal.	Free Text (3 Character Limit)	Entered by local recruiter in MIS2000	Kindergarten- 12 th
60	Credits Granted	The credits granted to the student in Carnegie units for completing a given course or a section of a course (e.g., 1.0, .50, .33, .25, .20).	Number (0.00)	Entered by local recruiter in MIS2000	Kindergarten- 12 th
61	Final Grade	For courses that have had credit granted, a final indicator of student performance in a class at the time of withdrawal as submitted by the instructor.	Free Text (10 Character Limit)	D Entered by local recruiter in MIS2000	Kindergarten- 12 th
62	School District ID	The LEA NCES ID of a local educational agency (i.e., school district or local operating agency) in which the child is enrolled.	Valid 7 digit LEA NCES district ID for the school or migrant education project site in which the school or school-based migrant education project is located.	Entered by local recruiter in MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY

	Data Element	Definition	Values	Responsible Collecting Party & Source
63	District of Residence	The full legally or popularly accepted LEA NCES ID of the school district where the migrant child resides.	Valid LEA NCES school district identification number.	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000
64	Home School Indicator	Indicates to whether the child is being home-schooled.	Yes; No	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000
65	Residency Date	The "Residency Date" is calendar date that the child entered the school district in which he/she currently resides.	Date (YYYYMMDD)	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000
66	Enrollment Comment	A comment pertinent to a child's enrollment record indicating special circumstances or information. For example, the child was granted credits from a foreign school or while not enrolled in the migrant program or exceptions for assessment requirements.	Free Text (100 Character Limit)	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000
67	Out of State Transcript Indicator	Indicates that a State has student transcripts from another State or country than his/her current enrollment.	Yes; No	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000
68	Residency Verification Date	The calendar date on which a child's residency for one day within the performance period has been confirmed.	Date (YYYYMMDD)	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000
69	Graduation/HSE Date	The calendar date in which the child either graduated or received his/her HSE (High School Equivalency).	Date (YYYYMMDD)	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000
70	Graduation/HSE Indicator	Indicates the child has either graduated from High School or received his/her HSE. Leave blank if the child has not reached this milestone.	Graduation; HSE	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000
71	Algebra 1 or Equivalent Indicator	Yes indicates the child has received full credit in a mathematics course that is Algebra 1 or its equivalent.	Yes; No	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000