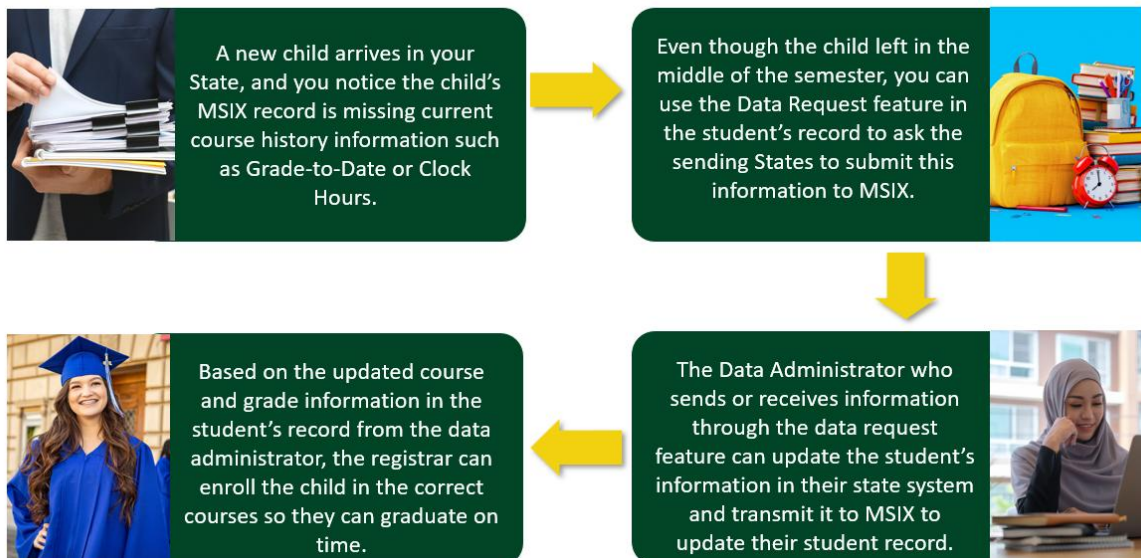


# Migrant Student Information Exchange (MSIX) *Data Administrator Fact Sheet*

If you are a Data Administrator, MSIX allows you to:

- Review and validate or reject near matches, merges and splits of student records.
  - A near match involves student records that MSIX found to be a close but not an absolute match.
  - When one or more records appear to belong to the same student a Data Administrator (or Primary user) can initiate a merge. Once a merge has been initiated, MSIX automatically notifies the appropriate Data Administrator to review and either validate or reject the merge.
  - When a record appears to be merged incorrectly a Data Administrator (or Primary User) can initiate a split. The split process separates a single merged record into new, separate student records. Once a split has been initiated, MSIX automatically notifies the appropriate Data Administrator to review and either validate or reject the split.
  - For near matches, merges, and splits, a Data Administrator must intervene to determine whether student records should be merged or split.
- Send, reply to, resolve, and reassign Data Requests and Move Notifications.
  - Data Requests allows users to send requests for student information directly to other MSIX users. You may receive data requests from MSIX Users in other areas about students that were previously recorded as attending schools in your area.
  - Move Notifications allows users to alert another area of a student's relocation in the case of their arrival or departure. As part of a move notice, you can include comments regarding the migratory child who is relocating.





## Migrant Student Information Exchange (MSIX) *Data Administrator Fact Sheet*

### MSIX users with the Data Administrator role can:

- Access numerous reports in MSIX to assist with records exchange:
  - **Student Information:** displays data made available for exchange among States, including student count, MSIX child count, demographics, enrollment details, course history, and assessments. [34 CFR § 200.85(b)(3)]
  - **Worklists:** displays data on total worklist items, including outstanding worklist items. [CFR § 200.85(b)(3)(iii)]
  - **Data Quality Reports:** This suite of five separate reports helps you verify data quality compliance levels by showing recent files submitted by States and displaying student records that contain incomplete or invalid data, potential duplicates, and data logic issues. [34 CFR § 200.85 (d)]
  - **Reconciliation:** helps you identify data quality issues in student records that may cause differences in child and subcategory counts between MSIX and your State system. Use these reports to review and reconcile Child Count and subcategory counts with your State system.
  - **Student Mobility:** displays data on children moving to and from different States. Use these reports to analyze patterns and plan identification and recruitment (ID&R) effort.
- Manage student information and worklists at multiple levels within your state. By assigning the State, Regional, or District Data Administrator role based on your State's configuration in MSIX, information in MSIX can be delegated from the SEA to the local district level.

The Data Validity Report provides the counts and percentages of records with invalid MDEs in MSIX. Data Administrators can utilize this report to identify errors in student data submitted to MSIX and analyze trends to determine which data elements are consistently flagged as invalid to improve overall data quality statewide.



By reviewing the Data Element Invalid (%) column of this report, State level MSIX users can click into the Student Level Information for the Data Elements with the largest percentage of invalid values being submitted to MSIX.



Using the MDE List and Interface File Format documents provided on the Resources page, MSIX Users can analyze why a Data Element has been flagged as Invalid.