

Migrant Student Information Exchange (MSIX)

MSIX Lab: Merging and Splitting Student Records

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Session Overview

- Initiating a Merge
 - Overview
 - Demonstration
- Initiating a Split
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 - Demonstration
- Hands-on Exercises

Target Audience:

- Primary Users
- Data Administrators

Topic 1: Initiating a Merge





Overview: Initiating a Merge

- Performed by a Primary User or a Data Administrator
- Combines multiple records into a single, consolidated record
 - This would occur when the user determines that duplicate records exist for the same student
 - The data in MSIX for each student does not need to match exactly prior to initiating a merge
- Merges can be user-initiated or generated by MSIX
- Potential Merge List
 - After a student record is flagged for a merge, it is placed on this list and cannot be flagged for a merge or split by any other user until the issue is resolved



Overview: Initiating a Merge (cont'd.)

- User will be asked to designate a "Master Record"
 - If the merge is validated, the newly consolidated record will retain the master record's MSIX ID
 - Upon being merged, non-master records can no longer be flagged for merge or split
- A merge must be validated by another Data Administrator before it becomes effective

Demonstration Initiating a Merge



Topic 2: Initiating a Split





Overview: Initiating a Split

- Can be performed by a Primary User or a Data Administrator
- A split separates records that have been wrongly combined
- The user can see which records qualify for a potential split by looking at the Historical Student Record View
- Potential Split List
 - After a student record is flagged for a potential split, it is placed on this list and cannot be flagged for a merge or split by any other user until the issue is resolved
- The user will be asked to designate a “Master Record”. This is the record that will retain the MSIX ID Number; the other records will be assigned new numbers
- A split must be approved by another Data Administrator before it becomes effective

Demonstration

Initiating a Split



Hands-on Exercise





MSIX Training Environment

<https://training.msix.ed.gov>

User ID: Primary-#
Password: Msix2011!

Questions??

