

HOW TO SEARCH FOR STUDENTS



BASIC SEARCH

- The Basic Student Search allows you to search for students by **Name, DOB, MSIX ID, and State Student ID.**
- Searches can be **focused or expanded** by selecting “Exact” or “Partial” next to each search criteria.

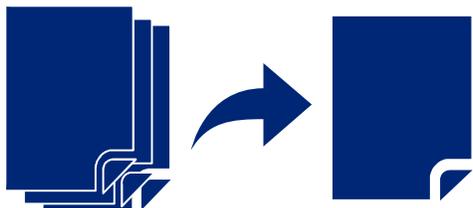


ADVANCED SEARCH

- Advanced Student Search includes more criteria such as **Birth Country/State, Parent Name, and multiple Last Names.**
- MSIX includes **Soundex**, which searches for names by **phonic characteristics (how they sound).**
- **Soundex is useful when you know the name of the student but not how it is spelled**, e.g., you hear a student’s name as “Robert” but are not sure if that is correct. A Soundex search for “Robert” returns names that sound like “Robert,” and you find the student’s name is actually “Rupert.”

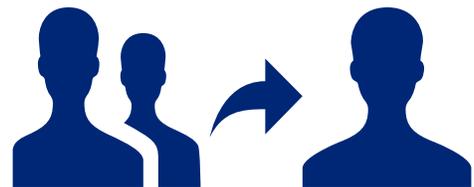
RECORDS CONSOLIDATION

- MSIX **improves data quality** and helps students receive the highest quality of MEP services by automatically identifying records for consolidation.
- When a student is matched or merged, with an existing ID in MSIX, the **user is prompted to select the Master Record.**
- The Master Record is the MSIX ID under which **the other record(s) will be consolidated into.**
- Near Matches are **potentially identical students** identified by MSIX, Merges are students **identified by a user** as being identical, and Splits are students **identified by a user as being erroneously merged.**



MANAGING & VALIDATING WORKLISTS

- “Worklists” refers to **Near Matches, Merges, and Splits** that require attention from Data Administrators.
- Unaddressed Worklists are escalated over 3 weeks to the State level (District > Regional > State). **The exact escalation process depends on the structure of your State MEP and MSIX user roles.**
- If Worklists are not validated or rejected within 3 weeks they will be **auto-validated.**
- **Auto-validation does not mean the Worklist was correct**, so it is important to create a schedule to address Worklist items in a timely manner.



ACCOUNT CREATION & MAINTAINENCE



- The **Principle of Least Privilege (PLP)** assigns the lowest level of rights that allows users to access the tools they need to perform their job. PLP provides the ability to perform tasks while **protecting student data and promoting overall system security**.
- Assigning the lowest level of rights when accounts are created enables User Administrators to **minimize the damage** caused by compromised accounts.
- User Administrators should **create a schedule to check the Account List Report** for accounts that will expire in the next two weeks and evaluate whether or not their expiration date should be extended so the user can continue to use MSIX.
- Users that are seasonally employed or are not actively using MSIX should be disabled (temporarily suspended) or deactivated (permanently deleted) to promote system security. Before Disabling or Deactivating a user, **consider the busy and slow seasons of migrant movement** in your area as it will likely correlate to the last login date of certain users.

STUDENT MOVE NOTIFICATIONS

- MSIX only requires the user sending the notification to include the State the student originated, however, **we strongly recommend including all information that is known about where the student is moving**.
- Comments are an easy way to tell the receiving State any **information that would aid identification and recruitment**, e.g., address of the new home, where the family will be working, or your availability for a follow-up phone call.
- It is important to **follow-up and locate** the student after receiving a move notification to make sure that student is quickly identified and recruited.



TRAINING AND REFERENCE MATERIAL

- The Training Toolkit on the MSIX Trainer's Corner contains **Train-the-Trainer material, presentations, and exercises** to facilitate MSIX training for your State MEP.
- The Trainer's Corner also contains **interactive, online training** for each user role.
- The Help Desk can provide access to the **Training Environment** where users can explore the system with no impact to live student data.
- Join the **Department of Education ListServ** for migrant and MSIX news:
<http://www2.ed.gov/about/offices/list/oese/ome/omelistserv.html>

