

U.S. DEPARTMENT OF EDUCATION

MSIX Reports Manual

Version 2.2

February 2015

"MSIX IS ONLY AVAILABLE TO AUTHORIZED USERS"



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Document History

Version	Date	Author	Status	Notes
1.8	7/31/13	The MSIX Contractor	Revisions	<p>Added in new screenshots/steps to reflect:</p> <ul style="list-style-type: none"> • Job Title field in new account/edit account/ and reports screens • State/Region filter in Worklist Reports
1.9	9/16/13	The MSIX Contractor	Revisions	<p>Added in new screenshots and edits to the following pages:</p> <ul style="list-style-type: none"> • Page 5, box figure at the top. Widened the 'Data Validity' row so it is the same width as the other rows • Page 14 replaced with new screenshots • Page 15, Example screenshots 1 and 2 replaced with new screenshots • Page 17, Example 1 click PDF icon replaced with new screenshots • Page 18, Example 2 Select export to PDF replaced with new screenshots • Page 19, Examples 3 and 4 replaced with new screenshots • Page 21, Examples 6 and 7 replaced with new screenshots • Page 22, Example 8 – replaced with new screenshots • Page 23, Examples 9 and 10 replaced with new screenshots • Page 32, Examples 2 & 3 replaced with new screenshots • Page 33, Example 4 replaced with a new screenshot

				<ul style="list-style-type: none"> • Page 35, Example 8 replaced with a new screenshot • Pages 36-37, Examples 1-4 replaced with new screenshots • Page 85, Worklist by User Report replaced with new screenshots • Page 87, Example 1 replaced with new screenshots • Pages 88-89, Examples 2-5 replaced with new screenshots • Pages 94-96, Examples 1-5 replaced with new screenshots • Re-shot blurred screenshots on pages 41, 46, 57, 59, 77, and 81
2.0	11/12/13	The MSIX Contractor	Revisions	<ul style="list-style-type: none"> • Updated technical writing and formatting comments made by IV&V from v1.9 review
2.1	1/23/14	The MSIX Contractor	Revisions	<p>Addressed the following IVV comments:</p> <ul style="list-style-type: none"> • Inconsistent font type/size/color) are not consistent for all headings and graphic captions. • Page 55: Update to read "The Grade Retention Report provides counts of students...". • Page 48: Update screenshot caption to read "Continuation of Services Reason Report" for consistency. • Page 39: 1. Some of the words in the report descriptions have extra spaces between them. Remove the extra

				<p>spaces for consistency.</p> <p>2. Enrollment in Multiple States Report: update the description to read "Counts of Students..."</p> <p>3. Grade Retention Report: update the description to read "Counts of Students..."</p> <ul style="list-style-type: none"> • Page 26: The Records Exchange chart is blank. • Page 62: Add a space after the colon (Category 1: A 12-Month) • Be consistent in the use of periods for bulleted lists. For example, the 1st bullet doesn't end with a period, but the 2nd bullet does. Verify and update throughout the document. • Page 46: The hyphens in #1 and #2 have underlining applied to them. • Page 49: The hyphen in #1 has underlining applied to it. • Page 88: Update Example description #1 to read "Enter a date range for Creation Start Date and Creation End Date and click the Submit button". • Page 89: Update Example description #3 to read "...Click Clear Form to remove this information".
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2.2	2/6/2015	The MSIX Contractor	Update	<ul style="list-style-type: none"> • Updated data elements available in student data reports to reflect changes in Functional Release 1 • Addressed formatting errors • Updated screenshots affected by latest Functional Release • Added screenshot for Potential Duplicates Report filtered by MSIX ID • Addressed most recent IV&V Technical Writing and Observation comments • Updated Filter section for Missed Enrollment Report to include changes from the most recent functional release • Added information on the columns and drill down fields available in Student Info Reports • Minor formatting and wording changes for consistency • Updated screenshots of several reports to represent current state of MSIX
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1.0 General Reporting Features

The Migrant Student Information Exchange (MSIX) provides reports to both state and government personnel on aggregate information on the MSIX application and the migrant population. Reports are broken down into five main categories:

1. User Accounts
2. Student Info Reports
3. Student Mobility Reports
4. Worklist Reports
5. Data Quality Reports

The data in each report is restricted by permissions, which are based on user role and varies for each report. However, reports that are accessible to both state users and government administrators restrict state users to their particular state’s data and/or the aggregate, national-level data. State users cannot view other states’ data in the reports.

The matrix below shows the permission to view each report based on user role.

Report Type	#	Report Name	Data Admin	Primary & Secondary Users	Region/ State User Admin	User Admins	State Batch Submitter	Government Admins
User Account	1	<i>Accounts List</i>		√	√	√		
Student Info	2	<i>MSIX Student Count</i>	√	√				√
	3	<i>Student Demographic</i>	√	√				√
	4	<i>Enrollments by MDE Type</i>	√	√				√
	5	<i>Enrollments in Multiple States</i>	√	√				√
	6	<i>Grade Retention Report</i>	√					√
	7	<i>Missed Enrollment Report</i>	√					√
	8	<i>Student Course History</i>	√	√				√
	9	<i>Student Assessment</i>	√	√				√
	10	<i>Child Count</i>						√
	Student Mobility	11	<i>General Move From</i>	√	√			
12		<i>General Move To</i>	√	√				√

Report Type	#	Report Name	Data Admin	Primary & Secondary Users	Region/ State User Admin	User Admins	State Batch Submitter	Government Admins
Worklists	13	<i>Worklists By User</i>	√					√
	14	<i>Worklist Aging</i>	√					√
Data Quality	15	<i>Data Load Files</i>	√				√	√
	16	<i>Data Completeness</i>	√				√	√
	17	<i>Data Validity</i>	√				√	√
	18	<i>Potential Duplicates</i>	√					√

Please Note:

Data Administrators, Primary Users and Secondary Users can only view data for their state. In the Student Info Reports, they can view data at the national level as well. *User Administrators* can view account information for users in their states only.

The following sections lay out each report, by category, with detailed descriptions and images.

1.1 Reports Overview

MSIX provides State Users with five types of reports: User Administration, Student Info, Student Mobility, Worklists, and Data Quality. The following reports are found in each group:

User Administration Reports

- **Account List Report** – This report provides details on the MSIX users in each state.

Student Info Reports

- **MSIX Student Count Report** – This report provides total counts of students in MSIX that are distinct students, near matched students and those which have records in multiple states.
- **Student Demographic Report** – This report provides demographic information of students by age, gender, birth location and Continuation of Services Reason (CSR) flag.
- **Student Enrollments by Minimum Data Element (MDE) Type** – This report includes counts of students by grade, enrollment type, various enrollment flags, and Migrant Education Program (MEP) project type.
- **Student Enrollments in Multiple States** – This report includes counts of students in the user’s state that have enrollments in other states.

- **Grade Retention Report** - Counts of students who were retained between two academic years. An academic year is defined as the 12 month period between July 1st and June 30th.
- **Missed Enrollment Report** - Counts of missed enrollments identified following a student qualifying move.
- **Student Assessment Report** – This report provides total counts of assessment records by assessment type.
- **Student Course History Report** – This report provides total counts of course history records by course type.
- **Child Count** – This report provides counts of Category 1 and Category 2 students for the current or previous school year as defined by the Consolidated State Performance Report (CSPR) criteria. It is available only to Government Administrators.

Student Mobility Reports

- **General Move From Report** — This report provides counts of student moves out of their state. It includes the location they are moving to, student counts, and percentages of the total.
- **General Move To Report** — This report provides counts of student moves into their state. It includes the location they are moving to, student counts, and percentages of the total.

Worklist Reports

- **Worklists by User Report** — This report enables the user to view the worklists for all of the state’s Data Administrators.
- **Worklist Aging Report** — This report provides a list of unresolved worklist items grouped by worklist type with the number of days they have been in progress.

Data Quality Reports

- **Data Load Report** — This report provides the number of student files loaded into MSIX that were without issues out of a total number received over a given period of time (day, week, month, year). It reports when file upload begins and ends, as well as the total number of records in the file.
- **Data Completeness** – This report provides users the percentages of incomplete data for each data element. The six categories are the following: Assessments, Course History, Enrollments, Qualifying Moves, Student, and Student Demographic. It shows how many records within the selected category are missing each data element. This report can be viewed by state or in a national view.
- **Data Validity** – This report provides users the percentage of invalid data within each data element. Each data element has a set of valid values: when a record possesses an invalid entry it will contribute to the percentage of invalid elements. Ideally, MSIX will have 0% invalid values for all the data elements.
- **Potential Duplicates** – This report identifies student records that could potentially be for the same student. Identifying duplicates allows users to identify and correct them to improve the systems data integrity. The report looks for potential duplicate records in two systems: MSIX and the user’s State MEP System.

1.2 Report Navigation

1.2.1 Accessing Reports

1. Login to MSIX. Click **Reports** link in left navigation panel.

The screenshot displays the MSIX (Migrant Student Information Exchange) website. At the top, there is a banner for the U.S. Department of Education with the tagline "Promoting educational excellence for all Americans" and an American flag. Below the banner is a navigation bar with links for "My Account", "Training", "Contact Us", "Help", and "Logout".

On the left side, there is a blue navigation menu. The "Reports" link is highlighted with a red box and a red circle containing the number "1". Other links in the menu include "Home", "Search", "Potential Merge List", "Potential Split List", "Records Exchange Initiative", and "External Links" (which includes "Course Catalog", "Standardized Tests", "REACTS RESULTS", "NCES", and "State MEP Directors").

The main content area features a welcome message: "Keith Scott, Welcome to MSIX". Below this message is a photograph of a young woman in a blue graduation cap and gown standing with four other children. The text below the photo states: "The MSIX site and all its components are designed to facilitate the exchange of migrant student records for the purposes of school enrollment, placement, and accrual of credit in school."

At the bottom of the page, there is a footer with the copyright notice "© 2007 U.S. Department of Education. For Official Use Only" and the text "Rules Of Behavior | ED | OME".

2. On the Reports Home Page, each user will have a different set of reports, based on assigned user roles and state, in the left navigation panel. Click the Student Info link in the left navigation panel.

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Student Info

Student Mobility

Home Page

Help | Return to MSIX | Logout

Welcome to the MSIX Reports. You can access the MSIX Reports by clicking on the specific report in the left hand navigation bar. Please do not use the Refresh or the Back button of the web browser. Use only the links provided within MSIX reports to navigate.

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8. The user is then returned to the **Reports** home page.

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Help | Return to MSIX | Logout

Home Page

Welcome to the MSIX Reports. You can access the MSIX Reports by clicking on the specific report in the left hand navigation bar. Please do not use the Refresh or the Back button of the web browser. Use only the links provided within MSIX reports to navigate.

Student Info
MSIX Student Count
Student Demographic
Student Enrollment
Student Course History
Student Assessment
Student Mobility

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1.2.2 Exiting Reports

- Tools** icon – this feature provides the option to hide the left hand menu or to close the report tab to return to the reports homepage.
- Help** link – this link will take the user to the MSIX Help page
- Return to MSIX** link – this link will return the user to the Home Page
- Logout** link – this link will log the user out of the application

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Home Page Account List

Description: A list of users in your state and their contact information

Total Users: 1

Last Name	First Name	Job Title	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Fallon	Meredythe		MFallon	Active	No	State Data Administrator	test3@deloitte.com	09/12/2013 03:26 PM			

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1.3 Sorting in Reports

Users can change the order of the reported data by clicking on a field name to designate that as the ordering factor. Double-clicking the area next to the field name (column heading) will sort the data in reverse-chronological or reverse alphabetical order.

To add additional levels of sorting, select the blank space to the right of a field name. The order of sorting proceeds according to the order in which the fields are selected.

The following example is conducted in the Account List Report.

Example:

1. The user can change the order of the report by clicking on a field name to designate that as the ordering factor. Click on the **First Name** field title to have the first level of ordering be according to first name.

The screenshot shows the 'Account List' page. At the top right, it says 'U.S. Department of Education Promoting educational excellence for all Americans'. Below the header, there are navigation links: 'Home Page', 'Account List', 'Help', 'Return to MSIX', and 'Logout'. A description reads: 'Description: A list of users in your state and their contact information'. There are icons for refresh, search, and a 'Filter' button. Below this, it says 'Total Users: 1'. A table with the following columns is shown: Last Name, First Name, Job Title, User Id, Status, Accepted ROB, Roles, Email, Create Date, Activation Date, Expiration Date, and Last Login Date. The 'First Name' column header is highlighted with a red box, and a red circle with the number '1' is placed over it. The table contains one row with the following data: Last Name: Fallon, First Name: Meredythe, Job Title: (blank), User Id: MFallon, Status: Active, Accepted ROB: No, Roles: State Data Administrator, Email: test3@deloitte.com, Create Date: 09/12/2013 03:26 PM, Activation Date: (blank), Expiration Date: (blank), Last Login Date: (blank).

2. The list is now sorted with **First Name** as the highest level of ordering. One can also add additional levels of sorting by selecting the blank space to the right of a field name. The order of sorting will go according to the order in which the fields are selected. For example, with **First Name** as the first level of sorting, select **User ID** as the second level.

The screenshot shows the 'Account List' page, identical to the previous one. In this version, the 'User Id' column header is highlighted with a red box, and a red circle with the number '2' is placed over it. The table data remains the same as in the previous screenshot.

- Click the blank space to the right of the **Roles** field to select user role as the third level of ordering.

The screenshot shows the 'Account List' page. At the top right, it says 'U.S. Department of Education Promoting educational excellence for all Americans'. Below the header, there are navigation links: 'Home Page', 'Account List', 'Help', 'Return to MSIX', and 'Logout'. A description reads: 'Description: A list of users in your state and their contact information'. There is a 'Filter' button. Below this, it says 'Total Users: 1'. A table is displayed with the following columns: Last Name, First Name, Job Title, User Id, Status, Accepted ROB, Roles, Email, Create Date, Activation Date, Expiration Date, and Last Login Date. The first row contains the data for user 'Fallon, Meredythe'. A red circle with the number '3' is placed over the 'Roles' field in the first row, which contains 'State Data Administrator'.

Last Name	First Name	Job Title	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Fallon	Meredythe		MFallon	Active	No	State Data Administrator	test3@deloitte.com	09/12/2013 03:26 PM			

- Clicking on the name of any field will make that the first level of ordering and remove any previous sorting. Click **Last Name** to designate this as the main sorting factor.

This screenshot is identical to the one above, but with a red box highlighting the 'Last Name' column header in the table. A red circle with the number '4' is placed over the 'Filter' button.

Last Name	First Name	Job Title	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Fallon	Meredythe		MFallon	Active	No	State Data Administrator	test3@deloitte.com	09/12/2013 03:26 PM			

1.4 Additional Links

The following four links provide additional functionality and appear above the left side panel of most reports:

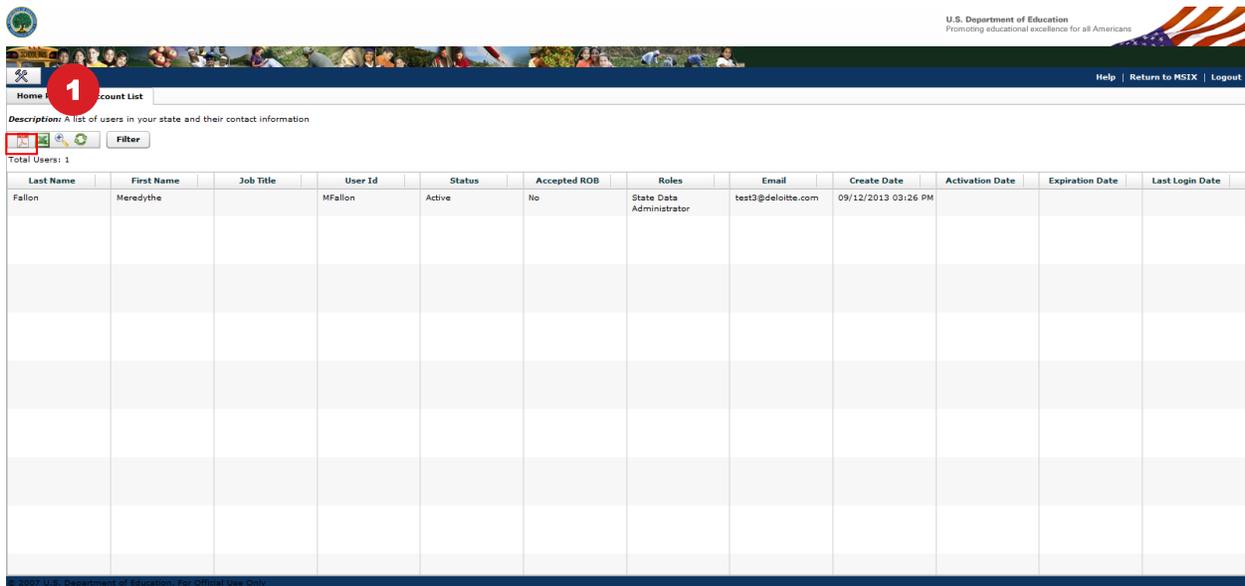


1. **PDF Icon**  – the user can save the current report in PDF format. When the PDF option is selected, a PDF Generation Dialogue Box will appear; this box allows the user to add headings to the different parts of the report in the PDF.
2. **Excel Icon**  – the user can save the current report CSV format. Headings can be created by entering that information directly into the document.
3. **Toggle Icon**  – when the toggle icon is clicked, the user can select the “Toggle View” option, which expands the data-grid to take up the entire report and hides the right side panel. This icon is only present in reports with Right Side Views, such as the Account List Report and Worklist Reports.
4. **Refresh Icon**  – by clicking on this icon, the report data is refreshed.

The following example is conducted in the Account List Report.

Example:

1. Click **PDF** icon.



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Home Account List Help | Return to MSIX | Logout

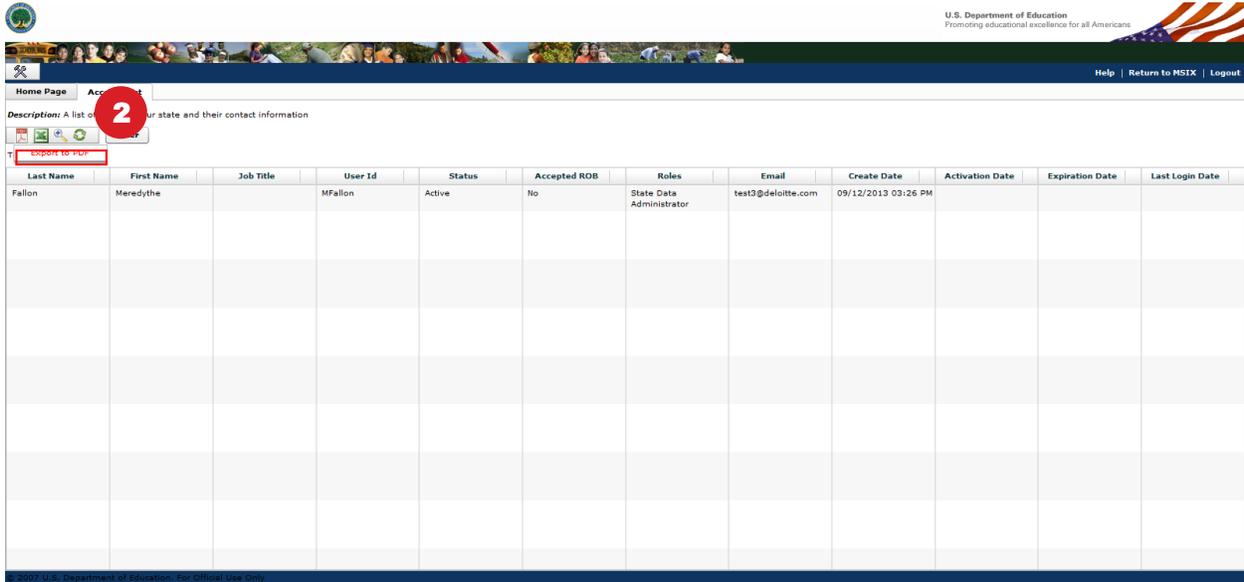
Description: A list of users in your state and their contact information

Total Users: 1

Last Name	First Name	Job Title	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Fallon	Meredythe		MFallon	Active	No	State Data Administrator	test3@deloitte.com	09/12/2013 03:26 PM			

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2. Select **Export to PDF**.



The screenshot shows a web application interface for user management. At the top right, it says "U.S. Department of Education Promoting educational excellence for all Americans". Below the header, there are navigation links: "Home Page", "Account", "Help", "Return to MSIX", and "Logout". The main content area has a description: "Description: A list of users in your state and their contact information". A red circle with the number "2" highlights the "Export to PDF" button. Below the description is a table with the following columns: Last Name, First Name, Job Title, User Id, Status, Accepted RDB, Roles, Email, Create Date, Activation Date, Expiration Date, and Last Login Date. The table contains one row of data for a user named Fallon, Meredythe.

Last Name	First Name	Job Title	User Id	Status	Accepted RDB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Fallon	Meredythe		MFallon	Active	No	State Data Administrator	test3@deloitte.com	09/12/2013 03:26 PM			

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3. View PDF Generation Dialog Box.

The screenshot shows a web application interface with a table of users. A dialog box titled "PDF Generation Dialog Box" is open, overlaid on the table. The dialog box contains four text input fields and four checkboxes. A red circle with the number "3" is positioned above the dialog box.

Last Name	First Name	Job Title	User Id	Create Date	Activation Date	Expiration Date	Last Login Date
Fallon	Meredythe		MFallon	09/12/2013 03:26 PM			

PDF Generation Dialog Box

Text to be included before Datagrid display

Datagrid

Text to be included before the Status Chart

Status Chart

Text to be included before the Role Chart

Role Chart

Submit Cancel

4. Select the checkboxes to enter headings for the different parts of the report. Enter text into the comment boxes; this will be the text for your headings. Click **Submit**.

The screenshot shows the same web application interface as the previous one. The "PDF Generation Dialog Box" is still open, but now the checkboxes for "Datagrid", "Status Chart", and "Role Chart" are selected. A red circle with the number "4" is positioned over the "Submit" button.

Last Name	First Name	Job Title	User Id	Create Date	Activation Date	Expiration Date	Last Login Date
Fallon	Meredythe		MFallon	09/12/2013 03:26 PM			

PDF Generation Dialog Box

Text to be included before Datagrid display

Datagrid

Text to be included before the Status Chart

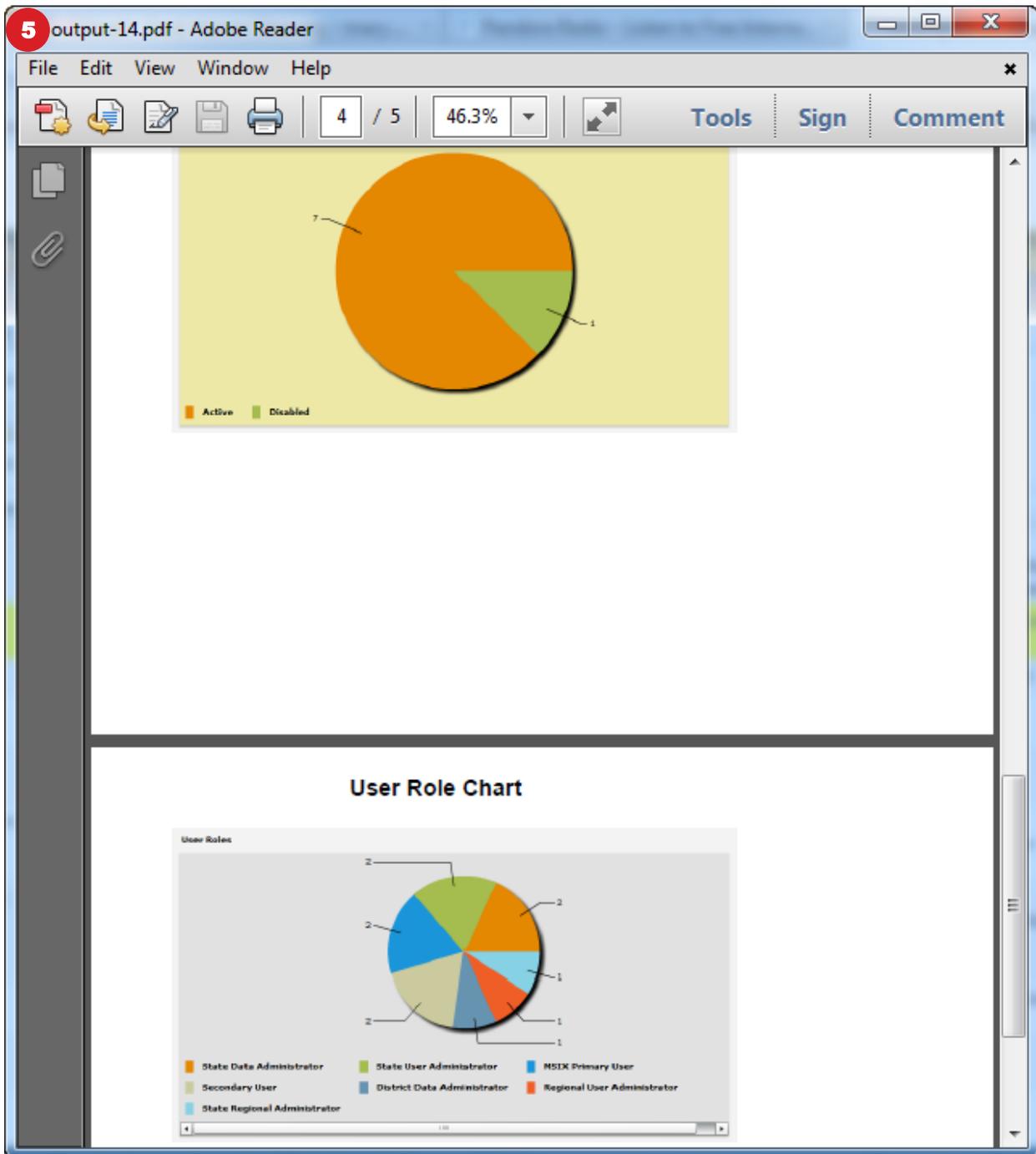
Status Chart

Text to be included before the Role Chart

Role Chart

Submit Cancel

5. View the PDF. Click the **Save** icon on the PDF . Save the PDF to local hard drive.



The screenshot shows the Adobe Reader interface for a PDF document titled "output-14.pdf". The window title bar includes a red circle with the number "5". The menu bar contains "File", "Edit", "View", "Window", and "Help". The toolbar shows icons for opening, saving, printing, and zooming, along with "Tools", "Sign", and "Comment" options. The main content area displays two pie charts. The top chart shows a large orange slice (7) and a smaller green slice (1). The bottom chart, titled "User Role Chart", shows a pie chart with seven segments of different colors, each with a count. A legend below the chart identifies the roles and their counts.

Role	Count
State Data Administrator	2
State User Administrator	2
MSIX Primary User	2
Secondary User	1
District Data Administrator	1
Regional User Administrator	1
State Regional Administrator	1

6. Close the folder and the PDF. Click **Toggle** icon and select **Show Right Side**.

The screenshot shows the 'Account List' page. At the top right, it says 'U.S. Department of Education Promoting educational excellence for all Americans'. Below the header, there are navigation links: 'Home Page', 'Account List', 'Help', 'Return to MSIX', and 'Logout'. The main content area has a description: 'Description: A list of users in your state and their contact information'. Below this is a toolbar with icons for 'Add', 'Edit', 'Delete', and 'Filter'. A red circle with the number '6' and an arrow points to the 'Show Right Side' button. Below the toolbar is a table with the following columns: Last Name, First Name, Job Title, User Id, Status, Accepted ROB, Roles, Email, Create Date, Activation Date, Expiration Date, and Last Login Date. The table contains one row of data for user 'Fallon, Meredythe'.

Last Name	First Name	Job Title	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Fallon	Meredythe		MFallon	Active	No	State Data Administrator	test3@deloitte.com	09/12/2013 03:26 PM			

7. The Status, Roles, and User Details tabs are shown on the right side.

The screenshot shows the 'Account List' page with the right-hand pane expanded. A red circle with the number '7' and an arrow points to the 'Roles' tab in the right-hand pane. The right-hand pane is titled 'Roles Chart' and contains a 'User Roles' section with a large orange circle representing the role. Below the circle is a legend for 'State Data Administrator'. At the bottom of the pane are three tabs: 'Status', 'Roles', and 'User Details'.

Last Name	First Name	Job Title	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Fallon	Meredythe		MFallon	Active	No	State Data Administrator	test3@deloitte.com	09/12/2013 03:26 PM			

8. Right panel expands. Click **Toggle** icon and **Hide Right Side** to return the form to the previous view.

The screenshot shows a web application interface for user management. At the top, there is a header with the U.S. Department of Education logo and the tagline "Promoting educational excellence for all Americans". Below the header, there are navigation links: "Home Page", "Account List", "Help", "Return to MSIX", and "Logout".

The main content area is titled "Description: A list of users in [redacted] and their contact information". Below this, there are icons for adding, deleting, and filtering users, along with a "Filter" button. A red circle with the number "8" is overlaid on the "Filter" button. Below the icons, there is a "Total User:" label and a "Hide Right Side" button, which is highlighted with a red box.

The main part of the interface is a table with the following columns: Last Name, First Name, Job Title, User Id, Status, Accepted RDB, Roles, Email, Create Date, Activation Date, Expiration Date, and Last Login Date. The table contains one row of data for a user named Fallon, Meredythe, with User Id MFallon, Status Active, Accepted RDB No, Roles State Data Administrator, Email test3@deloitte.com, Create Date 09/12/2013 03:26 PM, and empty fields for Activation Date, Expiration Date, and Last Login Date.

On the right side of the interface, there is a "Roles Chart" section. It contains a "User Roles" label and a large orange circle representing the user's roles. A legend below the chart shows a small orange square next to the text "State Data Administrator". At the bottom of the roles chart, there are three tabs: "Status", "Roles", and "User Details".

9. Click the **Refresh** icon and click **Refresh Data** to refresh the report data.

The screenshot shows the 'Account List' page. At the top right, it says 'U.S. Department of Education Promoting educational excellence for all Americans'. Below the navigation bar, there are tabs for 'Home Page' and 'Account List'. A description reads: 'Description: A list of users in your state and their contact information'. Below this, there are icons for 'Print', 'Refresh', and 'Filter'. The 'Refresh' icon is highlighted with a red circle containing the number 9. Below the icons, it says 'Total Users: 1'. A table with the following columns is displayed: Last Name, First Name, Job Title, User Id, Status, Accepted ROB, Roles, Email, Create Date, Activation Date, Expiration Date, and Last Login Date. The table contains one row for user 'Fallon' with first name 'Meredythe', user ID 'MFallon', status 'Active', and email 'test3@deloitte.com'.

Last Name	First Name	Job Title	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Fallon	Meredythe		MFallon	Active	No	State Data Administrator	test3@deloitte.com	09/12/2013 03:26 PM			

10. Similar to save to PDF, the report can also be saved to Excel. The export will include the filter parameters selected and the data visible in the data grid in .csv format. Users can resave the file as a .xls to manipulate the data with Excel functions.

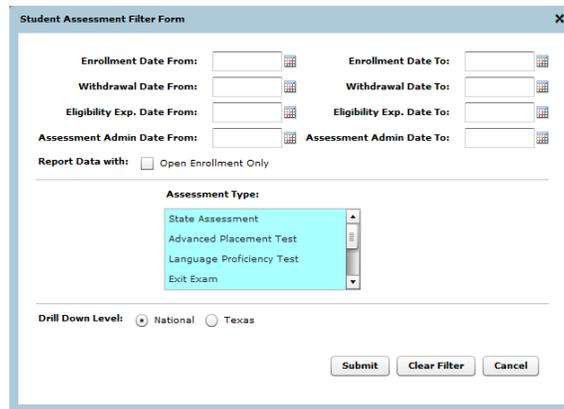
This screenshot is identical to the one above, showing the 'Account List' page. A red circle with the number 10 highlights the 'Refresh' icon. The table below shows the same data as in the previous screenshot.

Last Name	First Name	Job Title	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Fallon	Meredythe		MFallon	Active	No	State Data Administrator	test3@deloitte.com	09/12/2013 03:26 PM			

1.5 Filtering in Reports

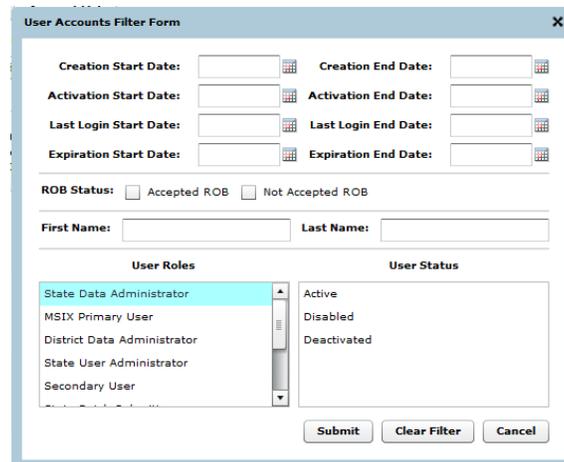
Most reports have filtering capabilities which allow users to refine the data with the user filter form. Each report has different filter parameters based on the data it contains.

User Filter Form – by clicking on the **Filter** button , users can pull up this form, which allows them to enter multiple filter parameters for the report. Each filter form varies based on the data contained in the report. Below are two examples of filter forms you will find in the MSIX reports. See the corresponding sections of this manual for report specific examples.



The screenshot shows the "Student Assessment Filter Form" window. It contains several date range filters: "Enrollment Date From/To", "Withdrawal Date From/To", "Eligibility Exp. Date From/To", and "Assessment Admin Date From/To". There is a checkbox for "Report Data with: Open Enrollment Only". A dropdown menu for "Assessment Type" is open, showing options: "State Assessment", "Advanced Placement Test", "Language Proficiency Test", and "Exit Exam". At the bottom, there are radio buttons for "Drill Down Level: National" (selected) and "Texas". "Submit", "Clear Filter", and "Cancel" buttons are at the bottom right.

Student Assessment Filter Form



The screenshot shows the "User Accounts Filter Form" window. It contains several date range filters: "Creation Start/End Date", "Activation Start/End Date", "Last Login Start/End Date", and "Expiration Start/End Date". There are checkboxes for "ROB Status: Accepted ROB" and "Not Accepted ROB". There are input fields for "First Name" and "Last Name". Two dropdown menus are open: "User Roles" (with "State Data Administrator" selected) and "User Status" (with "Active" selected). "Submit", "Clear Filter", and "Cancel" buttons are at the bottom right.

User Accounts Filter Form

2.0 Dashboards

The MSIX Dashboards are a collection of charts that provide information on MSIX activity, usage, and quality metrics. These dashboards are only available to Government Admin users.

2.1 Dashboard 1

- 1. Records Exchange** - The Records Exchange chart shows the ten states that have viewed the most student records from other states; it is based on the most recent completed month's activity.
- 2. Recent Moves** - The Recent Moves chart shows the total count Qualifying Moves at a National level by month for the past 12 months. The counts are based on the most recent completed month's data (for example, on August 1, users will see the data from all of July).
- 3. MSIX Usage** - The MSIX Usage chart provides national usage data across functional categories in MSIX. Each stacked bar is broken down by Admin, Documentation, Report, Student, and Worklist related functionality. Counts are displayed by month and are based on application views for the previous year including the most recent completed month.
- 4. MSIX User Count** - The MSIX User Count chart has two lines that both represent National user data. The Orange line shows the count of New Users that were introduced to MSIX during that month. The Green line shows the number of User Logins that occurred that month. The counts are based on the most recent completed month's data.

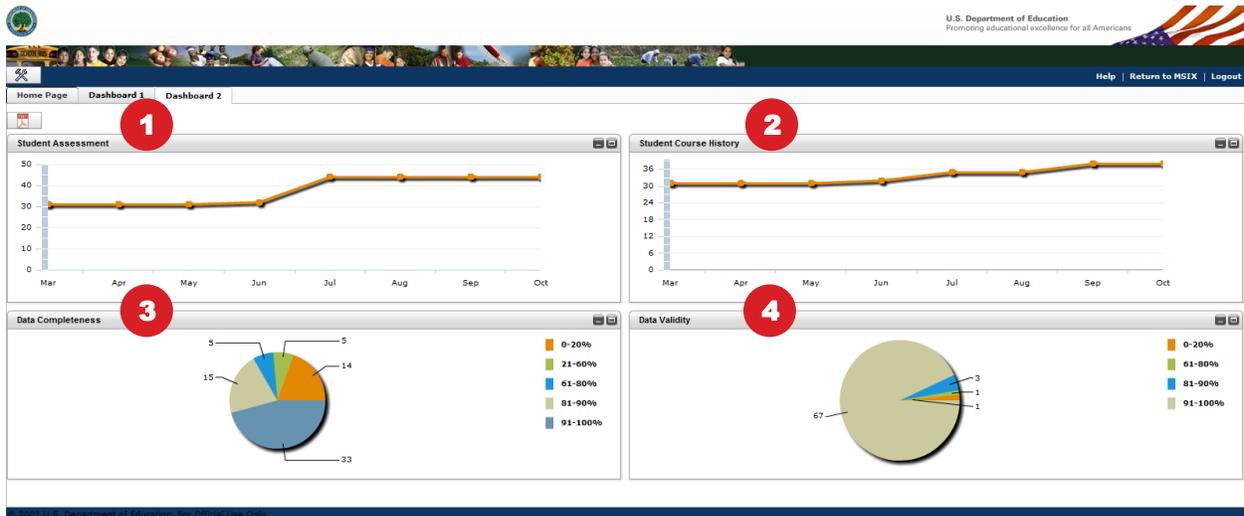


Dashboard 1 View

2.2 Dashboard 2

- 1. Student Assessment** - The Student Assessment chart shows the percent of eligible 3rd-12th grade students nationwide that have assessment data loaded into MSIX. This metric is collected once per weekday and is rendered as an average percentage on a monthly basis, displayed on the first day of the following month.

2. **Student Course History** - The Student Course History chart shows the percentage of eligible secondary students nationwide that have course history data loaded into MSIX. This metric is calculated each month to show progress over time. This metric is collected once per weekday and is rendered as an average percentage on a monthly basis, displayed on the first day of the following month.
3. **Data Completeness** - The Data Completeness chart provides an overview of how complete MSIX data is nationally. Each color represents a range of percent completeness and the size of the slice represents the number of MDEs that fall within that range. The chart is based on information as of midnight the previous business day.
4. **Data Validity** - The Data Validity chart provides an overview of how valid MSIX data is nationally. Each color represents a range of percent valid and the size of the slice represents the number of MDEs that fall with that range. The chart is based on information as of midnight the previous business day.

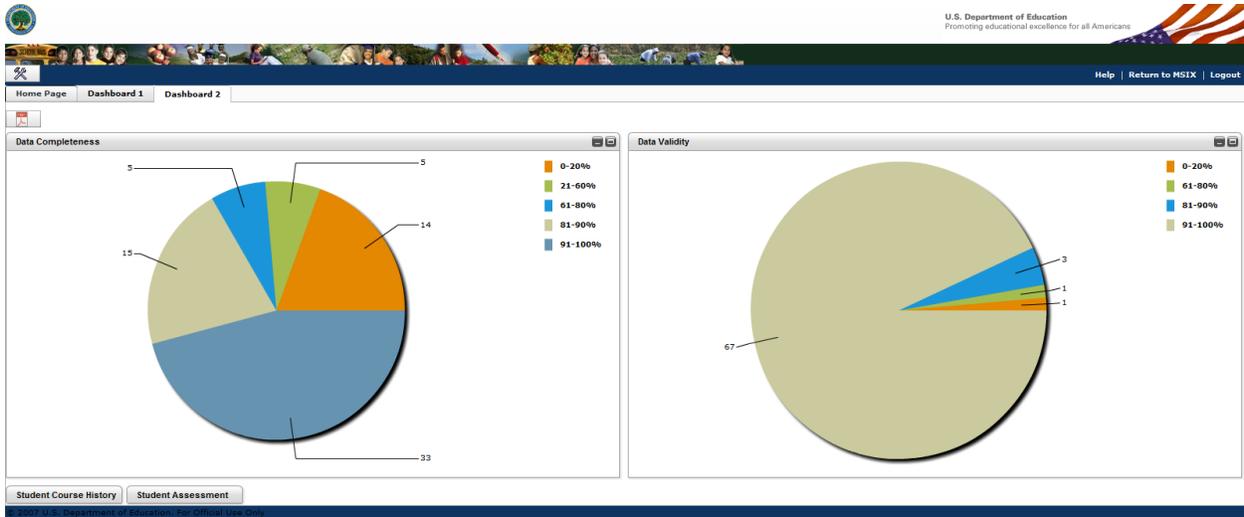


Dashboard 2 View

2.3 Using the Dashboards

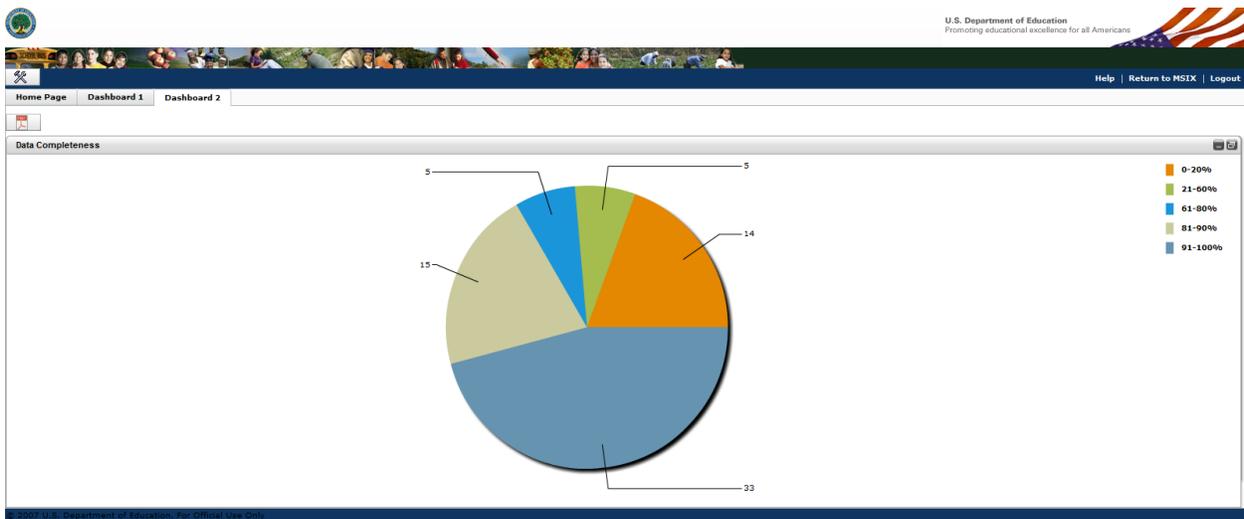
The Dashboards are intended to offer a snapshot of the data contained in MSIX. Therefore there is no filtering on the various tables comprising the Dashboards but a user can focus on any combination of tables in any order they choose.

For example, a user more concerned with 'Data Validity' and 'Data Completeness' can minimize both 'Student Course History' and 'Student Assessment' tables using the minimize button  located in the upper right-hand corner of each table.



Dashboard 2 with Data Completeness and Data Validity

If the user needed to focus specifically on 'Data Completeness' the maximize button  to display only the 'Data Completeness' table. The table can be returned to it's normal dimensions by clicking the restore button .



Dashboard 2 with Data Completeness

Hovering over the data contained in any of the tables reveals tooltips that provide the user with the data associated with the data point on the table.



Dashboard 1 Tooltip Feature

3.0 User Administrator Reports

MSIX User Administrators have access to the Account List Report, which provides an aggregate view of user accounts in their state.

3.1 Account List Report

What is the purpose of this report?

The Account List Report maintains records for all user accounts in the User Administrator's state in the MSIX system.

What types of information are contained in this report?

Each record contains the following data fields for that user:

User Account List Reports Column Headings	
Last Name	Roles
First Name	Account Creation Date
User ID	Account Activation Date
Account Status	Account Expiration Date
Accepted ROB	Last Login Date
Email	Job Title

Who can access this report?

State User Administrators, Regional User Administrators, OME Administrators

Applying Filters to the Account List Report

User Filter Form – This form can be accessed by clicking the **Filter** button. The form allows the user to place multiple filtering parameters on the report, including the four date ranges, user status, user role, first and last name, and whether a user has accepted the Rules of Behavior.

The screenshot below shows the available parameters.

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Home Page Account List Help | Return to MSIX | Logout

Description: A list of users in your state and their contact information

Total Users: 1 **Filter**

Last Name	First Name	Job Title	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Fallon	Meredythe		MFallon	Active	No	State Data Administrator	test3@deloitte.com	09/12/2013 03:26 PM			

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Account List Report

User Accounts Filter Form

Creation Start Date: [] [] Creation End Date: [] []

Activation Start Date: [] [] Activation End Date: [] []

Last Login Start Date: [] [] Last Login End Date: [] []

Expiration Start Date: [] [] Expiration End Date: [] []

ROB Status: Accepted ROB Not Accepted ROB

First Name: [] Last Name: []

User Roles: State Data Administrator, MSIX Primary User, District Data Administrator, State User Administrator, Secondary User

User Status: Active, Disabled, Deactivated

Submit Clear Filter Cancel

Account List Report Filter Form

FAQ

What happens if the user chooses filter parameters that do not correspond to any user accounts?

When the "Filter" button in the User Filter Form is clicked, the datagrid will return no records.

What happens if the user enters only the start date or end date for any of the date ranges?

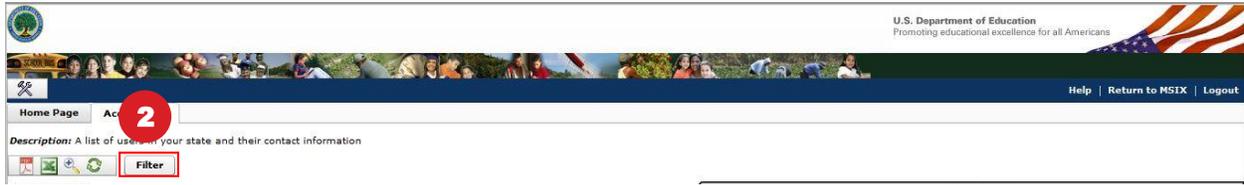
In order to use the date filters, the user must enter a date in both the start and end fields; otherwise, these fields will not correctly filter the data. Also, Date Ranges are exclusively applied, so if a user filters by a creation date between 2/21/2012 and 2/23/2012, only accounts created on February 22 will display in the report.

Example:

1. Enter a date range for **Creation Date** and click the **Submit** button. Date ranges can also be entered for **Last Login Date**, **Activation Date**, and **Expiration Date**.

The screenshot shows a window titled "Accounts Filter Form" with a red circle containing the number "1" in the top-left corner. The form contains several date filter fields, each with a calendar icon to its right. The "Creation Start Date" is set to "02/23/2012" and the "Creation End Date" is set to "02/24/2012". Other date fields (Activation, Last Login, Expiration) are empty. Below the date fields are two checkboxes for "ROB Status": "Accepted ROB" and "Not Accepted ROB". There are also text input fields for "First Name" and "Last Name". At the bottom, there are two columns of filters: "User Roles" and "User Status". The "User Roles" list includes "State Data Administrator", "MSIX Primary User", "District Data Administrator", "State User Administrator", and "Secondary User". The "User Status" list includes "Active", "Disabled", and "Deactivated". At the bottom right, there are three buttons: "Submit" (highlighted with a red box), "Clear Filter", and "Cancel".

2. Data is filtered according to the parameters entered. Click **Filter** button to access the **User Filter Form**.



3. Information is retained from previous form entries. Click **Clear Filter** to remove this information.

The screenshot shows a "User Accounts Filter Form" dialog box. The "Creation Start Date" field is set to "02/23/2012" and the "Creation End Date" field is set to "02/24/2012". Both fields are highlighted with red boxes. Below these fields are input boxes for "Activation Start Date", "Activation End Date", "Last Login Start Date", "Last Login End Date", "Expiration Start Date", and "Expiration End Date". There are also checkboxes for "ROB Status" (Accepted ROB and Not Accepted ROB), and input fields for "First Name" and "Last Name". A list of "User Roles" includes "State Data Administrator", "MSIX Primary User", "District Data Administrator", "State User Administrator", and "Secondary User". A list of "User Status" includes "Active", "Disabled", and "Deactivated". At the bottom of the form are "Submit", "Clear Filter", and "Cancel" buttons. The "Clear Filter" button is highlighted with a red box and a red circle containing the number "3".

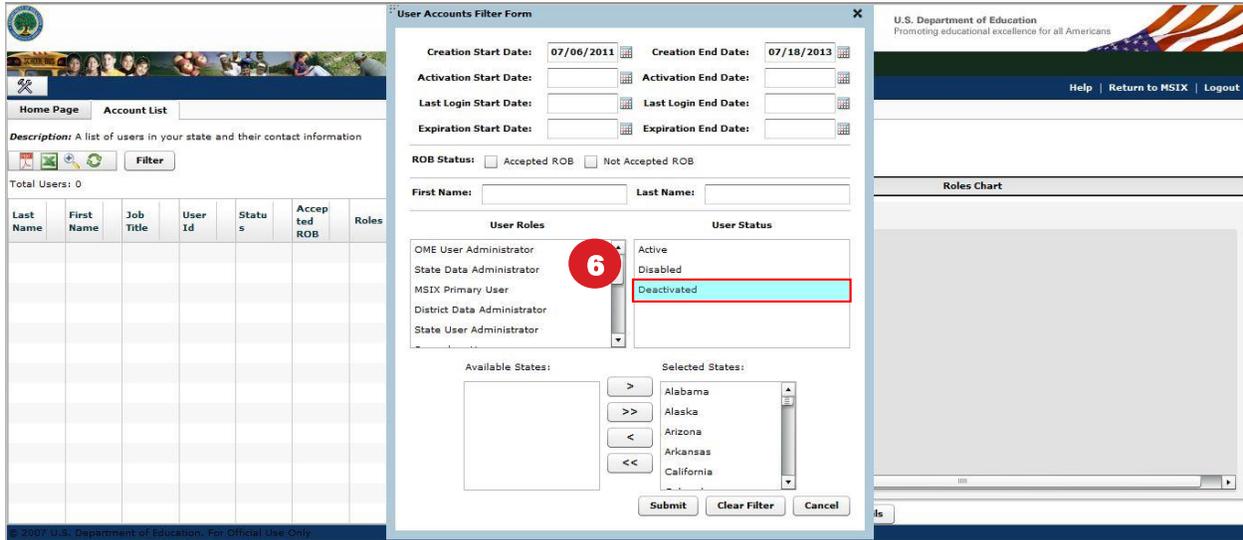
- Filter is cleared. Select **Deactivated** from the multi-select **Account Status** box. Click **Submit**.

The screenshot shows the 'User Accounts Filter Form' dialog box overlaid on the 'Account List' page. The 'User Status' section contains a multi-select list with 'Deactivated' selected. A red circle with the number '4' is positioned over the 'Deactivated' option. The 'Submit' button at the bottom of the dialog is also highlighted with a red box. The background page shows a table with columns for Last Name, First Name, Job Title, User Id, Status, Accepted ROB, and Roles. The 'Filter' button on the page is also visible.

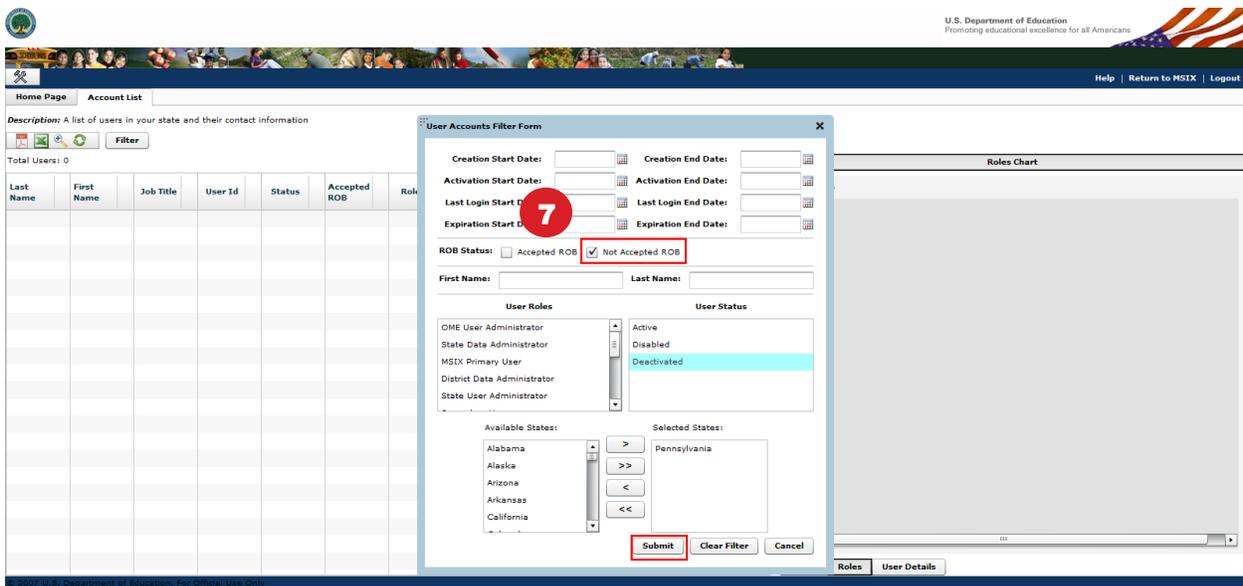
- Since there are no users with Account Status "Deactivated" the filter returns no user accounts in the report. Click the **Filter** button to access the **User Filter Form**.

The screenshot shows the 'Account List' page. The 'Filter' button is highlighted with a red box and a red circle with the number '5'. The page title is 'Account List' and the description is 'A list of users in your state and their contact information'. The table below has columns for Last Name, First Name, Job Title, User Id, Status, Accepted ROB, Roles, Email, Create Date, Activation Date, Expiration Date, and Last Login Date. The 'Filter' button is located above the table. The 'Roles Chart' section is visible on the right side of the page.

- Again, any previously entered information should appear on the form. In this case, the **Deactivated** status should still be selected.



- Click **Clear Filter**. Select **Not Accepted ROB** checkbox and click **Submit**.



8. Only users who have not yet accepted the **Rules of Behavior** will be listed in the report.

8

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Home Page
Account List

Description: A list of users in your state and their contact information

Total Users: 5
Filter

Last Name	First Name	Job Title	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Boland	Dan	MEP Administrator	DBoland	Active	No	State Regional Administrator	dboland@email.com	09/12/2013 03:33 PM			
Fallon	Meredyhe	MEP Administrator	mfallon1	Active	No	State Data Administrator	test6@deloitte.com	09/12/2013 04:04 PM			
Fallon	Meredyhe		MFallon	Active	No	State Data Administrator	test3@deloitte.com	09/12/2013 03:26 PM			
Lovley	Dale		DLovley	Active	No	State User Administrator	dlovley@email.com	09/12/2013 03:37 PM			
Rombot	Josh	MEP Administrator	JRombot	Active	No	State Data Administrator	test2@deloitte.com	09/12/2013 03:25 PM			

Roles Chart

User Roles

■ State Regional Administrator
 ■ State Data Administrator
 ■ State User Administrator

Status
Roles
User Details

3.1.1 Additional Report Views

The right side panel of the **Account List** report provides additional ways to view report information, as follows:

- a) **User Status** Chart – this pie chart graphically depicts the status data contained in the left side panel. The chart can change in appearance according to how records are filtered in the datagrid.
- b) **User Roles** Chart – this pie chart graphically depicts the data on roles contained in the left side panel. The chart can change in appearance according to how records are filtered in the datagrid.
- c) **User Details** Tab – by clicking on this tab, the user can access more detailed information for whichever user is selected from the datagrid.

Example:

1. Click **Status** tab to view **User Status** chart. This indicates account status numbers for all the state's users.

The screenshot shows the 'User Status' chart with a single orange slice representing 5 active users. A red circle with the number '1' is placed over the chart area. The table below the chart lists the user details.

Last Name	First Name	Job Title	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Boland	Dan	MEP Administrator	DBoland	Active	No	State Regional Administrator	dboland@email.com	09/12/2013 03:33 PM			
Fallon	Meredyhe	MEP Administrator	mfallon1	Active	No	State Data Administrator	test6@deloitte.com	09/12/2013 04:04 PM			
Fallon	Meredyhe		MFallon	Active	No	State Data Administrator	test3@deloitte.com	09/12/2013 03:26 PM			
Lovley	Dale		DLovley	Active	No	State User Administrator	dlovley@email.com	09/12/2013 03:37 PM			
Rombot	Josh	MEP Administrator	JRombot	Active	No	State Data Administrator	test2@deloitte.com	09/12/2013 03:25 PM			

2. Click **Roles** tab to display **User Roles** chart.

The screenshot shows the 'User Roles' chart with three slices: a large green slice (3), an orange slice (1), and a blue slice (1). A red circle with the number '2' is placed over the chart area. The table below the chart lists the user details.

Last Name	First Name	Job Title	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Boland	Dan	MEP Administrator	DBoland	Active	No	State Regional Administrator	dboland@email.com	09/12/2013 03:33 PM			
Fallon	Meredyhe	MEP Administrator	mfallon1	Active	No	State Data Administrator	test6@deloitte.com	09/12/2013 04:04 PM			
Fallon	Meredyhe		MFallon	Active	No	State Data Administrator	test3@deloitte.com	09/12/2013 03:26 PM			
Lovley	Dale		DLovley	Active	No	State User Administrator	dlovley@email.com	09/12/2013 03:37 PM			
Rombot	Josh	MEP Administrator	JRombot	Active	No	State Data Administrator	test2@deloitte.com	09/12/2013 03:25 PM			

- Hover over the **State Data Administrator** wedge to obtain more information on that section of the chart.

The screenshot shows the MSIX Account List page. On the left is a table with columns: Last Name, First Name, Job Title, User Id, Status, Accepted ROB, Roles, Email, Create Date, Activation Date, Expiration Date, and Last Login Date. The first row is highlighted in yellow. On the right is a 'Roles Chart' pie chart with three segments: State Regional Administrator (orange, 1), State Data Administrator (green, 60%), and State User Administrator (blue, 1). A red circle with the number '3' is placed over the green segment, and a tooltip box shows 'State Data Administrator: 60% (2)'. Below the chart are tabs for 'Status', 'Roles', and 'User Details'.

Last Name	First Name	Job Title	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Boland	Dan	MEP Administrator	DBoland	Active	No	State Regional Administrator	dboland@email.com	09/12/2013 03:33 PM			
Fallon	Meredyhe	MEP Administrator	mfallon1	Active	No	State Data Administrator	test6@deloitte.com	09/12/2013 04:04 PM			
Fallon	Meredyhe		MFallon	Active	No	State Data Administrator	test3@deloitte.com	09/12/2013 03:26 PM			
Lovley	Dale		DLovley	Active	No	State User Administrator	dlovley@email.com	09/12/2013 03:37 PM			
Rombot	Josh	MEP Administrator	JRombot	Active	No	State Data Administrator	test2@deloitte.com	09/12/2013 03:25 PM			

- Click **User Details** tab to display the **User Details** panel. Data is displayed in this panel for whichever user account is selected from the data grid. Select a user from the data grid.

The screenshot shows the MSIX Account List page with the 'User Details' panel open. A red circle with the number '4' is placed over the first row of the table. The 'User Details' panel shows demographic information for user Dan Boland, including address, city, state, and zip code. It also shows system information such as User ID, Role, Status, and dates.

Last Name	First Name	Job Title	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Boland	Dan	MEP Administrator	DBoland	Active	No	State Regional Administrator	dboland@email.com	09/12/2013 03:33 PM			
Fallon	Meredyhe	MEP Administrator	mfallon1	Active	No	State Data Administrator	test6@deloitte.com	09/12/2013 04:04 PM			
Fallon	Meredyhe		MFallon	Active	No	State Data Administrator	test3@deloitte.com	09/12/2013 03:26 PM			
Lovley	Dale		DLovley	Active	No	State User Administrator	dlovley@email.com	09/12/2013 03:37 PM			
Rombot	Josh	MEP Administrator	JRombot	Active	No	State Data Administrator	test2@deloitte.com	09/12/2013 03:25 PM			

Selected User Demographic Information

First Name: Dan
 Last Name: Boland
 Address: 123 Main St.
 City: Harrisburg
 State: Pennsylvania
 Zip Code:
 Email: dboland@email.com
 Telephone: 5555555555

System Information

User ID: DBoland
 Role: State Regional Administrator
 Status: Active
 Accepted ROB: No
 Accepted ROB Date:
 Completed Security Training:
 Completed Security Training Date:
 Creation Date: 09/12/2013 03:33 PM
 Activation Date:
 First Login Date:

4.0 Student Info Reports

Student Info Reports provide authorized end users the ability to gather statistics on the students in MSIX. The table below provides a brief description of each report view broken down by report category. There are six general reports: (1) Student Count, (2) Student Demographic, (3) Enrollments by MDE Type, (4) Enrollments in Multiple States (5) Student Assessment, and (6) Student Course History.

Student Info Report Name	Description
MSIX Student Counts	Counts of students based on MSIX ID and State Student ID in the application. Students with multiple states are those with enrollment records in more than one state.
Student Demographic Report	Counts of MSIX students by demographic MDE type. These counts are based on state student records.
Enrollments by MDE Type Report	Counts of student enrollments by enrollment data type.
Enrollment in Multiple States Report	Counts of Students with enrollment records in your state and enrollment records in another state.
Grade Retention Report	Counts of Students who were retained between two academic years. An academic year is defined as the 12 month period between July 1st and June 30th.
Missed Enrollment Report	Count of missed enrollments identified a student qualifying move
Student Assessment Report	Counts of course history records by course type of students in the user's state
Student Course History Report	Counts of assessment records by assessment type of student in the user's state

Who can access these reports?

State Data Administrators, Regional Data Administrators, District Data Administrators, Primary Users, and Secondary Users.

State Users are restricted to their state-specific data and the overall national-level view. They can also drill down to student-level data for students in their state.

4.1 MSIX Student Count Report

What is the purpose of this report?

The MSIX Student Count Report provides a high-level view of the data in MSIX, including counts of unique MSIX students, those in pending near match worklist items, and MSIX students with records in multiple states.

The drill down feature in the Student Count Report allows the user to drill down to Student Data by double clicking an individual cell in the data grid while viewing the report in the state grid.

MSIX Student Count Filter Form [X]

Enrollment Date From:  Enrollment Date To: 

Withdrawal Date From:  Withdrawal Date To: 

Eligibility Exp. Date From:  Eligibility Exp. Date To: 

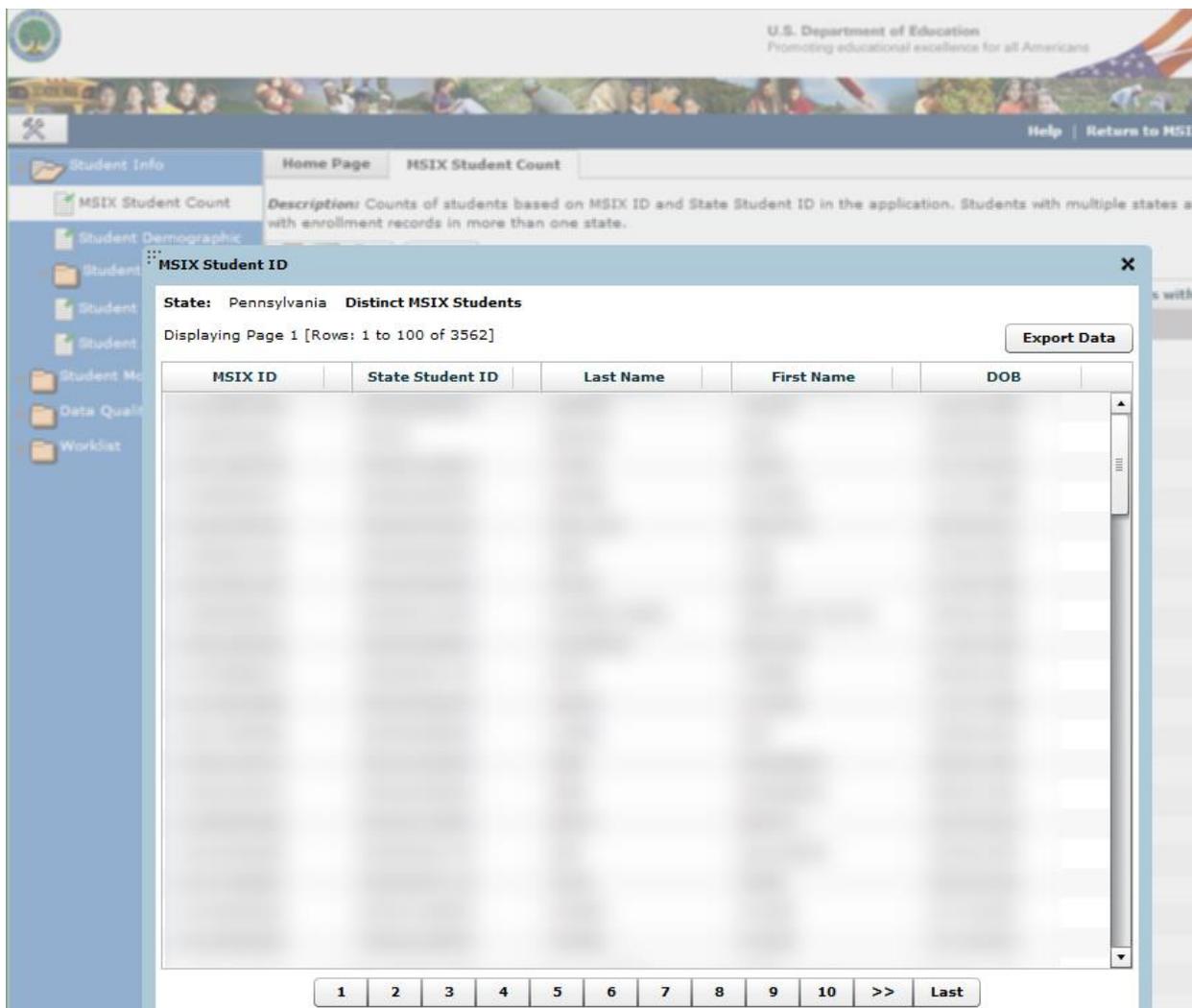
Report Data with: Open Enrollment Only

Drill Down Level: National Texas

MSIX Student Count Report Filter

General Student Info Report Features

Student Info Reports include a special feature for State Users to drill down to **Student Data** from any of the Student Info report views. This feature is accessed by double-clicking any row in the data grid while in the state-view. It contains each student's last name, first name, birth date, MSIX ID and State Student ID. This feature is not available in the national view. Users can export the data in this report to Microsoft Excel and file for their reference.



View of the State Student Data report

Applying Filters to the Student Info Reports

The user can filter the information in the Student Info Reports through the User Filter Form. The filtering capabilities across the five reports are very similar. The filter form contains the following information:

1. Enrollment Date Range (To and From date fields)
2. Withdrawal Date Range (To and From date fields)
3. Eligibility Expiration Date Range (To and From date fields)
4. Qualifying Arrival Date Range (To and From date fields)
5. Academic Year 1 & 2
6. Enrollment Range
7. Open Enrollment Only
8. Report View (if applicable)
 - a. Student Demographic report may be filtered by Demographic Data Type
 - b. Enrollments by MDE Type may be filtered by Enrollment Data Type
 - c. Enrollment in Multiple States may be filtered by State

- d. Grade Retention report may be filtered by Grade Level or District
 - e. Missed Enrollment Report may be filtered by Qualifying Move Type
 - i. To
 - ii. From
 - iii. To & From
 - f. Student Course History may be filtered by
 - i. Course Type
 - ii. Academic Year (To and From date fields)
 - g. Student Assessment type may be viewed by
 - i. Assessment type
 - ii. Assessment Admin Date (To and From date fields)
 - h. Student Course History Report
9. Drill Down Level: National or State level

FAQ

What happens if the user chooses filter parameters that do not correspond to any records?

When the “Filter” button in the User Filter Form is clicked, the data grid will return no records.

The following example is conducted in the Enrollments by MDE Type Report in the default report view – Grade.

Example:

1. In the **User Filter Form**, enter a date range for **Enrollment Date**, select **Colorado** as the Drill Down Level, and click the **Submit** button.

The screenshot shows the MSIX Student Count report interface. The top navigation bar includes tabs for Home Page, Student Count, Student Demographic, Enrollments by MDE Type, and Student Course History. A red circle with the number 1 highlights the 'Filter' button in the top navigation bar. The main content area displays a data grid for National student counts by grade level. The grid has columns for National, Student Grade, Student Count, Total Count, and Percentage. The data is as follows:

National	Student Grade	Student Count	Total Count	Percentage
	Grade 11	29,103	696,008	4.18
	Out-of-School	120,396		17.3
	Grade 1	38,108		5.48
	Grade 2	37,555		5.4
	Grade 3	35,570		5.11
	Grade 4	34,550		4.96
	Grade 5	33,182		4.77
	Grade 6	32,727		4.7
	Grade 7	31,566		4.54
	Grade 8	32,345		4.65
	Grade 9	33,130		4.76
	Grade 10	30,977		4.45
	Unknown / Invalid	3		0
	Grade 12	54,987		7.9
	Kindergarten	35,048		5.04
	Age birth	4,365		0.63

Enrollment Report Filters ✕

Enrollment Date From: **Enrollment Date To:**

Withdrawal Date From: **Withdrawal Date To:**

Eligibility Exp. Date From: **Eligibility Exp. Date To:**

Report Data with: Open Enrollment Only

Enrollment Data Type: Grade Enrollment Type IEP Immunization Flag
 LEP MEP Project Type PFS Med Alert

Drill Down Level: National Colorado

- Data is filtered according to the parameters entered. Click **Filter** button to access the **User Filter Form**.

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Help | Return to MSIX | Logout

Home Page **Enrollments by MDE Type**

Description: Count of student enrollments by enrollment data type.

Filter Double click the grid row to download the MSIX ID of the student.

State	Student Grade	Student Count	Total Count	Percentage
Colorado	Age birth	3	569	0.53
	Age 1	5		0.88
	Age 2	7		1.23
	Age 3 (not in Kindergarten)	11		1.93
	Age 4 (not in Kindergarten)	7		1.23
	Age 5 (not in Kindergarten)	2		0.35
	In an official preschool program (not in Kindergarten)	15		2.64
	Kindergarten	34		5.98
	Grade 1	47		8.26
	Grade 2	50		8.79
	Grade 3	47		8.26
	Grade 4	34		5.98
	Grade 5	57		10.02
	Grade 6	35		6.15
	Grade 7	42		7.38

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- Information is retained from previous form entries. Click **Clear Filter** to remove this information.

Enrollment Report Filters

Enrollment Date From: 11/01/2009 Enrollment Date To: 12/06/2010

Withdrawal Date From: Withdrawal Date To:

Eligibility Exp. Date From: Eligibility Exp. Date To:

Report Data with: Open Enrollment Only

Enrollment Data Type: Grade Enrollment Type IEP Immunization Flag
 LEP MEP Project Type PFS Med Alert

Drill Down Level: National Colorado

Submit **Clear Filter** Cancel

- Select the **Open Enrollment Only** checkbox and select **State** as the Drill Down Level. Click **Submit**.

Enrollment Report Filters

Enrollment Date From: 11/01/2009 Enrollment Date To: 12/06/2010

Withdrawal Date From: Withdrawal Date To:

Eligibility Date From: Eligibility Exp. Date To:

Report Data with: Open Enrollment Only

Enrollment Data Type: Grade Enrollment Type IEP Immunization Flag
 LEP MEP Project Type PFS Med Alert

Drill Down Level: National Colorado

Submit Clear Filter Cancel

- Counts of students in the user's State enrolled during the dates selected in the form and are without a corresponding withdrawal date will appear in the datagrid. Click **Filter** button to access the **User Filter Form**.

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Help | Return to MSIX | Logout

Home Page **5** Enrollments by MDE Type

Description: Counts of student enrollments by enrollment data type.

Filter Double click the grid row to download the MSIX ID of the student.

State	Student Grade	Student Count	Total Count	Percentage
Colorado	Age birth	3	540	0.56
	Age 1	4		0.74
	Age 2	5		0.93
	Age 3 (not in Kindergarten)	6		1.11
	Age 4 (not in Kindergarten)	4		0.74
	Age 5 (not in Kindergarten)	1		0.19
	In an official preschool program (not in Kindergarten)	14		2.59
	Kindergarten	34		6.3
	Grade 1	47		8.7
	Grade 2	50		9.26
	Grade 3	46		8.52
	Grade 4	34		6.3
	Grade 5	55		10.19
	Grade 6	35		6.48
	Grade 7	41		7.59

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- Information is retained from the previous entry. Select **Enrollment Type** as the report view in the **Enrollment Data Type**.

Enrollment Report Filters X

Enrollment Date From:
Enrollment Date To:

Withdrawal Date From:
Withdrawal Date To:

Eligibility Exp. Date From:
Eligibility Exp. Date To:

Report Data with: Open Enrollment Only

Enrollment Data Type:
 Grade
 Enrollment Type
 IEP
 Immunization Flag
 LEP
 MEP Project Type
 PFS
 Med Alert

Drill Down Level:
 National
 Colorado

- Counts of students by **Enrollment** with Open Enrollments in the State appear in the datagrid.

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Help | Return to MSIX | Logout

- Student Info
- MSIX Student Count
- Student Demographic
- Student Enrollment
- Enrollments by MDE Type
- Enrollments in Multiple States
- Student Course History
- Student Assessment
- Student Mobility
- Data Quality
- Worklist

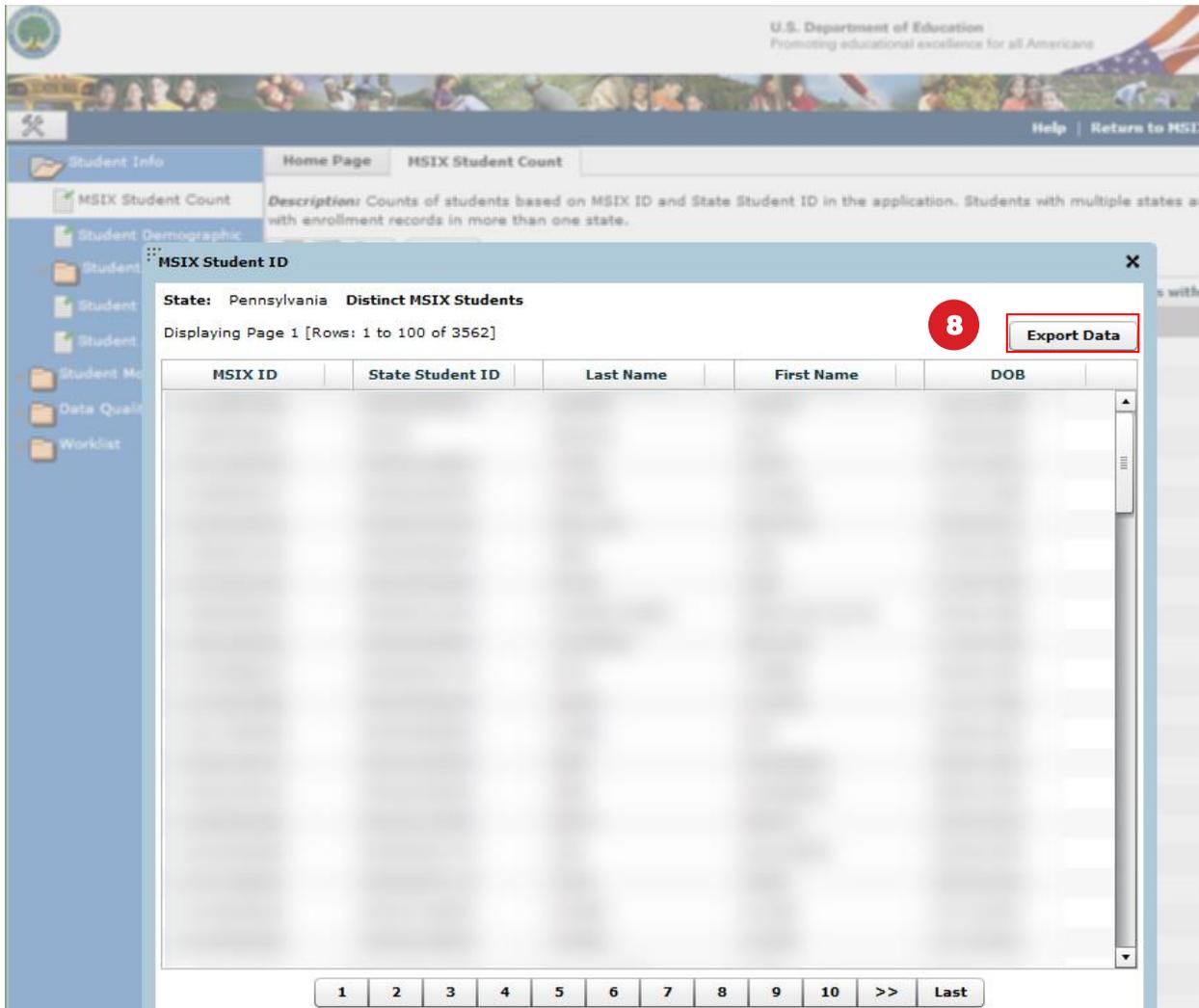
Home Page
Enrollments by MDE Type

Description: Counts of student enrollments by enrollment data type.

Double click the grid row to download the MSIX ID of the student.

State	Enrollment Type	Student Count	Total Count	Percentage
▼ Colorado			540	
	Residency Only (none of the above)	66		12.22
	Regular Term MEP-Funded Project	40		7.41
	Basic School Program	428		79.26
	Year Round MEP-Funded Project	6		1.11

- Double click a data row in the report to drill down the **State Student Report** data. All student records that meet the data row selected appear in this report. Users can export this report to Excel for future reference using the **Export Data** button.



4.2 Student Demographic Report

What is the purpose of this report?

The Student Demographic Report is broken down into four report views that define a student's demographic details.

- Age** – [Default View] The age report aggregates MSIX student counts grouped by the age of all the unique MSIX students. The student's age is calculated in years by taking the difference of the current date and the birth date of the student. The age of each student is rounded to the nearest year. The information in this report includes student counts and percentages per age category.
- CSR** – The continuation of services reason (CSR) report provides student counts and percentages per valid CSR.

3. **Gender** – The gender report counts MSIX students grouped by the gender information of all the unique MSIX students. The information in this report includes student counts and percentages per valid gender value.
4. **Birth Location** – The birth location report provides counts and percentages of the countries that MSIX students were born, with the added ability to drill-down to the states in each country.

In the national view, if the MSIX student has multiple state student information, MSIX will only count the demographic information from the state student record that contains the most recent enrollment record based on the enrollment and withdrawal dates.

This report allows the user to refine the student demographic data set into a subset of students that meet particular criteria. It also allows users to analyze trends within the migrant student population. Here are some example questions that can be answered using this report:

1. What is the mean age and standard deviation of the migrant student population?
2. Has the percentage of migrant students born in Guatemala increased or decreased in the past 3 years?
3. How many students are currently enrolled in my state with a continuation of service reason?

What data is included in this report?

Age

Student Demographic Column Headings
State
Student Age
Min. Age
Max. Age
Avg. Age
Student Count
Total Count
Percentage

CSR

Student Demographic Column Headings
State
Continuation of Services Reason
Student Count
Total Count
Percentage

Gender

Student Demographic Column Headings
State
Student Gender
Student Count
Total Count
Percentage

Birth Location

Student Demographic Column Headings
State
Birth Country
Birth State
Student Count
Total Count
Percentage

For Each

Drill Down Window Column Headings
MSIX ID
State Student ID
Student Last Name
Student First Name
Date of Birth

Screenshots of Student Demographic Report by View

The screenshot displays the 'Student Demographic' report interface. The top navigation bar includes the U.S. Department of Education logo and the text 'U.S. Department of Education Promoting educational excellence for all Americans'. The main content area shows a table with the following columns: National, Student Age, Min. Age, Max. Age, Avg. Age, Student Count, Total Count, and Percentage. The table data is as follows:

National	Student Age	Min. Age	Max. Age	Avg. Age	Student Count	Total Count	Percentage
▼ National		-79	42	14.21		696,008	
	10				34,249		4.92
	19				34,215		4.92
	11				34,122		4.9
	18				33,570		4.82
	9				33,287		4.78
	12				33,193		4.77
	13				32,979		4.74
	17				32,839		4.72
	8				32,686		4.7
	14				32,289		4.64
	15				31,884		4.58
	16				31,789		4.57
	7				31,259		4.49
	20				31,086		4.47
	21				30,913		4.44

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Student Age Report



Home Page | Student Demographic

Description: Counts of MSIX students by demographic MDE type. These counts are based on state student records.

Filter

National	Student Gender	Student Count	Total Count	Percentage
National	M	2,888	696,008	0.41
	FEMALE	298,360		42.87
	F	2,577		0.37
	MALE	392,183		56.35

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Student Gender Report



Home Page | Student Demographic

Description: Counts of MSIX students by demographic MDE type. These counts are based on state student records.

Filter

National	Continuation of Service Reason	Student Count	Total Count	Percentage
National			696,008	
	Serving secondary students through credit accrual programs	369		0.05
	Providing services for the duration of the term	10,256		1.47
	Providing services for an additional year - comparable services are not available	1,396		0.2
	Unknown / Invalid	1,523		0.22
No Data Submitted	682,464	98.05		

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Continuation of Services Reason Report

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Help | Return to MSIX | Logout

Student Info

- MSIX Student Count
- Student Demographic
- Student Enrollment
 - Enrollments by MDE Type
 - Enrollments in Multiple States
- Student Course History
- Student Assessment
- Student Mobility
- Data Quality
- Worklist

Home Page Student Demographic

Description: Counts of MSIX students by demographic MDE type. These counts are based on state student records.

Filter

National	Birth Country	Birth State	Student Count	Total Count	Percentage
▼ National				696,008	
▶ Brazil				3	
▶ Canada				802	
▶ Chile				1	
▶ Costa Rica				4	
▶ El Salvador				38	
▶ Guatemala				1,931	
▶ Honduras				105	
▶ Mexico				179,180	
▶ Nicaragua				9	
▶ No Data Submitted				86,812	
▶ Peru				2	
▶ United States				427,119	
▶ Uruguay				2	

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Birth Location Report

Demographic Report Filters

Enrollment Date From: Enrollment Date To:

Withdrawal Date From: Withdrawal Date To:

Eligibility Exp. Date From: Eligibility Exp. Date To:

Report Data with: Open Enrollment Only

Demographic Data Type: Age Gender CSR Birth Location

Drill Down Level: National Texas

Submit Clear Filter Cancel

Student Demographic Filter Form

4.3 Enrollments by MDE Type Report

What is the purpose of this report?

The Enrollments by MDE Type Report includes eight report views that provide counts of students based on different enrollment data elements.

1. **Enrollment Type** – The enrollment type report aggregates MSIX student counts grouped by the enrollment type of the most recent enrollment of all the unique MSIX students. The information in this report includes student counts and percentages per enrollment type.

2. **Grade** – [Default View] The grade report counts MSIX students grouped by the grade level for the most recent enrollment of all the unique MSIX students. The information in this report includes student counts and percentages per grade level.
3. **IEP Indicator** – The IEP indicator report provides student counts grouped by the Individualized Education Program (IEP) indicator value provided in the most recent enrollment record of all the unique MSIX students. The information in this report includes student counts and percentages per IEP indicator value.
4. **Immunization Flag** – The immunization record flag report aggregates student counts grouped by the immunization record flag in the most recent enrollment of all the unique MSIX students. This report includes the student counts and percentages per immunization record flag value.
5. **LEP Indicator** – The Limited English Proficient (LEP) indicator report provides counts and percentages of unique MSIX students. The LEP indicator is queried from the latest enrollment of all the unique MSIX students. This report provides student counts and percentages per LEP indicator value.
6. **Med Alert Indicator** – The Med alert report view provides unique MSIX student counts and percentages per Med alert indicator in the most recent enrollment of all the unique MSIX students. This report provides student counts and percentages per Med alert indicator value.
7. **PFS Flag** – The Priority For Services (PFS) flag report aggregates student counts grouped by the PFS record flag in the most recent enrollment of all the unique MSIX students. This report includes the student counts and percentages per PFS flag value.
8. **MEP Project Type** – The MEP project type report aggregates student counts grouped by the MEP project type in the most recent enrollment of all the unique MSIX students. This report includes the student counts and percentages per MEP project type.

This report allows the user to refine the enrollment type data set into a subset of students that meet particular criteria. It also allows users to analyze trends within the migrant student population. Here are some example questions that can be answered using this report:

1. What percent of migrant students have immunization flags on their enrollment record?
2. What grade level are the majority of migrant students enrolled in?
3. How many students are currently enrolled in 12th grade in my state that I should follow up on for graduation purposes?

What data is included in this report?

Enrollment Type

Enrollments by MDE Type Column Headings
National/State
Enrollment Type
Student Count
Total Count
Percentage

Grade

Enrollments by MDE Type Column Headings
National/State
Student Grade
Student Count
Total Count
Percentage

IEP Indicator

Enrollments by MDE Type Column Headings
National/State
IEP Indicator
Student Count
Total Count
Percentage

Immunization Flag

Enrollments by MDE Type Column Headings
National/State
Immunization Record Flag
Student Count
Total Count
Percentage

LEP Indicator

Enrollments by MDE Type Column Headings
National/State
LEP Indicator
Student Count
Total Count
Percentage

Med Alert Indicator

Enrollments by MDE Type Column Headings
National/State
Med Alert Indicator
Student Count
Total Count
Percentage

PFS Flag

Enrollments by MDE Type Column Headings
National/State
PFS Flag
Student Count
Total Count
Percentage

MEP Project Type

Enrollments by MDE Type Column Headings
State
MEP Project Type
Student Count
Total Count
Percentage

Screenshots of Enrollments by MDE Type Report

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Help | Return to MSIX | Logout

Home Page Enrollments by MDE Type

Description: Counts of student enrollments by enrollment data type.

Filter

National	Student Grade	Student Count	Total Count	Percentage
National	Out-of-School	120,396	696,008	17.3
	Grade 12	54,987		7.9
	Grade 1	38,108		5.48
	Grade 2	37,555		5.4
	Grade 3	35,570		5.11
	Kindergarten	35,048		5.04
	Grade 4	34,550		4.96
	Grade 5	33,182		4.77
	Grade 9	33,130		4.76
	Grade 6	32,727		4.7
	Grade 8	32,345		4.65

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Grade Report



Help | Return to MSIX | Logout

Student Info

- MSIX Student Count
- Student Demographic
- Student Enrollment
- Enrollments by MDE Type**
 - Enrollments in Multiple States
 - Student Course History
 - Student Assessment
 - Student Mobility
 - Data Quality
 - Worklist

Home Page | **Enrollments by MDE Type**

Description: Counts of student enrollments by enrollment data type.

Filter

National	Enrollment Type	Student Count	Total Count	Percentage
National			696,008	
	Regular Term MEP-Funded Project	360,309		51.77
	Basic School Program and Regular-Term MEP-Funded Project	28,080		4.03
	No Data Submitted	11,194		1.61
	Basic School Program	126,235		18.14
	Residency Only (none of the above)	77,485		11.13
	Summer/Intersession MEP-Funded Project	91,130		13.09
	Year Round MEP-Funded Project	1,575		0.23

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Enrollments by MDE Type Report



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Student Info

- MSIX Student Count
- Student Demographic
- Student Enrollment
- Enrollments by MDE Type**
 - Enrollments in Multiple States
 - Student Course History
 - Student Assessment
 - Student Mobility
 - Data Quality
 - Worklist

Home Page | **Enrollments by MDE Type**

Description: Counts of student enrollments by enrollment data type.

Filter

National	IEP Indicator	Student Count	Total Count	Percentage
National			696,008	
	No	588,896		84.61
	Yes	10,488		1.51
	No Data Submitted	96,624		13.88

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IEP Flag Report



Help | Return to MSIX | Logout

Student Info

- MSIX Student Count
- Student Demographic
- Student Enrollment
- Enrollments by MDE Type**
 - Enrollments in Multiple States
 - Student Course History
 - Student Assessment
 - Student Mobility
 - Data Quality
 - Worklist

Home Page | **Enrollments by MDE Type**

Description: Counts of student enrollments by enrollment data type.

Filter

National	Immunization Record Flag	Student Count	Total Count	Percentage
National			696,008	
	No	410,253		58.94
	Yes	163,388		23.48
	No Data Submitted	122,367		17.58

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Immunization Flag Report



Home Page | **Enrollments by MDE Type**

Description: Counts of student enrollments by enrollment data type.

Filter

National	LEP Indicator	Student Count	Total Count	Percentage
▼ National			696,008	
	No	214,154		30.77
	Yes	90,061		12.94
	No Data Submitted	391,793		56.29

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LEP Indicator Report



Home Page | **Enrollments by MDE Type**

Description: Counts of student enrollments by enrollment data type.

Filter

National	MEP Project Type	Student Count	Total Count	Percentage
▼ National			696,008	
	Non-School-based MEP Project	98,991		14.22
	School-based MEP Project	469,187		67.41
	No Data Submitted	127,830		18.37

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MEP Project Type Report



Home Page | **Enrollments by MDE Type**

Description: Counts of student enrollments by enrollment data type.

Filter

National	PFS Flag	Student Count	Total Count	Percentage
▼ National			696,008	
	No	265,519		38.15
	Yes	27,608		3.97
	No Data Submitted	402,881		57.88

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PFS Flag Report



- Student Info
 - MSIX Student Count
 - Student Demographic
- Student Enrollment
 - Enrollments by MDE Type**
 - Enrollments in Multiple States
 - Student Course History
 - Student Assessment
 - Student Mobility
 - Data Quality
 - Worklist

Home Page | Enrollments by MDE Type

Description: Counts of student enrollments by enrollment data type.

Filter

National	Med Alert Indicator	Student Count	Total Count	Percentage
▼ National	None	145,105	696,008	20.85
	Chronic	4,626		0.66
	Acute	1,598		0.23
	No Data Submitted	544,679		78.26

Med Alert Indicator Report

Enrollment Report Filters ✕

Enrollment Date From:
Enrollment Date To:

Withdrawal Date From:
Withdrawal Date To:

Eligibility Exp. Date From:
Eligibility Exp. Date To:

Report Data with: Open Enrollment Only

Enrollment Data Type:
 Grade
 Enrollment Type
 IEP
 Immunization Flag
 LEP
 MEP Project Type
 PFS
 Med Alert

Drill Down Level:
 National
 Texas

Enrollment by MDE Type Filter Form

4.4 Enrollments in Multiple States Report

What is the purpose of this report?

The Enrollments in Multiple States Report has a single report view that allows state users to view students that have enrollment records in other states in addition to their own. The state user can filter the report as follows:

1. Enrollments in user's state
 - a. Enrollment date range
 - b. Withdrawal date range
 - c. Open enrollment only
2. Enrollments in states other than the user's
 - a. Enrollment date range
 - b. Withdrawal date range
 - c. Open enrollment only
 - d. Select States – Multi-select states that share enrollments with user's state to display from a multi-select filter

A state user can use this report to gain insights on interstate relationships regarding migrant students. This information may support initiatives for certain states to collaborate with one another's Migrant Education Programs. Some example questions that can be addressed with this reporting capability are as follows:

1. How many of the students with recent enrollments in my state are still enrolled in another state?
2. What percentage of the students with enrollments in my state withdrew from Washington last year?

What data is included in this report?

Enrollments in Multiple States Column Headings
State
State with Student Enrollments
Student Count
Total Count
Percentage

Drill Down Column Headings
MSIX ID
State Student ID
Student Last Name
Student First Name
Date of Birth
Grade Level

Screenshots of Student Enrollments in Multiple States Report

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Help | Return to MSIX | Logout

Home Page | Enrollments by MDE Type | **Enrollments in Multiple States**

Description: Counts of students with enrollment records in your state and enrollment records in another state
 Filter Double click a cell to download the MSIX IDs of the student.

State	State with Student Enrollments	Student Count	Total Count	Percentage
Colorado	Nebraska	1	33	3.03
	California	8		24.24
	Kansas	7		21.21
	Arkansas	3		9.09
	Texas	13		39.39
	Washington	1		3.03

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Enrollments in Multiple States Report

Enrollment in other States Report Filter

Date Filters for Virginia Enrollments:

Enrollment Date From: [] Enrollment Date To: []

Withdrawal Date From: [] Withdrawal Date To: []

Report Data with: Open Enrollment Only

Date Filters for Other State Enrollments:

Enrollment Date From: [] Enrollment Date To: []

Withdrawal Date From: [] Withdrawal Date To: []

Report Data with: Open Enrollment Only

Available States: [] Selected States: [Alabama, Alaska, Arizona, Arkansas]

[Submit] [Clear Filter] [Cancel]

Enrollments in Multiple States Filter

4.5 Grade Retention Report

What is the purpose of this report?

The Grade Retention Report provides counts of students who were retained between two academic years. The report defines an academic year as the 12 month period between July 1st and June 30th.

Students are determined to be retained if their grade levels are identical between 2 academic years. For the purpose of this report only 2 enrollment types will be considered:

- 01 – Basic School Program
- 05 – Basic School Program and Regular Term MEP funded project

Who has access to this report?

The Grade Retention Report is accessible to Data Administrators and Government Administrators only.

What views are available in this report?

The Grade Retention Report offers two views:

- **The Grade View** – Displaying the counts of retained students in a particular state by grade level.
 - Only grades K – 12 are included in the report.
- **The District View** – Displaying the counts of retained student in a particular state by district.

Data Administrators using the Grade Retention Report can also access the individual student information associated with the counts by double-clicking the row in the report.

What data is included in the report?

Grade View Column Headings
State
Student Grade
Student Count
Total Count

District View Column Headings
District Name
Student Count
Total Count

Drill Down Window Column Headings
MSIX ID
State Student ID
PFS Flag
Student Last Name
Student First Name
Birth Date
Grade Level

Applying Filters to the Grade Retention Report

User Filter Form – This form can be accessed by clicking the **Filter** button. The form allows the user to place multiple filtering parameters on the report. Users are allowed to select a single academic year as the focus of their report from the 'Academic Year 1' field (i.e. 2011 – 2012). Upon selecting an academic year from the 'Academic Year 1' field, the 'Academic Year 2' fields will be automatically populated with the following academic year to indicate the range of data to be considered in the report.

Users are also able to select whether the resulting data set will be displayed based on the Academic Year 1 or Year 2. For example, if the user selects '2011 – 2012' from the 'Academic Year 1' field and selects to display by Academic Year 1 then all of the student counts presented based on the 2011 – 2012 school year. The selection of either 'District

View' or 'Grade View' from the filter form will determine how the resulting data is then grouped.

Screenshots of Grade Retention Report

State	Student Grade	Student Count	Total Count
Florida	Ungraded	8	479
	Kindergarten	85	
	Grade 1	106	
	Grade 2	59	
	Grade 3	85	
	Grade 4	17	
	Grade 5	21	
	Grade 6	21	
	Grade 7	18	
	Grade 8	18	
	Grade 9	31	
	Grade 10	19	
	Grade 11	55	
	Grade 12	15	

Grade Retention Report

MEP Grade Retention Filter Form

Academic Year 1: 2011 - 2012

Academic Year 2: 2012 - 2013

Report Data with: Open Enrollment Only

Display students with enrollments in:

Academic Year 1 Academic Year 2

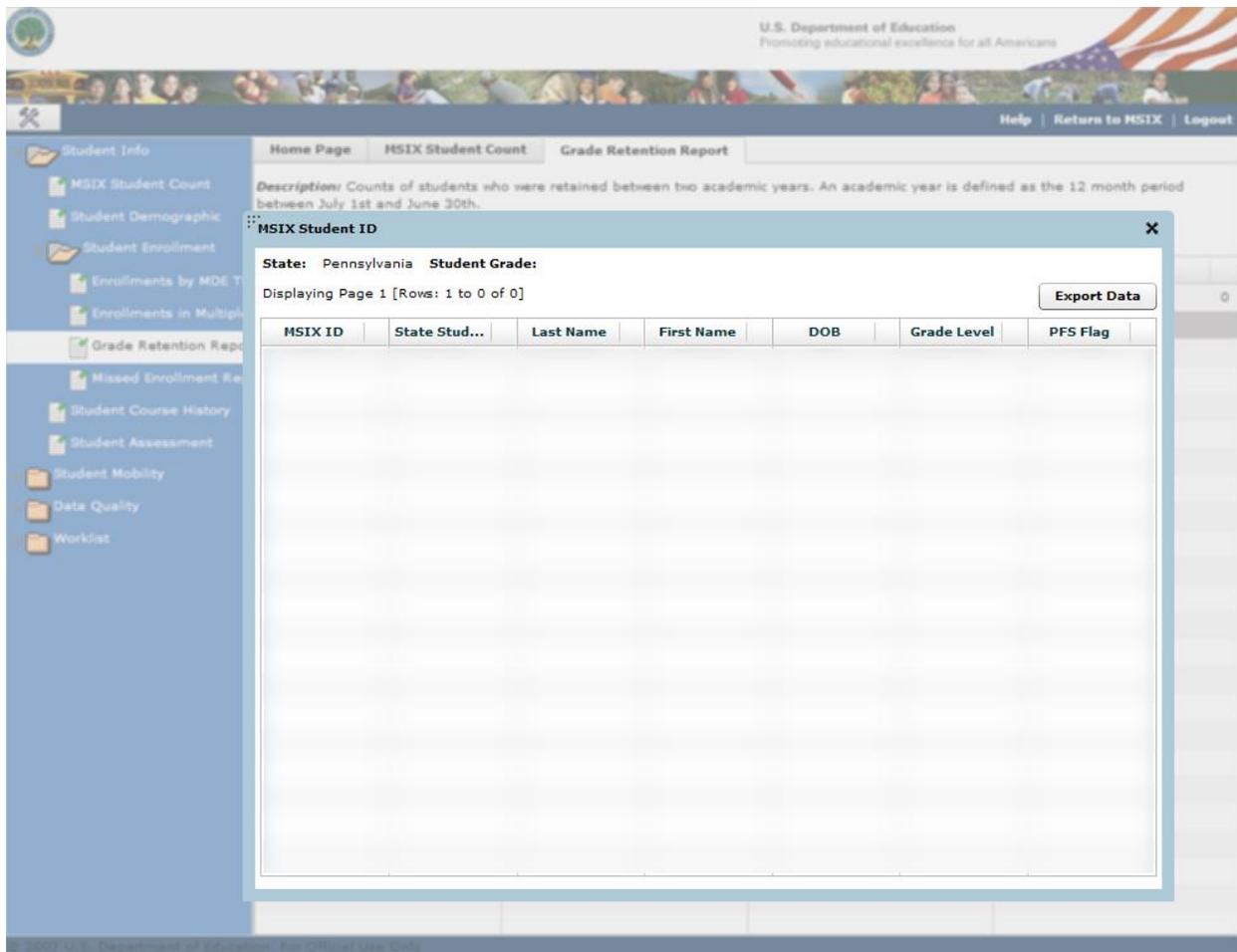
Group by: District View Grade View

Submit Clear Filter Cancel

The report will include students with enrollments for the same grade level in both Academic Year 1 and 2

Selecting either academic year will display student counts based on the state(s) the student was enrolled in during the year selected

Grade Retention Report Filter



Grade Retention Report Drill Down

4.6 Missed Enrollment Report

What is the purpose of this report?

The Missed Enrollment Report provides counts of missed enrollments following a qualifying move. The purpose of this report is to assist users in identifying children that have moved to their state but have not been enrolled in any of the state's districts.

Who has access to this report?

The Missed Enrollment Report is accessible to Data Administrators and Government Administrators only.

What views are available in this report?

The Missed Enrollment Report determines an enrollment based on the Qualifying Move Type selected by the user. The user is able to select 1 of 3 possible Qualifying Move types:

- **To:** Displaying counts of students indicating a Qualifying Move to another from the user's state without an accompanying enrollment from the user's state
- **From:** Displaying counts of students indicating a Qualifying Move from the user's state without an accompanying enrollment from the user's state.
- **To & From:** Displaying counts of students with either a 'To' or 'From' Qualifying move without an accompanying enrollment from the user's state.

Data Administrators using the Missed Enrollment Report can also access the individual student information associated with the counts by double-clicking the row in the report.

Applying Filters to the Missed Enrollment Report

User Filter Form – This form can be accessed by clicking the **Filter** button. The form allows the user to place multiple filtering parameters on the report, but defaults to 'Count by MSIX ID', 'To' for the 'Qualifying Move Type' field, and '12 months' for 'Enrollment Range'. Users can select 'MSIX ID' or 'QAD' from the 'Count by' field. Selecting 'MSIX ID' will return individual students with missed enrollments, and selecting 'QAD' will return a record for each QAD that matches the other filter criteria.

Upon making a selection for the 'Count by' field, the user must choose 'To', 'From', or 'To & From' from the 'Qualifying Move Type' field.

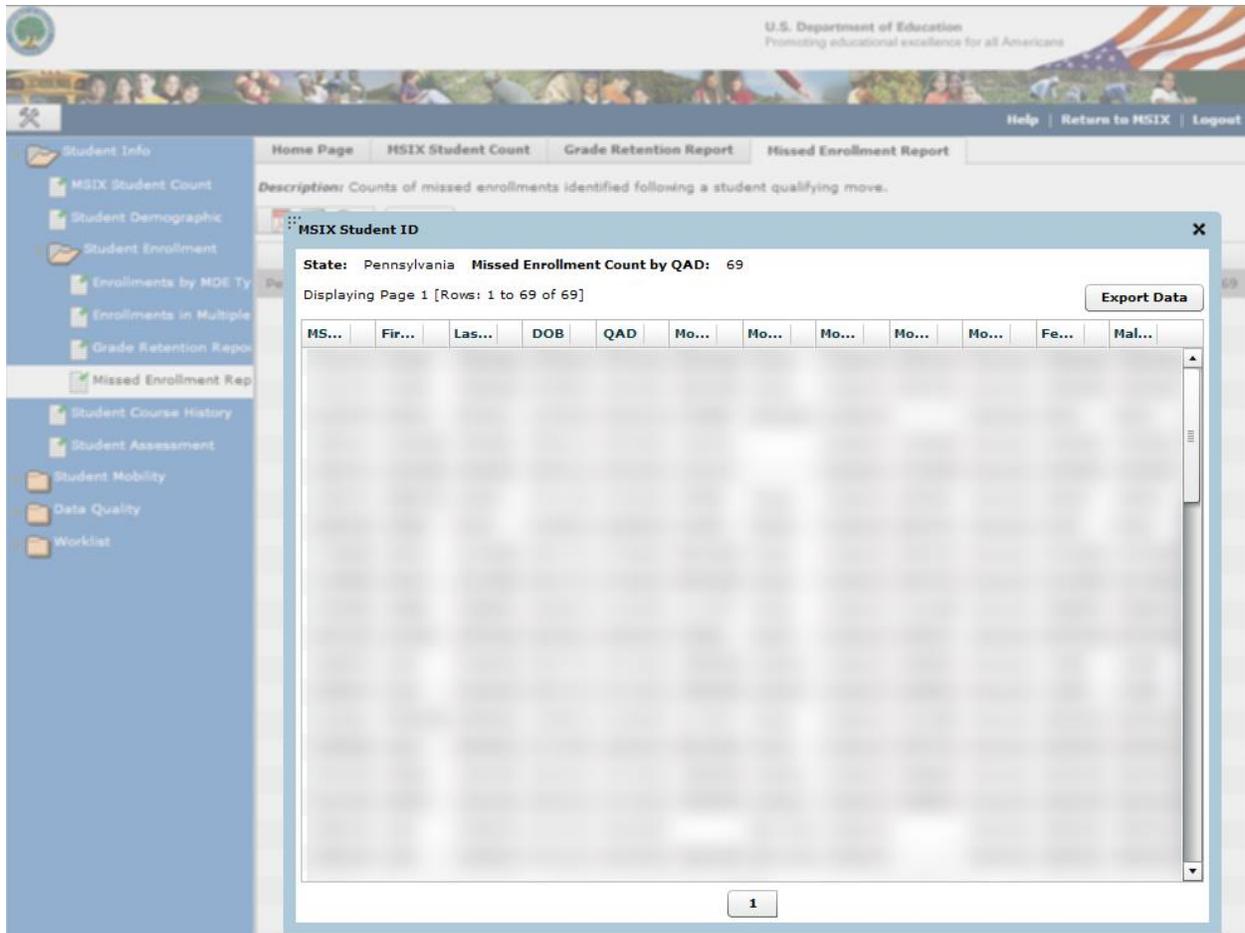
Upon selecting the 'Qualifying Move Type', the user must then enter a qualifying arrival date range in the fields Qualifying Arrival Date Range From: <Calendar> and To: <Calendar>. This range determines the span of time the report will search in order to determine if a missed enrollment exists. Finally, the user must select an enrollment range from the 'Enrollment Range' field. Users may select ranges from 1 week to 12 months. This means that after locating a qualifying move (To, From, or To & From) that is within the Qualifying Arrival Date Range, the system will then search for an enrollment within 1 week to 12 months of the qualifying move depend on the selection of the user. Users may also select 'NO LIMIT' from the enrollment range drop down. This indicates that any enrollment found after an applicable qualifying move will be included in the report results.

What data is included in the report?

Missed Enrollment Column Headings
State
Missed Enrollments

Drill Down Window Column Headings
MSIX ID
Student Last Name
Student First Name
Birth Date
QAD
City Moved From
State Moved From
Country Moved From
City Moved To
State Moved To
Female Parent Last Name
Female Parent First Name
Male Parent Last Name
Male Parent First Name

Screenshots of Missed Enrollment Report



Missed Enrollment Report Drill Down – Filtered by QAD

4.7 Student Course History Report

What is the purpose of this report?

The Student Course History Report gives counts of MSIX course history records by course type. This report includes the counts and percentages per course type. Like the Assessment Report, MSIX includes all courses taken by a student that is submitted by a state. The filter form is slightly different for this report than the other Student Info Report filter forms. Instead of report views to select from, as there in the other reports, the Student Course History Report filter form has a multi-select filtering capability for which course types the user wishes to include in the report.

What data is included in this report?

Enrollments in Multiple States Column Headings
National/State
Course Type
Course Count
Total Count
Percentage

Drill Down Column Headings
MSIX ID
State Student ID
Student Last Name
Student First Name
Date of Birth
Grade Level

Screenshots of Student Course History Report

State	Course Type	Course Co...	Total Count	Percentage
▼ National	Not Applicable.	436,427	741,539	58.85
	Honors - An advanced level course designed for students who have earned honors status ac	528		0.07
	International Baccalaureate - A program of study, sponsored and designed by International	5		0
	Advanced Placement - An advanced, college-level course designed for students who achieve	2,329		0.31
	Pre-Advanced - A course in preparation to admission to an AP Program.	6,517		0.88
	Regular (Default) - A course providing instruction (in a given subject matter area) that focus	295,733		39.88

Student Course History Report

Student Course History Report Filter

4.8 Student Assessment Report

What is the purpose of this report?

The Student Assessment Report gives counts of MSIX assessment records by assessment type. This report includes the counts and percentages per assessment type. The filter form is slightly different for this report than the other Student Info Report filter forms. There are no report views to select from, as there is with the Student Info reports, but a multi-select filtering capability for which assessment types the user wishes to include in the report. If a single student takes five assessments (all uploaded by the state to MSIX) MSIX will include all five in the report count.

What data is included in this report?

Student Assessment Column Headings
National/State
Assessment Type
Assessment Count
Total Count
Percentage

Drill Down Column Headings
MSIX ID
State Student ID
Student Last Name
Student First Name
Date of Birth
Grade Level

Screenshots of Student Assessment Report

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Home Page Student Assessment

Description: Counts of assessment records by assessment type of students

State	Assessment Type	Assessment Count	Total Count	Percentage
National	Other Achievement Test	190,525	863,036	22.08
	Early Childhood Development Asses	5		0
	Language Proficiency Test	33,276		3.86
	Advanced Placement Test	75		0.01
	Special Education Assessment	27		0
	State Assessment	639,128		74.06

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Student Assessment Report

Student Assessment Filter Form

Enrollment Date From: Enrollment Date To:

Withdrawal Date From: Withdrawal Date To:

Eligibility Exp. Date From: Eligibility Exp. Date To:

Assessment Admin Date From: Assessment Admin Date To:

Report Data with: Open Enrollment Only

Assessment Type:

- State Assessment
- Advanced Placement Test
- Language Proficiency Test
- Exit Exam

Drill Down Level: National Texas

Submit Clear Filter Cancel

Student Assessment Report Filter

4.9 Child Count (CSPR) Report

What is the purpose of this report?

The Child Count (CSPR) Report provides counts by state of unique migrant children by school year. The report data is segmented into two (2) categories:

- Category 1: A 12-Month Count of Eligible Migrant Children who can be counted for funding purposes

- Category 2: A count of Eligible Migrant Children enrolled during the Summer/Intersession period who are participants and who can be counted for funding purposes

Who has access to this report?

The Child Count (CSPR) Report is accessible to Government Administrators only.

What information is included in this report?

The following data elements are included in the datagrid of the report.

Child Count (CSPR) Report Column Headings

- State
- Student Grade
- Category 1 (All Eligible)
- Category 2 (Summer)
- Total Category 1
- Total Category 2

Screenshots of Child Count Report

The screenshot shows the 'Child Count (CSPR)' report interface. At the top, there is a navigation bar with 'Home Page' and 'Child Count (CSPR)'. Below this is a description: 'Description: Counts by state of unique migrant children by school year. Category 1 is a 12-Month Count of Eligible Migrant Children who can be counted for funding purposes; Category 2 is Summer/Intersession count of Eligible Migrant Children who are participants and who can be counted for funding purposes.' A 'Filter' button is visible. The main data is presented in a table with the following columns: State, Student Grade, Category 1 (All Eligible), Category 2 (Summer), Total Category 1, and Total Category 2. The table lists data for 20 states, with Idaho highlighted in grey.

State	Student Grade	Category 1 (All Eligible)	Category 2 (Summer)	Total Category 1	Total Category 2
Alabama				188	150
Alaska				332	0
Arizona				1,151	393
Arkansas				73	5
California				13,698	835
Colorado				590	84
Delaware				58	0
Florida				1,926	1
Georgia				469	3
Hawaii				974	0
Idaho				878	0
Illinois				524	168
Iowa				51	1
Kansas				2,797	0
Kentucky				250	28
Louisiana				46	7
Maine				12	4
Massachusetts				4	0
Michigan				3,677	1,372

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Child Count (CSPR) Report

Child Count (CSPR) Filter Form X

Base Report on School Year:

Most Recently Closed Reporting Period (September 1, 2011 - August 31, 2012)

Current Reporting Period (September 1, 2012 - August 31, 2013)

Available States: Selected States:

>

>>

<

<<

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut

Child Count (CSPR) Report Filter

5.0 Student Mobility Reports

Student Mobility Reports provide visibility for authorized users to the movement of migrant students to and from the user's state. The authorized user may view student moves based on enrollment records between states or by qualifying move data. Additionally, they have the option of excluding intrastate moves, international moves, or both from the report. There are two Student Mobility Reports available to authorized users: (1) General Move From, (2) General Move To.

Who can access this report?

State Data Administrators, Regional Data Administrators, District Data Administrators, Primary Users, and Secondary Users can view the reports for student moves into or out of their state only.

Government Administrators can view the reports for student moves between all states.

Applying Filters to the Student Mobility Reports

User Filter Form – This form can be accessed by clicking the **Filter** button. The form allows the user to place multiple filtering parameters on the report

The user can filter the information in the Student Mobility Reports by using the User Filter Form. The filter form provides the following options to the user:

1. Report mobility by: Enrollment data or Qualifying Moves data
2. If the user selected Qualifying Moves data, they can additionally filter by:
 - a. Qualifying Arrival Date From
 - b. Qualifying Arrival Date To
 - c. Exclude International Moves
 - d. Exclude Intrastate Moves (moves within the users state)

5.1 MSIX General Move From Report

What is the purpose of this report?

The MSIX General Move From Report provides counts and percentages of migrant students moving away from a user's state.

How can users use this report?

This report can be used to analyze student movement trends, understand the number of students that move to the user's state at different times of the year, and which states most students move from. The user can predict busy periods in which students are moving out of their state most frequently.

What information is included in this report?

The following data elements are included in the datagrid of the report.

General Move From Report Column Headings	
Moved From Country	Moved From State
Moved To Country	Moved To State
Student Count	Total Count
Percentage	

Screenshots of MSIX General Move From Report

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Description: Counts of MSIX students who have moved from one state to another (based on either enrollment records or qualifying moves).

Moved From	Moved To...	Moved To State	Student Count	Total Count	Percentage
United States				69,666	
California				69,666	
	United States	Missouri	181		0.25
	United States	Alaska	44		0.06
	United States	Arizona	28,039		40.24
	United States	Arkansas	1,653		2.37
	United States	Colorado	945		1.35
	United States	Connecticut	2		0.00
	United States	District of Columbia	20		0.02
	United States	Florida	329		0.47
	United States	Georgia	492		0.70
	United States	Hawaii	90		0.12
	United States	Idaho	6,333		9.09
	United States	Illinois	407		0.58
	United States	Indiana	382		0.54
	United States	Iowa	424		0.60
	United States	Kansas	36		0.05
	United States	Kentucky	210		0.30
	United States	Louisiana	274		0.39

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General Move From Report

General Move From Report Filter Form

5.2 MSIX General Move To Report

What is the purpose of this report?

The MSIX General Move To Report provides counts and percentages of migrant students moving to a user’s state.

How can users use this report?

This report can be used to analyze student movement trends, understand the number of students that move out of the users state at different times of the year, and which states most students move to. The user can predict busy periods in which students are moving into their state most frequently.

What information is included in this report?

The following data elements are included in the datagrid of the report.

General Move To Report Column Headings	
Moved From	Moved From State
Moved To Country	Moved To State
Student Count	Total Count
Percentage	

Screenshots of MSIX General Move To Report

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Home Page | Potential Duplicates | General Move From | General Move To

Description: Counts of MSIX students who have moved to one state from another (based on either enrollment records or qualifying moves).

Filter

Moved To	Moved From State	Student Count	Total Count	Percentage
California	Tennessee	19	9,427	0.20
	Oklahoma	1		0.01
	Mississippi	2		0.02
	Maryland	2		0.02
	Louisiana	2		0.02
	Vermont	3		0.03
	Maine	3		0.03
	Illinois	3		0.03
	Missouri	4		0.04
	North Carolina	5		0.05
	South Carolina	5		0.05
	Virginia	7		0.07
	New Jersey	8		0.08
	Hawaii	11		0.11
	Wisconsin	11		0.11
	Colorado	13		0.13
	North Dakota	13		0.13
	Minnesota	14		0.14

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General Move To Report

MSIX Student Mobility Filter Form ✕

Report Move by: Enrollments Qualifying Moves

Qualifying Arrival Date From: Qualifying Arrival Date To:

Report Data with: Exclude International Moves
 Exclude Intrastate Moves

General Move To Report Filter Form

6.0 Data Quality Reports

Data Quality Reports provide data administrators with information on the quality of the student record data for the students in each user's state.

The Data Quality Reports folder contains the following reports accessible to State Data Administrators:

1. Data Load Report
2. Data Completeness Report
3. Data Validity Report
4. Potential Duplicates Report

6.1 Data Load Report

What is the purpose of this report?

The Data Load Report creates a record for each state data file loaded into MSIX. The report provides a record of the frequency at which a state loads files into MSIX.

What information is included in this report?

The following data elements are included in the datagrid of the report.

Data Load Reports Column Headings	
File Name	Submitting State
Beginning Date	End Date
Total Record Count	

When an individual file is selected, the following file details are selected.

Data Load Report File Details	
File Name	Beginning Date
End Date	Student Count
Total Record Count	File Format
File Status	Received Date
Processed Date	

Who can access this report?

State Data Administrators, Regional Data Administrators, District Data Administrators, and State Batch Submitters.

Data Load Files Report Screenshots

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Home Page Data Load Files

Description: Files loaded into MSIX by your state and the file information.

Total Data Load Items: 24

File	State	Beg. Dte	End Dte	Total Record Cnt
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
0050000.xml	Wyoming	01/06/2012	01/06/2012	12

File Details Information

File Name: WY_SSI1_20120106000050000.xml
Begin Date: Fri Jan 6 00:00:00 GMT-0500 2012
End Date: Fri Jan 6 00:00:00 GMT-0500 2012
Student Count: 6
Total Count: 12
File Format: XML

File Processing Information

File Status: Completed ETL Process
Received Date: Tue Feb 21 00:00:00 GMT-0500 2012
Processed Date:

File Details File Counts File Errors

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Data Load Files Report

Additional Report Views

The right side panel of the **Data Load Report** provides additional ways to view report information, as follows:

1. **File Details Tab** – by clicking on this tab, the user can access more detailed information on the file, including data on the number of student records in the file, and the date it was processed
2. **File Counts Tab** – by clicking on this tab, the user can access information on three different types of counts for both Student Records and Total Records: Overall, Processed and Rejected
3. **File Errors Tab** – by clicking on this tab, the user can access information on any errors that were found in the selected file

Additional Report Views Screenshots

Example:

1. Click **File Details** tab to view the **File Details** panel. Select the file from the datagrid to display details in the right side panel.

The screenshot displays the MSIX Data Load Files interface. On the left is a navigation menu with options like Student Info, Student Mobility, Data Quality, Data Load Files, Data Completeness, Data Validity, Potential Duplicates, and Worklist. The main area shows a table of data load items with columns for File, State, Beg. Dte, End Dte, and Total Record Cnt. A red circle with the number '1' highlights the 'File Details' tab in the right-hand panel, which is open to show details for the file 'WY_SSI1_20120106000050000.xml'. The details include the file name, begin and end dates, student count, total count, file format, and processing information.

File	State	Beg. Dte	End Dte	Total Record Cnt
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
0050000.xml	Wyoming	01/06/2012	01/06/2012	12

File Details Information

File Name: WY_SSI1_20120106000050000.xml
Begin Date: Fri Jan 6 00:00:00 GMT-0500 2012
End Date: Fri Jan 6 00:00:00 GMT-0500 2012
Student Count: 6
Total Count: 12
File Format: XML

File Processing Information

File Status: Completed ETL Process
Received Date: Tue Feb 21 00:00:00 GMT-0500 2012
Processed Date:

File Details | File Counts | File Errors

- Click **File Counts** tab to view the **File Counts** panel. Select the file from the datagrid to display details in the right side panel.

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Student Info
Student Mobility
Data Quality
Data Load Files
Data Completeness
Data Validity
Potential Duplicates
Worklist

Home Page Data Load Files

Description: Files loaded into MSIX by your state and the file information.

Total Data Load Items: 24

File	State	Beg. Dte	End Dte	Total Record Cnt
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
0050000.xml	Wyoming	01/06/2012	01/06/2012	12

File Counts

Count Type	Student	Total
Overall	6	12

File Details File Counts File Errors

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- Whichever file is selected will be highlighted in yellow, and that file's count information will be displayed at right.

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Student Info
Student Mobility
Data Quality
Data Load Files
Data Completeness
Data Validity
Potential Duplicates
Worklist

Home Page Data Load Files

Description: Files loaded into MSIX by your state and the file information.

Total Data Load Items: 24

File	State	Beg. Dte	End Dte	Total Record Cnt
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
0050000.xml	Wyoming	01/06/2012	01/06/2012	12

File Counts

Count Type	Student	Total
Overall	6	12

File Details File Counts File Errors

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- Click on **File Errors** tab. Select a file from the datagrid to display details in the right side panel.

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Help | Return to MSIX | Logout

Home Page Data Load Files

Description: Files loaded into MSIX by your state and the file information.

Total Data Load Items: 24

File	State	Beg. Dte	End Dte	Total Record Cnt
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
0050000.xml	Wyoming	01/06/2012	01/06/2012	12

ERRORS

Error Description:

Error Message:

Error Date:

File Details File Counts **File Errors**

- Whichever file is selected will be highlighted in yellow, and any errors that exist for that file will be documented at right.

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Help | Return to MSIX | Logout

Home Page Data Load Files

Description: Files loaded into MSIX by your state and the file information.

Total Data Load Items: 24

File	State	Beg. Dte	End Dte	Total Record Cnt
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
0050000.xml	Wyoming	01/06/2012	01/06/2012	12

ERRORS

Error Description:

Error Message:

Error Date:

File Details File Counts File Errors

6.2 Data Completeness Report

What is the purpose of this report?

The Data Completeness Report evaluates each data element within MSIX for completeness within their respective data element groups. If certain data elements are not submitted in student files from the user's state, they are included in this report.

What information is included in this report?

The following data elements are included in the datagrid of the report.

Data Completeness Reports Column Headings	
Region	Data Element Group
Data Element	Data Element Missing (%)
Data Element Missing (Count)	Data Element Group (Total)

Who can access this report?

State Data Administrators, Regional Data Administrators, District Data Administrators, and State Batch Submitters.

Data Completeness Report Screenshots

The screenshot shows the Data Completeness Report interface for Alabama. The table displays the following data:

Region	Data Element Group	Data Element	Data Element Missing (%)	Data Element Missing (Count)	Data Element Group (Total)
Alabama	Assessments	Assessment Content	0.05	5	9,929
	Assessments	Assessment Type	0.05	5	9,929
	Assessments	Assessment Title	0.05	5	9,929
	Assessments	Assessment Reporting Method	0.05	5	9,929
	Assessments	Score Results	0.31	31	9,929
	Assessments	Assessment Administration Date	0.00	0	9,929
	Assessments	Assessment Interpretation	100.00	9,929	9,929
Alabama	Course History	End Academic Year	0.45	49	10,684
	Course History	Clock Hours	99.99	10,683	10,684
	Course History	Course Section	7.12	761	10,684
	Course History	Subject Area Name	0.00	0	10,684
	Course History	Course Title	0.00	0	10,684
	Course History	Term Type	0.36	39	10,684
	Course History	Final Grade	0.48	52	10,684
	Course History	Grade-to-Date	99.26	10,606	10,684
	Course History	Credits Granted	8.49	908	10,684
	Course History	Begin Academic Year	0.45	49	10,684

Data Completeness Report

Data Filter Form

Drill-down level: National Alabama

Report view: Expand Collapse

Submit Clear Form Cancel

Data Completeness Report Filter

Drill-Down Feature

State Users have the ability to drill down to the student-level in the Data Completeness Report, by double-clicking any row in the data grid while in the state-view. The pop up window for all Data Element groups includes the MSIX ID, State Student ID, and Last Name of the student record that is missing the subject Data Element.

In addition to this student information, the drill-down from three of the six Data Element Group have additional columns that are relevant to the group to help the user identify the records in question.

The following additional columns are included in the drill-down view for each data element group:

1. Assessments
 - a. Assessment Type
 - b. Content Type
 - c. Date
2. Course History
 - a. Course Title/Subject Area
 - b. School Year Starting
3. Enrollments
 - a. Enrollment Date
 - b. Grade
 - c. School ID Code

Users can export the data in this report to Microsoft Excel and file for their reference. The Drill-Down Feature allows users to identify which records have missing data elements so they may correct them in the State MEP System.

Example:

1. To view the student-level data, as described above with respect to the data element 'Assessment Interpretation', double click on the data row with the data element 'Assessment Interpretation' within the data element group 'Assessments'.

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Home Page | Data Completeness

Description: The count of incomplete data fields by MDE submitted by a state

Filter

Region	Data Element Group	Data Element	Data Element Missing (%)	Data Element Missing (Count)	Data Element Group (Total)
Alabama	Assessments	Assessment Content	0.05	5	9,929
	Assessments	Assessment Type	0.05	5	9,929
	Assessments	Assessment Title	0.05	5	9,929
	Assessments	Assessment Reporting Method	0.05	5	9,929
	Assessments	Score Results	0.31	31	9,929
	Assessments	Assessment Administration Date	0.00	0	9,929
	Assessments	Assessment Interpretation	100.00	9,929	9,929
	Course History	End Academic Year	0.45	49	10,684
	Course History	Clock Hours	99.99	10,683	10,684
	Course History	Course Section	7.12	761	10,684
	Course History	Subject Area Name	0.00	0	10,684
	Course History	Course Title	0.00	0	10,684
	Course History	Term Type	0.36	39	10,684
	Course History	Final Grade	0.48	52	10,684
	Course History	Grade-to-Date	99.26	10,606	10,684
	Course History	Credits Granted	8.49	908	10,684
	Course History	Begin Academic Year	0.45	49	10,684

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- Student Data is shown for each assessment record that was submitted without the data element 'Assessment Interpretation'. Click Export Data to export the data to Excel.

MSIX Student ID

State: Pennsylvania Data Element Missing: Assessment Interpretation

Displaying Page 1 [Rows: 1 to 82 of 82]

Export Data

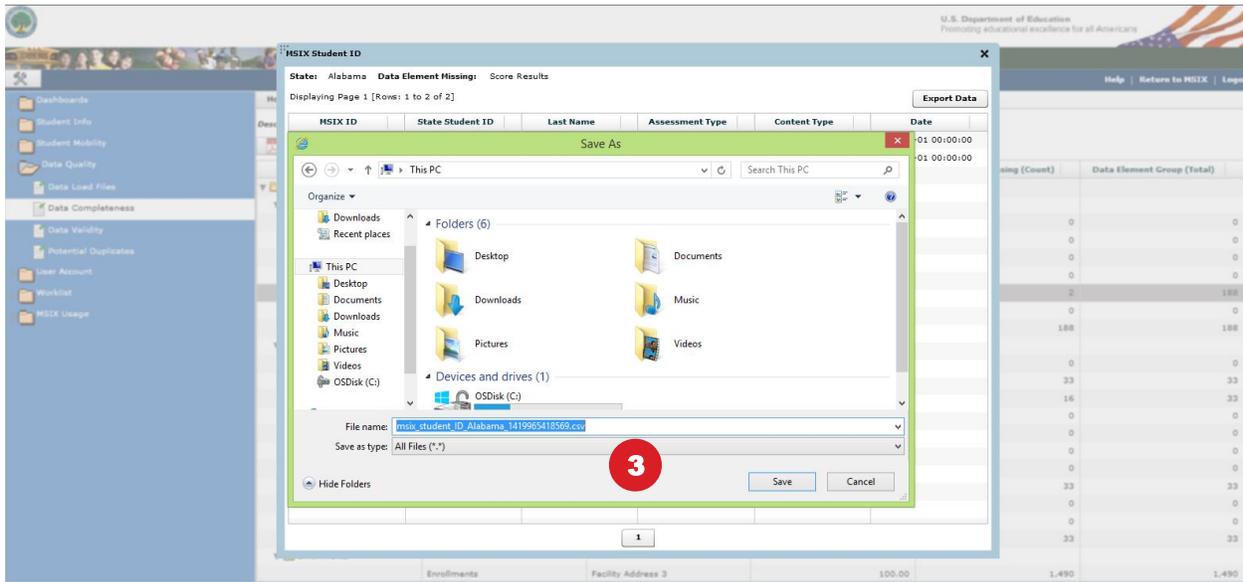
MSIX ID	State Student ID	Last Name	Assessment Type	Content Type	Date
			Language Proficiency Test	ESL level	2011-11-01 00:00:00.0
			Language Proficiency Test	ESL level	2010-01-01 00:00:00.0
			Other Achievement Test	Reading Scaled Score	2010-01-01 00:00:00.0
			Language Proficiency Test	ESL level	2010-01-01 00:00:00.0
			Language Proficiency Test	ESL level	2010-01-01 00:00:00.0
			Language Proficiency Test	ESL level	2010-01-01 00:00:00.0
			Language Proficiency Test	ESL level	2010-01-01 00:00:00.0
			Language Proficiency Test	Cluster & Grade Level C	2010-01-01 00:00:00.0
			Other Achievement Test	Reading - Nonsense W	2010-12-01 00:00:00.0
			Other Achievement Test	Reading - Phoneme Se	2010-12-01 00:00:00.0
			Other Achievement Test	Reading - Initial Sound	2010-12-01 00:00:00.0
			Other Achievement Test	Reading - Phoneme Se	2010-12-01 00:00:00.0
			Other Achievement Test	Reading - Nonsense W	2010-12-01 00:00:00.0
			Other Achievement Test	Reading - Letter Namin	2010-12-01 00:00:00.0
			Other Achievement Test	Reading - Letter Namin	2010-12-01 00:00:00.0
			Other Achievement Test	Reading - Initial Sound	2010-12-01 00:00:00.0
			Language Proficiency Test	ESL level	2010-01-01 00:00:00.0
			Language Proficiency Test	ESL level	2010-01-01 00:00:00.0
			Language Proficiency Test	ESL level	2010-01-01 00:00:00.0
			Language Proficiency Test	ESL level	2010-01-01 00:00:00.0
			Language Proficiency Test	ESL level	2010-01-01 00:00:00.0

Help | Return to MSIX | Logout

Course H... Data Completeness

Data Element Group (Total)	Count
10	28,941
9	28,941
9	28,941
9	28,941
247	28,941
18	28,941
82	28,941
0	12,483
347	12,483
781	12,483
72	12,483
56	12,483
847	12,483

3. The Student Data from the drill-down window can now be saved locally for the user.



6.3 Data Validity Report

What is the purpose of this report?

The Data Validity Report counts the number of invalid data entries for each data element. Some data elements within MSIX have specific criteria that must be met to be successfully loading into the MSIX database. If a state submits student data that does not meet the data requirements, MSIX will be unable to process and translate the data into useful information for the end user. When states submit invalid data, MSIX will capture it in this report to help identify areas where they can improve data integrity.

What information is included in this report?

The following data elements are included in the datagrid of the report.

Data Validity Report Column Headings	
Region	Data Element Group
Data Element	Data Element Invalid (%)
Data Element Invalid (Count)	Data Element Group (Total)

Who can access this report?

State Data Administrators, Regional Data Administrators, District Data Administrators, and State Batch Submitters.

Data Validity Report Screenshots

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Help | Return to MSIX | Logout

Home Page Data Validity

Description: The count of invalid data fields by MDE submitted by a state

Filter

Region	Data Element Group	Data Element	Data Element Invalid (%)	Data Element Invalid (Count)	Data Element Group (Total)
National					
Assessments					
	Assessments	Assessment Type	0.00	0	1,826,881
	Assessments	Assessment Administration Da	0.00	131	1,826,881
	Assessments	Assessment Reporting Method	0.00	0	1,826,881
	Assessments	Assessment Interpretation	0.00	0	1,826,881
Course History					
	Course History	Clock Hours	0.02	340	1,609,284
	Course History	Term Type	0.00	0	1,609,284
	Course History	Course Section	0.00	0	1,609,284
	Course History	Course Type	0.09	1,560	1,609,284
	Course History	Credits Granted	0.00	0	1,609,284
	Course History	Begin Academic Year	0.00	0	1,609,284
	Course History	End Academic Year	0.00	0	1,609,284
Enrollments					
	Enrollments	LEP Indicator	0.00	0	4,642,386
	Enrollments	Home Schooled	0.00	0	4,642,386
	Enrollments	Immunization Record Flag	0.00	0	4,642,386
	Enrollments	Enrollment Date	0.00	65	4,642,386

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Data Validity Report

Data Filter Form X

Drill-down level: National Alabama

Report view: Expand Collapse

Data Validity Report Filter

Drill-Down Feature

State Users have the ability to drill down to the student-level data in the Data Validity Report by double-clicking any row in the data grid while in the state-view. The pop up window for all Data Element groups includes the MSIX ID, State Student ID, and Last Name of the student record that has an invalid submission for the subject Data Element.

In addition to this student information, the drill-down from three of the six Data Element Group have additional columns that are relevant to the group to help the user identify the records in question.

The following additional columns are included in the drill-down view for each data element group:

1. Assessments
 - a. Assessment Type
 - b. Content Type
 - c. Date
2. Course History
 - a. Course Title/Subject Area
 - b. School Year Starting
3. Enrollments
 - a. Enrollment Date
 - b. Grade
 - c. School ID Code

Users can export the data in this report to Microsoft Excel and file for their reference. The Drill-Down Feature allows users to identify which records have missing data elements so they may correct them in the State MEP System.

Example:

1. To view the student-level data, as described above with respect to the data element 'Assessment Interpretation', double click on the data row with the data element 'Assessment Interpretation' within the data element group 'Assessments'.

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Home Page | Student Assessment | Enrollments by MDE Type | Student Demographic | **Data Validity** | Help | Return to MSIX | Logout

Description: The count of invalid data fields by MDE submitted by a state

Filter

Region	Data Element Group	Data Element	Data Element Invalid (%)	Data Element Invalid (Count)	Data Element Group (Total)
National	Assessments	Assessments	0.00	0	2,477,254
		Assessments	0.00	127	2,477,254
		Assessments	0.00	8	2,477,254
		Assessments	0.70	17,410	2,477,254
	Course History	Course History	0.00	13	2,113,362
		Course History	0.00	8	2,113,362
		Course History	0.00	18	2,113,362
		Course History	0.08	1,830	2,113,362
		Course History	0.00	1	2,113,362
		Course History	0.00	0	2,113,362
		Course History	0.00	0	2,113,362
	Enrollments	Enrollments	0.00	0	5,160,966
		Enrollments	0.09	5,076	5,160,966
		Enrollments	0.00	0	5,160,966
		Enrollments	0.00	1	5,160,966
		Enrollments	0.00	9	5,160,966

2. Student Data is shown for each assessment record that was submitted without the data element 'Assessment Interpretation'. Click Export Data to export the data to Excel.

MSIX Student ID

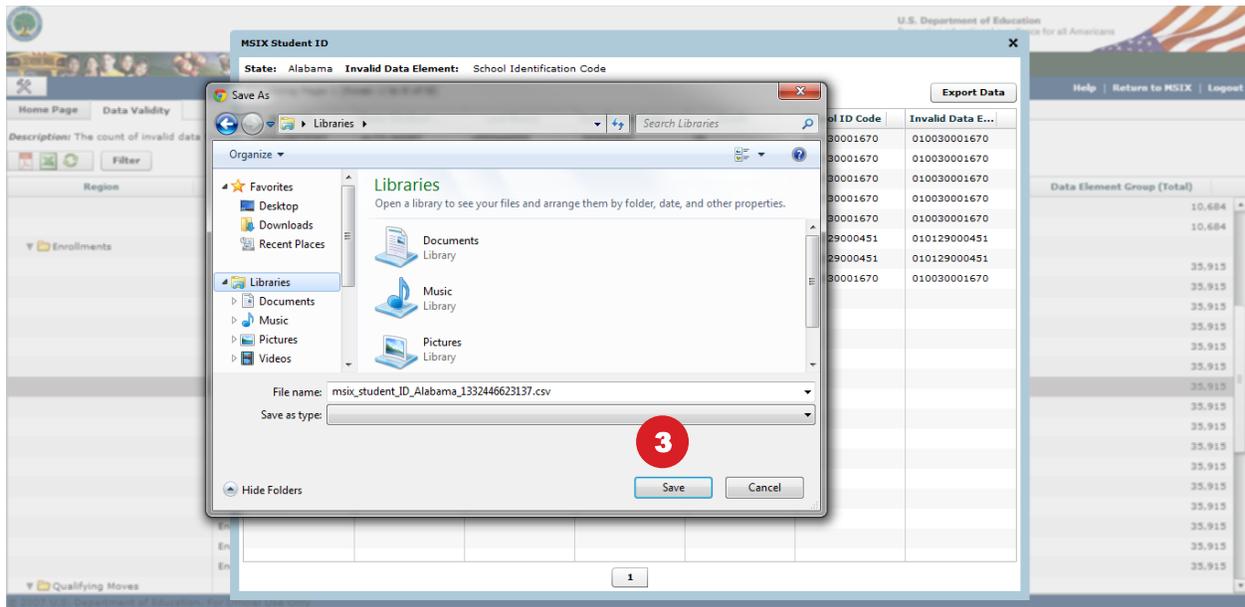
State: Pennsylvania | Invalid Data Element: Assessment Interpretation

Displaying Page 1 [Rows: 1 to 0 of 0]

MSIX ID	State Student...	Last Name	Assessment T...	Content Type	Date	Invalid Data Elem...
03			03	Cluster & Grade Lev	022011	Other - K
03			03	Listening Scaled Sc	022011	Other - Reaching
03			03	Speaking Scaled Sci	022011	Other - Expanding
03			03	Reading Scaled Sco	022011	Other - Entering
03			03	Literacy Scaled Scor	022011	Other - Beginning
03			03	Cluster & Grade Lev	022011	Other - 6-8
03			03	Speaking Scaled Sci	022011	Other - Reaching
03			03	Writing Scaled Score	022011	Other - Developing
03			03	Oral Scaled Score	022011	Other - Reaching
03			03	Comprehension Sca	022009	Other - Beginning
03			03	Writing Scaled Score	022009	Other - Entering
03			03	Reading Scaled Sco	022009	Other - Beginning
03			03	Speaking Scaled Sci	022009	Other - Entering
03			03	Listening Scaled Sc	022009	Other - Expanding
03			03	Tier & Tier Level	022009	Other - Beginning
03			03	Cluster & Grade Lev	022009	Other - 40242
03			03	Composite Overall S	022011	Other - Expanding
03			03	Literacy Scaled Scor	022011	Other - Developing
03			03	Reading Scaled Sco	022008	Other - Beginning
03			03	Oral Scaled Score	022008	Other - Beginning
03			03	Literacy Scaled Scor	022008	Other - Beginning
03			03	Comprehension Sca	022008	Other - Beginning

Export Data

3. The Student Data from the drill-down window can now be saved locally for the user.



6.4 Potential Duplicates Report

What is the purpose of this report?

The Potential Duplicates Report identifies student records in MSIX that are likely to be duplicate instances for the same student. Each student should have only one consolidated record in MSIX. The report identifies two types of duplicate instances:

1. Duplicate in MSIX: One State Student ID exists within multiple MSIX IDs.
2. Duplicate in State MEP Systems: One MSIX ID with multiple State Student IDs within the same state.

How should states use this report?

If the Potential Duplicates Report shows there are multiple MSIX IDs for the same State Student ID from a state within MSIX and the user determines this is the same student, the user should flag and merge these records in MSIX. If the user determines these records are not the same student, multiple students have been assigned the same ID within the user's State System and they should be de-duplicated.

If the Potential Duplicates Report shows there are multiple SSIDs for one MSIX ID and the user determines they represent the same student, the user should combine these records into one student record in the State System. If the user determines these records are for different students, the user should flag and split the records in MSIX and assign each student their own MSIX ID.

What information is included in this report?

The following data elements are included in the datagrid of the report.

Potential Duplicate Report Column Headings	
State Student ID	MSIX ID
Last Update	

Who can access this report?

State Data Administrators, Regional Data Administrators, and District Data Administrators.

Potential Duplicates Report Screenshots

The screenshot displays the 'Potential Duplicates' report in the MSIX system. The main table lists potential duplicate student records with columns for State Student ID, MSIX ID, and Last Update. Two records are highlighted, and their demographic information is shown in a side panel.

State Student ID	MSIX ID	Last Update
PA106	187664641287	08/19/2013
PA106	112249763611	08/20/2013

Selected Potential Duplicate

Student 1 Demographic Information

First Name: Dan
 Last Name: Boland
 State Student ID: PA106
 MSIX ID: 187664641287
 State: Pennsylvania
 Birth Date: 03/28/2005
 Mother's Name: Nancy Boland
 Father's Name: Roger Boland

Student 2 Demographic Information

First Name: Dans
 Last Name: Bolands
 State Student ID: PA106
 MSIX ID: 112249763611
 State: Pennsylvania
 Birth Date: 03/28/2005
 Mother's Name: Nancy Boland
 Father's Name: Roger Boland

Potential Duplicates Report

The above screen capture displays the report output when the "MSIX Potential Duplicates" radio button is selected from the Potential Duplicates filter form. This output is also the default when the Potential Duplicates report is selected.

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Help | Return to MSIX | Logout

Home Page Potential Duplicates

Description: A list of potential duplicate student records in MSIX (based on either State MEP systems or MSIX)

Total Potential Duplicates: 4

State Student ID	MSIX ID	Last Update
Pennsylvania		
PA106	187664641287	08/19/2013
PA106	112249763611	08/20/2013
PA107		

Selected Potential Duplicate

Student 1 Demographic Information

First Name: Dan
Last Name: Boland
State Student ID: PA106
MSIX ID: 187664641287
State: Pennsylvania
Birth Date: 03/28/2005
Mother's Name: Nancy Boland
Father's Name: Roger Boland

Student 2 Demographic Information

First Name: Dans
Last Name: Bolands
State Student ID: PA106
MSIX ID: 112249763611
State: Pennsylvania

The above screen capture displays the report output when the "State MEP System Potential Duplicates" radio button is selected from the Potential Duplicates filter form.

Report Filters: Potential Duplicates

Display Potential Duplicates based on

MSIX Potential Duplicates (1 State Student ID, multiple MSIX IDs)

State MEP System Potential Duplicates (1 MSIX ID, multiple SSIDs)

Submit Clear Filter Cancel

Potential Duplicates Report Filter

7.0 Worklist Reports

Worklist Reports provide aggregated information on the worklists assigned to users by state. Two reports are contained in this folder: Worklists by User and Worklist Aging.

The sections below detail these reports and show filtering examples for each. Each worklist report contains unique filter parameters the user may input to narrow the data in the report.

7.1 Worklists by User Report

What is the purpose of this report?

The Worklists by User Report enables the user to view the worklists for all of the state's Data Administrators and access the worklist assignee's contact information. This report provides the user visibility on the progress of data quality efforts.

What information is contained in this report?

The following data elements are included in the datagrid of the report which is grouped by user. This is also the information contained in the exported documents.

Worklist by User Column Headings	
User Last Name	User First Name
Worklist ID	Reporting State
Status of Worklist	Creation Date of Worklist
Resolved Date	

When an individual worklist item is selected in the data grid, the following worklist details are displayed.

Worklist Details Information	
Student First Name	Student Last Name
Birth City	Birth State
Reporting State	MSIX ID
User ID	User First Name
User Last Name	User State
User Email	User Phone
User Role	User Status
Last Login Date	Worklist Status
Creation Date	Resolution Date

Additionally, pie charts visualize age distribution and worklist type distribution among all of the worklist items in the user's state. The Total Worklist Items count is displayed at the top of the datagrid, which is a count of unique worklist items in the user's state.

Who can access this report?

State Data Administrators, Regional Data Administrators, District Data Administrators. This report includes both resolved & unresolved worklist items assigned to data administrators in the user's state.

Applying Filters to the Worklists by User Report

User Filter Form – by clicking on the **Filter** button, users can pull up this form, which allows them to enter multiple filter parameters for the report.

The screenshot shows the 'Worklists by User' report interface. The main content area displays a table of worklist items with the following data:

Last Name	First Name	Worklist ID	Report	Status	Create Date	Resolved Date
▶ dadmin-pa						
▼ Idaniels2						
▼ ETLNearMatchValidation						
Daniels	Levi	46125	Pennsylvania	ETL Near Match	08/23/2013 02:03	
▶ UserInitiatedMerge						

The pie chart on the right, titled 'Worklist Types', shows the following distribution:

- ETLNearMatch: 6 (orange)
- ETLNearMatchValidation: 3 (green)
- UserInitiatedMerge: 2 (blue)

Worklist by User Report

Filter Form [X]

Creation Start Date 
Creation End Date 

Resolution Start Date 
Resolution End Date 

First Name
Last Name

First Name
Last Name

Types

- ETL Near Match
- ETL Near Match Validation
- User Initiated Merge
- User Initiated Split
- User Initiated Merge Validation

Status

- ETL Near Match Unresolved
- Resolved - Merged
- Resolved - New ID Generated
- Resolved - Split
- Rejected ETL Near Match

Group By:
 State and Region
 State

Available States:

Selected States:

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut

Worklist by User Report Filter

FAQ

What happens if the user chooses filter parameters that do not correspond to any records?

The datagrid will return no records.

Example:

1. Enter a date range for **Creation Start Date** and **Creation End Date** and click the **Submit** button.

The screenshot displays the MSIX Worklist application interface. On the left is a navigation menu with categories like 'Child Count (CSPR)', 'Student Mobility', 'Data Quality', 'User Account', 'Worklist', and 'Worklist Aging'. The main content area shows a 'Filter Form' dialog box. A red circle with the number '1' highlights the 'Creation Start Date' and 'Creation End Date' fields, which contain the dates '03/01/2011' and '07/22/2013' respectively. Below these are fields for 'Resolution Start Date' and 'Resolution End Date'. There are also input fields for 'First Name' and 'Last Name'. The 'Types' and 'Status' sections contain dropdown menus with various options. At the bottom, there are radio buttons for 'Group By' (State and Region, State) and a list of states. A 'Submit' button is highlighted with a red box. The top right corner shows the U.S. Department of Education logo and navigation links like 'Help', 'Return to MSIX', and 'Logout'.

- Data is filtered according to the parameters entered. Click **Filter** button to access the **User Filter Form**.

The screenshot shows the 'Worklists By User' page. At the top right, it says 'U.S. Department of Education Promoting educational excellence for all Americans'. Below the header, there are navigation links: 'Home Page', 'Worklists By User', 'Help', 'Return to MSIX', and 'Logout'. The main content area has a description: 'A list of worklist items (regardless of status) by user.' Below this is a 'Filter' button, which is circled in red with a '2'. To the right of the main content is a 'Pie Chart' titled 'Worklist Types'. The pie chart shows four categories: ETLNearMatch (orange, 198), ETLNearMatchValidation (green, 39), UserInitiatedMergeValidation (blue, 52), and UserInitiatedSplit (light green, 97). Below the pie chart are tabs for 'Status', 'Types', and 'Worklist Details'.

- Information is retained from previous form entries. Click **Clear Form** to remove this information.

The screenshot shows the 'Filter Form' dialog box overlaid on the 'Worklists By User' page. The dialog box has a title bar 'Filter Form' and a close button 'X'. It contains several input fields: 'Creation Start Date' (07/01/2011), 'Creation End Date' (07/22/2013), 'Resolution Start Date', and 'Resolution End Date'. Below these are fields for 'First Name' and 'Last Name'. There are two lists: 'Types' and 'Status'. The 'Types' list includes: ETL Near Match, ETL Near Match Validation, User Initiated Merge, User Initiated Split, and User Initiated Merge Validation. The 'Status' list includes: ETL Near Match Unresolved, Resolved - Merged, Resolved - New ID Generated, Resolved - Split, and Rejected ETL Near Match. There is a 'Group By' section with radio buttons for 'State and Region' and 'State'. Below this are 'Available States' and 'Selected States' lists. The 'Selected States' list includes: Alabama, Alaska, Arizona, Arkansas, California, Colorado, and Connecticut. At the bottom of the dialog box are three buttons: 'Submit', 'Clear Form' (highlighted with a red box), and 'Cancel'.

4. Enter information in the top **First Name** and **Last Name** fields. Click **Submit**.

The screenshot shows the 'Filter Form' dialog box. The 'First Name' field contains 'Levi' and the 'Last Name' field contains 'Daniels'. The 'Submit' button is highlighted with a red box. The dialog also includes fields for 'Creation Start Date', 'Creation End Date', 'Resolution Start Date', and 'Resolution End Date'. There are two dropdown menus for 'Types' and 'Status'. The 'Group By' section has radio buttons for 'State and Region' and 'State', with 'State' selected. At the bottom, there are buttons for 'Submit', 'Clear Form', and 'Cancel'.

5. Worklist Items assigned to the user matching name criteria entered on the form appear in the datagrid.

The screenshot shows the 'Worklists By User' page. A datagrid is displayed with the following data:

Last Name	First Name	Worklist ID	Report	Status	Create Date	Resolved Date
Daniels	Levi	46125	Pennsylvania	ETL Near	08/23/201	

The row is highlighted in yellow. A red box highlights the entire datagrid area. To the right of the datagrid is a 'Selected Worklist' panel showing details for the selected item, including 'Student Demographic Information' and 'System Information'.

Additional Report Views

In states that have 'Regional Structure for Data Administrators' enabled, users can select 'State and Region' from the 'Group By' section of the Filter Form to show the state's user's worklists by Region. The 'States' radial dial restores the default view.

Worklist by User Column Headings (State and Region View)	
Region	User Last Name
User First Name	Worklist ID
Role	Reporting State
Status of Worklist	Creation Date of Worklist
Resolved Date of Worklist	

Example:

1. Data is filtered according to the parameters entered. Click **Filter** button to access the **User Filter Form**.

The screenshot displays the 'Worklists By User' interface. A red circle with the number '1' highlights the 'Filter' button in the top left of the main content area. Below the filter button is a table with the following columns: Last Name, First Name, Worklist ID, Reporting, Status, Create Date, and Resolved Date. The table lists 17 reports (s-1 to s-17). To the right of the table is a 'Pie Chart' titled 'Worklist Types' showing the distribution of worklist types: ETLNearMatch (198), ETLNearMatchValidation (39), UserInitiatedMergeValidation (52), and UserInitiatedSplit (97). The interface also includes a navigation menu on the left and a footer with the text '© 2007 U.S. Department of Education. For Official Use Only'.

2. Click the **State and Region** radial dial, in the **Group By** section, to filter on state and region.

The screenshot shows the 'Filter Form' interface. A red circle with the number '2' highlights the 'Group By' section. The 'Group By' section has two radio buttons: 'State and Region' (which is selected) and 'State'. Below this, there are two columns of state names: 'Available States' (empty) and 'Selected States' (Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut). At the bottom of the form, the 'Submit' button is highlighted with a red box. To the right, a 'Pie Chart' is displayed with four segments: a large orange segment (198), a green segment (39), a blue segment (52), and a grey segment (97). The legend below the chart identifies the green segment as 'ETLNearMatchValidation' and the blue segment as 'UserInitiatedMergeValidation'.

3. Press the **Submit** button to apply the filter

This screenshot is identical to the one above, but with a red circle containing the number '3' highlighting the 'Submit' button at the bottom of the form. The 'Submit' button is also highlighted with a red box. The rest of the interface, including the 'Group By' section and the 'Pie Chart', remains the same.

- Worklist items assigned to users and arranged by states selected on the **Filter Form** will appear in the data grid

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Help | Return to MSIX | Logout

Home Page Worklists By User

Description: A list of worklist items (regardless of status) by user

Total Worklist Items: 387

Region	Last Name	First Name	Worklist ID	Role	Reporting State	Status	Create Date	Resolved Date
Pennsylvania								
No Region Assigned to the								
admin-pa								
Idaniels2								
ETLNearMatch								
No Region	Daniels	Levi	46125	State	Pennsylvania	ETL Near Match	08/23/2013	

Selected Worklist

Student Demographic Information

First Name: John
Last Name: Carden
Birth City: Austin
Birth State: Texas
Reporting State: Pennsylvania

MSIX Id:

System Information

User ID: Idaniels2
User First Name: Levi
User Last Name: Daniels
User State: Pennsylvania
User Email: levi.daniels@training3.com

Status Types Worklist Details

- Re-click the **Filter Form**, and change the radial dial selection from **State and Region** to **State** to restore the default view. Click **Submit**.

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Help | Return to MSIX | Logout

Home Page W

Description: A list of

Total Workli

Region

Pennsylvania

No Region Assigned to

admin-pa

Idaniels2

ETLNe

No Re

Filter Form

First Name Last Name

First Name Last Name

Types

ETL Near Match
ETL Near Match Validation
User Initiated Merge
User Initiated Split
User Initiated Merge Validation

Status

ETL Near Match Unresol
Resolved - Merged
Resolved - New ID Gen
Resolved - Split
Rejected ETL Near Matc

Group By: State and Region State

Available States:

Selected States:

Alabama
Alaska
Arizona
Arkansas
California
Colorado
Connecticut

Submit Clear Form

Selected Worklist

Student Demographic Information

First Name: John
Last Name: Carden
Birth City: Austin
Birth State: Texas
Reporting State: Pennsylvania

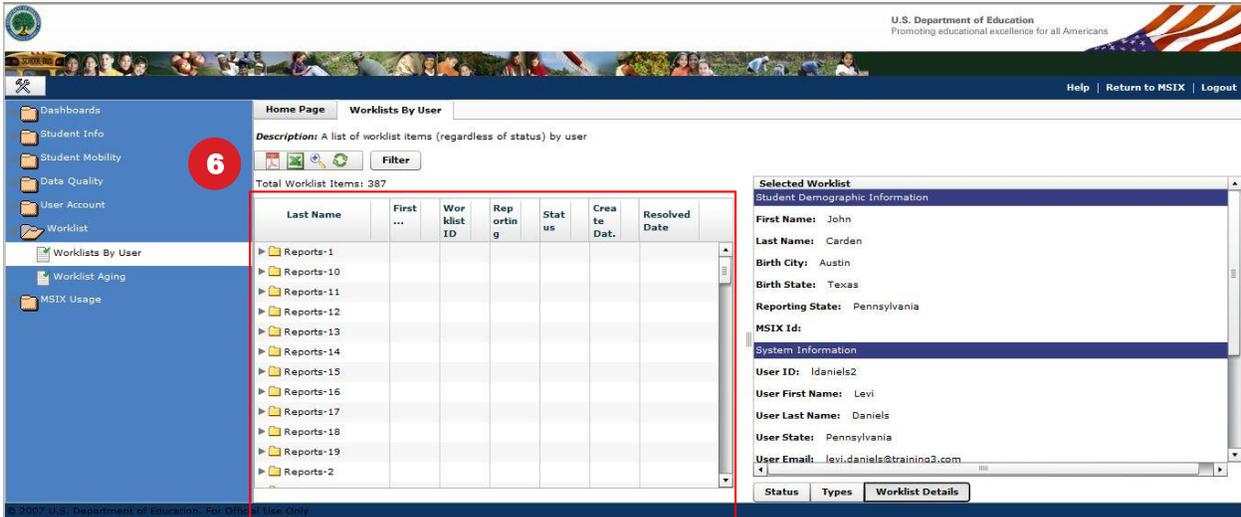
MSIX Id:

System Information

User ID: Idaniels2
User First Name: Levi
User Last Name: Daniels
User State: Pennsylvania
User Email: levi.daniels@training3.com

Status Types Worklist Details

- Worklist Items assigned to the user matching default report criteria appear in the datagrid



The right side panel of the **Worklists by User** report provides additional ways to view report information, as follows:

- Worklist Status** Chart – this is a pie chart that graphically depicts the worklist item status data contained in the datagrid. The chart can change in appearance according to how records are filtered in the datagrid.
- Worklist Types** Chart – this is a pie chart that graphically depicts the data on worklist item type contained in the datagrid. The chart can change in appearance according to how records are filtered in the datagrid.
- Worklist Details** Tab – the user can access more detailed information for whichever worklist is selected from the datagrid in this tab.

Example:

1. Click the **Status** tab to view the **Worklist Status** chart. This shows the breakdown of individual worklist item statuses assigned to each Data Administrator in the user's state.

The screenshot displays the 'Worklists By User' interface. On the left is a navigation menu with options like 'Student Info', 'Student Mobility', 'Data Quality', 'Worklist', 'Worklists By User', and 'Worklist Aging'. The main area shows a table of worklist items. A red circle with the number '1' is placed over the 'Status' column header. To the right of the table is a 'Pie Chart' titled 'Worklist Status' which shows two categories: 'ETL Near Match Pending Validation' (orange) and 'Flagged For UserInitiated Merge' (green). Below the pie chart are tabs for 'Status', 'Types', and 'Worklist Details'. The 'Status' tab is currently selected.

Last Name	First Name	Worklist ID	Report ...	Status	Create Date	Resolved Date
Total Worklist Items: 3						
Idaniels2						
ETLNearM						
Daniels	Levi	46125	Pennsylva	ETL Near	08/23/201	
UserInitiat						

2. Hover over **Resolved – Merged** wedge to obtain more information on that section of the chart.

The screenshot shows the 'Worklists By User' interface. On the left is a navigation menu with options like 'Student Info', 'Student Mobility', 'Data Quality', 'Worklist', 'Worklists By User', and 'Worklist Aging'. The main area has a 'Home Page' tab and a 'Worklists By User' sub-tab. Below this is a description: 'Description: A list of worklist items (regardless of status) by user'. There are icons for print, refresh, and filter, and a 'Filter' button. Below the description, it says 'Total Worklist Items: 3'. A table displays the worklist items:

Last Name	First Name	Worklist ID	Report ...	Status	Create Date	Resolved Date
Idaniels2						
ETLNearM						
Daniels, Levi		46125	Pennsylva	ETL Near	08/23/201	
UserInitiat						

To the right of the table is a 'Pie Chart' titled 'Worklist Status'. The chart has two segments: a green segment (labeled '2') and an orange segment (labeled '1'). A legend below the chart shows 'ETL Near Match Pending Validation' (orange) and 'Flagged For UserInitiated Merge' (green). A red circle with the number '2' points to the orange legend item.

3. Click **Types** tab to display the **Worklist Types** chart.

This screenshot is similar to the previous one, but the 'Types' tab is selected in the legend below the pie chart. The legend now shows 'ETLNearMatchValidation' (orange) and 'UserInitiatedMerge' (green). A red circle with the number '3' points to the 'Types' tab. The pie chart itself is identical to the previous one, with the green segment labeled '2' and the orange segment labeled '1'.

- Click **Worklist Details** tab to display the **Worklist Details** panel. Data is displayed in this panel for whatever worklist item is selected at left on the datagrid. Select a worklist item from the left side of the report.

The screenshot shows the 'Worklists By User' interface. On the left, a navigation menu includes 'Student Info', 'Student Mobility', 'Data Quality', 'Worklist', 'Worklists By User', and 'Worklist Aging'. A red circle with the number '4' is placed over the 'Worklists By User' menu item. The main area features a table with the following data:

Last Name	First Name	Worklist ID	Report ...	Status	Create Date	Resolved Date
Total Worklist Items: 3						
▼ Idaniels2						
▼ ETLNearM						
Daniels	Levi	46125	Pennsylvania	ETL Near	08/23/201	
▶ UserInitiat						

On the right, the 'Selected Worklist' panel displays details for the selected item:

Student Demographic Information
 First Name: John
 Last Name: Carden
 Birth City: Austin
 Birth State: Texas
 Reporting State: Pennsylvania
 MSIX Id:

System Information
 User ID: Idaniels2
 User First Name: Levi
 User Last Name: Daniels
 User State: Pennsylvania
 User Email: levi.daniels@training3.com
 User Phone: 5555555555

At the bottom right, there are tabs for 'Status', 'Types', and 'Worklist Details', with 'Worklist Details' being the active tab.

- Whichever worklist item is selected will be highlighted in yellow, and the details for that item will be displayed at right.

This screenshot is identical to the one above, but with a red circle containing the number '5' placed over the 'Worklist Details' panel on the right side of the interface.

7.2 Worklist Aging Report

What is the purpose of this report?

The Worklist Aging Report records how long existing unresolved worklist items have been on worklists for students in the user's state.

What information is included in this report?

This report includes worklist items that involve students with records in the user's state and are currently unresolved. The report groups these worklist items by their age, which is the amount of days they have gone unresolved.

The age is grouped by the following five categories:

1. Less Than 2
2. Between 3 and 10
3. Between 10 and 20
4. Between 20 and 30
5. Greater Than 30

The report also provides a total count of unique worklist items included in the data grid. Additionally, pie charts visualize age distribution and worklist type distribution among all of the worklist items in the user's state.

The following data elements are included in the datagrid of the report which is grouped by age.

Worklist Aging Column Headings	
Worklist ID	Worklist Type
Update Date	User ID
State	

When an individual worklist item is selected in the data grid, the following worklist details are displayed.

Worklist Details Information	
Student First Name	Student Last Name
Birth City	Birth State
Reporting State	MSIX ID
Worklist ID	User ID
User Name	User State
User Email	User Phone
User Role	Last Login Date
Worklist Status	Creation Date

Who can access this report?

State Data Administrators, Regional Data Administrators, and District Data Administrators. Data Administrators can only view worklists of students that have records in their state.

Additional Report Views

In states that have 'Regional Structure for Data Administrators' enabled, users can select 'State and Region' from the 'Group By' section of the Filter Form to show the age of a state's worlists by Region. The 'States' radio button restores the default view.

Worklist by User Column Headings (State and Region View)	
Region	Worklist ID
Worklist Type	Update Date
User ID	State
Role	

Example:

1. Data is filtered according to the parameters entered. Click **Filter** button to access the **User Filter Form**.

The screenshot displays the 'Worklist Aging' page. At the top, there are navigation tabs: 'Home Page', 'Worklists By User', and 'Worklist Aging'. Below the tabs, a description reads: 'A list of outstanding worklist items grouped by age (in days) and worklist type and user.' A 'Filter' button is highlighted with a red box and a red circle with the number '1'. Below the filter button, the text 'Total Worklist Items: 388' is visible. The main table has the following structure:

Worklist ID	Type	Update Date	User ID	State
GreaterThan30				

To the right of the table is a 'Pie Chart' titled 'Worklist Types' showing the distribution of worklist types:

- Near Match: 198
- User Initiated Merge: 97
- User Initiated Merge Validation: 52
- Near Match Validation: 39

At the bottom of the page, there are navigation buttons: 'Aging', 'Types', and 'Worklist Details'.

2. Click the **State and Region** radial dial, in the **Group By** section, to filter on state and region.

The screenshot shows the 'Worklist Aging' interface. A modal dialog box is open, allowing users to filter worklist items. The dialog includes fields for 'Creation Start Date', 'Creation End Date', 'Updated Date From', and 'Updated Date To'. Below these are 'Types' and a 'Group By' section with two radio buttons: 'State and Region' (selected) and 'State'. A list of states is shown on the right, and a 'Submit' button is at the bottom. A red circle with the number '2' highlights the 'State and Region' radio button. In the background, a pie chart shows the distribution of worklist items by type: Near Match Validation (39), User Initiated Merge (97), and User Initiated Split (52).

3. Press the **Submit** button to apply the filter

This screenshot is identical to the previous one, showing the 'Worklist Aging' interface with the modal dialog box open. A red circle with the number '3' highlights the 'Submit' button at the bottom of the dialog. The 'State and Region' radio button remains selected. The pie chart in the background shows the same data: Near Match Validation (39), User Initiated Merge (97), and User Initiated Split (52).

- Worklist items, arranged by outstanding days count, assigned to users and organized by states selected on the **Filter Form** will appear in the data grid

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Home Page | Worklists By User | Worklist Aging

Description: A list of outstanding worklist items grouped by age (in days) and worklist type and user.

Total Worklist Items: 388

Region	Worklist	Type	Update Date	User ID	State	Role
Alabama						
Arizona						
California						
No Region Assigned						
GreaterThan30						
Near Match						
dadmin-ca						
	45883	Near Match	10/17/2012	dadmin-ca	California	State
	45886	Near Match	10/17/2012	dadmin-ca	California	State
	45888	Near Match	10/17/2012	dadmin-ca	California	State
	45525	Near Match	10/10/2012	dadmin-ca	California	State
	45332	Near Match	09/26/2012	dadmin-ca	California	State
User Initiated						
Colorado						

Selected Worklist

Student Demographic Information

First Name:
Last Name:
Birth City:
Birth State:
Reporting State:
MSIX Id:

System Information

Worklist ID:
User ID:
User Name: null null
User State:
User Email:
User Phone:

Aging | Types | Worklist Details

- Re-click the **Filter Form**, and change the radial dial selection from **State and Region** to **State** to restore the default view. Click **Submit**.

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Home Page | Worklists By User | Worklist Aging

Description: A list of outstanding worklist items grouped by age (in days) and worklist type and user.

Total Worklist Items: 388

Region	Worklist	Type	Update Date	User ID
Alabama				
Arizona				
California				
No Region Assigned				
GreaterThan30				
Near Match				
dadmin-ca				
	45883	Near Match	10/17/2012	dadmin-ca
	45886	Near Match	10/17/2012	dadmin-ca
	45888	Near Match	10/17/2012	dadmin-ca
	45525	Near Match	10/10/2012	dadmin-ca
	45332	Near Match	09/26/2012	dadmin-ca
User Initiated				
Colorado				

Filter Form

Creation Start Date: [] Creation End Date: []
Updated Date From: [] Updated Date To: []

Types

- ETL Near Match
- ETL Near Match Validat
- User Initiated Merge
- User Initiated Split
- User Initiated Merge V

Group By: State and Region State

Available States: [] Selected States: Alabama, Alaska, Arizona, Arkansas, California

Submit | Clear Form | Cancel

- Worklist Items assigned to the user matching default report criteria appear in the datagrid

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Help | Return to MSIX | Logout

Home Page | Worklists By User | **Worklist Aging**

6 **Option:** A list of outstanding worklist items grouped by age (in days) and worklist type and user.

Total Worklist Items: 388

Worklist ID	Type	Update Date	User ID	State
Greater Than 30				
Near Match				
Reports-1				
46025	Near Match	10/17/2012	Reports-1	Oregon
46047	Near Match	10/18/2012	Reports-1	Oregon
46020	Near Match	10/17/2012	Reports-1	Oregon
Reports-10				
Reports-11				
Reports-12				
Reports-13				
Reports-14				
Reports-15				
Reports-16				
Reports-17				
Reports-18				

Selected Worklist

Student Demographic Information

First Name:
Last Name:
Birth City:
Birth State:
Reporting State:
MSIX Id:

System Information

Worklist ID:
User ID:
User Name: null null
User State:
User Email:
User Phone:

Aging | Types | **Worklist Details**

The right side panel of the **Worklist Aging** report provides additional ways to view report information, as follows:

- Worklist Aging** Chart – this pie chart graphically depicts the “age” in number of days of the worklist items contained in the left side panel. The chart can change in appearance according to how records are filtered in the datagrid.
- Worklist Types** Chart – this pie chart graphically depicts the data on worklist item type contained in the datagrid. The chart can change in appearance according to how records are filtered in the datagrid.
- Worklist Details** Tab – the user can access more detailed information for whichever worklist is selected from the datagrid.

Example:

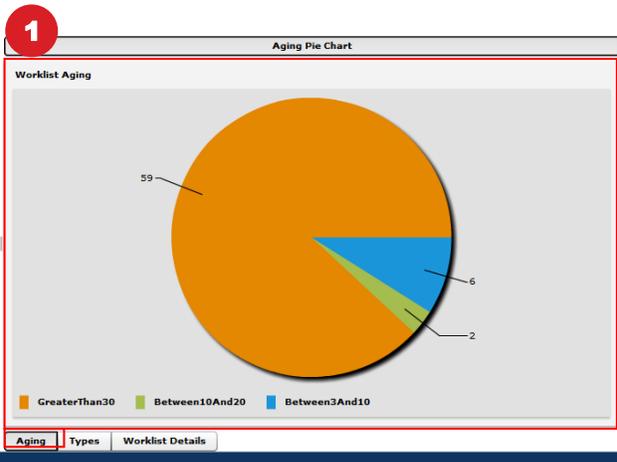
- Click **Aging** tab to view **Worklist Aging** chart. This indicates the number of days that all worklist items in the state have been in the system, unresolved. In this case, all worklist items are within the range of 10 to 20 days.



Description: A list of outstanding worklist items grouped by age (in days) and worklist type and user.

Total Worklist Items: 67

Worklist ID	Type	Update Date	User ID	State
Between10And20				
User Initiated				
Between3And10				
User Initiated				
dhedlund1				
34987	User Initiated Merge	02/24/2012	dhedlund1	Virginia
jadozier				
34987	User Initiated Merge	02/24/2012	jadozier	Virginia
User Initiated				
dhedlund1				
34960	User Initiated Split	02/17/2012	dhedlund1	Virginia
34964	User Initiated Split	02/17/2012	dhedlund1	Virginia
jadozier				
34960	User Initiated Split	02/17/2012	jadozier	Virginia
34964	User Initiated Split	02/17/2012	jadozier	Virginia
GreaterThan30				
Near Match				
Near Match				



2. Click **Types** tab to display **Worklist Types** chart.

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Home Page Worklist Aging Help | Return to MSIX | Logout

Description: A list of outstanding worklist items grouped by age (in days) and worklist type and user.

Total Worklist Items: 67

Worklist ID	Type	Update Date	User ID	State
Between10And20				
User Initiated				
Between3And10				
User Initiated				
dhedlund1				
34987	User Initiated Merge	02/24/2012	dhedlund1	Virginia
jadozier				
34987	User Initiated Merge	02/24/2012	jadozier	Virginia
User Initiated				
dhedlund1				
34960	User Initiated Split	02/17/2012	dhedlund1	Virginia
34964	User Initiated Split	02/17/2012	dhedlund1	Virginia
jadozier				
34960	User Initiated Split	02/17/2012	jadozier	Virginia
34964	User Initiated Split	02/17/2012	jadozier	Virginia
GreaterThan30				
Near Match				
Near Match				

Worklist Types

55

4

1

3

4

■ Near Match
 ■ User Initiated Merge Validation
 ■ Near Match Validation
 ■ User Initiated Merge
 ■ User Initiated Split

Aging **Types** Worklist Details

3. Hover over the **Near Match** wedge to obtain more information on that section of the chart.

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Home Page Worklist Aging Help | Return to MSIX | Logout

Description: A list of outstanding worklist items grouped by age (in days) and worklist type and user.

Total Worklist Items: 67

Worklist ID	Type	Update Date	User ID	State
Between10And20				
User Initiated				
Between3And10				
User Initiated				
dhedlund1				
34987	User Initiated Merge	02/24/2012	dhedlund1	Virginia
jadozier				
34987	User Initiated Merge	02/24/2012	jadozier	Virginia
User Initiated				
dhedlund1				
34960	User Initiated Split	02/17/2012	dhedlund1	Virginia
34964	User Initiated Split	02/17/2012	dhedlund1	Virginia
jadozier				
34960	User Initiated Split	02/17/2012	jadozier	Virginia
34964	User Initiated Split	02/17/2012	jadozier	Virginia
GreaterThan30				
Near Match				
Near Match				

Worklist Types

55

Near Match: 82.1% (55)

4

1

3

4

■ Near Match
 ■ User Initiated Merge Validation
 ■ Near Match Validation
 ■ User Initiated Merge
 ■ User Initiated Split

Aging **Types** Worklist Details

- Click **Worklist Details** tab to display the **Worklist Details** panel. Data is displayed in this panel for whatever worklist item is selected at left.

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Home Page | Worklist Aging | Help | Return to MSIX | Logout

Description: A list of outstanding worklist items grouped by age (in days) and worklist type and user.

Total Worklist Items: 67

Worklist ID	Type	Update Date	User ID	State
Between10And20				
User Initiated				
Between3And10				
User Initiated				
dhedlund1				
34987	User Initiated Merge	02/24/2012	dhedlund1	Virginia
34987	User Initiated Merge	02/24/2012	jadozier	Virginia
User Initiated				
dhedlund1				
34960	User Initiated Split	02/17/2012	dhedlund1	Virginia
34964	User Initiated Split	02/17/2012	dhedlund1	Virginia
jadozier				
34960	User Initiated Split	02/17/2012	jadozier	Virginia
34964	User Initiated Split	02/17/2012	jadozier	Virginia
GreaterThan30				
Near Match				
Near Match				

Selected Worklist

Student Demographic Information

First Name:
Last Name:
Birth City:
Birth State:
Reporting State:
MSIX Id:

System Information

Worklist ID:
User ID:
User Name: null null
User State:
User Email:
User Phone:
User Role:
Last Login Date:
Worklist Status:

4

Aging | Types | Worklist Details

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- Select a worklist item from the left side of the report. Whichever item is selected will be highlighted in yellow, and the details will be displayed at right.

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Home Page | Worklist Aging | Help | Return to MSIX | Logout

Description: A list of outstanding worklist items grouped by age (in days) and worklist type and user.

Total Worklist Items: 67

Worklist ID	Type	Update Date	User ID	State
Between10And20				
User Initiated				
Between3And10				
User Initiated				
dhedlund1				
34987	User Initiated Merge	02/24/2012	dhedlund1	Virginia
34987	User Initiated Merge	02/24/2012	jadozier	Virginia
User Initiated				
dhedlund1				
34960	User Initiated Split	02/17/2012	dhedlund1	Virginia
34964	User Initiated Split	02/17/2012	dhedlund1	Virginia
jadozier				
34960	User Initiated Split	02/17/2012	jadozier	Virginia
34964	User Initiated Split	02/17/2012	jadozier	Virginia
GreaterThan30				
Near Match				
Near Match				

Selected Worklist

Student Demographic Information

First Name: John
Last Name: Carden
Birth City: VIENNA
Birth State: Virginia
Reporting State: Virginia
MSIX Id: 158813772125

System Information

Worklist ID: 34960
User ID: dhedlund1
User Name: Daryn Hedlund
User State: Virginia
User Email: daryn.test@msix.test
User Phone: 5555551234x56789
User Role: State Data Administrator
Last Login Date: 02/27/2012
Worklist Status: User Initiated Split Pending Validation

5

Aging | Types | Worklist Details

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8.0 MSIX Usage Reports

The MSIX Usage Reports provide Government Administrators of the MSIX with summary information regarding the use of MSIX by the MSIX user community.

8.1 MSIX Usage Report

What is the purpose of this report?

This report details that usage of the MSIX system. It breaks the usage down by time frame and area of the site.

What types of information are contained in this report?

The MSIX Usage report displays the number of hits the MSIX site has received to its various components. In addition the report also displays the browser used to access the site. The report groups the number of hits by the following timeframes:

- None
- Weekly
- Monthly
- Yearly

Who can access this report?

Only Government Administrators have access to this report.

What information is included in this report?

The following data elements are included in the datagrid of the report.

MSIX Usage Report Column Headings

Data Field
Time Range
Hits

Screenshots of MSIX Usage Report

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Home Page | MSIX Usage | Student Records Exchange | Worklist Aging

Description: Counts of hits by end-users on each area of MSIX

Data Field	Time Range	Hits
Standardized Tests	All	555
Help	All	4,177
Advanced Search	All	5,044
Rules of Behavior	All	357
Log Settings	All	96
Reports	All	14,511
Regional Administration	All	1,561
Training	All	83,562
Potential Split List	All	2,372
Student View	All	107,173
Logout	All	25,114
User Administration	All	45,735
Student Search	All	203,464
OME Reports	All	2,446
Login	All	76,634
Contact Us	All	1,535
My Account	All	2,845
Worklist	All	193,926
Potential Merge List	All	6,245

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MSIX Usage Report

Report Filters: MSIX Usage

Usage Date From: Usage Date To:

Data Field: Component User Agent

Group By None Weekly Monthly Yearly

MSIX Usage Report Filter Form

8.2 Student Records Exchange Report

What is the purpose of this report?

This report provides counts of student records in one state viewed by MSIX users in another state. It gives Government Administrators a snapshot of the records exchanged from one state to another in a given time period.

What types of information are contained in this report?

The Student Records Exchange Report displays the number of records viewed from a given state for a given period of time. The counts of records viewed can be viewed from the perspective of the Student State (i.e. "What state's records are being viewed?") or the User's State (i.e. Who is viewing the state's records?") The report groups the number of hits by the following timeframes:

- None

- Weekly
- Monthly
- Yearly

Who can access this report?

Only Government Administrators have access to this report.

What information is included in this report?

The following data elements are included in the datagrid of the report.

Student Records Exchange Report Column Headings

- Time Range
- Student's State
- User's State
- View Count
- Total Count
- Percentage

Screenshots of MSIX Usage Report

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The main content area displays a table titled "Student Records Exchange" with the following data:

Time Range	Student's State	User's State	View Count	Total Count	Percentage
2010-01-08 13:58:16.0	Colorado	District of Columbia	1		100.00
2010-01-08 14:00:30.0	California	District of Columbia	1		100.00
2010-01-08 14:00:34.0	California	District of Columbia	1		100.00
2010-01-08 14:01:00.0	Texas	District of Columbia	1		100.00
2010-01-08 14:01:03.0	Texas	District of Columbia	1		100.00
2010-01-08 14:01:11.0	Texas	District of Columbia	1		100.00
2010-01-08 14:01:14.0	Texas	District of Columbia	1		100.00
2010-01-08 14:07:32.0	Texas	District of Columbia	1		100.00
2010-01-08 14:07:35.0	Texas	District of Columbia	1		100.00
2010-02-03 14:43:23.0	Texas	District of Columbia	1		100.00
2010-02-02 09:40:33.0	California	District of Columbia	1		100.00
2010-03-02 09:40:37.0	California	District of Columbia	1		100.00
2010-03-02 09:40:43.0	California	District of Columbia	1		100.00
2010-03-02 09:43:09.0	California	District of Columbia	1		100.00
2010-03-02 09:43:14.0	California	District of Columbia	1		100.00
2010-03-04 15:34:18.0	Texas	Kentucky	1		100.00
2010-03-04 15:34:45.0	Texas	Kentucky	1		100.00
2010-03-04 15:35:13.0	Texas	Kentucky	1		100.00
2010-03-04 15:35:22.0	Texas	Kentucky	1		100.00
2010-03-04 15:35:28.0	Texas	Kentucky	1		100.00

Student Record Exchange Report

Report Filters: Student Records Exchange X

Usage Date From:  **Usage Date To:** 

Group By None Weekly Monthly Yearly

Sort By: Student's State (of record viewed) User's State (who viewed the record)

Student Record Exchange Report Filter Form

9.0 Appendix A: Acronyms

Acronym	Description
CSR	Continuation of Services Reason
CSPR	Consolidated State Performance Report
CSV	Comma Separated Value
IEP	Individual Educational Program
LEP	Limited English Proficiency
MDE	Minimum Data Element
MEP	Migrant Education Program
MSIX	Migrant Student Records Exchange
PDF	Portable Document Format
PFS	Priority for Services
ROB	Rules of Behavior