

# MSIX Reports Manual

U.S. DEPARTMENT OF EDUCATION

# MSIX Reports Manual

## Version 2.3

May 2015

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"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> <p>Job Title field in new account/edit account/ and reports screens</p> <p>State/Region filter in Worklist Reports</p>
1.9	9/16/13	The MSIX Contractor	Revisions	<p>Added in new screenshots and edits to the following pages:</p> <p>Page 5, box figure at the top. Widened the 'Data Validity' row so it is the same width as the other rows</p> <p>Page 14 replaced with new screenshots</p> <p>Page 15, Example screenshots 1 and 2 replaced with new screenshots</p> <p>Page 17, Example 1 click PDF icon replaced with new screenshots</p> <p>Page 18, Example 2 Select export to PDF replaced with new screenshots</p> <p>Page 19, Examples 3 and 4 replaced with new screenshots</p> <p>Page 21, Examples 6 and 7 replaced with new screenshots</p> <p>Page 22, Example 8 – replaced with new screenshots</p> <p>Page 23, Examples 9 and 10 replaced with new screenshots</p>

				<p>Page 32, Examples 2 &amp; 3 replaced with new screenshots</p> <p>Page 33, Example 4 replaced with a new screenshot</p> <p>Page 35, Example 8 replaced with a new screenshot</p> <p>Pages 36-37, Examples 1-4 replaced with new screenshots</p> <p>Page 85, Worklist by User Report replaced with new screenshots</p> <p>Page 87, Example 1 replaced with new screenshots</p> <p>Pages 88-89, Examples 2-5 replaced with new screenshots</p> <p>Pages 94-96, Examples 1-5 replaced with new screenshots</p> <p>Re-shot blurred screen shots on pages 41, 46, 57, 59, 77, and 81</p>
2.0	11/12/13	The MSIX Contractor	Revisions	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> <p>Inconsistent font type/size/color) are not consistent for all headings and graphic captions.</p> <p>Page 55: Update to read "The Grade Retention Report provides counts of students...".</p> <p>Page 48: Update screenshot caption to read "Continuation of Services Reason Report"</p>

				<p>for consistency.</p> <p>Page 39: 1. Some of the words in the report descriptions have extra spaces between them. Remove the extra spaces for consistency.</p> <p>2. Enrollment in Multiple States Report: update the description to read "Counts of Students..."3. Grade Retention Report: update the description to read "Counts of Students..."</p> <p>Page 26: The Records Exchange chart is blank.</p> <p>Page 62: Add a space after the colon (Category 1: A 12-Month)</p> <p>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.</p> <p>Page 46: The hyphens in #1 and #2 have underlining applied to them.</p> <p>Page 49: The hyphen in #1 has underlining applied to it.</p> <p>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".</p> <p>Page 89: Update Example description #3 to read "...Click Clear Form to remove this information".</p>
2.2	2/6/2015	The MSIX	Update	Updated data elements

		Contractor		<p>available in student data reports to reflect changes in Functional Release 1</p> <p>Addressed formatting errors</p> <p>Updated screenshots affected by latest Functional Release</p> <p>Added screenshot for Potential Duplicates Report filtered by MSIX ID</p> <p>Addressed most recent IV&amp;V Technical Writing and Observation comments</p> <p>Updated Filter section for Missed Enrollment Report to include changes from the most recent functional release</p> <p>Added information on the columns and drill down fields available in Student Info Reports</p> <p>Minor formatting and wording changes for consistency</p> <p>Updated screenshots of several reports to represent current State of MSIX</p>
2.3	4/6/2015	MSIX Contractor	Update	<p>Added relevant use cases from REACTS Report Utilization Guide</p> <p>Add uses cases for Missed Enrollment Report</p> <p>Addresses formatting inconsistencies</p>

## Section 1: 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
6. Usage 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	Accounts List		√	√	√		
	MSIX Student Count	√	√				√
Student Info	Student Demographic	√	√				√
	Enrollments by MDE Type	√	√				√
	Enrollments in Multiple States	√	√				√
	Grade Retention Report	√					√

	Missed Enrollment Report	√					√
	Student Course History	√	√				√
	Student Assessment	√	√				√
	Child Count						√
Student Mobility	General Move From	√	√				√
	General Move To	√	√				√
Worklists	Worklists By User	√					√
	Worklist Aging	√					√
Data Quality	Data Load Files	√				√	√
	Data Completeness	√				√	√
	Data Validity	√				√	√
	Potential Duplicates	√					√
Usage	Usage Report						√
	Student Records Exchange						√

**Table 1-1: Report Access Matrix**

**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 State** only.

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

## 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.

## **Usage Reports**

- **Usage** - This report details the usage of the MSIX system. It breaks the usage down by time frame and area of the site.
- **Student Records Exchange** – This report provides counts of student records in one State viewed by MSIX user in another State. It gives Government Administrators a snapshot of the records exchanges from one State to another in a given time period.

# Report Navigation

## Accessing Reports

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

The screenshot shows the MSIX website interface. At the top right, it says "U.S. Department of Education Promoting educational excellence for all Americans". Below this is a navigation bar with links for "My Account", "Training", "Contact Us", "Help", and "Logout". On the left side, there is a navigation menu with the following items: "Home", "Search", "Reports" (highlighted with a red box and a red circle containing the number 1), "Potential Merge List", "Potential Split List", "Records Exchange Initiative", "External Links", "Course Catalog", "Standardized Tests", "REACTS RESULTS", "NCES", and "State MEP Directors". At the bottom of the navigation menu is the MSIX logo: "MSIX Migrant Student Information Exchange".

On the right side of the page, it says "Last Login: 02/16/2012 13:31:34 ET". Below this is a welcome message: "Keith Scott, Welcome to MSIX". Underneath the welcome message is a paragraph: "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." Below the paragraph is a photograph of a young woman in a blue graduation cap and gown standing with four other children. At the bottom of the page, there is a footer with the text "© 2007 U.S. Department of Education. For Official Use Only" and "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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2

Student Info

Student Mobility

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.

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- The user has the option of hiding the left menu to expand the report, by clicking the **Tools** icon above the left navigation pane, and selecting **Hide Left Menu**.

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Help | Return to MSIX | Logout

**5**

Hide Left Menu  
Close Tab

MSIX Student Count

Student Demographic  
Student Enrollment  
Student Course History  
Student Assessment  
Student Mobility

Home Page MSIX Student Count

*Description:* 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.

Filter

National	Distinct MSIX Students	Near Match MSIX Students	MSIX Students with Multipl...
National	717,435	3,518	30,237

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

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8

Help | Return to MSIX | Logout

Student Info

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

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.

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## 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

The screenshot shows the MSIX Account List report interface. At the top right, the U.S. Department of Education logo and tagline "Promoting educational excellence for all Americans" are visible. The interface includes a navigation bar with a "Tools" icon (a), a "Help" link (b), a "Return to MSIX" link (c), and a "Logout" link (d). Below the navigation bar, there is a "Description" section stating "A list of users in your state and their contact information" and a "Filter" button. The main content area displays a table with the following data:

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			

## 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 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 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). At the bottom left, it says '© 2007 U.S. Department of Education. For Official Use Only'.

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, similar to the previous one. 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. At the bottom left, it says '© 2007 U.S. Department of Education. For Official Use Only'.

- 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 in the U.S. Department of Education system. The page header includes the department logo and the slogan 'Promoting educational excellence for all Americans'. Below the header, there are navigation links for 'Home Page', 'Account List', 'Help', 'Return to MSIX', and 'Logout'. A description states: 'Description: A list of users in your state and their contact information'. There are icons for search, refresh, and a 'Filter' button. Below this, it says 'Total Users: 1'. The main content 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 'Roles' column is highlighted with a red box, and a red circle with the number '3' is placed above it. The table contains one row for user 'Fallon' with first name 'Meredythe', user ID 'MFallon', status 'Active', 'Accepted ROB' 'No', role 'State Data Administrator', email 'test3@deloitte.com', and create date '09/12/2013 03:26 PM'.

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 the 'Last Name' column header highlighted by a red box. A red circle with the number '4' is placed above the 'Last Name' header. The rest of the page content, including the table and navigation elements, remains the same.

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			

## 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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Promoting educational excellence for all Americans

Home Page 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 account management. At the top right, it displays the U.S. Department of Education logo and the tagline "Promoting educational excellence for all Americans." Below the header, there are navigation links for "Home Page", "Account List", "Help", "Return to MSTIX", and "Logout". The main content area features a description: "Description: A list of your state and their contact information". A red circle with the number "2" highlights the "Export to PDF" button, which is part of a toolbar containing icons for print, refresh, and search. 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 data row for a user named Fallon, Meredythe, with User Id MFallon, Status Active, Accepted ROB No, Roles State Data Administrator, Email test3@deloitte.com, and Create Date 09/12/2013 03:26 PM. The rest of the table is empty.

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			

### 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 three text input fields and three checkboxes. A red circle with the number "3" is positioned near the top of 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 above. The "PDF Generation Dialog Box" is still open. In this view, the checkboxes for "Datagrid", "Status Chart", and "Role Chart" are selected. A red circle with the number "4" is positioned near 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

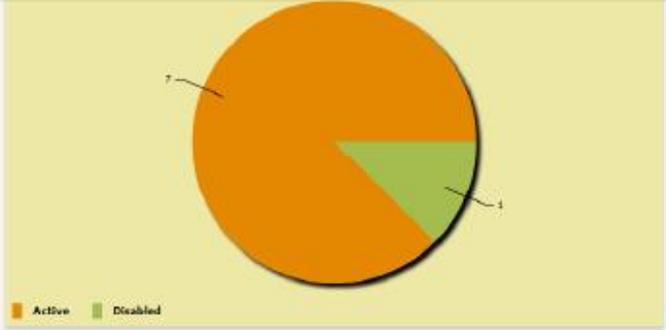
Submit Cancel

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

5 output-14.pdf - Adobe Reader

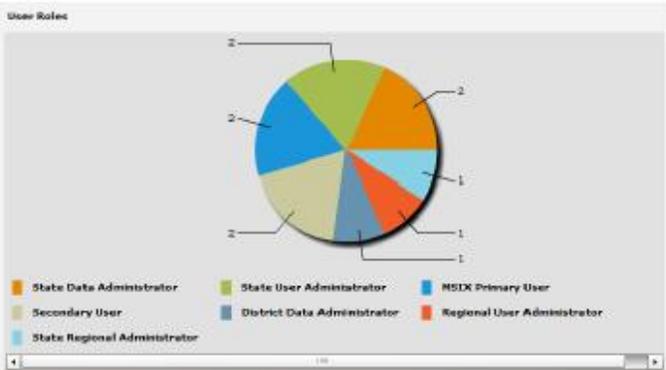
File Edit View Window Help

4 / 5 46.3% Tools Sign Comment



Active Disabled

### User Role Chart



User Roles

Role	Count
State Data Administrator	2
State User Administrator	2
MSIX Primary User	1
Secondary User	2
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 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 is a 'Filter' button and a 'Total Users: 1' indicator. A red circle with the number '6' and an arrow points to the 'Show Right Side' button. Below the button 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 for user 'Fallon, Meredythe' with status 'Active' and role '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			

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 panel expanded. A red circle with the number '7' and an arrow points to the 'Roles' tab in the right-hand panel. The table from the previous screenshot is visible on the left. The right-hand panel, titled 'Roles Chart', shows a large orange circle representing the user's role. Below the chart, the role is identified as 'State Data Administrator'. At the bottom of the panel, there 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
Fallon	Meredythe		MFallon	Active	No	State Data Administrator	test3@deloitte.com	09/12/2013 03:26 PM			



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

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Help | Return to MSIX | Logout

Home Page Account List

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

Filter

Total Users: 1 Refresh Data

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.

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Help | Return to MSIX | Logout

Home Page Account List

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

Filter

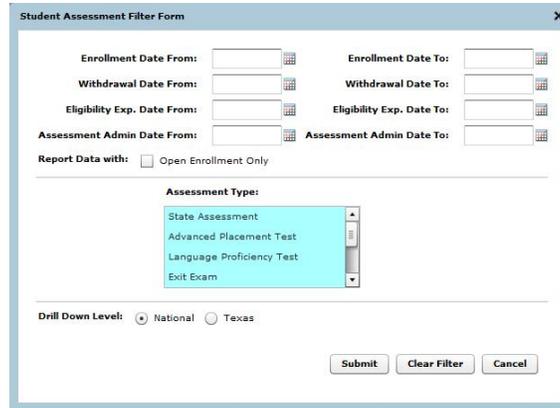
Total Users: 1

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			

## Filtering in Reports

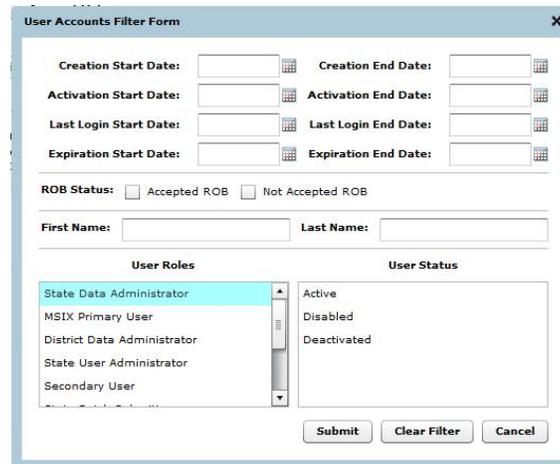
Most reports have filtering capabilities which allow users to refine the data with the user filter form. Each report has different filter parameters based on the data it contains.

**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 "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" with "National" selected and "Texas" unselected. "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 date range filters for "Creation", "Activation", "Last Login", and "Expiration". There are checkboxes for "ROB Status" (Accepted ROB and Not Accepted ROB). There are text 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**

## Section 2: 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.

### 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.



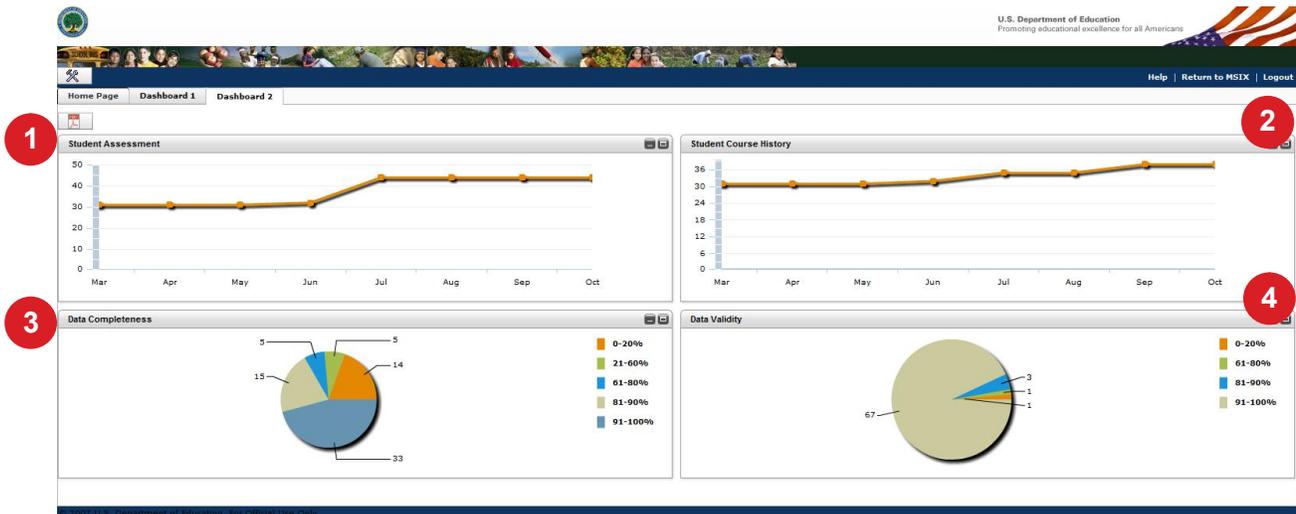
Dashboard 1 View

### 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.

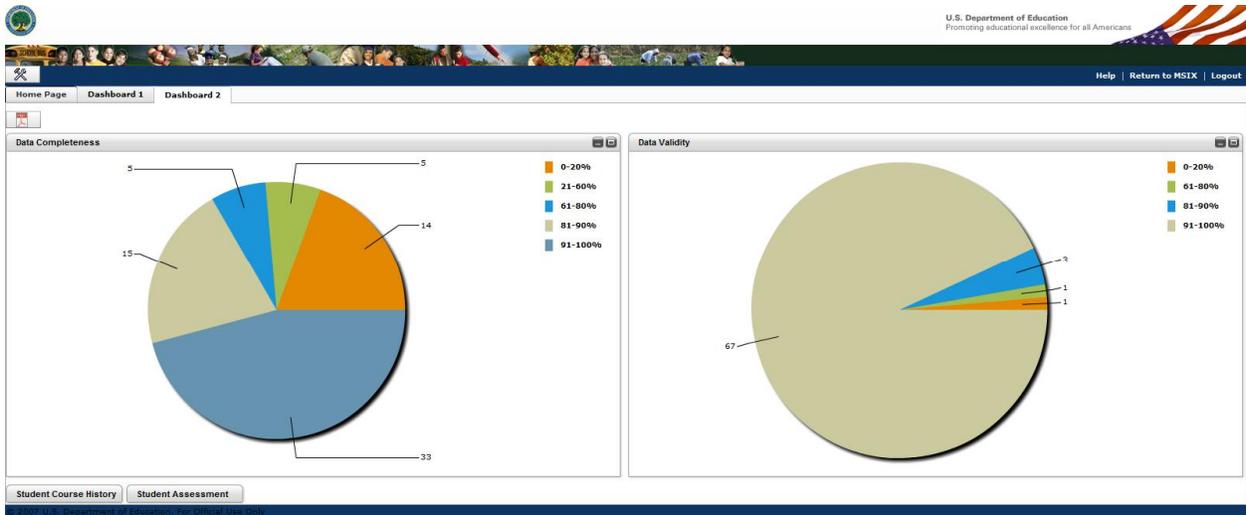


**Dashboard 2 View**

## Using the Dashboards

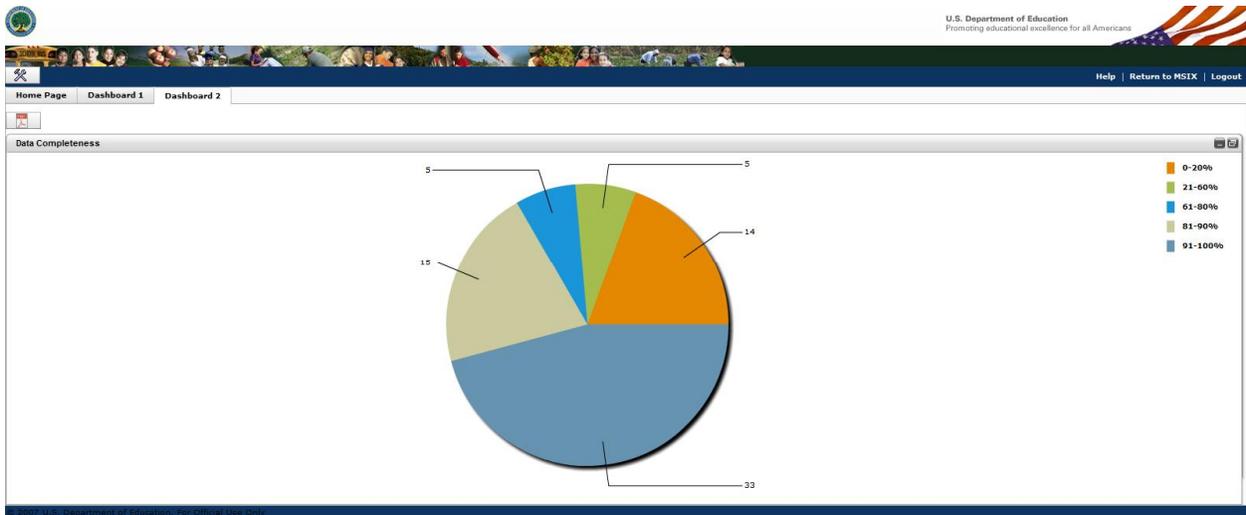
The Dashboards are intended to offer a snapshot of the data contained in MSIX. Therefore there is no filtering on the various tables comprising the Dashboards but a user can focus on any combination of tables in any order they choose.

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.



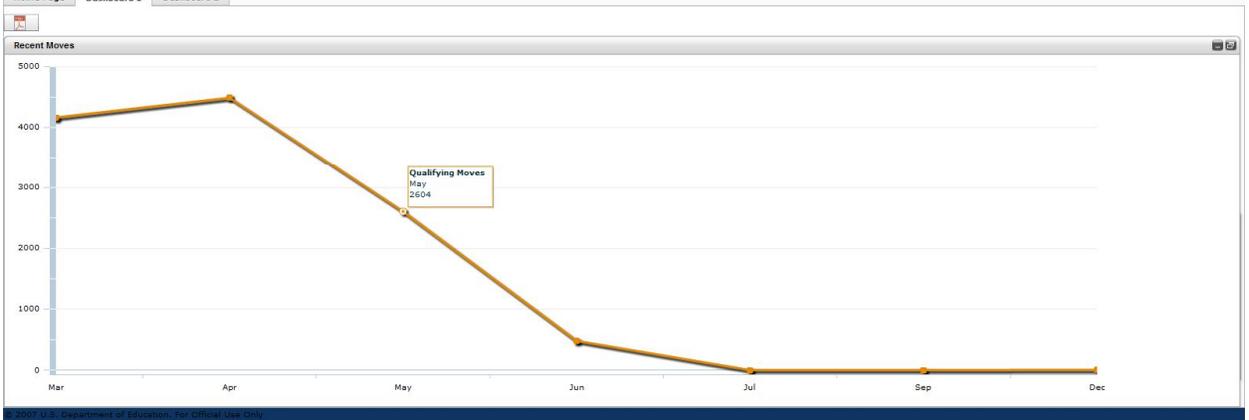
### Dashboard 2 with Data Completeness and Data Validity

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

## Section 3: User Administrator Reports

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

### 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

#### Suggested Uses

Use	How the Report Can Help?
<b>Manage and monitor user accounts</b>	<p>Viewing report and using the filters to manage and monitor for the following:</p> <ul style="list-style-type: none"> <li>• Disabled accounts</li> <li>• Accounts close to expiration</li> <li>• Number of created accounts</li> <li>• Users who have accepted the ROB</li> <li>• Users who have never logged into MSIX</li> <li>• Users' last log in date</li> </ul>
<b>Evaluate State goals related to account creation</b>	<p>Use the "Roles" tab on the right for a visualization of account types.</p> <p>Compare numbers and types of MSIX accounts to account creation target goals set by the State to determine if goals are being met.</p>

<b>Contact State MSIX users</b>	<p>Run the report filtered by a specific user to find their email address.</p> <p>Run filtered by user type to create a list of contacts.</p>
<b>Renew MSIX accounts</b>	<p>EXPIRED ACCOUNTS (accounts assigned an expiration date in MSIX):</p> <p>View users with expired accounts or who are approaching an expiration date and determine if they need their accounts renewed</p> <p>DISABLED ACCOUNTS (90+ days of no activity in MSIX):</p> <p>View accounts disabled due to lack of activity and determine if any should have accounts re-activated.</p>
<b>Connect MSIX usage to staff/program evaluation</b>	<p>Filter the report by desired filter (e.g., specific user, last login date, user status) to check staff activity (e.g., has staff member logged in within last 30 days? Does district program have at least one active user? Does specific person have an MSIX account? Etc.)</p>

**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.

### Account List Report

### 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?**

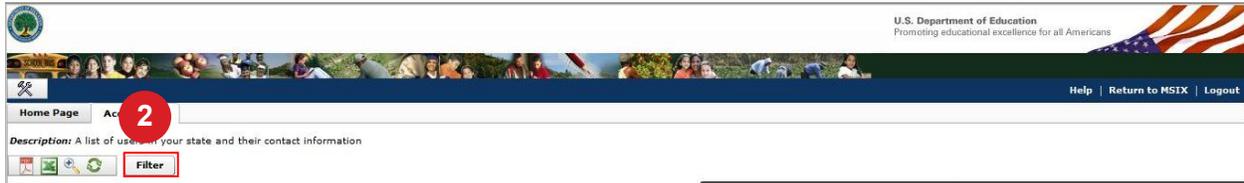
In order to use the date filters, the user must enter a date in both the start and end fields; otherwise, these fields will not correctly filter the data. Also, Date Ranges are exclusively applied, so if a user filters by a creation date between 2/21/2012 and 2/23/2012, only accounts created on February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

**Example:**

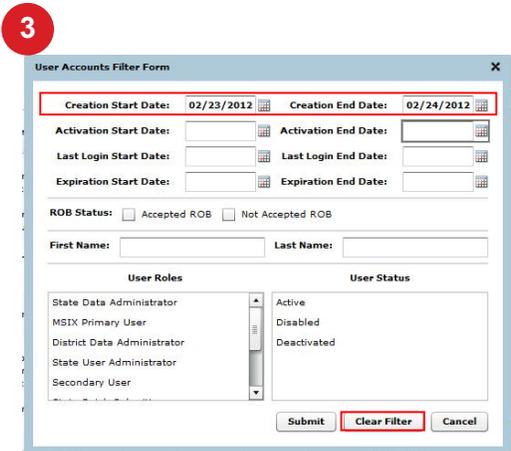
1. Enter a date range for **Creation Date** and click the **Submit** button. Date ranges can also be entered for **Last Login Date**, **Activation Date**, and **Expiration Date**.

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 for "Activation", "Last Login", and "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 scrollable lists: "User Roles" (containing State Data Administrator, MSIX Primary User, District Data Administrator, State User Administrator, and Secondary User) and "User Status" (containing Active, Disabled, and Deactivated). At the very bottom of the form 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.



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

The screenshot shows the 'User Accounts Filter Form' dialog box. In the 'User Status' section, the 'Deactivated' option is selected and highlighted with a red box. A red circle with the number '4' is placed over this selection. The background shows the 'Account List' page with a table of users and a 'Filter' button.

- 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 'User Accounts Filter Form' dialog box. A red circle with the number '5' is placed over the 'Filter' button on the background page. The background shows the 'Account List' page with a table of users and a 'Filter' button.

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

The screenshot shows the 'User Accounts Filter Form' with the following details:

- Creation Start Date:** 07/06/2011, **Creation End Date:** 07/18/2013
- Activation Start Date:** (empty), **Activation End Date:** (empty)
- Last Login Start Date:** (empty), **Last Login End Date:** (empty)
- Expiration Start Date:** (empty), **Expiration End Date:** (empty)
- ROB Status:**  Accepted ROB,  Not Accepted ROB
- User Roles:** OME User Administrator, State Data Administrator, MSIX Primary User, District Data Administrator, State User Administrator
- User Status:** Active, Disabled, **Deactivated** (highlighted with a red box and a red circle containing the number 6)
- Available States:** (empty)
- Selected States:** Alabama, Alaska, Arizona, Arkansas, California
- Buttons:** Submit, Clear Filter, Cancel

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

The screenshot shows the 'User Accounts Filter Form' with the following details:

- Creation Start Date:** (empty), **Creation End Date:** (empty)
- Activation Start Date:** (empty), **Activation End Date:** (empty)
- Last Login Start Date:** (empty), **Last Login End Date:** (empty)
- Expiration Start Date:** (empty), **Expiration End Date:** (empty)
- ROB Status:**  Accepted ROB,  Not Accepted ROB
- User Roles:** OME User Administrator, State Data Administrator, MSIX Primary User, District Data Administrator, State User Administrator
- User Status:** Active, Disabled, **Deactivated** (highlighted with a red box)
- Available States:** Alabama, Alaska, Arizona, Arkansas, California
- Selected States:** Pennsylvania
- Buttons:** **Submit** (highlighted with a red box), Clear Filter, Cancel

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
Help | Return to MSIX | Logout

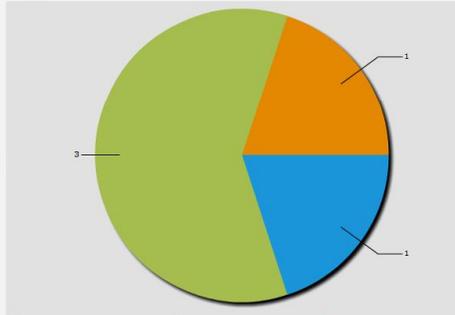
Description: A list of users in your state and their contact information

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@emall.com	09/12/2013 03:33 PM			
Fallon	Meredyhe	MEP Administrator	mfallon1	Active	No	State Data Administrator	test5@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@emall.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

### 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.

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Home Page Account List

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

Filter

Total Users: 5

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@em ail.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@em ail.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			

**User Status**

5

Active

Status Roles User Details

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

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Home Page Account List

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

Filter

Total Users: 5

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@em ail.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@em ail.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			

**User Roles**

3 1 1

State Regional Administrator State Data Administrator State User Administrator

Status Roles User Details

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

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Home Page Account List

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

Filter

Total Users: 5

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

4. 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.

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Home Page Account List

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

Filter

Total Users: 5

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:

Status Roles User Details

## Section 4: 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
<b>MSIX Student Counts</b>	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.
<b>Student Demographic Report</b>	Counts of MSIX students by demographic MDE type. These counts are based on State student records.
<b>Enrollments by MDE Type Report</b>	Counts of student enrollments by enrollment data type.
<b>Enrollment in Multiple States Report</b>	Counts of Students with enrollment records in your State and enrollment records in another State.
<b>Grade Retention Report</b>	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.
<b>Missed Enrollment Report</b>	Count of missed enrollments identified a student qualifying move
<b>Student Assessment Report</b>	Counts of course history records by course type of students in the user's State
<b>Student Course History Report</b>	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.

## 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.

### What data is included in this report?

Student Count Column Headings
State
Distinct MSIX Students
Near Match MSIX Students
MSIX Students with Multiple States
Drill Down Window Column Headings
MSIX ID
State Student ID
Student Last Name
Student First Name
Date of Birth

## Suggested Uses

Use	How the Report Can Help
<b>Identify trends in the State MEP population</b>	Filtering by State and viewing student count numbers over specific date ranges: <ul style="list-style-type: none"> <li>• Based on enrollment date</li> <li>• Based on withdrawal date</li> <li>• Based on eligibility expiration date</li> <li>• Counts of students who have an open enrollment in the State (i.e., no withdrawal date)</li> </ul>
<b>Produce visual representations of data</b>	Export the data to Excel and use it to creating charts, graphs, etc., which can be used for presentations and trainings, and shared with various stakeholders
<b>Ensure data quality in student count reporting</b>	Comparing MSIX State student count numbers to student count numbers in the State migrant student database during desired date/time ranges  Comparing lists of students in the MSIX State student count to the lists generated by the State migrant student database
<b>Compare State counts to national counts</b>	Viewing the State migrant student population numbers against the national counts  Viewing the percentage of the State MEP population against the national MEP population

## Screenshots of MSIX Student Count Report

	National	Distinct MSIX Students	Near Match MSIX Students	MSIX Students with Multiple States
National		699,655	3,037	28,181

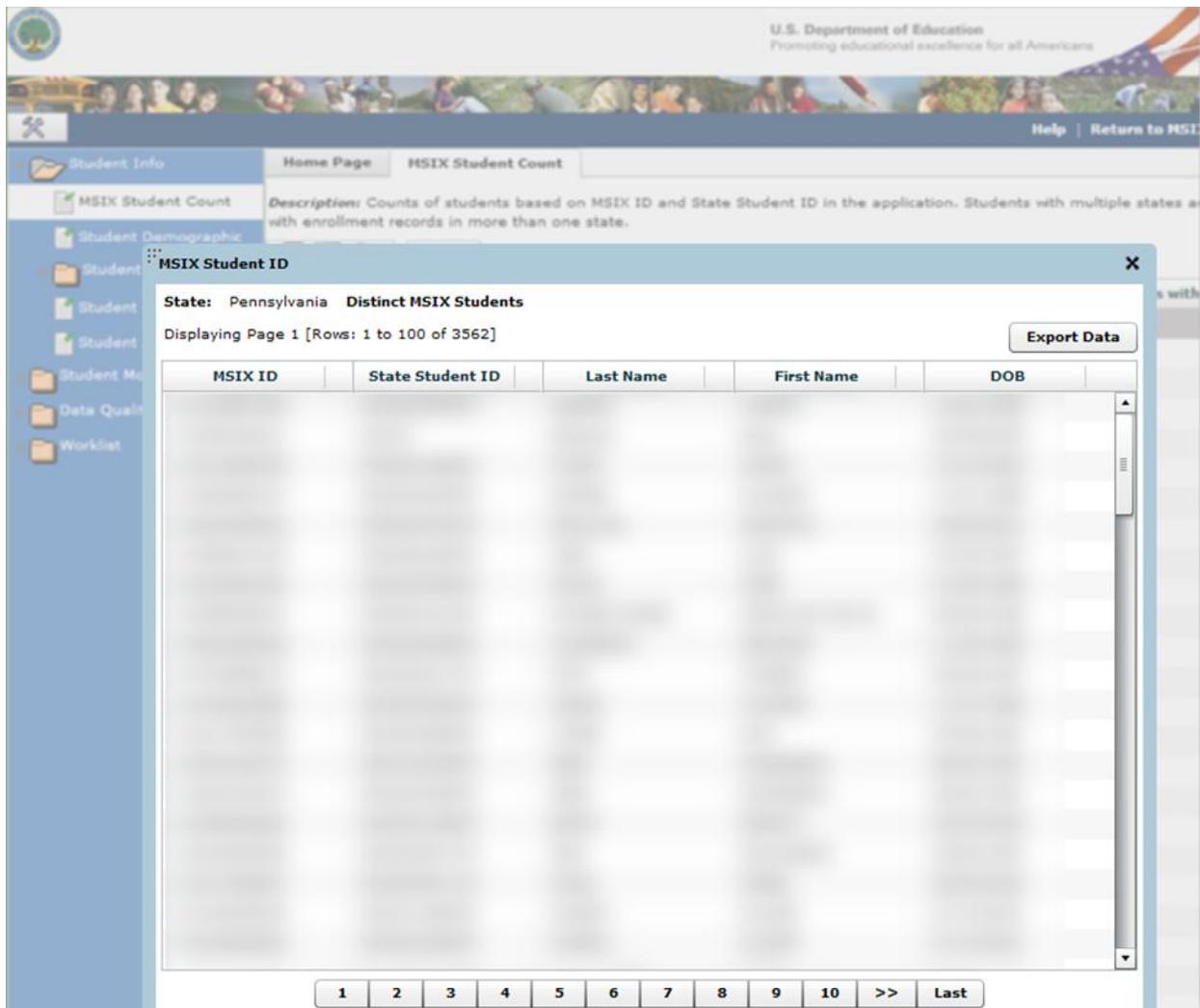
 The footer of the page reads '© 2007 U.S. Department of Education, For Official Use Only'."/>

### MSIX Student Count Report

### 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.

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Home Page Student Count Student Demographic Enrollments by MDE Type Student Course History

Description: Count of student enrollments by enrollment data type.

Filter

National	Student Grade	Student Count	Total Count	Percentage
National	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

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**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

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

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Home Page **2** 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	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

- 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

**3**

- 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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**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			540	
	Age birth	3		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

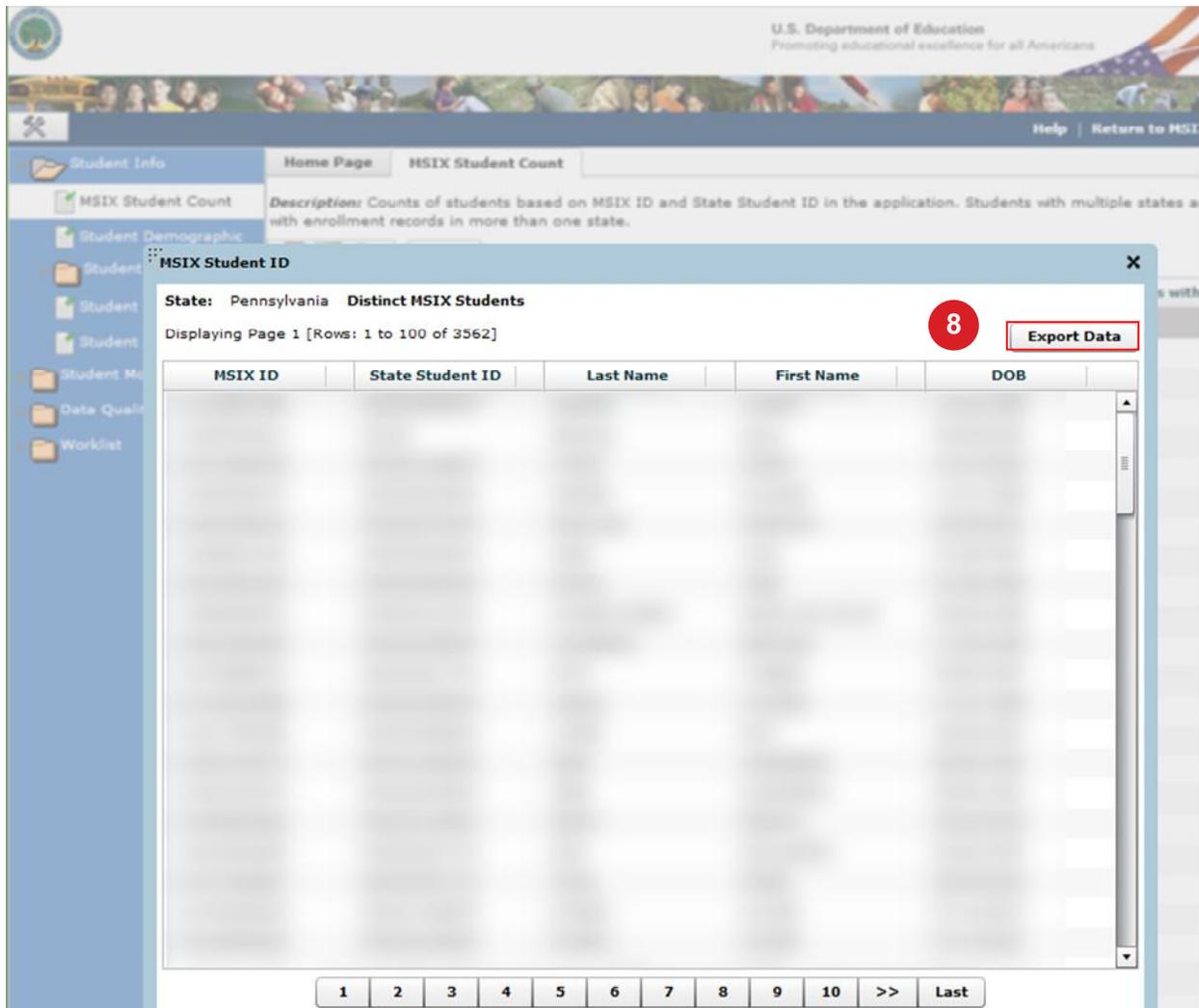
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- Information is retained from the previous entry. Select **Enrollment Type** as the report view in the **Enrollment Data Type**.

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

State	Enrollment Type	Student Count	Total Count	Percentage
Colorado	Residency Only (none of the above)	66	540	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.



## 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?**

Student Demographic Column Headings			
Age	CSR	Gender	Birth Location
State	State	State	State
Student Age	Continuation of Services Reason	Student Gender	Birth Country
Min. Age	Student Count	Student Count	Birth State
Max. Age	Total Count	Total Count	Student Count
Avg. Age	Percentage	Percentage	Total Count
Student Count			Percentage
Total Count			
Percentage			

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

## Suggested Uses

Use	How the Reports Help
<p><b>Better understand demographic make-up of students served</b></p>	<p>Viewing counts of students who fall into certain demographic categories:</p> <ul style="list-style-type: none"> <li>• Age ranges</li> <li>• Students who are male/female</li> <li>• Students who are flagged as receiving a continuation of services</li> <li>• Birth locations</li> </ul> <p>Click on cell counts to generate lists of students who fall into each category for any necessary follow-up.</p>
<p><b>Streamline recruitment efforts</b></p>	<p>Verify the demographic make-up matches the strategies in the current State Identification &amp; Recruitment Plan (ID&amp;R).</p> <p>Use the data to adjust recruitment efforts (e.g., if there is a large OSY population, then recruitment should be more community- and employer -based than school-based)</p>
<p><b>Develop appropriate programs and services</b></p>	<p>Analyzing data to match programming and services to the demographic population (e.g., school readiness programs if there is a large kindergarten-age population)</p>
<p><b>Create partnerships</b></p>	<p>Analyze demographic data to determine what partnerships (educational, community, social services) can be built to best benefit the students (e.g., Head Start programs or pre-schools if there is a large number of Pre- K-age children in the State)</p>
<p><b>Gather data for a Comprehensive Needs Assessment (CNA) and Service Delivery Plan (SDP)</b></p>	<p>Use the various demographic data represented in the reports to help build a current State profile</p> <p>View various date ranges to determine demographic trends over time to be used in the CNA (e.g., show number shifts in the 18-21 age population over last 3 years)</p>
<p><b>Determine demographic trends in the State migrant population</b></p>	<p>Running and viewing reports with the following filters:</p> <ul style="list-style-type: none"> <li>• Age filter using various timeframes to show any shifts and changes in the State’s migrant population regarding specific ages</li> <li>• Gender filter using various timeframes to show any shifts and changes in the State’s migrant male/female population over time</li> <li>• Birth location filter using various timeframes to see shifts and changes to the birth locations of the State’s migrant students over time</li> <li>• Continuation of services filter using various time frames to determine changes in why students are receiving continuation of services</li> </ul>
<p><b>Know which students are receiving continuation of services and why</b></p>	<p>Filter by “continuation of services” during a desired timeframe, then click on each cell count of students to generate a list of students who receive continuation of services listed under various reasons.</p>

**Ensure data quality for reporting**

Comparing the MSIX report counts for certain timeframes and demographics to the State migrant database (e.g., count of students by age enrolled 9/1/11 – 8/31/12 in MSIX to same parameters in State database).

*Screenshots of Student Demographic Report by View*

The screenshot shows the 'Student Demographic' report interface. The header includes the U.S. Department of Education logo and the tagline 'Promoting educational excellence for all Americans'. A navigation menu on the left lists various report categories. The main content area displays 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

**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			696,008	
	M	2,888		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

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	

## Birth Location Report

**Demographic 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

---

**Demographic Data Type:**
 Age
  Gender
  CSR
  Birth Location

---

**Drill Down Level:**
 National
  Texas

## Student Demographic Filter Form

### 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 12<sup>th</sup> grade in my State that I should follow up on for graduation purposes?

## What data is included in this report?

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

Enrollments by MDE Type Column Headings			
LEP Indicator	Med Alert Indicator	PFS Flag	MEP Project Type
National/State	National/State	National/State	State
LEP Indicator	Med Alert Indicator	PFS Flag	MEP Project Type
Student Count	Student Count	Student Count	Student Count
Total Count	Total Count	Total Count	Total Count
Percentage	Percentage	Percentage	Percentage

## Suggested Uses

Use	How the Report Can Help
<b>Gather data for CNA and/or SDP</b>	Filter and view student counts during desired date ranges for each MDE available
<b>Determine focus in program planning and designing</b>	Filter the report by various MDEs to better understand State migrant population Create and design programming that fits the State's population (e.g., State with a high percentage of students identified as LEP would want to focus on delivery of services geared towards increasing English language proficiency/literacy)

Use	How the Report Can Help
<b>Recognize trends in migrant population</b>	<p>View reports with the following filters and using various time frames:</p> <ul style="list-style-type: none"> <li>• Grade filter to show any shifts and changes in the State’s migrant population regarding grade levels of students</li> <li>• Enrollment Type filter to show any shifts or changes to the types of enrollments of the migrant population (e.g., number of students enrolled as ‘residency only’ increasing over last 3 years)</li> <li>• Immunization Flag filter to determine any shifts and changes to the number of students with or without immunizations</li> <li>• IEP filter to determine any shifts and changes to the number of students with an IEP</li> <li>• LEP filter to determine any shifts and changes to the number of students with an LEP flag</li> <li>• MEP Project Type filter to determine any shifts and changes to the number of students in school-based or non-school-based MEP Projects</li> <li>• PFS filter to show any shifts or changes to the number of students who are deemed PFS</li> <li>• Med Alert filter to show changes in the number of students who have an acute or chronic medical condition</li> </ul>
<b>Create visual representations of migrant population</b>	<p>Use data to create charts, graphs, or other visuals for presentations to a variety of stakeholders to have a clearer idea of student make-up and needs</p>
<b>Identify students at pivotal grades</b>	<p>Filter by grade to populate the number of students by grade, then double-click the grade 12 and the grade 8 cells to generate a list of student MSIX IDs, State IDs, and last names. Use the list to check up on students and ensure that all documents and requirements are in place for graduation and/or high school</p>
<b>Identify students who fall into special categories</b>	<p>Filter by IEP, PFS, and/or LEP for the current enrollment year, then double-click on the cell to generate a list of students who fall into the desired category. Use the list of students for follow-up (e.g., requesting IEP from former district, taking a new language assessment, completing a new needs assessment).</p>
<b>Know which students have a Medical Alert</b>	<p>Filter by Med Alert for the current or past enrollment year, then double-click the cells to generate a list of students who have an acute or chronic medical condition. Follow up with students and their families regarding the condition.</p>
<b>Create community partnerships</b>	<p>Filter by the following MDEs:</p> <p>Med Alert and Immunizations – high numbers could indicate partnerships with clinics, health departments, or other resources may be beneficial</p> <p>Enrollment Type – high numbers of “residency only” may indicate the need to partner with libraries, churches, adult education, or Head Start programs for Pre-K students or OSYs; high numbers of “summer/intersession” could indicate that meeting with existing 4-H Clubs, YMCA, local parks, museums, science centers, and college campus camps might lead to potential partnerships</p>

Use	How the Report Can Help
<b>Ensure data quality</b>	Run reports during specific timeframes and use MDE filters to compare counts against State databases  Run reports with various MDE filters to identify areas of data quality control (e.g., "No Data Submitted" indicates that a student record has missing data)

## Screenshots of Enrollments by MDE Type Report

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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			696,008	
	Out-of-School	120,396		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

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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





Home Page | **Enrollments by MDE Type** | 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

**Description:** Counts of student enrollments by enrollment data type.

Filter

National	MEP Project Type	Student Count	Total Count	Percentage
National	Non-School-based MEP Project	98,991	696,008	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** | 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

**Description:** Counts of student enrollments by enrollment data type.

Filter

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

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### PFS Flag 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

**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

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### 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**

## 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

## Suggested Uses

Use	How the Report Can Help
<b>Develop mobility profiles</b>	Filter using specific date ranges or "open enrollment", then use the data given (i.e., States listed) to better understand the mobility patterns of the State's migrant students. Double-click the desired cell to produce a list of students who have an open enrollment in another State in order to create individual profiles.
<b>Target States for collaboration</b>	<p>Filter the report to include all States during any desired time frames, then analyze data given (i.e., States listed) to determine the States with which the State may need to initiate collaboration.</p> <p>Send States "email notifications" in MSIX to make States aware of student mobility and/or any special needs or considerations</p>
<b>Transfer student records</b>	<p>Run the report using specific date ranges and/or "open enrollment", then double-click the desired cells to produce a list of students who have an open enrollment in the given State.</p> <p>Utilize the "send email notification" in MSIX or contact the State to either send them the students' updated records or request the students' records</p>
<b>Proper withdrawal of students</b>	Run report with an enrollment date range in your State and an open enrollment in other States, then double-click the cells to get specific IDs of students with remaining open enrollments in other States. Send an "email notification" in MSIX to the State to let them know the student is in your State and needs to be withdrawn.
<b>Identify highly mobile students who may benefit from priority for services</b>	Run the report using desired filters and date ranges and double-click cells to generate a list of specific IDs. Look up the student record in MSIX, specifically enrollments, to determine if student is highly mobile (e.g., student has 5 enrollments in different States within the last year, indicating student is highly mobile).

## Screenshots of Student Enrollments in Multiple States Report

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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			33	
	Nebraska	1		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

## 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 1<sup>st</sup> and June 30<sup>th</sup>.

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	District View Column Headings
<b>State</b>	<b>District Name</b>
<b>Student Grade</b>	<b>Student Count</b>
<b>Student Count</b>	<b>Total Count</b>
<b>Total Count</b>	

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

**Suggested Uses**

Uses	How the Report Can Help
<b>Set Statewide goals for students</b>	Filter by the desired time frame to view historical data, then view the number of students in the State enrolled in the various course types. Use the data to set goals for course enrollment in upcoming years (e.g., increase enrollment in advanced courses by 10% in 3 years).

<b>Showcase Student Achievement</b>	View the number of students in the State enrolled in the various course types then use the data to celebrate and showcase migrant student achievement.
<b>Compare against national data</b>	Compare the number of students taking the various course types in the State to national data during the same date range, to see how your State ranks (e.g., 30% of students in State take honors level courses compared to 20% nationwide).
<b>Identify students for recognition</b>	View the course types and corresponding numbers, then double-click on desired cells to produce a list of students taking those courses. Use the list of students to highlight students for awards or recognition for taking higher-level classes.
<b>Create student profiles for data gathering</b>	Use data generated for Statewide student profiles (e.g., 10% of secondary migrant population is enrolled in AP courses) and/or other data gathering purposes (i.e. Comprehensive Needs Assessment data).
<b>Properly place students</b>	Filter recent enrollment dates and choose desired courses, then double-click on desired cells to produce a list of students taking various courses. Follow up with students and schools to ensure proper course placement.

### **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*



Description: 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.

State	Student Grade	Student Count	Total Count
▼ Florida	Ungraded	8	479
	Kindergarten	85	
	Grade 1	106	
	Grade 2	59	
	Grade 3	63	
	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** [X]

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

Academic Year 2:

Report Data with:  Open Enrollment Only

Display students with enrollments in:   
 Academic Year 1  Academic Year 2   
Selecting either academic year will display student counts based on the state(s) the student was enrolled in during the year selected.

Group by:  District View  Grade View

## Grade Retention Report Filter



## 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 the 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

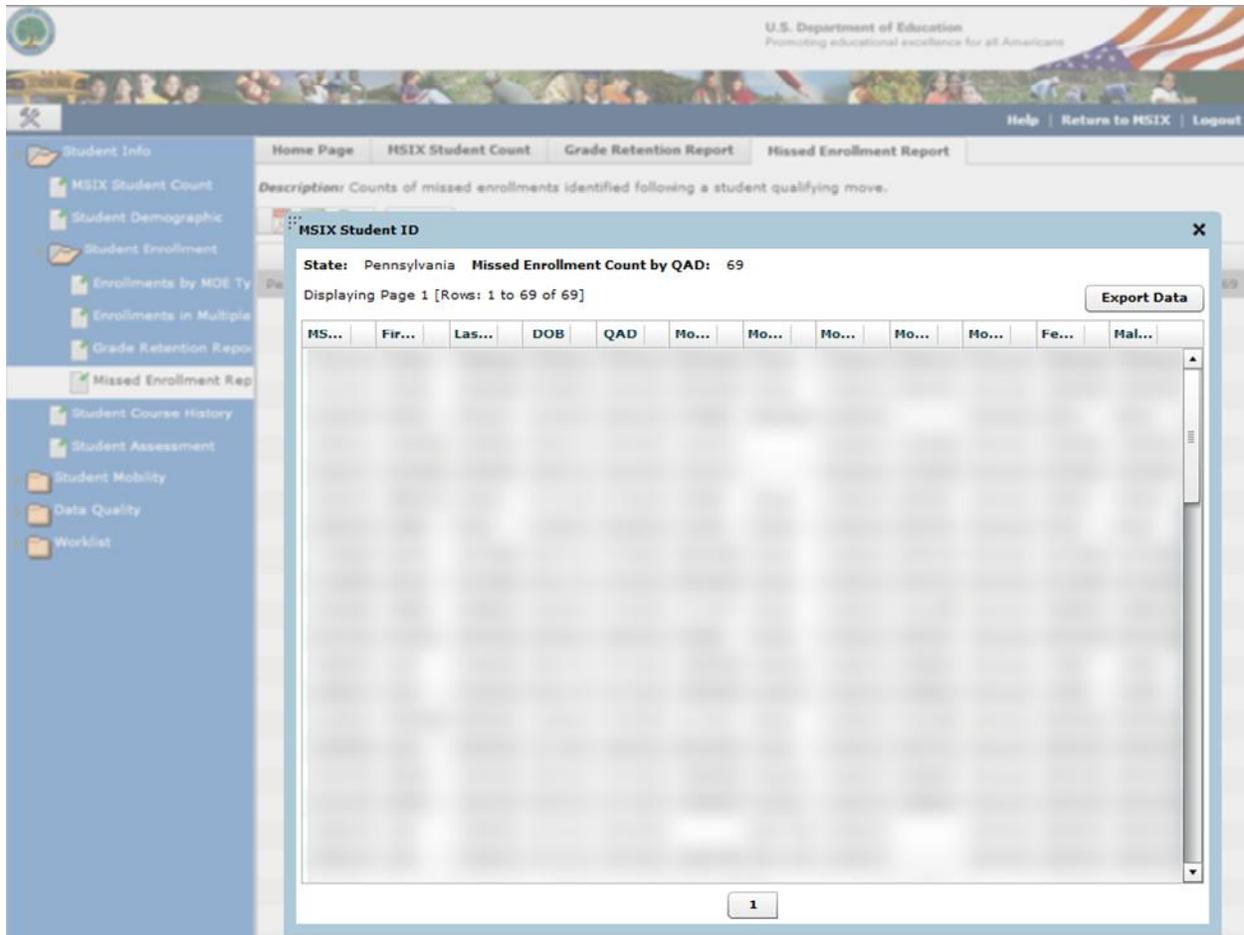
Drill Down Window Column Headings
MSIX ID
Student Last Name
Student First Name
Birth Date
QAD
City Moved From
State Moved From
Country Moved From
City Moved To
State Moved To
Female Parent Last Name
Female Parent First Name
Male Parent Last Name
Male Parent First Name

## Suggested Uses

Uses	How the Report Can Help
<b>Plan ID&amp;R for the upcoming season</b>	Filter by date range to view Missed Enrollment trends from prior years to estimate the resources needed for the upcoming season
<b>Coordinate ID&amp;R during the school year</b>	<p>Filter Qualifying Move Type as Move To for your State and set the Qualifying Arrival Date Range for the current academic year to identify students who should have enrollments in your State.</p> <p>Filter Qualifying Move Type as Move From for your State and set the Qualifying Arrival Date Range for the current academic year to identify students who should have enrollments in other States.</p>
<b>Identify students with missed enrollments</b>	Filter by Qualifying Move Type and Qualifying Arrival Date Range, then double click on the Report to produce a list of students with current Missed Enrollments.
<b>Identify trends in missed enrollments</b>	<p>Filter by Qualifying Move Type and Qualifying Arrival Date Range to view trends in Missed Enrollments with students who moved from your State and who moved to your State.</p> <p>Filter by Qualifying Move Type and by Move To/Move From State(s) to view for which moves Missed Enrollments most and least often occur</p>







**Missed Enrollment Report Drill Down – Filtered by QAD**

## 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

Use	How the Report Can Help
<b>Set statewide goals for students</b>	View the number of students in the State enrolled in various course types and use the data to set goals for course enrollment in upcoming years (e.g., increase enrollment in advanced courses by 10% in 3 years)
<b>Showcase Student Achievement</b>	Run the report to view the number of students in the State enrolled in the various course types, then use the data to celebrate and showcase migrant student achievement
<b>Compare against national data</b>	Compare the number of students taking the various course types in the State to national data during the same date range, to see how the State ranks (e.g., 30% of students in the State take honors level courses compared to 20% nationwide)
<b>Identify students for recognition</b>	Filter on a Date Range and Course Type, then double-click on desired cells to produce a list of students taking certain course types. Use the list of students to highlight students for awards or recognition for taking higher-level classes.
<b>Create student profiles for data gathering</b>	Use data generated for statewide student profiles (e.g., 10% of secondary migrant population is enrolled in AP courses) and/or other data gathering purposes (i.e. Comprehensive Needs Assessment data)
<b>Properly place students</b>	Filter the report using recent enrollment dates and choosing the desired courses, then double-click on desired cells to produce a list of students taking various courses and follow up with students and schools to ensure proper course placement

## Screenshots of Student Course History 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 Course History

Description: Counts of course history records by course type of students

Filter

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

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### Student Course History Report

Student Course History Filter Form

Enrollment Date From:   Enrollment Date To:

Withdrawal Date From:   Withdrawal Date To:

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

Academic Year From:  Academic Year To:

Report Data with:  Open Enrollment Only

Course Type:

- Regular (Default)
- Honors
- Pre-Advanced
- Advanced Placement

Drill Down Level:  National  Texas

Submit Clear Filter Cancel

### Student Course History Report Filter

## 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?**

<b>Student Assessment Column Headings</b>
<b>National/State</b>
<b>Assessment Type</b>
<b>Assessment Count</b>
<b>Total Count</b>
<b>Percentage</b>

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

Uses	How the Report Can Help
<b>Ensure students were tested when appropriate</b>	Run the report using specific date ranges as filters, then double-click on the desired assessment to produce a list of student IDs and last names. Use the list to confirm students were tested when appropriate and as needed
<b>Create counts of students tested</b>	Run the report using specific date ranges as needed by the State (e.g., withdrawal dates, enrollment dates), view lists of assessments taken and corresponding student counts during specific timeframes then use the counts for State-specific purposes (e.g., determine how many students took specific assessments before withdrawing, how many students took certain assessments during an enrollment period)
<b>Develop student-specific profiles</b>	Run the report using needed filters, then double-click on the desired cells to generate a list of student IDs and last names. Using the IDs, search for the student in MSIX, and use specific information listed (scores, interpretation, content, etc.) to build individual student profiles in order to better serve the student and determine any student-specific areas of need
<b>Determine trends</b>	Run the report using desired filters, then view lists of assessments taken and corresponding student counts during specific timeframes. Analyze the data to determine trends in the State regarding assessment data (e.g., number of students taking Language Proficiency Tests decreasing over last 3 years)
<b>Aid in making a PFS determination</b>	Filter by specific State assessments, then double-click the cells of the desired assessments. Use the data to determine if a student has taken specific State assessments to aid in PFS determination. If not, the child's Historical Record could be researched to view previous State assessments to make determination
<b>Assess areas of need for programming</b>	Run the report using desired date filters, then double-click cells to produce lists of students who took specific assessments. Research student assessment records to determine areas of need for programming (e.g. majority of students scored below basic in Math)
<b>Create baseline data for particular students</b>	Run the report using specific date ranges, then double-click cells for a list of students. Research student records in MSIX to obtain baseline assessment data. Research student records at specific time intervals to gather more student-specific data.

## Screenshots of Student Assessment Report

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Help | Return to MSIX | Logout

Home Page Student Assessment

Description: Counts of assessment records by assessment type of students

Filter

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

## 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

**Suggested Use**

Uses	How the Report Can Help
<b>Identify Student Counts for Funding Purposes</b>	Run the report using the most recent or current reporting period for counts of all eligible or just summer/intersession enrollments that can be counted for funding purposes.

*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 the navigation bar, there 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.' There is a 'Filter' button. The main data table has the following columns: State, Student Grade, Category 1 (All Eligible), Category 2 (Summer), Total Category 1, and Total Category 2. The data is as follows:

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

**Child Count (CSPR) Report**

**Child Count (CSPR) Filter Form** ✕

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:

>

>>

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

**Child Count (CSPR) Report Filter**

## Section 5: 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)

## 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	

Use	How the Report Can Help
<b>Identify and analyze mobility trends</b>	Filter using same date ranges for Qualifying Moves over multiple years, then view and analyzing data to determine mobility trends for the State (i.e., where students are moving upon leaving your State) over the chosen timeframes.  Analyzing data to develop mobility patterns in general (e.g., create lists of top 10 receiving States)
<b>Target States for collaboration</b>	Analyze the report data to determine to which States students from yours and contact them to collaborate for programming and services for students (e.g., PASS programs, credit recovery)
<b>Predict "busy periods" for planning purposes</b>	Filter the report by time frames to determine periods of high mobility away from the State to help you plan staffing and data collection appropriately

## Screenshots of MSIX General Move From Report

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Help | Return to MSIX | Logout

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

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

Filter

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

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

Submit Clear Filter Cancel

### General Move From Report Filter Form

## 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	

**Suggested Uses**

Use	How the Report Can Help
<b>Identify and analyze mobility trends</b>	<p>Filter using same date ranges for Qualifying Moves over multiple years, then view and analyzing data to determine mobility trends for the State (i.e., where students are moving upon leaving your State) over the chosen timeframes.</p> <p>Analyze data to develop mobility patterns in general (e.g., create lists of top 10 receiving States).</p>
<b>Target States for collaboration</b>	Analyze the report data to determine to which States students from yours and contact them to collaborate for programming and services for students (e.g., PASS programs, credit recovery)
<b>Predict "busy periods" for planning purposes</b>	Filter the report by time frames to determine periods of high mobility away from the State to help you plan staffing and data collection appropriately

*Screenshots of MSIX General Move To Report*

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Help | Return to MSIX | Logout

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			9,427	
	Tennessee	19		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**

## Section 6: 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

### 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	
<b>File Name</b>	<b>Submitting State</b>
<b>Beginning Date</b>	<b>End Date</b>
<b>Total Record Count</b>	

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

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

#### Who can access this report?

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

Use	How the Report Can Help
<b>Know frequency and quantity of data submitted</b>	View the report and check the beginning and end dates and Total Count to see how often and how much data your State is submitting.

<b>Manage data quality</b>	Use the File Errors tab to see if any errors occurred in your data load and what they were.
<b>Validate records uploads</b>	Run the report and view the File Details for the files to check State uploads.
<b>Maintain records of file uploads</b>	Export the report in PDF or Word format for your records

## Data Load Files Report Screenshots

The screenshot displays the 'Data Load Files' report interface. The main table lists 24 data load items. The selected file, '0050000.xml', is highlighted in yellow. The right-hand panel shows the following details for this file:

File Details Information	
<b>File Name:</b>	WY_SSII_20120106000050000.xml
<b>Begin Date:</b>	Fri Jan 6 00:00:00 GMT-0500 2012
<b>End Date:</b>	Fri Jan 6 00:00:00 GMT-0500 2012
<b>Student Count:</b>	6
<b>Total Count:</b>	12
<b>File Format:</b>	XML
File Processing Information	
<b>File Status:</b>	Completed ETL Process
<b>Received Date:</b>	Tue Feb 21 00:00:00 GMT-0500 2012
<b>Processed Date:</b>	

### 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, and Data Load Files. 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 box highlights the last row of the table, which is selected. On the right, a 'File Details Information' panel is open, showing details for the selected file, including File Name, Begin Date, End Date, Student Count, Total Count, File Format, File Status, Received Date, and Processed Date. A red circle with the number '1' is placed above the File Details panel. At the bottom of the interface, there are tabs for File Details, File Counts, and File Errors.

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.

The screenshot shows the MSIX Data Load Files interface. The left sidebar contains navigation options: Student Info, Student Mobility, Data Quality, Data Load Files (selected), Data Completeness, Data Validity, Potential Duplicates, and Worklist. The main area has tabs for Home Page and Data Load Files. Below the tabs is a description: "Description: Files loaded into MSIX by your state and the file information." and a Filter button. A datagrid displays 24 items with columns: File, State, Beg. Dte, End Dte, and Total Record Cnt. The file "0050000.xml" is highlighted in yellow. To the right, the File Counts panel shows a table with columns: Count Type, Student, and Total. The "Overall" row shows 6 students and 12 total records. A red circle with the number "2" is placed over the File Counts panel.

File	State	Beg. Dte	End Dte	Total Record Cnt
WY_SSII_20120220a.xml	Wyoming			576
WY_SSII_20120220a.xml	Wyoming			576
WY_SSII_20120220a.xml	Wyoming			576
WY_SSII_20120220a.xml	Wyoming			576
WY_SSII_20120220a.xml	Wyoming			576
WY_SSII_20120220a.xml	Wyoming			48
WY_SSII_20120220b.xml	Wyoming			48
WY_SSII_20120220b.xml	Wyoming			48
WY_SSII_20120220b.xml	Wyoming			48
WY_SSII_20120220b.xml	Wyoming			48
WY_SSII_20120220b.xml	Wyoming			48
WY_SSII_20120220b.xml	Wyoming			48
WY_SSII_20120220b.xml	Wyoming			48
0050000.xml	Wyoming	01/06/2012	01/06/2012	12

Count Type	Student	Total
Overall	6	12

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

The screenshot shows the MSIX Data Load Files interface. The left sidebar contains navigation options: Student Info, Student Mobility, Data Quality, Data Load Files (selected), Data Completeness, Data Validity, Potential Duplicates, and Worklist. The main area has tabs for Home Page and Data Load Files. Below the tabs is a description: "Description: Files loaded into MSIX by your state and the file information." and a Filter button. A datagrid displays 24 items with columns: File, State, Beg. Dte, End Dte, and Total Record Cnt. The file "0050000.xml" is highlighted in yellow. To the right, the File Counts panel shows a table with columns: Count Type, Student, and Total. The "Overall" row shows 6 students and 12 total records. A red circle with the number "3" is placed over the datagrid.

File	State	Beg. Dte	End Dte	Total Record Cnt
WY_SSII_20120220a.xml	Wyoming			576
WY_SSII_20120220a.xml	Wyoming			576
WY_SSII_20120220a.xml	Wyoming			576
WY_SSII_20120220a.xml	Wyoming			576
WY_SSII_20120220a.xml	Wyoming			576
WY_SSII_20120220a.xml	Wyoming			48
WY_SSII_20120220b.xml	Wyoming			48
WY_SSII_20120220b.xml	Wyoming			48
WY_SSII_20120220b.xml	Wyoming			48
WY_SSII_20120220b.xml	Wyoming			48
WY_SSII_20120220b.xml	Wyoming			48
WY_SSII_20120220b.xml	Wyoming			48
WY_SSII_20120220b.xml	Wyoming			48
0050000.xml	Wyoming	01/06/2012	01/06/2012	12

Count Type	Student	Total
Overall	6	12

- 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.

Filter

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

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.

Filter

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

ERRORS

Error Description:

Error Message:

Error Date:

File Details | File Counts | File Errors

## 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.

### Suggested Uses

Use	How the Report Can Help
<b>Identify gaps in data entry and/or collection</b>	Identify data elements showing as a number other than "0" in the Data Elements Missing column, then double-click the data element cell for more detail. Analyze missing data to determine where the gap is occurring; specifically, is it a data collection issue (e.g., MEP staff or State not collecting MDE) or a data entry issue (e.g., MEP staff not entering specific MDEs)?
<b>Correct incomplete data</b>	Double-click the data element cell for any MDEs that are truly "missing" (e.g., school ID code, QAD) and export a list of student IDs and last names in order to pinpoint specific student records containing missing data. Obtain the missing data and update the student record in your State database, then send a file upload to MSIX.

## Data Completeness Report Screenshots

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

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

### 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 | Help | Return to MSIX | Logout

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

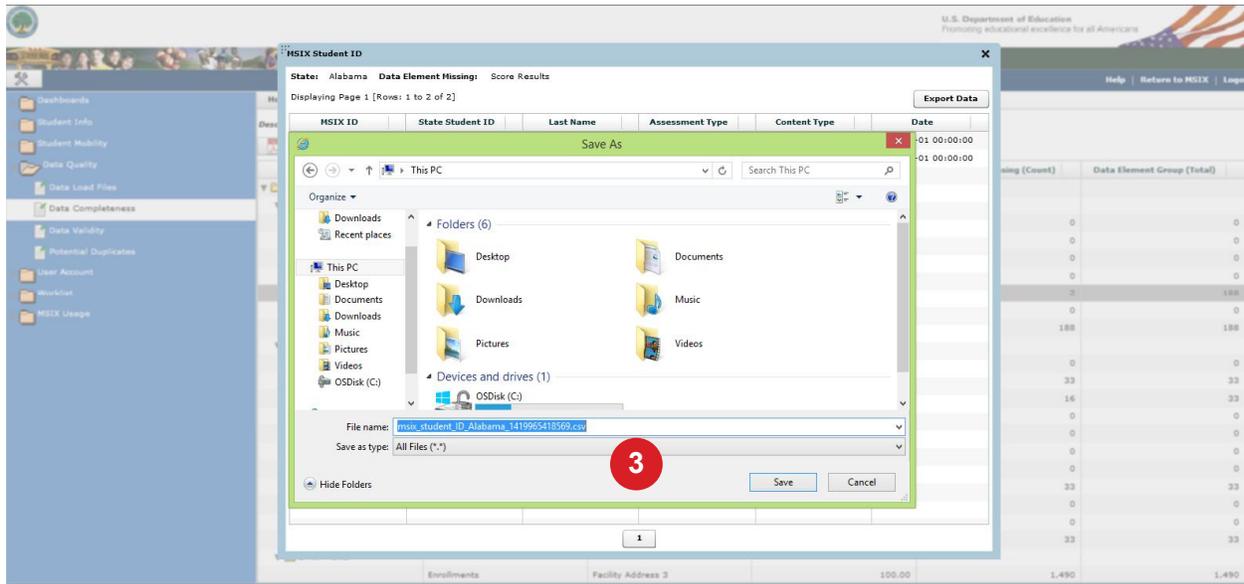
© 2007 U.S. Department of Education. For Office Use Only.

- 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.

The screenshot displays the MSIX Student ID application interface. At the top, it shows the state as Pennsylvania and a message 'Data Element Missing: Assessment Interpretation'. Below this, it indicates 'Displaying Page 1 [Rows: 1 to 82 of 82]'. A red circle with the number '2' highlights the 'Export Data' button in the top right corner of the table area. The table has columns for MSIX ID, State Student ID, Last Name, Assessment Type, Content Type, and Date. The table contains multiple rows of data, including assessment records for Language Proficiency Tests and Other Achievement Tests. On the right side of the interface, there is a 'Data Completeness' section with a table showing 'Data Element Group (Total)' and corresponding values.

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

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



## 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	
<b>Region</b>	<b>Data Element Group</b>
<b>Data Element</b>	<b>Data Element Invalid (%)</b>
<b>Data Element Invalid (Count)</b>	<b>Data Element Group (Total)</b>

### Who can access this report?

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

### Suggested Uses

Use	How the Report Can Help
<b>Identify gaps in data entry and/or</b>	View the report to identify data elements showing anything other than a "0" in the Data Element Invalid column, double-click the data element cell for any MDEs that are invalid (e.g., course type, assessment interpretation) for detail. Analyze invalid data to determine

**collection**

where the gap is occurring; specifically, is it a data collection issue (e.g., MEP staff or State incorrectly collecting MDE) or a data entry issue (e.g., MEP staff not entering specific MDEs correctly)?

**Correct data collection issues**

Double-click the data element cell for any MDEs that are invalid and export a list of student IDs and last names in order to pinpoint specific student records containing missing data. Obtain the missing data and update the student record in your State database, then send a file upload to MSIX.

**Create data collection leading practices**

Analyze the invalid elements for your State, and, after determining the cause of any validity issues, create Statewide policies and procedures on how to collect and enter data elements.

*Data Validity Report Screenshots*

The screenshot shows the 'Data Validity' report interface. At the top right, it says 'U.S. Department of Education Promoting educational excellence for all Americans'. The interface includes a navigation menu on the left with options like 'Student Info', 'Data Quality', and 'Data Validity'. The main content area has a 'Home Page' and 'Data Validity' tab. Below the tabs, there is a description: 'Description: The count of invalid data fields by MDE submitted by a state'. A 'Filter' button is present. The main table displays data for 'National' and 'Assessments' categories. The table has columns for Region, Data Element Group, Data Element, Data Element Invalid (%), Data Element Invalid (Count), and Data Element Group (Total).

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
			Term Type	0.00	0	1,609,284
			Course Section	0.00	0	1,609,284
			Course Type	0.09	1,560	1,609,284
			Credits Granted	0.00	0	1,609,284
			Begin Academic Year	0.00	0	1,609,284
	Enrollments	Enrollments	End Academic Year	0.00	0	1,609,284
			LEP Indicator	0.00	0	4,642,386
Home Schooled			0.00	0	4,642,386	
Immunization Record Flag			0.00	0	4,642,386	
		Enrollment Date	0.00	65	4,642,386	

**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:**

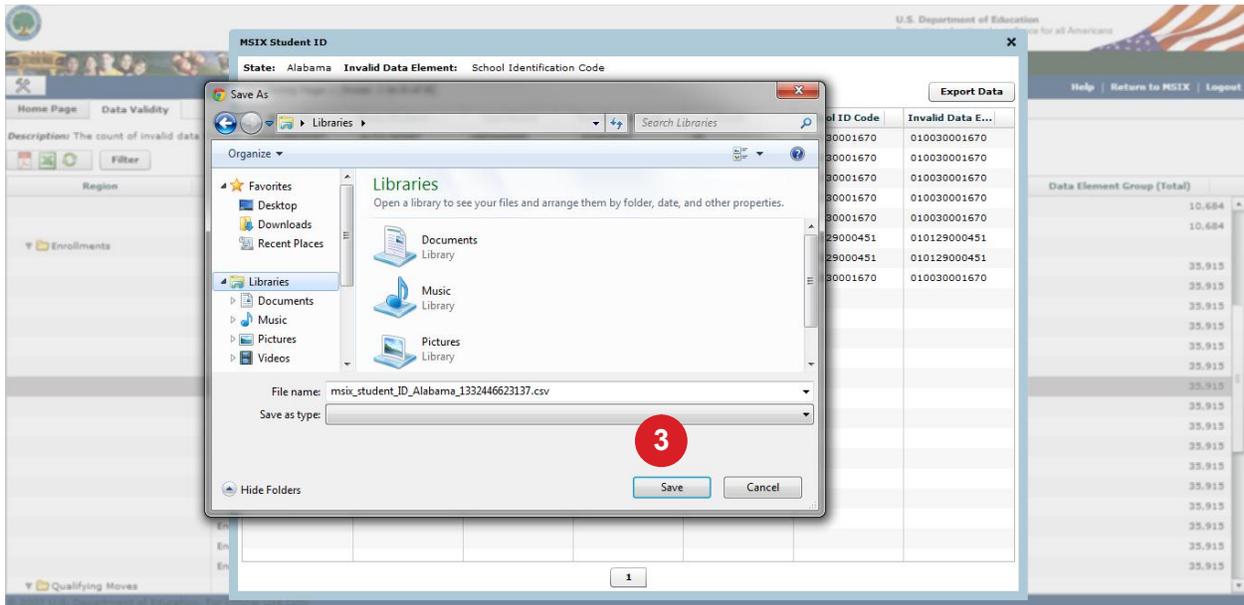
1. To view the student-level data, as described above with respect to the data element 'Assessment Interpretation', double click on the data row with the data element 'Assessment Interpretation' within the data element group 'Assessments'.

Region	Data Element Group	Data Element	Data Element Invalid (%)	Data Element Invalid (Count)	Data Element Group (Total)
National	Assessments	Assessment Type	0.00	0	2,477,254
	Assessments	Assessment Administration Date	0.00	127	2,477,254
	Assessments	Assessment Reporting Method	0.00	8	2,477,254
	Assessments	Assessment Interpretation	0.70	17,110	2,477,254
	Course History	Course History	0.00	13	2,113,362
	Course History	Term Type	0.00	8	2,113,362
	Course History	Course Section	0.00	18	2,113,362
	Course History	Course Type	0.08	1,830	2,113,362
	Course History	Credits Granted	0.00	1	2,113,362
	Course History	Begin Academic Year	0.00	0	2,113,362
	Course History	End Academic Year	0.00	0	2,113,362
	Enrollments	LEP Indicator	0.00	0	5,160,966
	Enrollments	Home School Indicator	0.09	5,076	5,160,966
	Enrollments	Immunization Record Flag	0.00	0	5,160,966
	Enrollments	Enrollment Date	0.00	1	5,160,966
	Enrollments	Enrollment Type	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 ID	State Student...	Last Name	Assessment T...	Content Type	Date	Invalid Data Elem...
03			Cluster & Grade Lev	022011	Other - K	
03			Listening Scaled Sci	022011	Other - Reaching	
03			Speaking Scaled Sci	022011	Other - Expanding	
03			Reading Scaled Sci	022011	Other - Entering	
03			Literacy Scaled Sci	022011	Other - Beginning	
03			Cluster & Grade Lev	022011	Other - 6-8	
03			Speaking Scaled Sci	022011	Other - Reaching	
03			Writing Scaled Sci	022011	Other - Developing	
03			Oral Scaled Score	022011	Other - Reaching	
03			Comprehension Sca	022009	Other - Beginning	
03			Writing Scaled Sci	022009	Other - Entering	
03			Reading Scaled Sci	022009	Other - Beginning	
03			Speaking Scaled Sci	022009	Other - Entering	
03			Listening Scaled Sci	022009	Other - Expanding	
03			Tier & Tier Level	022009	Other - Beginning	
03			Cluster & Grade Lev	022009	Other - 40242	
03			Composite Overall	022011	Other - Expanding	
03			Literacy Scaled Sci	022011	Other - Developing	
03			Reading Scaled Sci	022008	Other - Beginning	
03			Oral Scaled Score	022008	Other - Beginning	
03			Literacy Scaled Sci	022008	Other - Beginning	
03			Comprehension Sca	022008	Other - Beginning	

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



## 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.

## Suggested Use

Use	How the Report Can Help
<b>Identify possible duplicate student records</b>	<p>Filter the report using “potential State duplicates” to identify potential duplicate students in the State database.</p> <p>Use the default view (MSIX potential duplicates) to identify potential duplicate student records in MSIX</p> <p>If a duplicate is found, merge the records in the State database or MSIX.</p>

## Potential Duplicates Report Screenshots

The screenshot displays the 'Potential Duplicates' report interface. The main table shows the following data:

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

The detailed view on the right shows the following demographic information for the selected duplicates:

**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**

## Section 7: 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.

### 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.

## Suggested Uses

Use	How the Report Can Help
<b>Maintain records of resolved Worklists</b>	Filter the report by "Worklist status," and choosing "resolved", then export the report for record keeping purposes.
<b>Correlate Worklist activity to State database</b>	Filter the report by "Worklist status," then "resolved by merge" and/or "resolved by split," then view specific Worklist details by clicking on the "Worklist details" tab to the right. Use this information to verify appropriate merges and splits are done in your State database.
<b>Monitor Worklist activities</b>	Filter the report by "creation date", then reviewing all Worklist items created during a specific time and their status. Follow up with users who are associated with various Worklist types (near match, split, etc.).
<b>Monitor users with Worklists</b>	Filter the report by "user name" to see if users are resolving Worklist items in a timely manner. Correlate Worklist resolution to staff evaluation/monitoring (e.g., is staff resolving Worklist items within 10 days, has user logged in within last 5 days, etc.). You can use this information to determine if user has been assigned appropriate role within MSIX

## 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 displays the 'Worklists By User' report in the MSIX system. The interface includes a navigation pane on the left with options like 'Student Info', 'Student Mobility', 'Data Quality', and 'Worklist'. The main area shows a table of worklist items with columns: Last Name, First Name, Worklist ID, Report, Status, Create Date, and Resolved Date. A 'Filter' button is visible above the table. To the right, a 'Pie Chart' titled 'Worklist Types' shows the distribution of worklist types: ETLNearMatch (orange), ETLNearMatchValidation (green), and UserInitiatedMerge (blue). The legend below the pie chart identifies these types. The footer of the page reads '© 2007 U.S. Department of Education. For Official Use Only'.

## Worklist by User Report

**Creation Start Date**

**Resolution Start Date**

**Creation End Date**

**Resolution End Date**

**First Name**

**First Name**

**Last 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 'MSIX Usage'. The main content area shows a 'Region' filter with a list of states including Colorado, Georgia, Idaho, Illinois, Kansas, Minnesota, and Nevada. A red circle with the number '1' is placed over the 'Creation Start Date' and 'Creation End Date' fields in the 'Filter Form' dialog box. The dialog box is titled 'Filter Form' and contains several input fields: 'Creation Start Date' (03/01/2011), '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'. At the bottom of the dialog, there are radio buttons for 'Group By' with 'State and Region' selected. Below that are 'Available States' and 'Selected States' lists. The 'Selected States' list contains Alabama, Alaska, Arizona, Arkansas, California, Colorado, and Connecticut. At the bottom right of the dialog are three buttons: 'Submit', 'Clear Form', and 'Cancel'. The 'Submit' button is highlighted with a red box. The background shows the application's header with 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' interface. At the top right, it says 'U.S. Department of Education Promoting educational excellence for all Americans'. Below the navigation bar, there's a description: 'A list of worklist items (regardless of status) by user'. A red circle with the number '2' highlights the 'Filter' button. Below the description, it says 'Total Worklist Items: 386'. There is a table with columns: Last Name, First Name, Worklist ID, Reporting State, Status, Create Date, and Resolved Date. The table lists reports from Reports-1 to Reports-17. To the right, there is a 'Pie Chart' titled 'Worklist Types' showing four categories: ETLNearMatch (196), ETLNearMatchValidation (39), UserInitiatedMergeValidation (52), and UserInitiatedSplit (97). At the bottom, there 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. A red circle with the number '3' highlights the 'Clear Form' button. The dialog box has several sections: 'Creation Start Date' (07/01/2011) and 'Creation End Date' (07/22/2013) are highlighted with a red box. Below that are 'Resolution Start Date' and 'Resolution End Date' fields. There are 'First Name' and 'Last Name' input fields. The 'Types' section has a list of options: ETL Near Match, ETL Near Match Validation, User Initiated Merge, User Initiated Split, and User Initiated Merge Validation. The 'Status' section has a list of options: ETL Near Match Unresolved, Resolved - Merged, Resolved - New ID Generated, Resolved - Split, and Rejected ETL Near Match. The 'Group By' section has radio buttons for 'State and Region' and 'State'. Below that are 'Available States' and 'Selected States' lists with navigation buttons (>, >>, <<, <). At the bottom, there are 'Submit', 'Clear Form', and 'Cancel' buttons.

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

The screenshot shows the 'Filter Form' dialog box with the following fields and values:

- Creation Start Date: [Empty]
- Creation End Date: [Empty]
- Resolution Start Date: [Empty]
- Resolution End Date: [Empty]
- First Name: Levi
- Last Name: Daniels
- 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 (selected), State
- Buttons: Submit (highlighted), Clear Form, Cancel

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

The screenshot shows the datagrid with the following data:

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

The 'Selected Worklist' details panel shows the following information:

- 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

## 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 shows the 'Worklists By User' interface. A red circle with the number '1' highlights the 'Filter' button. The table below shows the columns for the worklist items.

Last Name	First Name	Worklist ID	Reporting	Status	Create Date	Resolved Date
Report s-1						
Report s-10						
Report s-11						
Report s-12						
Report s-13						
Report s-14						
Report s-15						
Report s-16						
Report s-17						

The pie chart, titled 'Worklist Types', shows the following data:

Worklist Type	Count
ETLNearMatch	198
ETLNearMatchValidation	39
UserInitiatedMergeValidation	52
UserInitiatedSplit	97

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

The screenshot shows the MSIX filter form interface. A red circle with the number '2' highlights the 'State and Region' radio button in the 'Group By' section. The 'Available States' list is empty, and the 'Selected States' list contains Alabama, Alaska, Arizona, Arkansas, California, Colorado, and Connecticut. The 'Status' list includes ETL Near Match Unresolved, Resolved - Merged, Resolved - New ID Generated, Resolved - Split, and Rejected ETL Near Match. The 'Pie Chart' on the right shows three segments: a large orange segment (198), a blue segment (52), and a green segment (39). The legend below the chart identifies 'ETLNearMatchValidation' as green and 'UserInitiatedMergeValidation' as blue.

- Press the **Submit** button to apply the filter

The screenshot shows the MSIX filter form interface after the filter has been applied. A red circle with the number '3' highlights the 'Submit' button. The 'Group By' section now shows 'State and Region' selected. The 'Available States' list is empty, and the 'Selected States' list contains Alabama, Alaska, Arizona, Arkansas, California, Colorado, and Connecticut. The 'Status' list includes ETL Near Match Unresolved, Resolved - Merged, Resolved - New ID Generated, Resolved - Split, and Rejected ETL Near Match. The 'Pie Chart' on the right shows three segments: a large orange segment (198), a blue segment (52), and a green segment (39). The legend below the chart identifies 'ETLNearMatchValidation' as green and 'UserInitiatedMergeValidation' as blue.

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

The screenshot shows the 'Worklists By User' page. The main content area displays a data grid with the following columns: Region, Last Name, First Name, Worklist ID, Role, Reporting State, Status, Create Date, and Resolved Date. The grid is filtered to show items for the 'Pennsylvania' region. A red circle with the number '4' is positioned over the 'Filter' button located above the grid.

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

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

The screenshot shows the 'Filter Form' dialog box. The 'Group By' dropdown is set to 'State', which is highlighted with a red circle and the number '5'. The 'Available States' list is empty, and the 'Selected States' list contains: Alabama, Alaska, Arizona, Arkansas, California, Colorado, and Connecticut. The 'Submit' button is highlighted with a red box.

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

The screenshot shows the 'Worklists by User' report interface. On the left is a navigation menu with items like Dashboards, Student Info, Student Mobility, Data Quality, User Account, Worklist, Worklists By User, Worklist Aging, and MSIX Usage. The main area is titled 'Worklists By User' and contains a description: 'A list of worklist items (regardless of status) by user'. Below this is a 'Filter' button and a 'Total Worklist Items: 387' indicator. A datagrid is displayed with the following columns: Last Name, First Name, Worklist ID, Reporting, Status, Create Date, and Resolved Date. The datagrid contains several rows of data, including 'Reports-1' through 'Reports-19' and 'Reports-2'. A red circle with the number '6' is placed over the datagrid. To the right of the datagrid is a 'Selected Worklist' panel with tabs for 'Status', 'Types', and 'Worklist Details'. The 'Worklist Details' tab is active, showing demographic information (First Name: John, Last Name: Carden, Birth City: Austin, Birth State: Texas, Reporting State: Pennsylvania) and system information (User ID: Idaniels2, User First Name: Levi, User Last Name: Daniels, User State: Pennsylvania, User Email: levi.daniels@trainino3.com).

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

- a. **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.
- b. **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.
- c. **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 content area has a 'Home Page' and 'Worklists By User' tab. A description reads: 'A list of worklist items (regardless of status) by user'. Below this is a table with columns: Last Name, First Name, Worklist ID, Report, Status, Create Date, and Resolved Date. A red circle with the number '1' is placed over the table. To the right of the table is a 'Pie Chart' titled 'Worklist Status' showing two categories: 'ETL Near Match Pending Validation' (orange) and 'Flagged For UserInitiated Merge' (green). The orange slice is labeled '1' and the green slice is labeled '2'. At the bottom of the interface, there are tabs for 'Status', 'Types', and 'Worklist Details', with 'Status' being the active tab.

Last Name	First Name	Worklist ID	Report	Status	Create Date	Resolved Date
▼ 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.

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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: 3

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

Pie Chart

Worklist Status

1

2

ETL Near Match Pending Validation

Flagged For UserInitiated Merge

Status Types Worklist Details

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

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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: 3

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

Pie Chart

Worklist Types

1

2

ETLNearMatchValidation

UserInitiatedMerge

Status **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 on the datagrid. Select a Worklist item from the left side of the report.

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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: 3

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

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  
User Phone: 5555555555

Status Types Worklist Details

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

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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: 3

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

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  
User Phone: 5555555555

Status Types Worklist Details

## 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	
<b>Worklist ID</b>	<b>Worklist Type</b>
<b>Update Date</b>	<b>User ID</b>
<b>State</b>	

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

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

### 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.

### Suggested Uses

Use	How the Report Can Help
<b>Follow up on a Worklist item in another State</b>	Choose a particular Worklist item type and then user, then view "Worklist details" to identify the reporting State, which is located in the student demographics information section. Follow up with the reporting State, as needed, to resolve any outstanding Worklist item issues.
<b>View outstanding Worklist items</b>	Click on "types" or "account details" on the pie chart to the right to view the total number of outstanding Worklist items, to gain further insight about aging Worklists in the State and to determine with whom to follow up to resolve the items.
<b>Evaluate users</b>	View Worklists by aging and assigned users to determine if users are following policies and procedures for Worklist maintenance and evaluate accordingly.

### 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 worklists by Region. The 'States' radio button restores the default view.

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

### Example:

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



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

The screenshot shows the MSIX 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 'Group By' sections. The 'Group By' section has two radio buttons: 'State and Region' (selected) and 'State'. Below the radio buttons are 'Available States' and 'Selected States' lists with navigation arrows. The 'Selected States' list contains Alabama, Alaska, Arizona, Arkansas, and California. At the bottom of the dialog are 'Submit', 'Clear Form', and 'Cancel' buttons. 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: Near Match Validation (98), 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 MSIX 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, indicating the step to apply the filter. The 'Group By' section still shows 'State and Region' selected, and the 'Selected States' list remains the same. The pie chart in the background is also visible, showing the same distribution of worklist items.

- 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 | 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: 388

Region	Worklist ID	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 | 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: 388

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

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

Aging | Types | Worklist Details

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

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Home Page | Worklists By User | **Worklist Aging** | Help | Return to MSIX | Logout

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

Total Worklist Items: 398

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:**

1. 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.

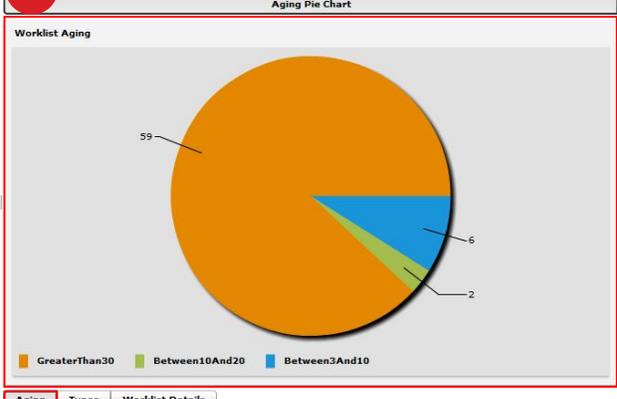


Description: A list of outstanding worklist items grouped by age (in days) and worklist type and user.

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				

1



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 Pie Chart

55

4

1

3

4

Near Match  
 User Initiated Merge Validation  
 User Initiated Merge  
 Near Match Validation  
 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 Pie Chart

3

55

Near Match: 82.1% (55)

4

1

3

4

Near Match  
 User Initiated Merge Validation  
 User Initiated Merge  
 Near Match Validation  
 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
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				

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**

- 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
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				

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: 555551234x56789  
User Role: State Data Administrator  
Last Login Date: 02/27/2012  
Worklist Status: User Initiated Split Pending Validation

5

Aging | Types | **Worklist Details**

## Section 8: 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.

### MSIX Usage Report

#### What is the purpose of this report?

This report details the 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

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	14,211
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	203,484
OME Reports	All	2,446
Login	All	76,634
Contact Us	All	1,536
My Account	All	2,845
Worklist	All	193,926
Potential Merge List	All	6,245

### MSIX Usage Report

### MSIX Usage Report Filter Form

## 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
<b>Time Range</b>
<b>Student's State</b>
<b>User's State</b>
<b>View Count</b>
<b>Total Count</b>
<b>Percentage</b>

*Screenshots of MSIX Usage Report*

The screenshot shows the MSIX Usage Report interface. At the top right, it says "U.S. Department of Education Promoting educational excellence for all Americans". The main content area has a navigation menu on the left and a table of data. The table has the following columns: Time Range, Student's State, User's State, View Count, Total Count, and Percentage. The data rows show various time ranges, states, and percentages, with the last row highlighted in blue.

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 15:35:26.0	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**

## Appendix A: Acronyms

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