




UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

DEC 18 2006

**MEMORANDUM TO STATE DIRECTORS OF MIGRANT EDUCATION**

FROM: Francisco Garcia,   
Director, Office of Migrant Education

SUBJECT: Migrant Student Record Exchange Initiative Update

I want to take this opportunity to update you on the national initiative to improve the electronic exchange, among the States, of critical educational and health information for migrant children. As you are aware, the Migrant Student Record Exchange Initiative implements a statutory requirement found in Section 1308(b) of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind (NCLB) Act of 2001 (see attached memorandum to Chief State School Officers dated December 12, 2006).

This initiative will (1) establish standards for the minimum education and health data that each State must collect and maintain in its existing electronic State migrant student record system; (2) develop an "electronic exchange" that will link all States' migrant student record systems to facilitate the consolidation of migrant students' education and health information; and (3) create a web-based consolidated migrant student record that can be used by authorized school personnel to facilitate school enrollment, grade/course placement, and the accrual of secondary course credits.

At the heart of this initiative is the Migrant Student Information Exchange (MSIX). On September 30, 2006, the ED contracted with Deloitte Consulting and its partners to design, develop, and deploy the MSIX. Your involvement and cooperation will be critical to the success of the MSIX and the larger records exchange initiative.

In order to facilitate the necessary coordination between your State and the team leading the MSIX effort (i.e., staff from the ED's Office of Migrant Education and Deloitte Consulting), we have designated each State Director of Migrant Education as the State MSIX Lead.

As a State MSIX Lead, you will be asked to facilitate information sharing between your state and the MSIX project team by:

- Serving as the designated point of contact between your State and the MSIX project team;
- Coordinating with State experts (such as local school officials and state educational agency personnel) to gather information that will help to address student record exchange policy questions and procedural issues;

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- Disseminating information about the MSIX and the records exchange initiative to stakeholders within your State; and
- Designating a MSIX Technical Lead who will be responsible for providing technical information and expertise about your State's existing migrant student record system.

The State MSIX Technical Lead's responsibilities will be:

- Serving as the single point of contact for technical decisions relating to system interface requirements (i.e., transmission file formats);
- Serving as the single point of contact for all security related decisions specific to MSIX interaction with State systems, including those around the transmission of data to MSIX;
- Providing information on all data management questions and issues, including data element requirements, definitions of data elements in your State's migrant student record system, information on your migrant student database (e.g., size, number of records, database model and version);
- Assisting the MSIX team with interface testing, and assisting with receiving, investigating, and ensuring resolution of error reports from the MSIX system.

In order to identify and establish a list of each State's technical leads, please provide the name, email address, and telephone number for your State's designated MSIX Technical Lead to Jennifer K. Dozier at [Jennifer.Dozier@ed.gov](mailto:Jennifer.Dozier@ed.gov) by **January 3, 2007**.

In my office, Ms. Jennifer K. Dozier serves as the MSIX project manager. Mr. Victor Cairo serves as the MSIX Contracting Officer Representative. Ms. Dozier, Mr. Cairo, or the MSIX team (i.e., staff from the Office of Migrant Education and Deloitte Consulting) will be soon sending you (and/or your MSIX Technical Lead) communications regarding the MSIX. Please respond promptly to any requests for information to ensure that your input is considered and help us keep to the implementation schedule.

[Note: The primary means of communicating information regarding the implementation of the MSIX will be through e-mail. Please inform Ms. Lori Ahmady of my office at [Lori.Ahmady@ed.gov](mailto:Lori.Ahmady@ed.gov) of any changes to your preferred email address as soon as possible so that all MSIX information is properly routed.]

I want to thank you for your continued cooperation and support of this very important endeavor. If you have any questions or concerns, please do not hesitate to contact [jennifer.dozier@ed.gov](mailto:jennifer.dozier@ed.gov) or (202) 205-4421.