

How to do a Student Record Search in MSIX

Student Record

1. Enter in first name, last name, and/or DOB.
2. Click the **Search** button
3. Select the Student in the Results list, by clicking on the student's name
 - a. Student Overview
 - b. Qualifying Information
 - c. Enrollments
 - d. Assessments
 - e. Course History.

Tip: Click arrow in MSIX for further details nested within each student's record →



How to send Data Request

Data Request

1. Click on Data Request at the top right hand corner. →
2. Add comments to the box provided in the Data Request



Note: To protect the student's privacy, do not include any sensitive information such as Social Security Number or other Personally Identifiable information.

Recipient

3. Select the State, District and School to ensure the request for data is sent to the appropriate Data Administrator.
4. State box has a drop-down. Click the box and select the state from the drop-down menu.
 - a. After selecting the appropriate state.
 - b. The district box will appear.
5. District box also has a drop-down. Click the district box and select from the drop-down menu.
 - a. After selecting the appropriate district.
 - b. The school box will appear.

6. In the school box, select the appropriate school from the drop-down.
7. After selecting the state, district, and school.
 - a. You do not need to have all three recipient elements, but the more information the better.
8. Click the **SUBMIT REQUEST**
9. This information will be sent to the appropriate data administrator.

How to do a Move Notice

Move Notice



1. Click on the Move Notice. →
 - a. You will have two options to select from in the drop-down.
2. Select “This student is moving from our area to your area”.
3. Add comments to the box provided in the Data Request

Note: To protect the student’s privacy, do not include any sensitive information such as Social Security Number or other Personally Identifiable information.

Recipient

1. Select the State, District and School to ensure the request for data is sent to the appropriate Data Administrator.
2. State box has a drop-down. Click the box and select the state from the drop-down menu.
 - a. After selecting the appropriate state.
 - b. The district box will appear.
3. District box also has a drop-down. Click the district box and select from the drop-down menu.
 - a. After selecting the appropriate district.
 - b. The school box will appear.
4. In the school box, select the appropriate school from the drop-down.
5. After selecting the state, district, and school.
 - a. You do not need to have all three recipient elements, but the more information the better.
6. Click the **SEND MOVE NOTIFICATION**