

Florida Migrant Education Program's (FMEP) Migrant Student Information Exchange (MSIX) Policy & Procedures

This document is in alignment with the Florida Migrant Education Program (FMEP) Policies and Procedure for Florida Inter/Intrastate Transfer/Exchange of Migrant Student Records.

- Only staff identified by each district Migrant Education Program's (MEP) Coordinator will have access to MSIX in order to protect student information in accordance with the Privacy Act of 1974, the Family Educational Rights and Privacy Act (FERPA), and the Federal Information Security Management Act (FISMA).
 - If a new account is needed, the district will need to contact the MSIX State Data Administrator to receive instructions on what documentation is needed in order to gain access.
 - On the contrary, if a staff person is no longer employed with the district, the MEP will need to send notification to the MSIX State Data Administrator identifying the name(s) of staff whose accounts will need to be deleted.
- Once a MSIX account is created, users will be required to change their password every sixty (60) days.
- Each district MEP will now have a continuous collaboration with its MIS departments to ensure that migrant student records are being exchanged in a timely manner.
- Once the state is in live production, each district will be responsible for sending records to MSIX at the following times:
 - upon completion of the student's enrollment with the school district, immediately after the student has received their class assignments;
 - at the end of every grade reporting period;
 - at the end of every school term; and
 - upon the student's withdrawal from school or from the Migrant Education Program.
- If a district MEP is aware of a migrant student relocating, the program should designate a MSIX user to send the receiving state/district an email notification in MSIX notifying the state of the child's move (please include as much information as possible in an effort to allow the state to identify the family).
- When a user receives notification that worklist items (student merges and/or splits) need to be addressed in MSIX, all items should be resolved within five (5) business days, when possible.