




Washington State Migrant Education Program
Migrant Student Data and Recruitment Office
"Touching the Lives of Migrant Families"

**IMPORTANT! Response
due by
September 18, 2009**

September 1, 2009

TO: Title I Migrant Education Federal Programs Directors
FROM:  Lionel G. Campos, MS DR Director
RE: Migrant Student Data and Recruitment (The New School Year)

Greetings! As we embark on a new school year, we would like to wish each of you a very successful year. We thank you in advance for the support you provide all children, particularly migrant children who have very unique and special needs. We are asking for your assistance with the following items:

- 1) **Mass Enrollment** – The Mass Enrollment screen is available under the Mass Enrollment link of the MSIS website. The mass enrollment screen was produced based on students enrolled in your district during the 2008-2009 school year. It is essential that you identify and enroll, in the MSIS, all eligible migrant students residing in your district, including those new students who may not be on this list.
- 2) **Senior Termination** – To ensure accurate graduation rate statistics, records clerks need to report "Graduated" in the MSIS for all seniors who have graduated during the 2008-2009 school year. This can be processed on the MSIS website by utilizing the Mass Graduation screen.
- 3) **Migrant Education School Districts Directory and MSIS Access via Internet** – In an effort to save you time, we have input your start and end dates for the 2009/10 school year as received from OSPI. To verify and update your district information, log into MSIS, and go to the quick link menu, then select the LEA Directory tab. After district information has been verified, follow the prompts to verify and update returning staff. Name changes that need to be made to existing staff or to input new staff information, please contact Sara Thomas at 800-274-6084, or send or fax information to Sara on enclosed district directory update form.

To continue access to the MSIS, the Annual Nondisclosure of Confidential Information Form for users of the Migrant Student Information System (MSIS) must be completed no later than October 1, 2009. Information regarding this was emailed to Federal Programs Directors, Records Clerks and Home Visitors on July 31, 2009. We have enclosed a nondisclosure form for your convenience. You may also print a form from our website @ www.msdr.org. If you have not already done so, please complete the nondisclosure form as soon as possible and send to OSPI for all existing staff with a password to MSIS. On October 1, 2009, all existing staff with a password to MSIS will be prompted to verify their email address when logging into MSIS; they will then receive their new password via email. A new password will not be issued if the nondisclosure form has not been sent in and received by OSPI. If there are additional staff members who need access to the MSIS, a nondisclosure form will also need to be completed for them and sent to OSPI. Please do not transfer access and passwords from one employee to another. The nondisclosure form will continue to be an annual update for security reasons. If you have any questions regarding passwords please call Amanda Hurst at 800-274-6084.

- 4) **Directory of School Buildings in Your District** – Enclosed is a directory of school buildings in your district in which you have previously enrolled migrant students. Please assist us by updating the enclosed directory and return it to the MSDR office via fax or mail. The information you report to us will then be updated in the MSIS database.
- 5) **MSDR Data Flow Reporting Form** – Enclosed is the MSDR Data Flow Reporting Form which must be completed and returned to the MSDR Office by September 18, 2009. It is important that you follow the reporting requirement timelines as outlined on the MSDR Data Flow Reporting Form. This form should be filed with your district's management plan and made available should your program be reviewed by the Office of Superintendent of Public Instruction.

Please enter the information listed in this memo into the MSIS by September 18, 2009.

Thank you, once again, for all your assistance and support. If you have questions, feel free to call our office at 800-274-6084.

Enclosures

cc: Records Clerks/Home Visitors