



## MSIX Interstate Move Notifications

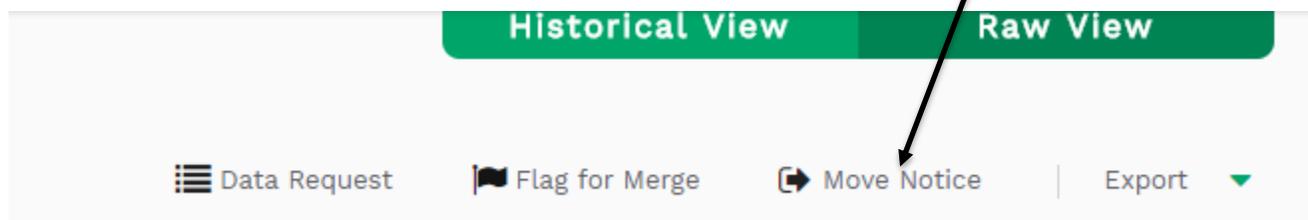
Move Notifications are an integral part of the records transfer and the ID&R process in the Migrant Education Program. The process helps with Interstate recruitment of migrant students. Move Notices should be processed as soon as the LEA/State is aware of a move. When a Move Notice is received contact should be made with the family within 48 hours of receiving the notice.

LEA Migrant Education Program Staff is responsible for sending a “Move Notification” when students have been flagged as either moving to, or from, your area. Move Notifications can be used to send a notice to a state or district where a family has notified you they will be moving to. Be sure to give detailed information without compromising the family’s Personally Identifiable Information. You can disclose the name of the city or town (if known) the family will be moving to.

The Move Notification can also be used to contact the state the family has moved from. You can request they send you additional information such as a contact number. If you communicate with another state via email reference the child’s MSIX number rather than their name or date of birth. A copy of the Move Notice should be kept in the migrant student folder.

### Steps to Create a Move Notice:

Go to the Student Record. On the top right hand of the page click on Move Notice.



Once you click on Move Notice you will see the Move Notice box pop up. In this section, you will click on the drop-down menu and choose whether this student is “moving from our area to your area” or “has recently moved to our area”. You can then type in the “Comments” section and enter up to 250 characters. Give/request information about the student’s move. Below that box you can select the state you wish to send this information to. When all the fields are complete click on the “Submit” button and you are all done.

A screenshot of the 'Move Notice' form. The form has a green header with the title 'Move Notice' and a close button. Below the header, there is a dropdown menu with the selected option 'This student is moving from our area to your area'. Below the dropdown is a text area labeled 'Comments' with a character count '0 / 250'. Below the text area is a warning message: 'To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.' Below the warning is a section titled 'Recipient' with the instruction 'Select the State, District and School to ensure the move notification is sent to the appropriate Data Administrator.' Below this instruction is a dropdown menu labeled 'State'. At the bottom left of the form is a 'Cancel' button, and at the bottom right is a 'SUBMIT' button.