

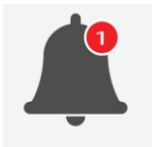
Move Notice Process Document



MSIX Policies about Move Notices

If a local operating MEP is aware of a migrant student relocating, the program should designate a MSIX user to send the receiving State/LOA an email notification via MSIX. Additionally, the sending user will notify the receiving state/LOA, when possible, of the child's move. The MSIX email to the receiving State/LOA should provide as much information as possible to ensure that the proper family and student(s) are efficiently and effectively assisted. Staff must be cautious to not enter social security numbers (SSN) or other personal identifiable information (PII) in their email message.

*When an MSIX user receives notification from a State/LOA that worklist items need to be addressed in MSIX, initial contact such as a simple reply to the sender of the MSIX email should be done within a 24 hour period, when possible. **All items should be resolved within five (5) business days, when possible.** Access <https://msix.ed.gov/msix/#!/resources> for a list of regulations and resources.*



General Protocol: Receiving a Move Notice

Step 1: Review the move notification information and request any contact information from the sender such as a phone number if it was not yet made available.

Step 2: Review and determine if the student is currently enrolled in the MEP program by checking in MSIX as well as your state or MEP database. When searching in MSIX the following might be helpful: search by MSIX number, student name, or parent name to find additional siblings who might have moved.

Step 3: States should have an organized process developed for this step. If the student is not currently enrolled, assign a staff member to reach out with any contact information to determine if they are eligible. Share the information in a secure method to this staff member. If no contact information is provided then search in the state educational database system to determine if they reside in any district in the state.

Step 4: For any move notices that contact information was not available and new information was not obtained through a search, assign a recruiter or staff person to follow up with the move notice. In an ideal world the assigned person should respond within 1-5 days when possible to determine the outcome of whether the child was eligible or not.

Step 5: If the child is found to be eligible a COE should be completed. Once a determination is made the Move Notice should be closed in MSIX.



General Protocol: Sending a Move Notice

Step 1: MEP staff are informed about a student's move. The staff attempts to gather a phone number for the family and the district they moved to.

Step 2: MEP staff log into MSIX to send a move notice to the state, adding the family's phone number and new district in the comments section.

Step 3: Check back into MSIX on any move notification sent to answer any questions from the receiver.