



MSDRS

NEWSLETTER

NEWSLETTER: A periodic communication to staff working in the specific areas of ID&R, MSIS and PASS

PRIVATE & HOME SCHOOL STUDENT DATA COLLECTION

Federal data sharing regulations require that student data be collected from private schools, home schools and public schools.

To comply, MSDRS has developed letters that can be shared with parents of private school or home school students upon identification by MEP Recruiter. The letters are located in the MSIS website:

<https://s3-us-west-2.amazonaws.com/msdr-msis-data/cache/file/366BF193-ED2C-473B-9A1C3EC99D2DD8FC.pdf>

If you currently have migrant eligible students in your district attending a private school or being home schooled, contact Margaret Lopez, mlopez@msdr.org to create a building ID.

IDENTIFICATION & RECRUITMENT TIPS

- **Conduct pro-active** identification and recruitment activities for migrant families prior to the end of the apple harvest.
- **Actively visit** local farmworker housing units before the migrant families leave for their winter destination.
- **Conduct COE revalidation** interviews as listed on eCOE App in the iPad with families to ensure timely identification of Priority for Service students.
- **Review the End-of-Eligibility Work List** on eCOE App in the iPad and contact families to determine if a recent move has been made.
- The following reports can be generated from the MSIS to monitor recruitment activities:
 - ID&R Activities—Three-Year Comparison
 - COE Generation Report
 - COE Time Lapse Report
 - Mobility Report

If your local identification and recruitment plan has not been submitted to MSDRS, please complete the 2019-20 plan and submit to Eric Garza, egarza@msdr.org.

RECORDS CLERK REPORTING REMINDERS

- Verify all students have been enrolled for the 2019-20 school year, including Out-of-School youth.
- Verify all 2018-19 school year withdrawal and attendance data is entered by October 31, 2019.
- Report all academic and non-academic supplemental services provided to migrant students as per iGrant.
- Report assessments that are administered at the local school district.
- Report all referred services for migrant students, including Out-of-School youth.
- Report school of graduation for 9th graders, out-of-state credit data per email sent and Graduation Requirements for 2022-2023.

NOW ACCEPTING NOMINATIONS FOR PASS AWARDS!

Download the nomination forms at www.msdr.org.

For consideration, nominations must be received by MSDRS by the dates listed.

- **STUDENT OF THE YEAR:**
January 6th
- **CONTACT OF THE YEAR:**
April 30th

Contact *Lily Sanchez* at lsanchez@msdr.org or call (509) 837-2712 for additional information.



THE SCOOP ON SUMMER EVENTS

Thank you to everyone who made it possible for hundreds of middle and high school migrant students to participate in the 2019 Dare to Dream and Voices Arts and Science academies! 2020 academies information will be disseminated when schools return from winter break.

- **NEW Dare to Dream Transcript Process:**
 - **Official transcripts** were mailed to the high school registrar by the Association of Washington School Principals the last week of August.
 - **Transcripts for transitioning 8th graders** were sent to the high school registrar within the same district.
 - **Contacts:** Please follow up with the registrar to ensure credit was added to the local student academic record.
- **Who attended the summer events?** To access summer event participant lists, districts may login to MSIS and download supplemental service lists or students lists in the Summer Events database.

Student and Parent Engagement and 2020 planning: Districts are encouraged to promote parent and student engagement while supporting awareness and dispelling any fears or myths about the summer events. Your district may consider activities to promote engagement and local summer event recruitment such as:

- Hosting a student/parent visit with university(ies), CAMP(s) and/or
- Inviting student participants to share their experience at PAC Meetings, School Board and Classroom Presentations. Consider time for students to share journal entries, video clips, photos, etc.

Contact Heather Garcia-Mendoza at hmendoza@msdr.org or call (509) 836-8419 for questions regarding the summer events.

MSIS & PASS SECURITY & PRIVACY TIPS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) is a Federal law that protects the privacy of student education records. An educational agency or institution subject to FERPA may not have a policy or practice of disclosing education records, or personally identifiable information from education records, without written consent of the parent or legal guardian except as permitted by FERPA. FERPA permits a State Educational Agency (SEA) to transfer, without parental consent, the minimum data elements of the migratory student record to Migrant Student Identification System (MSIS), and to use MSIS to transfer, without parental consent, the minimum data elements of the migratory student to another SEA or LEA (Local Educational Agency).

ACCESSING MSIS, PASS OR OTHER MIGRANT SYSTEMS

Where possible, only use government approved computers.

- **Install** up-to-date anti-virus software and a personal firewall on your computer.
- **Contact** your designated information security personnel if you suspect that your home computer has been compromised.
- **Always maintain possession of a laptop and other government furnished equipment (GFE)** and be extra vigilant in protecting it.
- **Use strong password** or Two-Factor Authentication to log in.
- **Never give out your password** or let someone log in as you.

DANGERS OF PUBLIC OR “FREE” WI-FI

Connections to public Wi-Fi networks can place your laptop, smart phone, or tablet at risk and could expose your sensitive information to identity thieves.

Dangers of public Wi-Fi include:

- Lack of encryption
- Rogue access points posing as legitimate networks
- Malware
- Unauthorized access to sensitive data

PHYSICAL SECURITY

- Secure student information (e.g. in a locked drawer, cabinet, desk, or safe) when not in use or not otherwise under the control of a person with a need to know.
- Never leave student information unattended on a desk, network printer, fax machine, or copier.
- Use a privacy screen if you regularly access student information in an unsecured area.
- Lock your computer when you leave your desk.
- Avoid discussing student information in person or over the telephone when you're within earshot of anyone who does not have a need to know.
- Personally, owned computers should not be used to access, save, store, or host student information unless you log in through an authorized VPN or Virtual Desktop environment.
- Obtain authorization from your supervisor to remove documents containing student information from the office.
- Try not to send screenshots.

WHAT IS PERSONALLY IDENTIFIABLE INFORMATION?

Personally identifiable information (PII) for education records is a FERPA term referring to identifiable information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable clarity.

PROTECT STUDENT INFORMATION & PREVENT DATA BREECHEES

MSIS and PASS contain real, sensitive data that could cause great harm if it were stolen or intercepted. Student data in MSIS and PASS could be used maliciously for identity theft, leading to financial and legal issues for those affected.

- Users can encrypt their files using “zipping” applications such as WinZip. However, if you do not have WinZip or a similar program, many Microsoft Office products offer the ability to password protect files.
- Minimize information collection to only the data required by the Migrant Education Program.
- Store information securely by using encryption and locking your computer when you step away from your desk.
- Dispose of student identifiable information properly by destroying CD/DVDs, shredding paper documents, and deleting files from computer systems.
- Follow established policies, procedures, and processes.
- Never include student information in presentations, training materials, or email to personnel without a need to know (e.g. Help desk).
- Avoid faxing student information. If you **MUST** use a fax, alert the recipient prior to faxing and verify that the recipient received the fax.

FOR POSTAL MAIL containing student Information:

- Seal materials in an opaque envelope or container.
- Mail using the U.S. Postal Service's First-Class Mail, Priority Mail, or an accountable commercial delivery service (e.g., UPS)
- Use a receipted delivery service or a tracking service
- Do not share migrant student data through social media or personal email.

