

# December Monthly Records Clerk Meeting

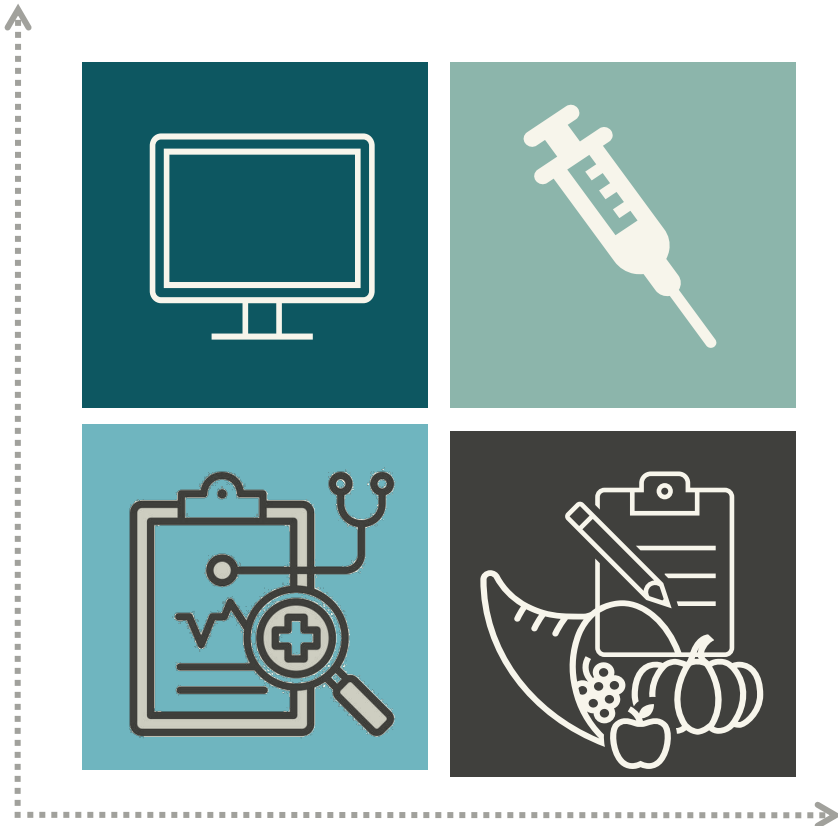
OSPI Title I, Part C Migrant Education Program  
Sylvia Reyna, Maria Guzman, Cear St. Onge, Elizabeth Ramos

December 10, 2025 | 10:00 to 11:00 am



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

# Agenda / Topics



## Report Supplemental Services

The services listed on your district grant are the services that should be reported.

## Needs Withdraw Screen

This screen shows if a student has multiple enrollments during the current school year. Withdraw those students who are not in your district or who have multiple enrollments.

## Review Immunization Report

- To Verify which Students are missing Immunization Data
- Use the MASS screen to report if student has immunization/exemption on file

## Medical Diagnosed Alerts (MDA)

- Check with the local nurse for MDAs and report if any
- If MDA is resolved, please report in MSIS

## OS Enrollment

Enrolling students who have been re-engaged in their learning

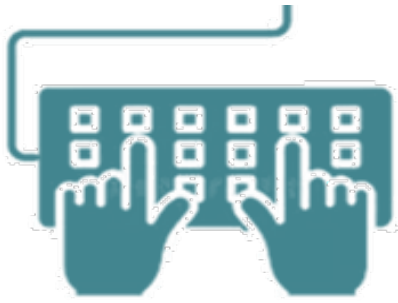
## Fall Data Monitoring

- Online Form Due mid-February upon Maira's return
- Complete all reporting requirements to ensure timely submittal

## Tips, Reminders, Pop Quiz

- Missed COEs
- MSDRS emails
- Multi-Factor Authentication
- Pop Quiz





# Records Clerk Monthly Meetings

Virtual via Zoom | Held on Wednesdays from 10-11 am

Month	Date	Registration Link
<b>December</b>	<b>December 10<sup>th</sup></b>	<a href="https://us02web.zoom.us/join/cQtimrd7TmuKOyiyg8Z_Ww">https://us02web.zoom.us/join/cQtimrd7TmuKOyiyg8Z_Ww</a>
<b>January</b>	January 14 <sup>th</sup>	<a href="https://us02web.zoom.us/join/vIF_6hisRwOUx13C8Mw3hQ">https://us02web.zoom.us/join/vIF_6hisRwOUx13C8Mw3hQ</a>
<b>February</b>	February 11 <sup>th</sup>	<a href="https://us02web.zoom.us/join/uLZzKEddSDOiUCAJ0O_n9w">https://us02web.zoom.us/join/uLZzKEddSDOiUCAJ0O_n9w</a>
<b>March</b>	March 11 <sup>th</sup>	<a href="https://us02web.zoom.us/join/c2MLWO37SiKrJbfdehvNTg">https://us02web.zoom.us/join/c2MLWO37SiKrJbfdehvNTg</a>
<b>April</b>	April 8 <sup>th</sup>	<a href="https://us02web.zoom.us/join/e3cR6SKpThSmJZtSYj02LA">https://us02web.zoom.us/join/e3cR6SKpThSmJZtSYj02LA</a>
<b>May</b>	May 13 <sup>th</sup>	<a href="https://us02web.zoom.us/join/oMG36Pq2Q4-qRwA2bdeOsA">https://us02web.zoom.us/join/oMG36Pq2Q4-qRwA2bdeOsA</a>
<b>June</b>	June 10 <sup>th</sup>	<a href="https://us02web.zoom.us/join/0zS_dcErQki2guz4kP2a_A">https://us02web.zoom.us/join/0zS_dcErQki2guz4kP2a_A</a>



# Office hours Info

Zoom link: <https://us02web.zoom.us/j/83813341344?from=addon>



- Virtual via Zoom
- Every other week
- Wednesdays
- 10-11 am



# Training Information

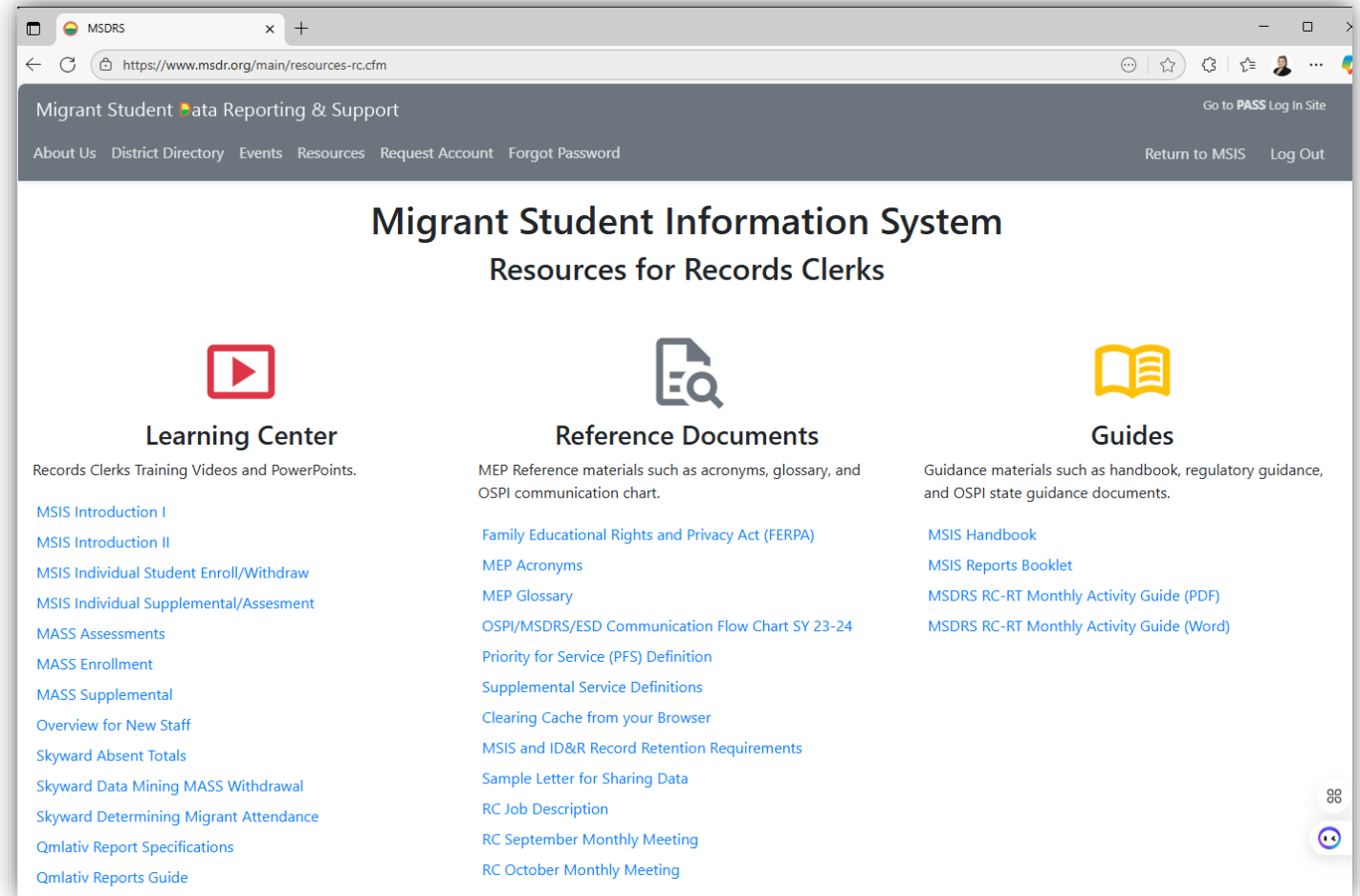
- Review the training materials at the [Resources for Records Clerks](#) page in the MSIS

- Resources
  - Records Clerks

- Contact Maria Guzman for technical assistance or trouble shooting at



[maria.guzman@k12.wa.us](mailto:maria.guzman@k12.wa.us)





# December Monthly Activities

Happy December! Don't forget to complete the following activities before leaving for winter break.

## 1. Report Supplemental Services

- The supplemental services listed in your district's grant are the services that should be reported.
- The MEP [Supplemental Services Definitions](#) may be found on the [MSIS Resources for Records Clerks](#) page.

## 2. Needs Withdraw Screen

- Shows more than 1 enrollment during the school year
- Withdraw students:
  - not in your district or
  - who have multiple enrollments

## 3. Review Immunization Report

- To Verify which Students are missing Immunization Data
- Use the MASS screen to report if student has immunization/exemption on file exemptions

## 4. Reporting Medical Diagnosed Alert (MDA)

- Check with local nurse and report in MSIS
- If MDA is resolved, report in MSIS

## 5. Fall Data Monitoring

- Use the online data monitoring form – due mid-February upon Maira's return
- Complete all reporting requirements for timely data submission



## Records Clerk: December



Happy December! Don't forget to complete the activities below before leaving for winter break.

Activities	Helpful MSIS Reports
<input type="checkbox"/> <b>REPORT SUPPLEMENTAL SERVICES</b>	<ul style="list-style-type: none"><li>• Immunizations-Exemption on File Report</li><li>• MDA Report</li></ul>
<input type="checkbox"/> <b>CHECK ON NEEDS WITHDRAWAL SCREEN</b> Please Note: This screen indicates if students have more than one enrollment during the current school year <ul style="list-style-type: none"><li>• Withdraw those students who are not in your district or who have multiple enrollments</li></ul>	
<input type="checkbox"/> <b>REVIEW IMMUNIZATION REPORT TO VERIFY WHICH STUDENTS ARE MISSING IMMUNIZATION DATA</b> <ul style="list-style-type: none"><li>• Use the MASS screen to report if student has immunization/exemption on file</li></ul>	
<input type="checkbox"/> <b>REPORT MEDICAL DIAGNOSED ALERTS</b> <ul style="list-style-type: none"><li>• Check with local nurse</li><li>• If MDA is resolved, please make to report in MSIS</li></ul>	
<input type="checkbox"/> <b>FALL DATA MONITORING</b> <ul style="list-style-type: none"><li>• The online Data Monitoring Form will be due at mid-February</li><li>• Complete all reporting requirements to ensure data monitoring can be submitted on time</li></ul>	

**NOTES:**





# Reporting Supplemental Services

# Continue Reporting Supplemental Services

- Reports – *Supplemental*
  - Select: ***Building Supplemental Services Summary***
  - Report supplemental service for students in **Pre-K through 8th grade receiving ELA or math services**
  - Report credit accrual
  - Report any **non-academic** supplemental services
  - The supplemental services listed in your district's grant are the services that should be reported.
  - The MEP [Supplemental Services Definitions](#) may be found on the [MSIS Resources for Records Clerks](#) page.





# Supplemental Program Services and Definitions

## Page 1: Academic Supplemental Program Services

Office of Superintendent of Public Instruction  
Washington State Migrant Education Program • Migrant Student Data, Recruitment and Support Office  
**SY 2025-2026 Supplemental Program Services and Definitions**  
The Supplemental Program Services listed below provide the service names and definitions for both Academic and Non-Academic services to serve migrant students and are reflected in the program grant application.

ACADEMIC SUPPLEMENTAL PROGRAM SERVICES	
SERVICE NAME	DEFINITION
CREDIT ACCRUAL	Academic services to allow a student to make up partial or full credits of course work necessary for grade promotion or to meet high school graduation requirements. For example PASS, NovaNet, and other.
MATH	Academic services that promote a student's attainment of Washington State's Math standards.
ENGLISH LANGUAGE ARTS (ELA)	Academic services that promote a student's attainment of Washington State's English Language Arts standards.
PRESCHOOL/ K-READINESS	Academic services related to WaKIDS indicators for Kindergarten readiness: <ul style="list-style-type: none"> <li>• Social-Emotional</li> <li>• Language</li> <li>• Literacy</li> <li>• Physical</li> <li>• Cognitive</li> <li>• Math</li> </ul>
SCIENCE AND CTE	Academic services that promote a student's attainment of Washington State's Science standards or aligned Career and Technical Education science equivalencies: <a href="http://www.k12.wa.us/CareerTechEd/Clusters/CourseEquivalencies/CTEStatewideCourseEquivalencies.pdf">http://www.k12.wa.us/CareerTechEd/Clusters/CourseEquivalencies/CTEStatewideCourseEquivalencies.pdf</a>
ENGLISH AS A SECOND LANGUAGE (ESL) - OSY	Academic supports that promote an OSY's acquisition of the English language. ESL support includes but is not limited to: <ul style="list-style-type: none"> <li>• Providing direct supplemental education, tutoring, other academic support;</li> <li>• Providing support with access to existing ESL courses or supports;</li> </ul> Resources: <a href="#">ELL</a>   <a href="#">iSOSY (osymigrant.org)</a>
LIFE SKILLS - OSY	Academic supports that promote an OSY's acquisition of general life skills, including lifelong learning strategies with the goal of successful social and academic integration. Life skills include but are not limited to: <ul style="list-style-type: none"> <li>• Health;</li> <li>• Parenting;</li> <li>• Employment;</li> <li>• Financial literacy;</li> <li>• Legal rights and;</li> <li>• Other topical areas that are geared towards improving living standards and communicating with daily life.</li> </ul> Resources: <a href="#">Life Skills</a>   <a href="#">iSOSY (osymigrant.org)</a>



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# Supplemental Program Services and Definitions

Pages 2-3: Non-Academic Supplemental Program Services



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NON-ACADEMIC SUPPLEMENTAL PROGRAM SERVICES	
SERVICE NAME	DEFINITION
CAREER EDUCATION AND POSTSECONDARY PREPARATION	Participation in: <ul style="list-style-type: none"><li>Structured career awareness options, e.g. access to career role models, professions, interest surveys, career and technical training programs</li><li>Formally structured training or individualized support in job seeking and obtaining skills</li><li>College and campus visits including CAMP</li><li>Formally structured support with application(s) to postsecondary educational institutions</li><li>Advocacy and supports for students to access IB, AP, and Running Start courses leading to dual credit opportunities.</li></ul>
EDUCATIONAL SUPPLIES	Necessary supplies purchased in order to allow a student to meet the desired objectives specified in the service plan.
TECHNOLOGY	Activities and supports to facilitate the purchase and establishment of a lending library of technology/migratory students to meet the desired objectives specified in the state service delivery plan. This may include processes and functions of software, hardware, networks, telecommunications and electronics. Example technology service include the purchase of hardware such as notebooks, laptops, electronic calculator, Internet access including hotspots or sim cards. Services may include training to students and families use the equipment as well as appropriate usage within school or district policies.
HEALTH	Health supports that promote the identification and treatment of physical and social/emotional health, require additional services and supports so as not to negatively impact a student's educational participation; supports include but are not limited to: <ul style="list-style-type: none"><li>Procuring and/or preparing for MEP-funded physical exams;</li><li>Procuring health services for migrant students;</li><li>Interacting with parents regarding unresolved health issues and on-going follow-up;</li><li>Directly funding preventative supplemental health services such as vision exams, sports physicals, immunizations, etc. in event of a gap, even temporary, in state/federal programs.</li><li>Providing supplemental nutritional support beyond what is provided through state/federal food and nutrition programs;</li><li>Providing supplemental hygiene kits with appropriate health and safety education on the use of contents;</li><li>Providing health education intended to increase the awareness and knowledge of health and safety;</li><li>Referral to other health and social/emotional needs; including referrals to drug rehabilitation and gang prevention and follow-up to ensure students accessed the referred services.</li></ul> Resources: <a href="https://www.isosy.org/migrant.org/">Health   ISOSY (osymigrant.org)</a>
DENTAL	Screening services to identify dental health conditions which may require treatment so as not to negatively impact a student's educational participation such as: <ul style="list-style-type: none"><li>Dental Disease</li><li>Pain</li><li>Infection</li></ul>
SOCIAL WORK/ OUTREACH	Coordination of activities with parents, other family members, teachers, service agencies, and others to ensure that migrant families receive the full range of services available to them. (Excludes identification/recruitment process for determination of eligibility)

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STUDENT LEADERSHIP/ ENGAGEMENT	Formally structured small or large group activities to: build supportive networks, develop personal and interpersonal skills to enhance feeling of belonging in the school, and foster school engagement and academic achievement Project-based locally developed student activities that will foster home and school engagement and increase academic achievement
TRANSPORTATION	Non-Academic services which have as their purpose the conveyance of pupils to and from school activities either between home and school, on trips related to school activities or the provision of support services, including health and dental needs
NON-INSTRUCTIONAL SUPPORT	In coordination with school counselor and other school staff, provide non-instructional support in: <ul style="list-style-type: none"><li>Coaching and support on a one-on-one basis to expedite adjustment to new school environments and to promote positive interactions with school, peers, and community such as:<ul style="list-style-type: none"><li>Guidance for setting personal goals and solving general problems; referral to other school resources and courses, working with school counselor for referrals to address crisis situations, and personal/emotional, school or family/lifestyle challenges</li><li>Orientation and welcome for students who transfer midterm between schools</li></ul></li><li>Individual support and on-going advocacy to improve likelihood of academic success in K-12 setting or high school equivalent.</li><li>Supporting the development of High School and Beyond Plan unique to intended school of graduation</li><li>Facilitating access to supplemental instruction designed to help the student stay on track to complete graduation requirements prior to turning 22 years of age such as:<ul style="list-style-type: none"><li>Drop-out prevention programs, e.g. referrals to: High School Equivalency Programs (HEP), and community organizations that provide support for GED prep</li><li>High school recovery programs, e.g. credit accrual analysis, credit accrual, and program support through an Alternative Learning Environment (ALEs) such as alternative schools, on-line schools, etc; course equivalent credit support through Career and Technical Education, and job training support (e.g., Youth Build, OIC, etc.)</li></ul></li><li>Credit accrual:<ul style="list-style-type: none"><li>Tracking of high school credit accrued across schools attended</li><li>Analysis of credit accrual status; collaboration with counselors for appropriate placement</li><li>Participation in alternative credit practices</li><li>Participation in CTE, AP, and Running Start classes</li><li>Receipt of credit for partial coursework</li></ul></li></ul>

## DEFINITION OF "SERVICES"

Services are a subset of all allowable activities that the MEP can provide through its programs and projects. "Services" are those educational or educationally related activities that:

- directly benefit a migrant child;
- address a need of a migrant child consistent with the SEA's comprehensive needs assessment and service delivery plan;
- are grounded in scientifically based research or, in the case of support services, are a generally accepted practice; and
- are designed to enable the program to meet its measurable outcomes and contribute to the achievement of the State's performance targets/annual measurable objectives.

The one-time act of providing instructional or informational packets to a child or family does not constitute a support service. Activities related to identification and recruitment activities, parental involvement, program evaluation, professional development, or administration of the program are examples of allowable activities that are not considered services. Other examples of an allowable activity that would not be considered a service would be the one-time act of providing instructional packets to a child or family, and handing out leaflets to migrant families on available reading programs as part of an effort to increase the reading skills of migrant children. Although these are allowable activities, they are not services because they do not meet all of the criteria above.

# Supplemental Program Services and Definitions

## Page 4: Non-Academic Supplemental Program Services



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SERVICE APPROACH / MGS & MSA	
SERVICE NAME	DEFINITION
CASE MANAGEMENT MIGRANT GRADUATION SPECIALIST (MGS)	<p>Migrant students served by a program funded graduation specialist following the duties and responsibilities as outlined in state developed job description.</p> <p>Provide supplemental support and advocacy, in coordination with school counselor(s) and other school student support teams, that address the needs of migrant students including:</p> <ol style="list-style-type: none"> <li>1. Monitoring and tracking attendance and academic progress leading toward graduation.</li> <li>2. Conducting referrals to services aligned to a student's needs.</li> <li>3. Facilitating appropriate scheduling options for students to gain access to AP, Highly Capable (Gifted), CTE, Running Start, and regular academic core course options.</li> <li>4. Facilitating access to services to address social/emotional needs.</li> <li>5. Fostering family/school connections and conducting home visits.</li> <li>6. Conducting parent information sessions to ensure that migrant students and their parents understand assessment and graduation requirements and students understand their rights to an equitable and rigorous education that prepares them for college and career.</li> <li>7. Promoting access to or developing leadership and mentoring programs.</li> </ol>
STUDENT ADVOCACY MIGRANT STUDENT ADVOCATE (MSA)	<p>Migrant students served by a program funded student advocate following the duties and responsibilities as outlined in state developed MSA position description.</p>
CASE MANAGEMENT & STUDENT ADVOCACY  OSY/HEALTH COORDINATORS  (Educational Service District Staff Only)	<p>A. Health:</p> <ol style="list-style-type: none"> <li>1. Coordinate with OSPI, MSDRS, school districts, health care service providers, and local community organizations to identify and provide priority for service migrant students with referrals to health services.</li> <li>2. Actively coordinate with the Migrant Education Health Program (MEHP) Supervisor, private, and public health care agencies to improve access to and deliver health services to migrant students.</li> <li>3. Provide case management addressing the health needs of migrant students in distress, including but not limited to: mental and physical health issues, victimization, life traumas, and other health problems that may impede a migrant student's success.</li> <li>4. With the Migrant Education Health Program Supervisor implement and coordinate targeted regional technical assistance for school staff and other MEHP partners.</li> <li>5. Respond to and manage crisis and emergency situations in an effective and timely manner.</li> </ol> <p>B. OSY:</p> <ol style="list-style-type: none"> <li>1. Coordinate with OSPI, MSDRS, school districts, and other educational agencies to identify, recruit, assess, and connect OSY migrant students with academic or other post-secondary educational services.</li> <li>2. Actively coordinate with academic or other agencies to provide the delivery of academic or post-secondary educational services to migrant OSY students.</li> <li>3. Provide case management addressing the academic needs of migrant students including but not limited to: assistance in obtaining ESL Classes, GED, High School Diploma, employment opportunities and training referrals, and other post-secondary educational and scholarship opportunities.</li> <li>4. With OSPI's Migrant Education Health Program Supervisor implement and coordinate targeted regional technical assistance for school staff and other OSY partners.</li> </ol> <p>And other duties and responsibilities as outlined in state developed OSY/Health Coordinator position description.</p>

# Reporting Supplemental Services by Building

The screenshot displays the MSIS (Massachusetts Student Information System) interface. The top navigation bar includes a hamburger menu, the MSIS logo, a dropdown for 'CEAIR.ST.ONGE', and tabs for 'DASHBOARDS', 'STUDENT', 'MASS', 'REPORTS' (which is active), and 'ADMIN'. On the left, a sidebar menu lists various report categories: 'Reports' (with a sub-menu icon), 'Student Lists' (including Enrollment, Eligibility, and Statistical), 'Educational' (including Assessment, Secondary, and Supplemental), and 'Health' (including Health Reports). The 'Supplemental' option under 'Educational' is currently selected. The main content area shows a breadcrumb trail: 'MSIS > Reports > Supplemental'. Below this, a list of reports is displayed, each with a dropdown arrow icon. The reports are: 'MGS & MSA Online Service Report' (described as listing all migrant services provided to a student), 'OSY Online Services Report' (described as summarizing OSY), 'Building Supplemental Services Summary' (described as summarizing supplemental services by Building; this report is highlighted with a yellow border), 'District Supplemental Services Summary' (described as summarizing supplemental services by District), and 'Student Supplemental Services Report' (described as summarizing supplemental services by Student).



# Building Supplemental Services Report

MSIS

CEAIR.ST.ONGE

DASHBOARDS

STUDENT

MASS

REPORTS

ADMIN

Student Search

Reports

Student Lists

Enrollment

Eligibility

Statistical

Educational

Assessment

Secondary

Supplemental

Health

Health Reports

MSIS > Reports > Supplemental

MGS & MSA Online Service Report

OSY Online Services Report

Building Supplemental Services Summary

District Supplemental Services Summary

DISTRICT GRANDVIEW

School Year 2025-2026

Building Supplemental Services Report

GRANDVIEW FOR SCHOOL YEAR 2025-2026

	Migrant-Funded Supplemental Programs																Service Approach		Other Educational Services		
	Academic Services							Non-Academic Services													
	CRED ACCR	ELA	ESL OSY	LF SKL OSY	MATH	PK	SCI	CAR POST	DNTL	ED SUPL	HLTH	NON INST	SOC OUT	STDNT LEAD ENG	TECH	TRAN	CASE MGMT	STDNT ADV	LAP	SPEC ED	ST BLNG
9 TOTAL																					
GRANDVIEW CONTRACT HIGH LEARNING CENTER																					
GRANDVIEW GRANDVIEW HIGH SCHOOL								2		4	2	3	4	3				4			
GRANDVIEW GRANDVIEW MIDDLE SCHOOL										6		15						17			
GRANDVIEW MCCLURE ELEMENTARY SCHOOL																					
GRANDVIEW SMITH ELEMENTARY SCHOOL																					
GRANDVIEW STEP UP TO COLLEGE OPEN DOORS HIGH SCHOOL																					
GRANDVIEW THOMPSON ELEMENTARY SCHOOL																					
GRANDVIEW OUT OF SCHOOL																					
TOTAL								2		10	2	18	4	3				21			



# Supplemental Services MASS

The screenshot displays the MSIS (Massachusetts State Information System) web application interface for the 'Mass Supplemental Process'. The interface is divided into several sections:

- Header:** Includes the MSIS logo, user name 'CEAIR.ST.ONGE', and navigation tabs: DASHBOARDS, STUDENT, MASS (selected), REPORTS, and ADMIN. A 'Student Search' bar is also present.
- Left Sidebar:** Contains a menu with categories: Enrollment (Enroll, Withdraw, Missed Sibling, Needs Withdraw, COE Enroll), Educational (Assessment, Graduation Requirements, School of Graduation, Supplemental), Eligibility (COE Revalidation, Missed COE), and Health (Immunization, Screening). The 'Supplemental' option is currently selected.
- Main Content Area:**
  - Mass Supplemental Process:** Shows a list of services with checkboxes: CREDIT ACCRUAL, ENGLISH LANGUAGE ARTS, MATH, PRESCHOOL/K-READINESS, SCIENCE / CTE, CAREER ED AND POST SECONDARY PREP, DENTAL, EDUCATIONAL SUPPLIES, HEALTH, NON-INSTRUCTIONAL SUPPORT, SOCIAL WORK OUTREACH, STUDENT LEADERSHIP / ENGAGEMENT, TECHNOLOGY, TRANSPORTATION, CASE MANAGEMENT, and STUDENT ADVOCACY.
  - Enrollment Term:** REGULAR.
  - Grade Level:** All Grade Levels.
  - Table:** A table with columns for Student, Enrollment, CRED ACCR, ELA, MATH, PK, SCI, CAR POST, DNTL, ED SUPL, and HLTH. The first row shows student 'MSDR, MARIO' (DOB: 07/17/2019) enrolled in 'WA TEST DISTRICT' (Grade Level: 12, ENR: 10/10/2025). The table has 11 columns and 1 row of data.
- Footer:** Includes links for BACK TO TOP, DATA CHANGE REQUEST, BACK TO HOME PAGE, and LOGOUT.





*Needs Withdraw Screen*

# Check on Needs Withdraw Screen

- Please note: This screen will list students who have **more than one enrollment** for the current school year

The screenshot displays the MSIS (Massachusetts State Information System) interface. The top navigation bar includes links for DASHBOARDS, STUDENT, MASS (highlighted), REPORTS, and ADMIN. A search bar on the right is labeled 'Student Search'. The left sidebar lists various functions under the 'Mass' header, with 'Needs Withdraw' selected. The main content area is titled 'Needs Withdraw' and features a search filter set to 'DISTRICT WA MIG ED PROGRAM'. A 'VIEW ENROLLMENTS' button is located on the right side of the main area.



# Reporting Needs Withdraw

☰

MSIS

CEAIR, ST. ONGE

DASHBOARDS

STUDENT

MASS

REPORTS

ADMIN

Student Search

👤

🔄

🔍

📄

☰

Mass

Enrollment

Enroll

Withdraw

Missed Sibling

Needs Withdraw

COE Enroll

Educational

Assessment

Graduation Requirements

School of Graduation

Supplemental

Eligibility

Needs Withdraw Process

[RETURN TO NEEDS WITHDRAW CRITERIA](#)

WA MIG ED PROGRAM

Student ID	Student Name	Building	Enrollment	Latest District	Latest Enrollment
33333333	MSDR, MARIO	WA TEST DISTRICT	10/10/2025	YAKIMA	10/29/2025

Records per page: 5 1-1 of 1

Withdraw students who are no longer in your district or who have multiple enrollments





# Reporting Health Data



# Health Reporting



Health reporting is the process for which student data regarding **health screenings**, **medical diagnosed alerts** and **immunizations** are updated on an ongoing basis.

The purpose for reporting health data is to ensure pertinent information is transferred from district to district to alert educators and health officials of student's health problems, which may interfere with a student's education.

Reporting health data assists districts in demonstrating that they are supporting the unique health needs of migrant youth and their families through allowable activities



# MASS Immunization Reporting

To identify which students are missing immunization data: Go to: MASS screen, Health, Immunization

The screenshot displays the MSIS MASS screen. The left sidebar shows the navigation menu with categories: Enrollment, Educational, Eligibility, and Health. The 'Health' category is selected, and the 'Immunization' option is highlighted. The main content area shows the 'Immunizations Report' with filters for District (OMAK) and School Year (2025-2026). Below the filters are links to 'Medical Alerts Report', 'Screenings Report', and '3 Year Physical Report'. A callout bubble points to the 'Mass Immunization Criteria' table, which has columns for Student Id, Student Name, Grade, Birthdate, Enrollment Date, and On File. The table shows five rows of data, all with 'On File' checkboxes.

Use the MASS screen to report "Yes" if applicable



# Report Missing Immunization Data

- ❖ Review immunization report to verify which students are missing immunizations or exemptions – under **Reports**

The screenshot displays the MSIS (Washington Migrant Student Information System) interface. The left sidebar shows the 'Reports' section with a list of reports under 'Health'. The main content area shows the 'IMMUNIZATIONS-EXEMPTIONS REPORT' for the 2025-2026 School Year. The report includes a table with columns: BUILDING, STUDENT NAME, STUDENT ID, SSID, Birth Date, GRADE, Enroll date, and Withdraw Date. The table shows several rows of student data, including grades P4, 3, and 4, all enrolled on 09/01/2025.

**MSIS > Reports > Health**

**Immunizations Report**  
This report displays students that have an immunization or exemption.

DISTRICT  
NONE SELECTED

Show  
All Immunizations

**Medical Alerts Report**  
This report lists students who have had a Medical Diagnosed Alert.

**Screenings Report**  
This report lists students who have had a Health Screening Form completed.

**3 Year Physical Report**  
This report lists students who have had a Physical within the last 3 years.

**IMMUNIZATIONS-EXEMPTIONS REPORT**  
All Students Enrolled in the 2025-2026 School Year

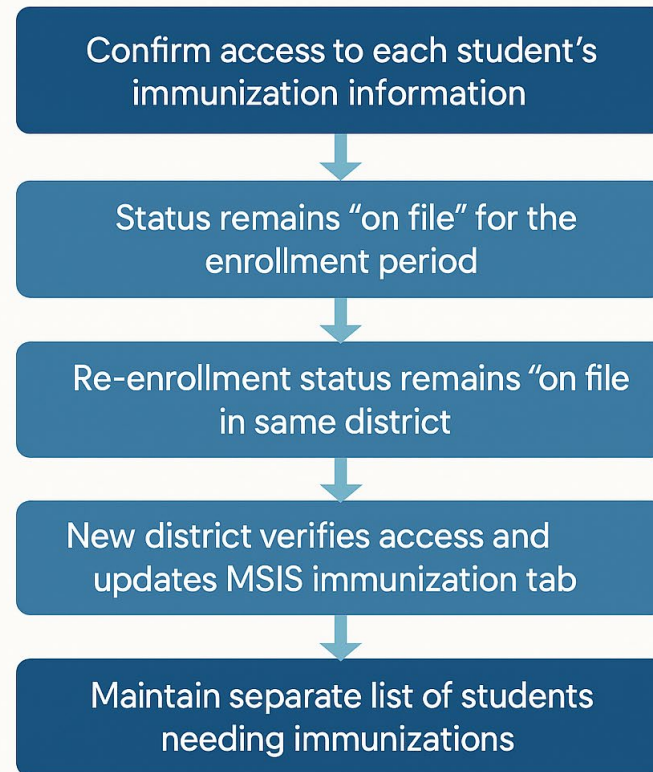
BUILDING	STUDENT NAME	STUDENT ID	SSID	Birth Date	GRADE	Enroll date	Withdraw Date
					P4	09/01/2025	
					3	09/01/2025	
					3	09/01/2025	
					4	09/01/2025	
					4	09/01/2025	
					4	09/01/2025	
					4	09/01/2025	



# Additional Guidance on Immunization Reporting



## Here are the steps to verify and report immunization



**1. Verification:** Verify that they have access to the immunization information "on file" for the students, regardless of whether the information is up to date, exempt, or needs updating.

**2. Records On File:** Once "on file" is indicated for that enrollment period, no further changes are needed for the student's record for the rest of their enrollment period.

**3. Withdraw/re-enrollments:** If a student is withdrawn and re-enrolled into the same district, the immunization status will remain "on file."

**3a. Example:** If the student is withdrawn from District A, e.g., Sunnyside, and enrolled in District B, e.g., Mount Vernon, the Mount Vernon records clerk will need to verify they have access to the student's immunization information "on file."

**4. Update:** The immunization information tab in MSIS should be updated as soon as access is verified for student records purposes in MSIX.

**5. Districts:** The district will need to maintain a separate list of students who may need immunizations or updates to their immunizations, as MSIS does not maintain a listing of students missing immunization information. It only verifies that the records clerk/district has access to this information within the district.



# Reporting Medical Diagnosed Alerts (MDA)



- All Record Clerks can create and report MDAs in MSIS.
- If the district has a Migrant Nurse, the nurse may enter the MDA or collaborate with the RC.
- If there is no migrant-funded nurse the RC is responsible for entering all MDAs in MSIS.

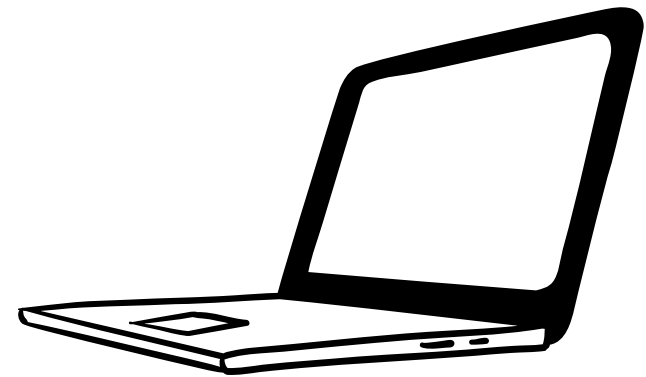




# Reporting MDAs



- First, check with your local nurse to review if any migratory students have existing MDAs or if there are any others that may need to be reported
- When an MDA is resolved, report in MSIS



# Medical Alerts Report

This report lists students who have had a Medical Diagnosed Alert (MDA) reported. Use this report to view possibly serious medical diagnosed alerts for migratory student.

- Under **Reports** – go to **Health Reports**
- Select **Medical Alerts Reporting**
- Once you enter in your school districts information – and **view report**

The screenshot displays the MSIS (Massachusetts Student Information System) interface. The top navigation bar includes links for DASHBOARDS, STUDENT, MASS, REPORTS (highlighted), and ADMIN. The left sidebar shows a tree structure with categories like Student Lists, Educational, and Health, with 'Health Reports' selected. The main content area shows the 'Medical Alerts Report' configuration. It includes filters for DISTRICT (NONE SELECTED), Building, and School Year Date (2025-2026). There are also checkboxes for 'Search By School Year' and 'Show Current and Previously Enrolled Students'. A 'VIEW REPORT' button is located at the bottom right of the configuration area.

MSIS > Reports > Health

**Immunizations Report**  
This report displays students that have an immunization or exemption on file at the district they are enrolled in.

**Medical Alerts Report**  
This report lists students who have had a Medical Diagnosed Alert (MDA).

DISTRICT: NONE SELECTED Building: [Dropdown]

☒ Search By School Year School Year Date: 2025-2026 [Dropdown]

Show: Current and Previously Enrolled Students [Dropdown] MDA Status: All MDAs [Dropdown]

[VIEW REPORT](#)

**Screenings Report**  
This report lists students who have had a Health Screening For the selected criteria/range

**3 Year Physical Report**  
This report lists students who have had a Physical within the last three (3) years or are in need of a physical




# Medical Diagnosed Alerts Report

1. This report provides a list of **all students with MDAs** and the MDA status: *Unresolved, Resolved or Ongoing*.
2. Double check with your school nurse to confirm status or if there are any others who need an MDA reported.

MSIS Washington Migrant Student Information Sy...

[← BACK TO REPORTS/HEALTH](#)

Export To CSV

 Date Created: 12/02/2025

MEDICAL DIAGNOSED ALERTS REPORT

For Students Enrolled in the 2025-2026 School Year

WA MIG ED PROGRAM

WA MIG ED PROGRAM TOTAL STUDENTS:

BUILDING	STUDENT NAME	STUDENT ID	SSID	Enroll date	GRADE	MDA Date	MDA TYPE	Status
WA TEST DISTRICT	MSDR, MARIO	33333333		10/10/2025	12	10/24/2025	Vision	Unresolved
WA TEST DISTRICT	MSDR, MARIO	33333333		10/10/2025	12	08/18/2025	Dental	Unresolved
WA TEST DISTRICT	MSDR, MARIO	33333333		10/10/2025	12	08/13/2025	Other	Resolved
WA TEST DISTRICT	MSDR, MARIO	33333333		10/10/2025	12	03/25/2025	Dental	Resolved
WA TEST DISTRICT	MSDR, MARIO	33333333		10/10/2025	12	03/03/2025	Dental	Resolved
WA TEST DISTRICT	MSDR, MARIO	33333333		10/10/2025	12	03/03/2025	Physical	Resolved

All information contained herein is subject to FERPA



# MDA Update Step 1-Individual Student

1

To add or view medical alert, navigate to the student panel.

Under the **Health** menu; select **Medical Alert**.

Student

Individual

Advanced Student Search

Information

Enroll/Withdraw

Eligibility

Student Dashboard

Educational

Assessment

Secondary

Supplemental

Health

Medical Alert

Screening

Medical Alert

MARIO TEST MSDR

MDA PROCESS - WHERE DO I BEGIN?

District	Type	ReportDate	Status	Contact Name	Contact Email	Contact Phone
WA MIG ED PROGRAM	VISION	10/24/2025	UNRESOLVED	NO FPD FOUND	NO FPD FOUND	NO FPD FOUND
EASTMONT	DENTAL	08/18/2025	UNRESOLVED	SPENCER TAYLOR	taylors@eastmont206.org	5098846852
MT BAKER	OTHER	08/13/2025	RESOLVED	IAN LINTERMAN	ilinterman@mtbaker.wednet.edu	3603832012
WA MIG ED PROGRAM	DENTAL	03/25/2025	RESOLVED	NO FPD FOUND	NO FPD FOUND	NO FPD FOUND
WA MIG ED PROGRAM	DENTAL	03/03/2025	RESOLVED	NO FPD FOUND	NO FPD FOUND	NO FPD FOUND

Records per page: 5 1-5 of 6

A listing of the student’s medical alerts that have been reported will display

# MDA Update Step 2-3-Individual Student

2

To edit an existing medical alert, click on the medical alert you wish to edit. You will see the following screen:

Medical Alert

MARIO TEST MSDR

District	Type	ReportDate	Status	Contact Name
WA MIG ED PROGRAM	VISION	10/24/2025	UNRESOLVED	NO FPD FOUND
EASTMONT	DENTA	08/18/2025	UNRESOLVED	SPENCER TAYL
MT BAKER	OTHER	08/13/2025	RESOLVED	IAN LINTERMA
WA MIG ED PROGRAM	DENTA	03/25/2025	RESOLVED	NO FPD FOUND
WA MIG ED PROGRAM	DENTA	03/03/2025	RESOLVED	NO FPD FOUND

Edit Medical Alert

Reporting District

WA MIG ED PROGRAM

Report Date

10/24/2025

Medical Alert Type

Vision

RESOLVING DISTRICT

MDA Status

Unresolved

CANCEL

SUBMIT

Update the  
**RESOLVING DISTRICT**  
and **MDA Status**

3

Click **SUBMIT** to enter your update



# New MDA—Individual Student

1

To add a new medical alert, click on add medical alert



2

Enter the following information:

Add Medical Alert

REPORTING DISTRICT  
WAPATO

Report Date  
12/02/2024

Medical Alert Type  
Behavioral

☐ Add an MEP Funded Health Service to Enrollment?  
WAPATO MIDDLE SCHOOL  
Enrollment Date: 12/02/2024  
Withdrawal Date: (N/A)  
Grade Level: 6

CANCEL

SUBMIT

When you select the Medical Alert Type, the “add an MEP funded health service to enrollment” box will appear. Please only select the box if the Medical Alert is tied to a migrant funded supplemental health service.

# Reporting MDAs

## MDA PROCESS

### WHERE DO I BEGIN?



**1. IDENTIFY NEW MDA:** At the time of enrollment, districts need to capture any ongoing or urgent medical concerns so that these can be referred to health professional or provider

**2. CREATE MDA:** The **person delegated** to entering health data (typically migrant nurse or migrant records clerk) should create the MDA immediately.

**3. RUN MDA REPORT:** Run MDA report to see which students need to be identified for outreach. Establish a plan for resolving or alleviate ongoing health concerns.

**3a. OUTREACH:** Whoever has been tasked with doing the outreach, calls all families to inquire if MDA is "ongoing", "unresolved" or "resolved".

**4. RESOLVE:** After families have been called to inquire if MDA is "ongoing," "unresolved" or "resolved" work in coordination with Records Clerk to enter MDA data.

**5. RUN MDA REPORT:** Run MDA Report regularly to capture new MDAs throughout the school year. Repeat Steps 3 and 4.



# Out-of-School (OS) Enrollment

Enrolling students who have been re-engaged in their learning:

1. Withdraw as OS
2. Enroll in school building, if attending an Alternative Learning Environment (ALE), student would still be enrolled in the school which they would be attending if not attending an ALE.
3. If a student is not in an ALE or in a school building, they would still be noted as OS.



Tip: See step by step student enrollment, page 35 of MSIS Handbook





# Fall/Winter Data Monitoring

# Fall/Winter Data Monitoring Form



**DUE:** Mid-February  
upon Maira's return

- The Online Data Monitoring Form will be sent out mid-January with submission details
- Reminder to ***stay up to date*** on all reporting requirements to ensure data monitoring can be submitted on time.





# Reminders: MSDRS emails

## MSDRS emails:

- **"Transfer To" or, "Student Enrolled?"** Email is about students who may have moved to your district but may have not been picked up as eligible.
- Please review and act if applicable
  - **Out-Of-School Youth (OSY) Enrolled**—Weekly notification to Records Clerk, OSY Coordinator and Federal Program Directors will begin in January

The following Student IDs correspond to  
Out of School Youth (OSY),  
ages 16-21, who have been enrolled in the MSIS for WENATCHEE within the last week.

Student Id	Enrollment Date	WithdrawalDate
41841677	11/22/2025	

The need for support services is considered a part of the special educational needs of migrant children, according to the Non-Regulatory Guidance for the Title I, Part C Education of Migratory Children, Washington, D.C., 2017. Chapter VIII – "Program Evaluation." As a part of the accountability process, the MEP OSY Enrolled Summary Report will be forwarded to OSPI, Districts, and ESDs on a weekly basis. For additional questions about OSY outreach, supports, and services reporting or need for technical assistance, please your respective OSY/Health Coordinator:

Coordinator Name	Phone	Email	Region
Ana Mendoza	360 299-4047	amendoza@nwsed.org	ESD 189, ESD 114, ESD 112, Puget Sound ESD
Karinna Schlenker	509 654-2983	karinna.schlenker@esd105.org	ESD 105
Maria Navarrete	509 264-7916	MARIAN@NCESD.ORG	NCESD 171, ESD 101
Adilenne Espindola	509 544-5782	aespinodola@esd123.org	ESD 123



# Reminders: MSDRS emails-continued

## MSDRS emails:

- Please review and act if applicable
  - **Monthly Health Review**-New monthly notification to Records Clerk, Federal Program Director; next one will be sent at the end of December

Your district has enrolled students eligible for a new Physical Screening.

School Name	Enrolled Students Eligible
ALDERWOOD ELEMENTARY SCHOOL	1
SHUKSAN MIDDLE SCHOOL	2

Please refer to the  
3 Year Physical Exam  
and

MDA Report for a detailed student list.

As a reminder, when reviewing the MDA Report, please update the status in the MSIS to either Ongoing or Resolved.

The Migrant Education Health Program strives to meet the health needs of migrant children.

For questions about health services provided or need for technical assistance, please contact your respective OSY/Health Coordinator:

Coordinator Name	Phone	Email	Region
Ana Mendoza	360 299-4047	amendoza@nwesd.org	ESD 189, ESD 114, ESD 112, Puget Sound ESD
Karinna Schlenker	509 654-2983	karinna.schlenker@esd105.org	ESD 105
Maria Navarrete	509 264-7916	MARIAN@NCESD.ORG	NCESD 171, ESD 101
Adilenne Espindola	509 544-5782	aespindola@esd123.org	ESD 123



# Reminders



- Missed COEs for students who arrived in your district but are not enrolled



- MSDRS Office: Holiday Closure Dates
  - December 24, 25 and 26, 2025
  - January 1 and 2, 2026
  - Banner has been posted in home page



**HAPPY HOLIDAYS!** MSDRS will be closed December 24, 25 and 26, 2025, and January 1 and 2, 2026. Wishing you all a happy and healthy holiday season with your family and friends. Starting January 5th when logging into the MSIS, you will be receiving an email for the multi factor authentication that is being implemented. You will need to enter a code each time you log in to access the system.



# Multi-Factor Authentication (MFA)

## REMINDER: Effective January 5, 2026

To protect sensitive student data and maintain compliance with state and federal privacy requirements, **all users** will be required to complete multi-factor authentication (MFA) when accessing the Migrant Student Information System (MSIS) beginning January 5, 2026.

After entering your MSIS login credentials, you will be receiving an email for the multi factor authentication that is being implemented. You will need to enter a code **each time** you log in to access the MSIS.



# Test Your Knowledge



## Pop Quiz Question 1:

**What is the main purpose of the Needs Withdraw screen in MSIS?**

- A. To report immunization data
- B. To identify students with Medical Diagnosed Alerts
- C. To check if a student has more than one enrollment during the current school year
- D. To submit Pre/Post test scores



**Answer: C**-To check if a student has more than one enrollment during the current school year





# Test Your Knowledge



## Pop Quiz Question 2:

**When should a student be enrolled as an OS?**

- A. If attending an ALE
- B. If in the district but not in school
- C. If no longer enrolled in school but still residing in your community

**Answer: B & C**



# Test Your Knowledge



**Pop Quiz Question 3:**

## **True/False Question**

**The MASS screen may be used to identify which students are missing immunization data in MSIS.**

**Answer: True**

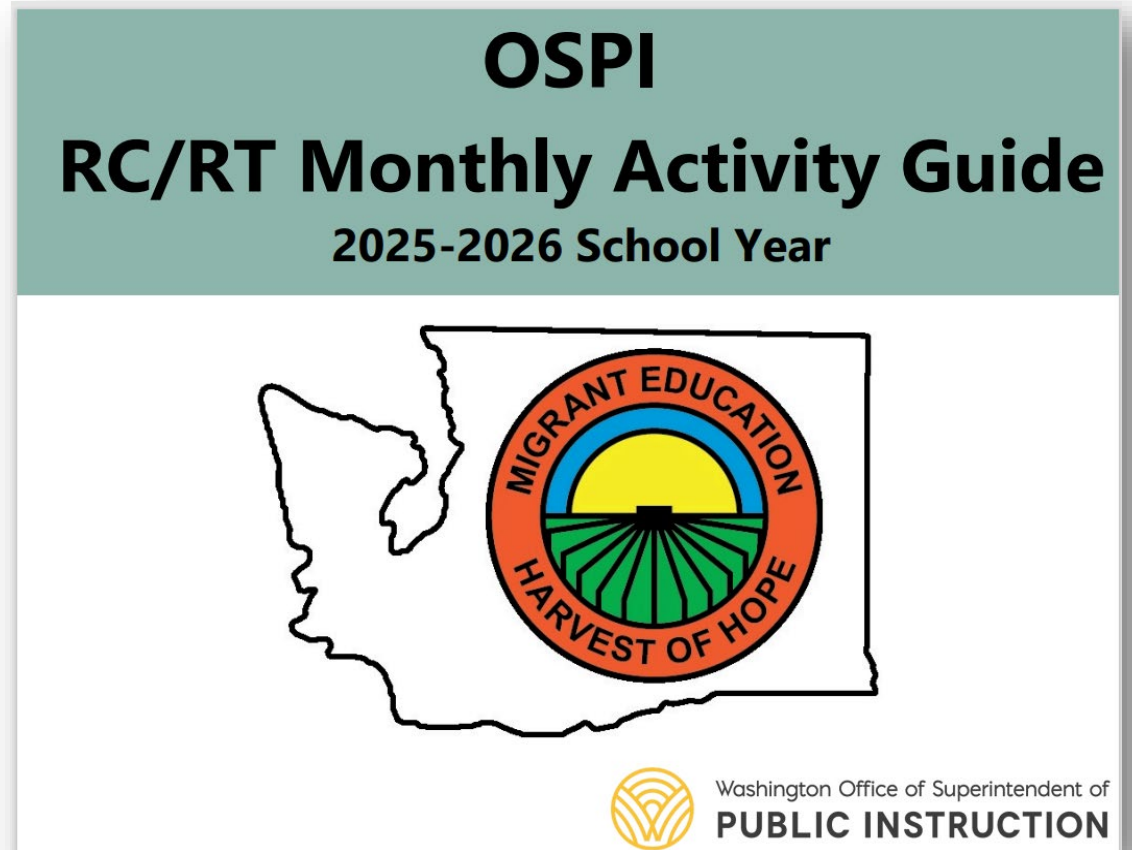


# Activity Guide Available!

**Find it on the MSDRS website!**

**[RC/RT Monthly Activity Guide SY 25-26](#)**

**All training dates have not been updated on the Activity guide**





# Have a wonderful winter break!!





# Questions?

