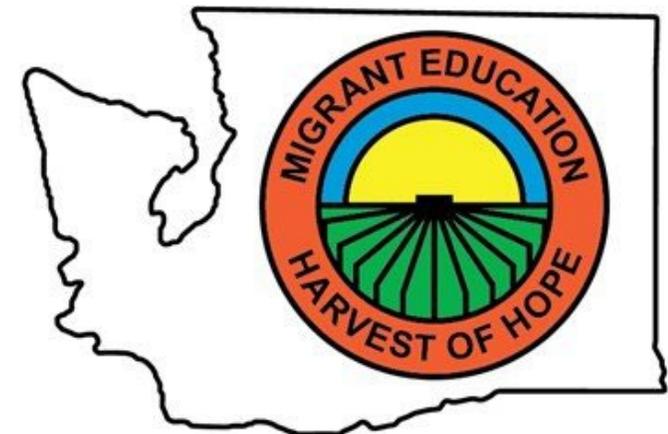


# January Monthly Records Clerk Meeting

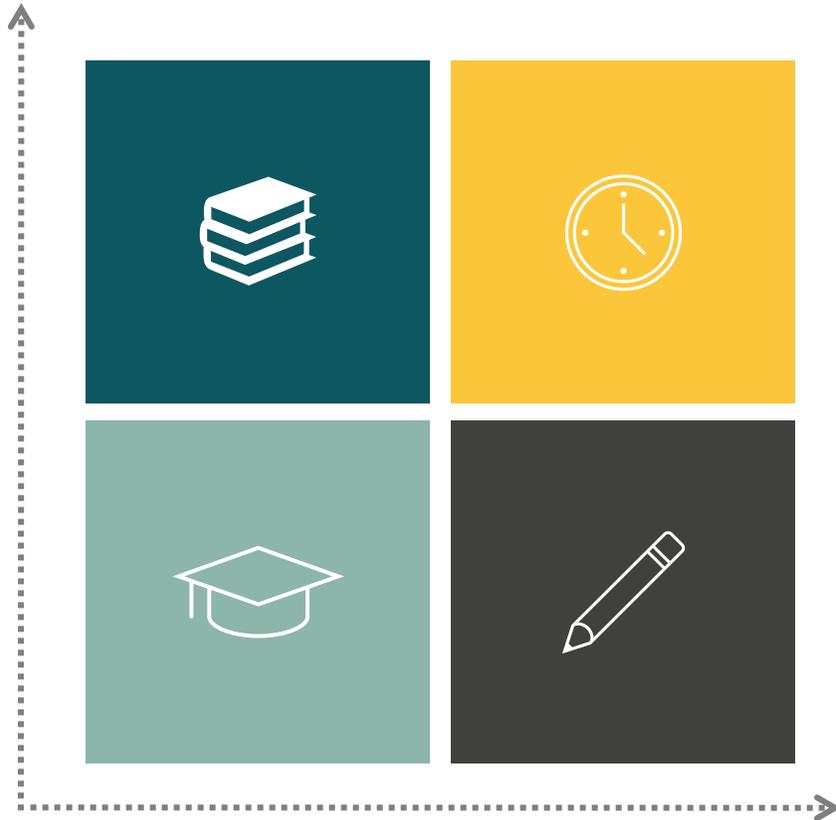
OSPI Title I, Part C Migrant Education Program

Maira Ruiz, Sylvia Reyna, Maria Guzman, Cear St. Onge, Elizabeth Ramos

January 14, 2026 | 10:00 to 11:00 am



# Agenda / Concepts



## Records Clerk Supports

- Monthly Meetings
- Office Hours
- Training Information
- Monthly Activity Guide

## Withdraw EOE Students

Review Termination Report

## Missing/Pending Enrollments

- Possible missed siblings
- District enrollment status report

## Process Approved Challenged COE

- If applicable - wait for approval email before processing

## Supplemental Services

Please begin reporting if you have not

## Fall/Winter Data Monitoring

Online form. Due Date is pending.

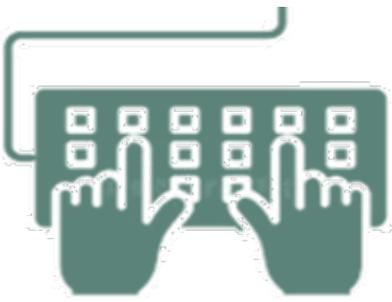
## MSIS Multi-Factor Authentication (MFA)

- Multi-Factor Authentication Process

## Tips, Reminders, Pop Quiz

- Pop Quiz





# Records Clerk Monthly Meetings

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

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

- Beginning January 20<sup>th</sup>, Contact Maira Ruiz for technical assistance or troubleshooting at



[maira.ruiz@k12.wa.us](mailto:maira.ruiz@k12.wa.us)



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

The screenshot shows a web browser window with the URL <https://www.msdr.org/main/resources-rc.cfm>. The page title is "Migrant Student Information System Resources for Records Clerks". The page is organized into three main columns:

- Learning Center**: Records Clerks Training Videos and PowerPoints. Includes links for MSIS Introduction I, MSIS Introduction II, MSIS Individual Student Enroll/Withdraw, MSIS Individual Supplemental/Assesment, MASS Assessments, MASS Enrollment, MASS Supplemental, Overview for New Staff, Skyward Absent Totals, Skyward Data Mining MASS Withdrawal, Skyward Determining Migrant Attendance, Qmlativ Report Specifications, and Qmlativ Reports Guide.
- Reference Documents**: MEP Reference materials such as acronyms, glossary, and OSPI communication chart. Includes links for Family Educational Rights and Privacy Act (FERPA), MEP Acronyms, MEP Glossary, OSPI/MSDRS/ESD Communication Flow Chart SY 23-24, Priority for Service (PFS) Definition, Supplemental Service Definitions, Clearing Cache from your Browser, MSIS and ID&R Record Retention Requirements, Sample Letter for Sharing Data, RC Job Description, RC September Monthly Meeting, and RC October Monthly Meeting.
- Guides**: Guidance materials such as handbook, regulatory guidance, and OSPI state guidance documents. Includes links for MSIS Handbook, MSIS Reports Booklet, MSDRS RC-RT Monthly Activity Guide (PDF), and MSDRS RC-RT Monthly Activity Guide (Word).

# January Monthly Activities



## Records Clerk: January



Welcome back from winter break! Please make sure to complete the activities below to ensure your data is up to date. OSP's online Data Monitoring Form will be due mid-February, make sure all your reporting is complete.

### Activities

- WITHDRAW EOE STUDENTS**
  - Review termination report
  - If EOE withdraw a day before QAD (example: QAD is 9/2/2021 then withdraw on 9/1/2024)

- CHECK FOR MISSING ENROLLMENTS/PROCESS PENDING ENROLLMENTS**
  - Possible Missed Sibling Enrollment List
  - District Enrollment Status Report

- PROCESS APPROVED CHALLENGED COE (IF APPLICABLE)**
  - Wait for approval email before processing

- IF YOU HAVE NOT REPORTED SUPPLEMENTAL SERVICES YET, PLEASE BEGIN REPORTING**

- MAKE SURE TO COMPLETE ALL FALL DATA MONITORING ACTIVITIES AND BEGIN SUBMITTING ONLINE FORM. DUE FEBRUARY 9<sup>TH</sup>**

### Helpful MSIS Reports

- Termination Report
- District Enrollment Status Report
- Priority for Service Student List

### NOTES:

## WITHDRAW EOE STUDENTS

- Run *Termination Report* to identify end-of-eligibility (EOE) students
  - Termination reasons: Graduated, GED, Deceased, End of Eligibility or Other
- EOE students are withdrawn a **day before** their QAD. Example: if QAD is 9/2/2021, withdrawal date is 9/1/2024

## CHECK FOR: MISSING ENROLLMENTS

- Review *Possible Missed Sibling List* to identify students
  - Not** enrolled this school year who may **have siblings currently enrolled**.
  - The MASS screen may be used to report the status of those students (page 62-63 MSIS Handbook)



# January Monthly Activities-continued



## Records Clerk: January



Welcome back from winter break! Please make sure to complete the activities below to ensure your data is up to date. OSPI's online Data Monitoring Form will be due mid-February, make sure all your reporting is complete.

### Activities

- WITHDRAW EOE STUDENTS**
  - Review termination report
  - If EOE withdraw a day before QAD (example: QAD is 9/2/2021 then withdraw on 9/1/2024)

- CHECK FOR MISSING ENROLLMENTS/PROCESS PENDING ENROLLMENTS**
  - Possible Missed Sibling Enrollment List
  - District Enrollment Status Report

- PROCESS APPROVED CHALLENGED COE (IF APPLICABLE)**
  - Wait for approval email before processing

- IF YOU HAVE NOT REPORTED SUPPLEMENTAL SERVICES YET, PLEASE BEGIN REPORTING**

- MAKE SURE TO COMPLETE ALL FALL DATA MONITORING ACTIVITIES AND BEGIN SUBMITTING ONLINE FORM. DUE FEBRUARY 9<sup>TH</sup>**

### Helpful MSIS Reports

- Termination Report
- District Enrollment Status Report
- Priority for Service Student List

### NOTES:

### PROCESS:

#### • PENDING ENROLLMENTS

- Run *District Enrollment Status Report* to view the students' current enrollment status compared to last school year. It will list status: **Enrolled, EOE, Not Enrolled, or Enrolled Elsewhere.**

#### • APPROVED CHALLENGED COE (if applicable)

- Occurs when students are not withdrawn after leaving the district during the school year and remain enrolled.
- The Records Clerk (RC) and Recruiter (RT) must work together and follow the Challenge COE process.
- Both the RC and RT will be notified by email once the Challenge COE is approved. Enrollment must not be processed until the approval email from MSDRS is received.

### REMINDERS:

- Begin reporting Supplemental Services if you have not done so; this is an ongoing activity.
- Complete Fall/Winter data monitoring and begin online form submission. Due date pending.





Withdraw End-of-Eligibility (EOE) Students

# Withdrawing Students in MSIS

**Withdraw Information:** All migratory students attending an educational program, including out of school students, are withdrawn immediately in MSIS, when the following applies:

## Withdraw students when:

- Moves out of the school district
- The End of the School Year
- Moves to a different building
- Deceased
- Termination/End-of-Eligibility (EOE)
- Upon Graduating/GED
- Student has a new Qualifying Arrival Date (QAD)

## Withdrawing EOE Students

- Helpful Tips:
  - Run **Termination Report** to identify End-Of-Eligibility (EOE) students
  - EOE students are withdrawn a **day before** their QAD. Example: if QAD is 9/2/2021, withdrawal date is 9/1/2024
  - Ensure the withdraw date falls on a school day (it cannot be a weekend). If withdraw day falls on a weekend, use the previous Friday to withdraw.

## Important Notes

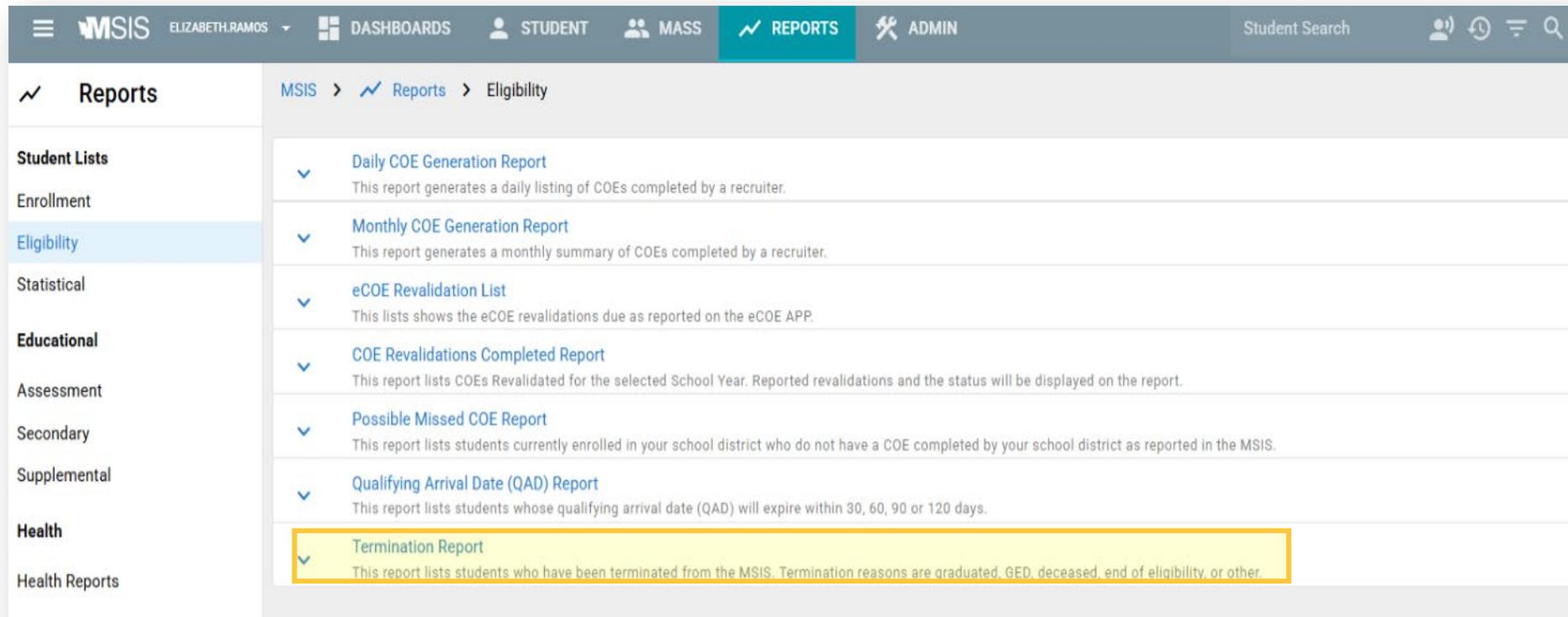
- Do not delete enrollments
  - Submit a *Data Change Request* for no-shows or incorrect enrollments
- Failure to withdraw students can result in Challenged COEs
- Report all supplemental, assessment, health, and secondary data before withdrawal

**Mass Withdraw** (End of Year Tip): Use MASS Withdraw when:

- Withdrawing by building
- Withdrawing multiple students
- Reporting attendance in bulk
- Recommended method at end of school year

# Running Termination Report—EOE Students

1. Navigate to the **REPORTS** menu
2. In the **Reports** side panel menu find **Student Lists**
3. Select **Eligibility**
4. The list of available reports appears, select, **“Termination Report”**



The screenshot shows the MSIS (Massachusetts State Information System) interface. The top navigation bar includes the MSIS logo, user name (ELIZABETH RAMOS), and menu items for DASHBOARDS, STUDENT, MASS, REPORTS (highlighted), and ADMIN. A search bar labeled 'Student Search' is on the right. The left sidebar shows a 'Reports' menu with categories: Student Lists, Enrollment, Eligibility (highlighted), Statistical, Educational, Assessment, Secondary, Supplemental, Health, and Health Reports. The main content area displays a list of reports under the breadcrumb 'MSIS > Reports > Eligibility'. The reports listed are: Daily COE Generation Report, Monthly COE Generation Report, eCOE Revalidation List, COE Revalidations Completed Report, Possible Missed COE Report, Qualifying Arrival Date (QAD) Report, and Termination Report. The Termination Report is highlighted with a yellow box. Its description reads: 'This report lists students who have been terminated from the MSIS. Termination reasons are graduated, GED, deceased, end of eligibility or other.'



# Running EOE Termination Report

5. Enter your criteria: *District, Building, School Year and Termination Type*

- *Termination Type drop down menu options: Graduated, Deceased, End of Eligibility, Other, GED*

**Termination Report**  
This report lists students who have been terminated from the MSIS. Termination reasons are graduated, GED, deceased, end of eligibility, or other.

DISTRICT  
WA MIG ED PROGRAM

Building  
ALL BUILDINGS

SCHOOL YEAR  
2024-2025

TERMINATION TYPE  
End Of eligibility

**VIEW REPORT**

All

Graduated

Deceased

End Of eligibility

Other

GED

TERMINATION TYPE  
End Of eligibility

6. Select **VIEW REPORT**

# Termination Report for EOE

7. Your **Termination Report** will display

 Washington Migrant Student... [← BACK TO REPORTS/ELIGIBILITY](#) [Export To CSV](#)  Date Created: 01/07/2026

## Termination Report

Students Enrolled in the 2024-2025 School Year

WA MIG ED PROGRAM							WA MIG ED PROGRAM TOTAL STUDENTS: 1		
Building	Student Name	Student ID	Address	Phone Number	Grade	Qualifying Move	Enrollment	Withdrawal	Reason
OUT OF SCHOOL	MSDR, TEST	22222222	810 ONE WAY AVE WENATCHEE, WA	5096631112	OS	07/20/2022	12/12/2024		EOE

\*This report includes 0-21 year old students on the COE.

All information contained herein is subject to FERPA



# Withdrawing a Student

1. To withdraw a student, navigate to **Enroll/Withdraw** then select the enrollment line you want to withdraw the student from.

The withdrawal process includes reporting the withdrawal date, days enrolled and days present. Note: Attendance is not required for Out-of-School (OS) and Pre-School students.

2. The following screen will appear, enter your information:

**Withdrawal Date for EOE** students, use the day before their QAD Date. Example: QAD is 5/10/2021, withdraw date is 5/09/2024

District	Building	Grade	Enrollment Date	Withdrawal Date
+ WAPATO	WAPATO MIDDLE SCHOOL	6	10/23/2024	
+ WA MIG ED PROGRAM	OUT OF SCHOOL	OS	10/11/2023	06/15/2024
+ WA MIG ED PROGRAM		5	09/06/2023	06/12/2024
+ WA MIG E			08/21/2023	

DISTRICT	WAPATO	Days Enrolled	Days Present
Building	WAPATO MIDDLE SCHOOL		
Grade Level	6		
Enrollment Date	10/23/2024		
Withdrawal Date			

CANCEL UPDATE DELETE



# Missing/Pending Enrollments

# Possible Missed Sibling Enrollment List

## Helpful Tip



FIRST: Review the *Possible Missed Sibling Enrollment List* Report

- This report identifies students who are **NOT** enrolled in your district but have siblings that are currently enrolled

The screenshot shows the MSIS (Massachusetts Student Information System) interface. The top navigation bar includes 'MSIS', 'CEAIR.ST.ONGE', 'DASHBOARDS', 'STUDENT', 'MASS', 'REPORTS', and 'ADMIN'. The left sidebar lists various report categories: Student Lists, Enrollment, Eligibility, Statistical, Educational, Assessment, Secondary, Supplemental, Health, and Health Reports. The 'Enrollment' category is selected. The main content area displays a list of reports under the breadcrumb 'MSIS > Reports > Enrollment'. The 'Possible Missed Sibling Enrollment List' report is highlighted with an upward-pointing arrow. Below the report list, there are two filter sections: 'DISTRICT NONE SELECTED' and 'SCHOOL YEAR 2025-2026'. The 'Possible Missed Sibling Enrollment List' report description reads: 'This report lists possible missed students that are not enrolled for the current school year but may have siblings that are currently enrolled in school.'





# Challenged COEs

# Challenged COE

## When Is It Required?

- When a family leaves the district during the school year
- Students were not withdrawn while absent
- If the family returns and the Recruiter identifies a new qualifying move, a new COE must be completed.
- Because the students were never withdrawn, the Recruiter (RT) and Records Clerk (RC) must follow the Challenge COE process to establish the correct Qualifying Arrival Date (QAD).

## Records Clerk (RC) Support

- The RC assists by verifying student attendance/absence dates during the qualifying move.
- Accurate attendance helps ensure the QAD aligns with documented absences.

## After Approval

- RT and RC receive approval notification from MSDRS.
  - Do not process an enrollment for a student on a challenge COE until the email is received.
- The RC enrolls the student(s) as soon as possible after the new QAD.



MSIS Handbook, pages 20-22



Ongoing - Reporting Supplemental Services

# Report Supplemental Services-ongoing

- Supplemental services is an ongoing activity and should be reported in the Migrant Student Information System (MSIS) as they are provided.
- Review your district grant to confirm the supplemental services your district applied for.
- 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
- Reports – *Supplemental*
  - Select: ***Building Supplemental Services Summary***
- The MEP [Supplemental Services Definitions](#) may be found on the [MSIS Resources for Records Clerks](#) page.



# Supplemental Services for Priority for Service

To ensure accurate reporting, districts should review their grant applications to verify the supplemental services they applied for and report those services accordingly.

Priority for Service students should receive services before other students.

Priority for Service Criteria:

1. **Qualifying Move:** The child has made a qualifying move within the previous 1-year period.
2. **At Risk:** The child is failing or is most at risk of failing to meet the challenging State academic standards.
3. **Dropped Out:** The child has dropped out of school.

For the full [Priority for Service \(PFS\) Definition](#), visit the *Resources for Records Clerks* page within MSIS.

The ***Priority for Service Student List*** is a helpful MSIS report that may assist in identifying students who qualify for priority services.



# Washington State Priority for Services Definition

Washington State Priority for Services	
<p>Section 1304(d) PRIORITY FOR SERVICES—In providing services with funds received under this part, each recipient of such funds shall give priority to migratory children who have made a qualifying move within the previous 1-year period and who—</p> <p>(1) are failing, or most at risk of failing, to meet the challenging State academic standards; or</p> <p>(2) have dropped out of school.</p>	
Migrant Students Priority for Services Criteria	
<b>Criterion #1 –Migratory children who made a qualifying move within the previous 1-year period</b>	
<p>Qualifying Move within Previous 1-Year period defined by the following parameter:</p> <ul style="list-style-type: none"> <li>A Qualifying Arrival Date (QAD) has been made within the last 365 days <i>(within the last 12 months, including summer)</i>.</li> </ul>	<p><b>Documentation Required</b></p> <ul style="list-style-type: none"> <li>Certificate of Eligibility (COE)</li> </ul>
<b>AND</b>	
<b>Criterion #2 – Migratory children who are failing, or most at risk of failing, to meet the State's challenging academic standards or dropped out of school.</b>	
<input type="checkbox"/> Has not met standard on Smarter Balanced or WA-AIM (Washington-Access to Instruction and Measurement) <b>In Grades 3-8 or 11 in either English language arts or math;</b> <input type="checkbox"/> <b>Has not demonstrating readiness characteristics of entering Kindergartners as measured by WaKIDS.</b>	<p><b>Documentation Required</b></p> <ul style="list-style-type: none"> <li>Student level assessment results in the areas tested</li> </ul>
<b>OR</b>	
<input type="checkbox"/> Has been identified as drop-out (not yet graduated).  <small>Dropouts are defined as students who (1) were enrolled in school at some time during the school year, were not enrolled the following school year, but were expected to be in membership (i.e., were not reported as dropouts the year before), (2) did not graduate from high school (graduates include students who received a GED without dropping out of school), (3) did not complete a state or district-approved educational program, and (4) did not meet any of the following exclusionary conditions: (4a) transfer to another public school district, private school, or state- or district-approved educational program; (4b) temporary school-recognized absence due to suspension or illness; or (4c) death</small>	<ul style="list-style-type: none"> <li>Drop out count provided by OSPI CEDARS.</li> </ul>
<p><b>USE OF PROXY RISK FACTORS</b> when State assessment data is not available to determine whether migrant students are failing, or most at risk of failing, to meet the State's challenging State academic content standards and challenging State student academic achievement standards.</p>	<p><b>One</b> Proxy risk factor may be applied when:</p> <ul style="list-style-type: none"> <li>The student was not present in the district when the State assessment was administered, OR</li> <li>The student is enrolled in a grade level where a State assessment is not administered (grades 1-2 and high school).</li> </ul>
<b>Proxy Risk Factors to Criteria #2</b>	
<input type="checkbox"/> 2-a) Student is enrolled in State Bilingual Education Program.	<ul style="list-style-type: none"><li>Enrolled in State Bilingual Education Program</li></ul>
<input type="checkbox"/> 2-b) Retained – student is enrolled in same grade level from one school year to the next.	<ul style="list-style-type: none"><li>Grade level retained.</li></ul>
<ul style="list-style-type: none"><li>2-c) Grade Age Compatible (Over Age for Grade)-age does not match acceptable range for grade level placement within 2 years.</li></ul>	<ul style="list-style-type: none"><li>Age and grade level placement.</li></ul>
<ul style="list-style-type: none"><li>2-d) Credit Deficiency (for secondary-age students only) - student has not earned sufficient credits per his/her school's graduation requirements and grade level.</li></ul>	<ul style="list-style-type: none"><li>Number of credits deficient and area of deficiency</li></ul>
<ul style="list-style-type: none"><li>2-e) Attendance – Student attendance is less than 90% of days enrolled</li></ul>	<ul style="list-style-type: none"><li>Number of days attended divided by number of days enrolled</li></ul>
<ul style="list-style-type: none"><li>2-f) Special Education</li></ul>	<ul style="list-style-type: none"><li>Identified with IDEA flag</li></ul>
<ul style="list-style-type: none"><li>2-g) Homeless</li></ul>	<ul style="list-style-type: none"><li>Identified with homeless flag in state database</li></ul>
<ul style="list-style-type: none"><li>2-h) Minimal Enrollment Days -</li></ul>	<ul style="list-style-type: none"><li>Total days enrolled in a WA State school is fewer than 90</li></ul>
<p>Program Period 2025-2026</p> <p> Creative Commons Attribution 4.0 International License.</p>	

For the full [Priority for Service \(PFS\) Definition](#), please refer to the [Resources for Records Clerks](#) page within MSIS.

# Supplemental Services

## Academic Supplemental Program Services

- Credit Accrual
- Math
- English Language Arts (ELA)
- Preschool/ K-Readiness
- Science/ CTE
- English As a Second Language (ESL)- OSY
- Life Skills- OSY

## Non-Academic Supplemental Program Services

- Career Education and Postsecondary Preparation
- Educational Supplies (aligned with SDP)
- Technology
- Health
- Dental
- Social Work/Outreach
- Student Leadership/Engagement
- Transportation
- Non-instructional support

- The one-time act of providing instructional or information 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 migratory children
- Service must be ongoing

# Supplemental 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:

1. Directly benefit a migratory child
2. Address a need of a migratory child consistent with the district/LEA’s comprehensive needs assessment (grant) and service delivery plan
3. Are grounded in scientifically based research or, in the case of support service, are a generally accepted practice
4. 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

# Allowable Expense

## Guiding Questions:

- What is the identified need to be addressed (academic and/or non-academic)?
- Would there be a delay in responding to this need if not provided with MEP funds? If yes, what would be the impact to the student?
- How is this service provided aligned to the State Service Delivery Plan (SDP) goals and outcomes?
- How is this service provided aligned to Title I, Part C grant application?
- How will this activity or service reduce barriers to academic access for the student(s) to be served?
- Is the cost of the activity or service considered “reasonable” within the district procurement policies and procedures for ensuring efforts have been made to secure the most reasonably priced resource?
- How will the local program evaluate whether the activity or service provided improved the student(s) engagement in their learning? e.g., consider the Seven Areas of Opportunity and SDP Outcomes for ways to evaluate.
- Were other sources of funding explored?

## **Example:**

*Can MEP funds be used to pay for t-shirt/shoes for students who are in PE classes?*





# Fall/Winter Data Monitoring Reminder

# Fall/Winter Data Monitoring Form



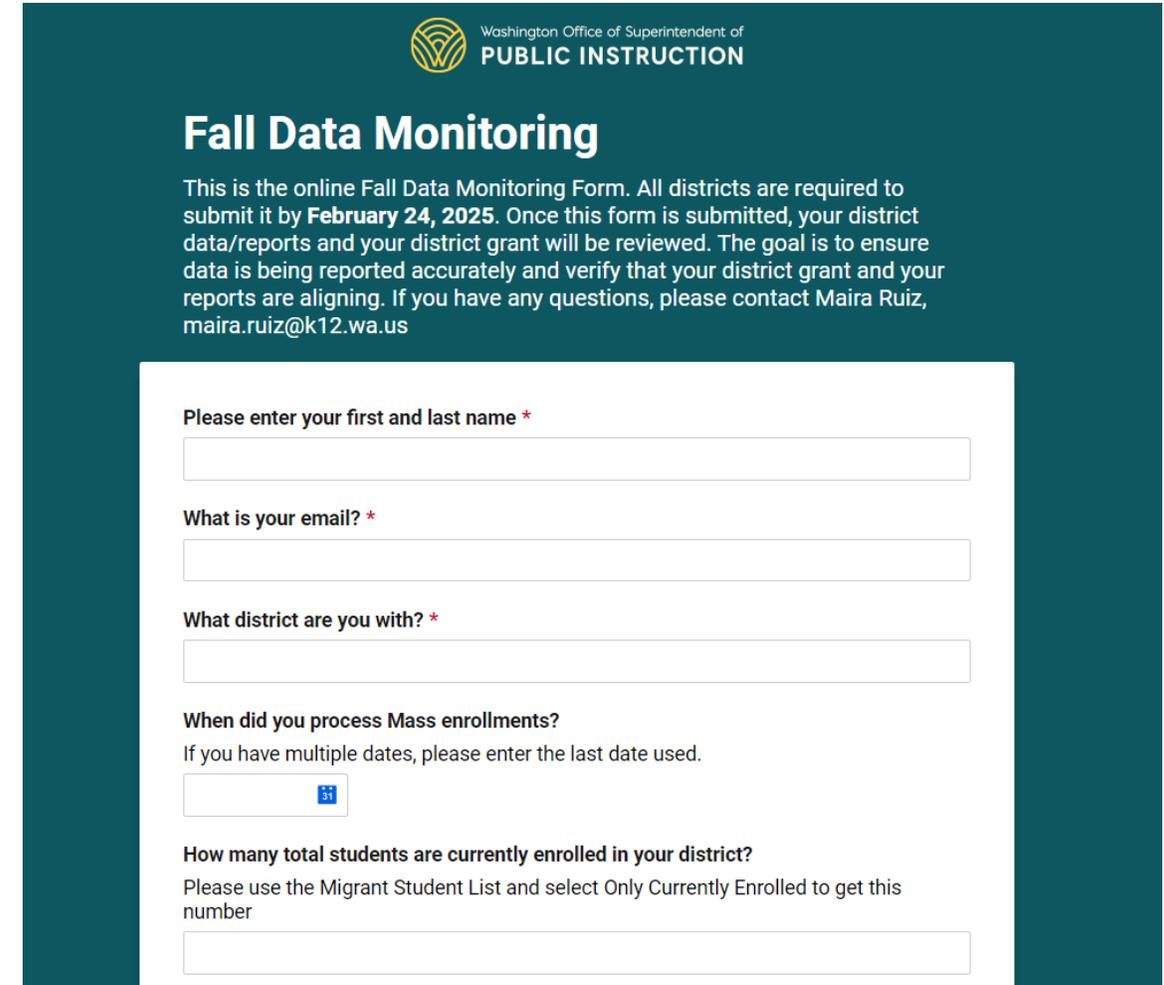
**DUE:** Mid-February  
upon Maira's return

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



# Fall/Winter Data Monitoring

- As of last year, the Fall/Winter data monitoring is now in a digital format.
- All districts are required to submit the fall data monitoring form. 2026 due date pending.



The screenshot shows the 'Fall Data Monitoring' form from the Washington Office of Superintendent of Public Instruction. The form includes the following fields and instructions:

- Please enter your first and last name \***: A text input field.
- What is your email? \***: A text input field.
- What district are you with? \***: A text input field.
- When did you process Mass enrollments?**  
If you have multiple dates, please enter the last date used.  
A date picker field showing '31'.
- How many total students are currently enrolled in your district?**  
Please use the Migrant Student List and select Only Currently Enrolled to get this number.  
A text input field.



# Multi-Factor Authentication (MFA)

# Multi-Factor Authentication (MFA)

## REMINDER: Went into effect 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).

You will need to **verify your identity each time** you log in to access the MSIS.

Let us know how it's going!



# MSIS MFA Process

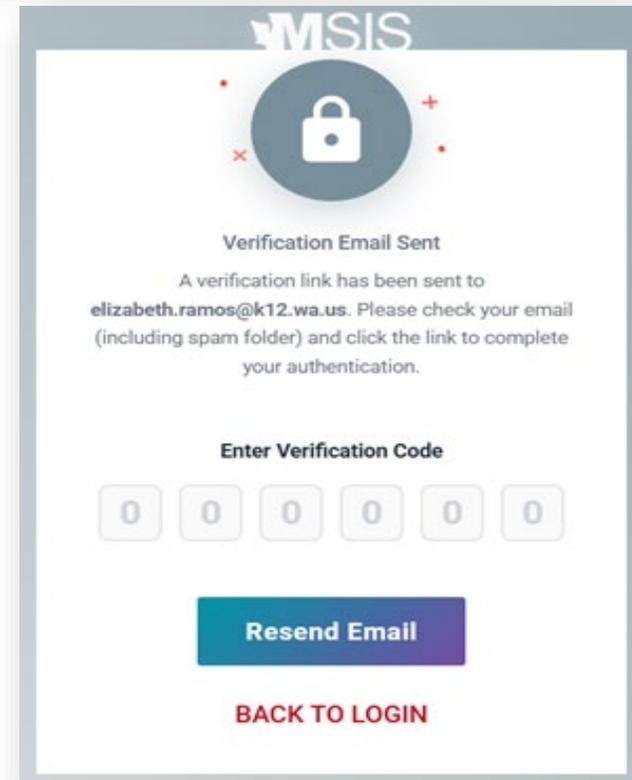
1. Enter your MSIS username and password.



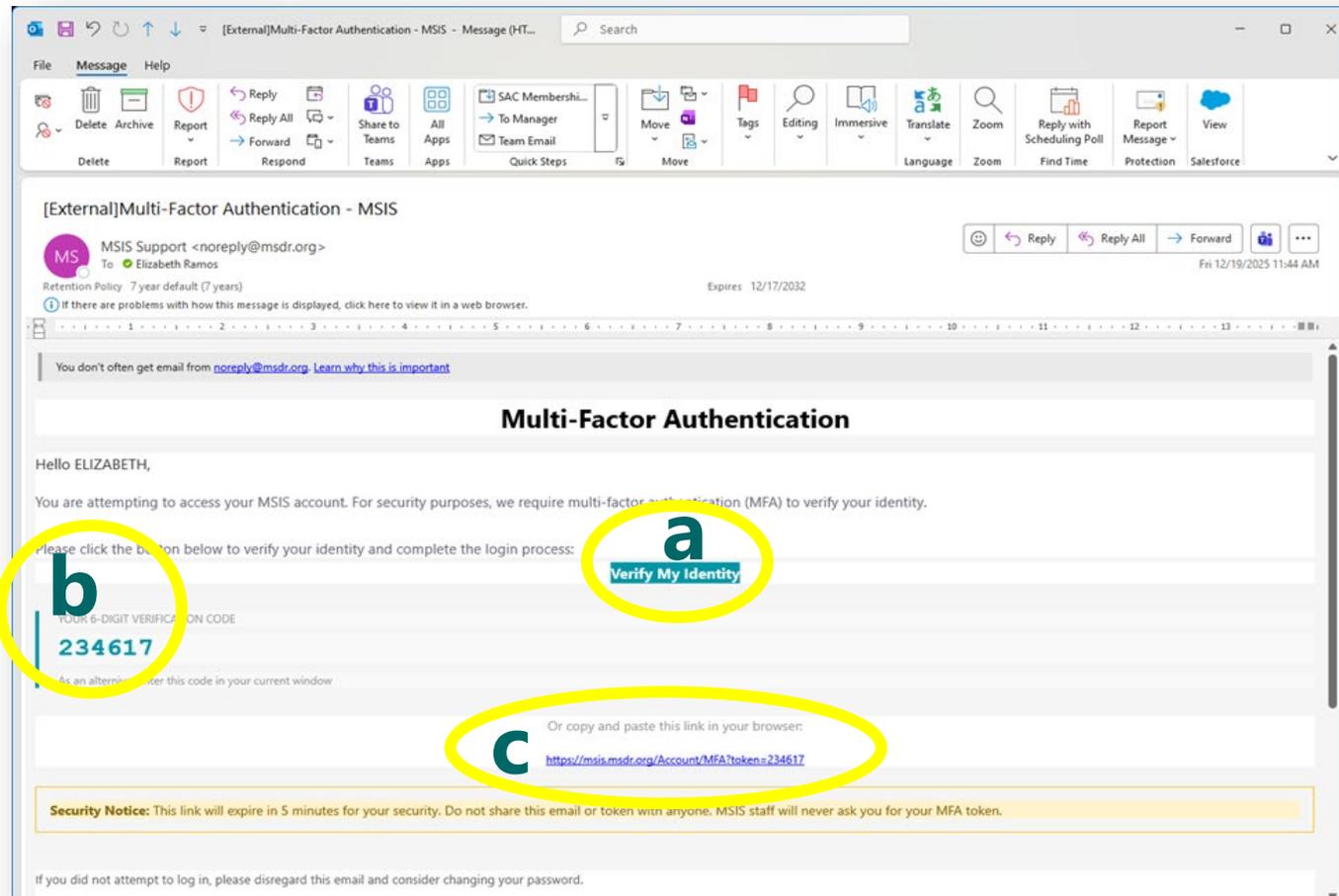
- The Multi-Factor Authentication (MFA) will automatically initiate.

2. You will see a message confirming that a **verification email has been sent** to your email address on file with MSIS.

**Tip:** Check your **Spam** or **Junk Mail** folders.



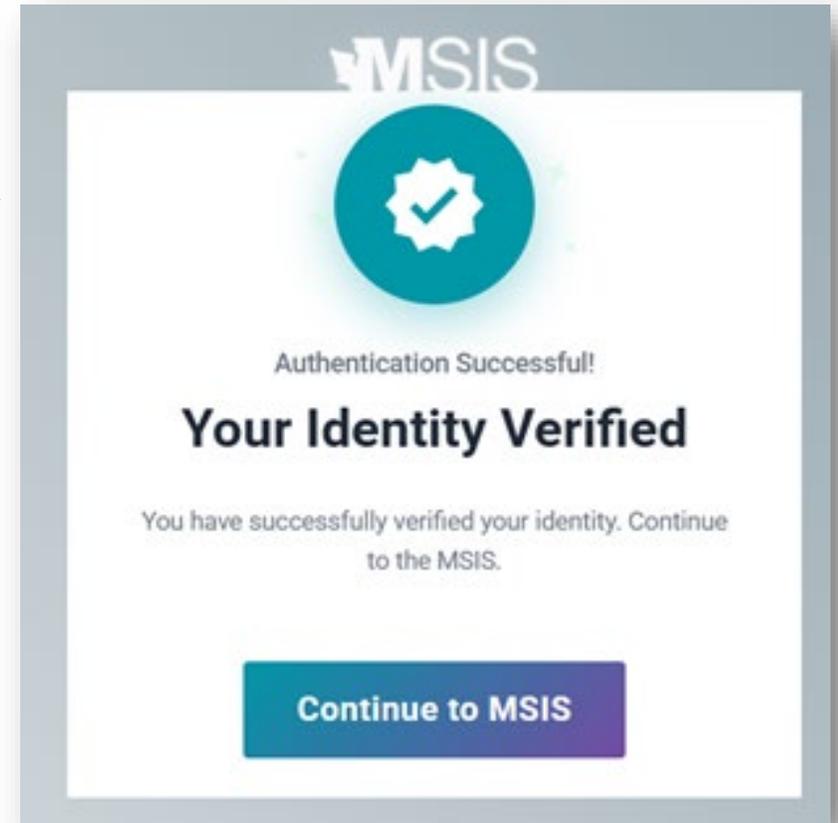
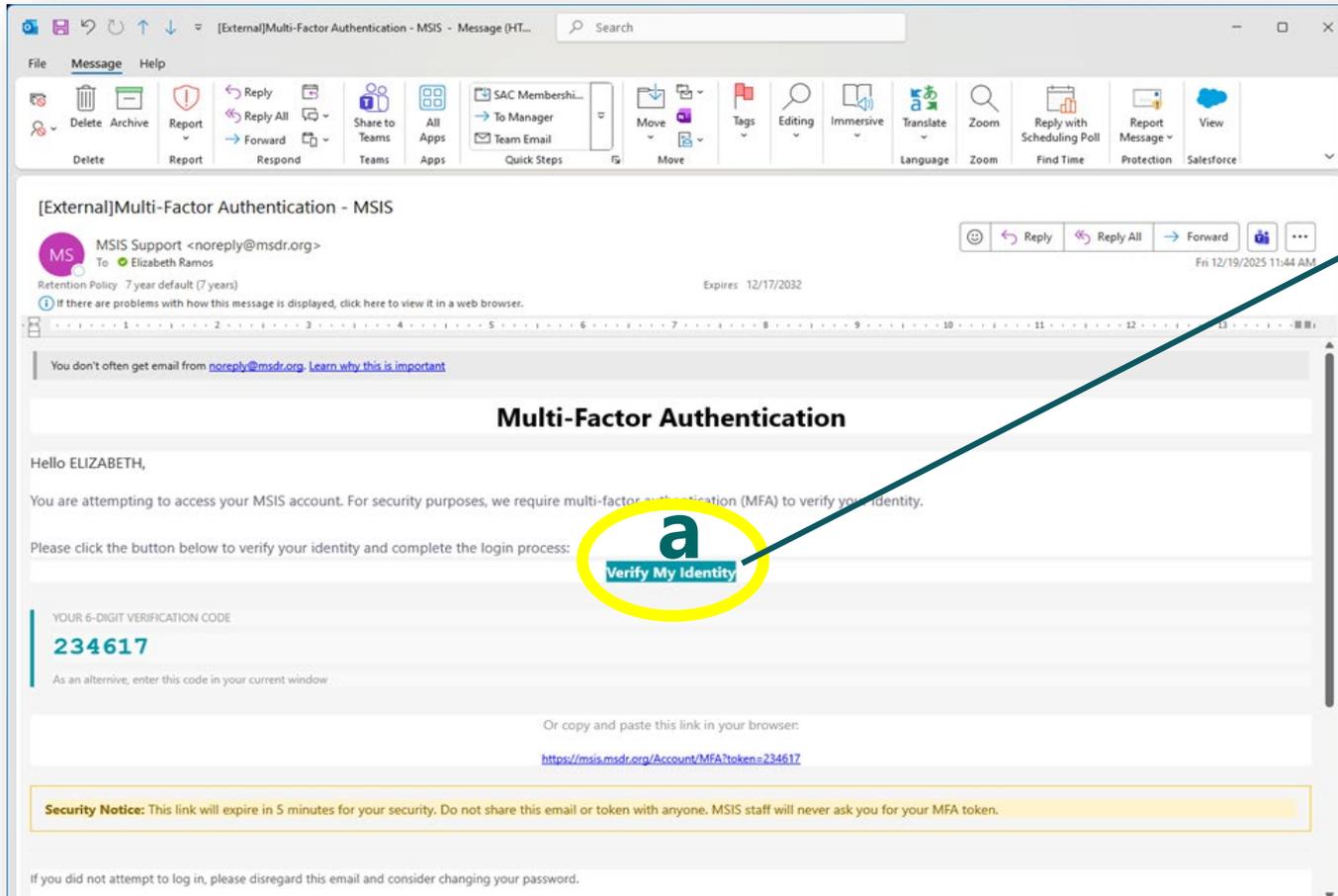
# MFA Process-Email with Options



3. Go to your email's In box.
4. Open the email "**Multi-Factor Authentication-MSIS**" from **MSIS Support**.
5. You may:
  - a) **Click** the **Verify My Identity** and complete the login process, or
  - b) **Copy** your **unique 6-digit verification code** and enter in the initial window, or
  - c) **Copy and paste the provided link**  
The link is valid for 5 minutes

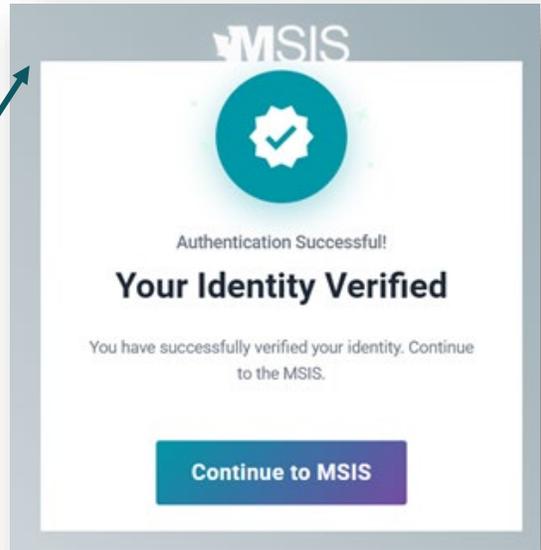
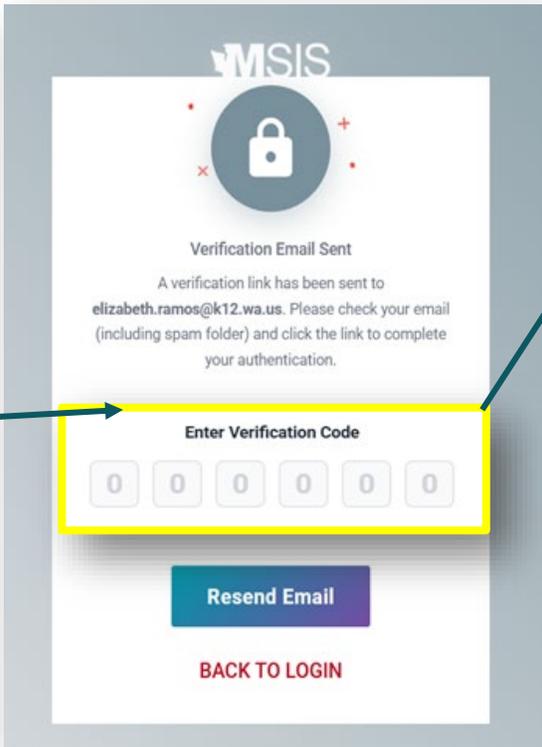
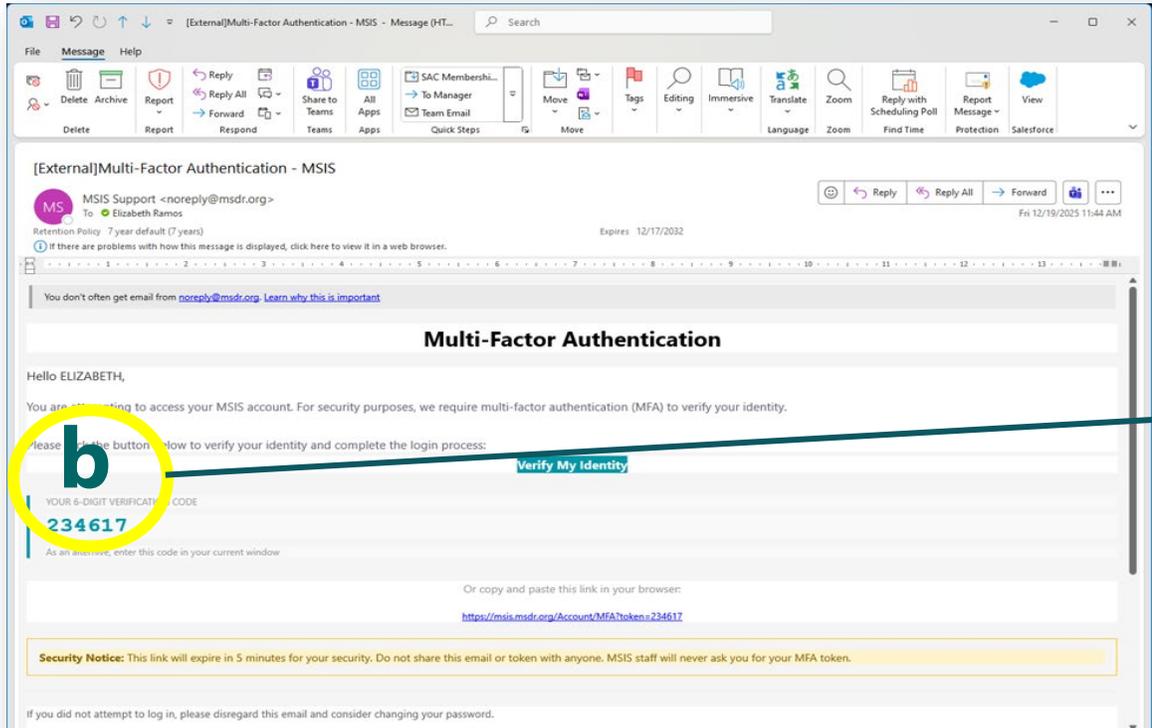
# MFA-Option A

**A:** Click the *Verify My Identity*



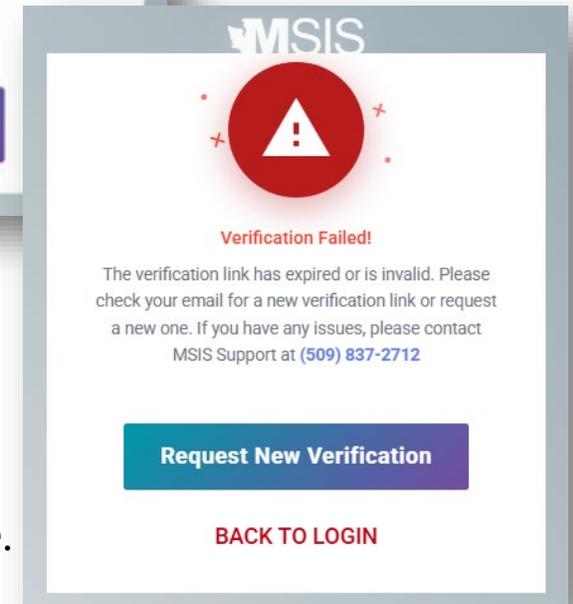
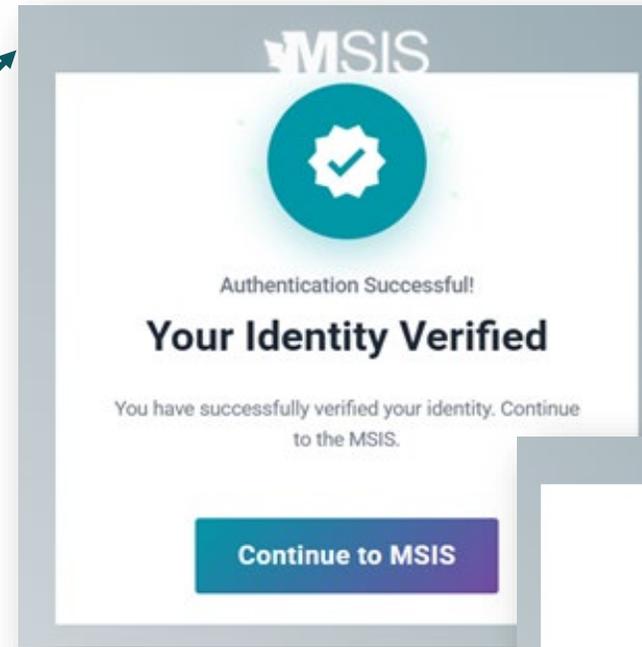
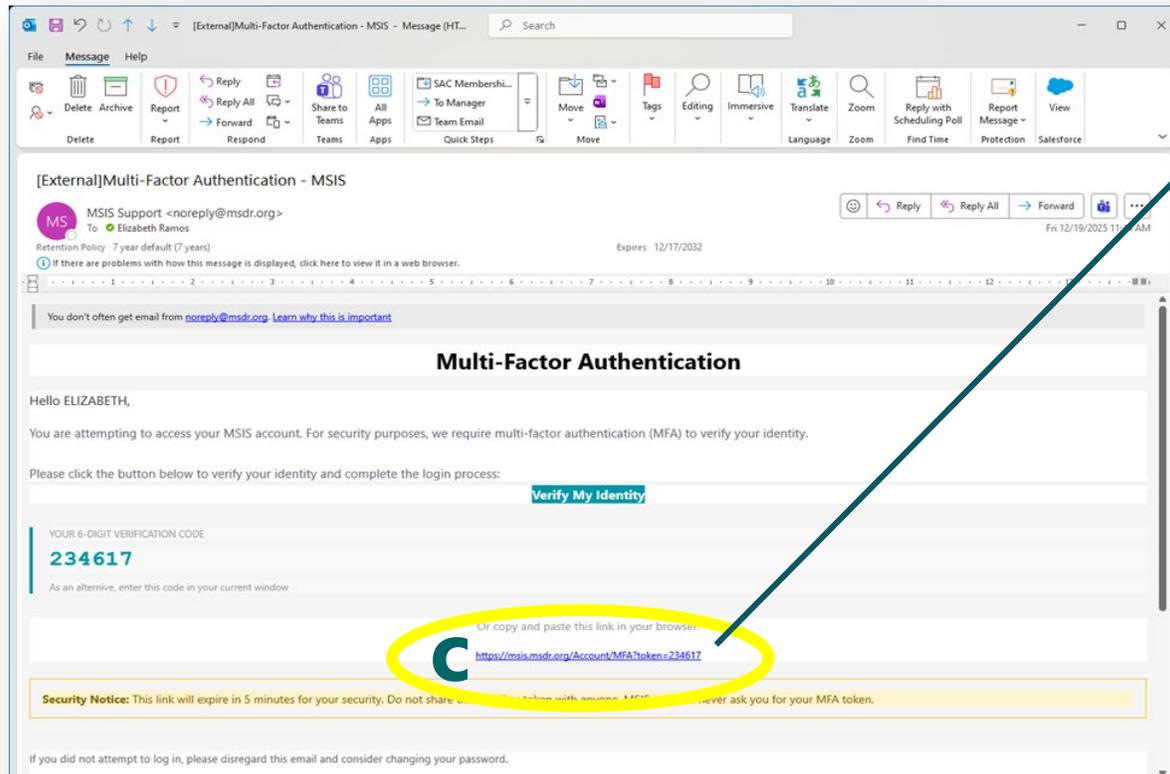
# MFA-Option B

**b. Copy** your **unique 6-digit verification code** and enter in the initial window.



# MFA-Option C

## c. Copy and paste the provided link.



**Note:** After 5 min, the link will expire and you will receive this message.





# Test Time and Celebration

# Test Your Knowledge

## Pop Quiz Question 1:

**Which of the following is considered a reportable supplemental service?**

- A. One-time distribution of informational flyers
- B. Identification and Recruitment activities
- C. Ongoing ELA or Math services for eligible students
- D. Professional Development for staff

**Answer: C—Ongoing ELA or Math services for eligible students**



# Test Your Knowledge



## Pop Quiz Question 2:

**When should a student who is EOE be withdrawn in MSIS?**

- A. On the student's QAD
- B. One year after the QAD
- C. One day before the QAD
- D. At the end of each school year



**Answer:** C-One day before the QAD



# Test Your Knowledge



**Pop Quiz Question 3:**

**True/False Question**

**A records clerk may process a challenged COE immediately.**



**Answer: False**

**The records clerk must wait to process until the approval email is received from MSDRS**

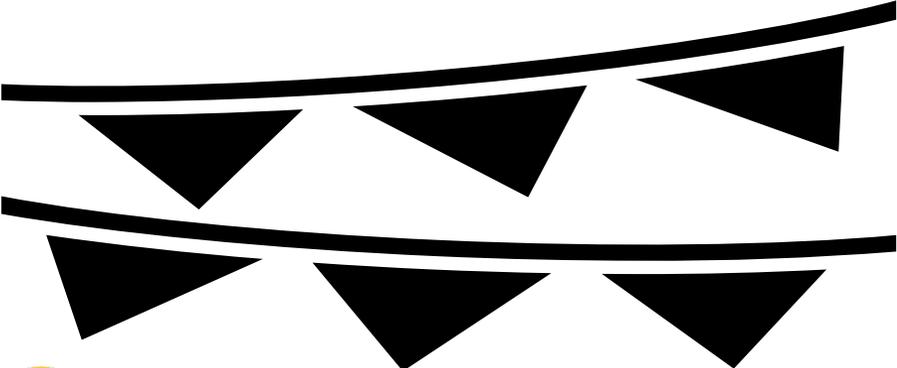


# Welcome Back Maira!!!

Thank you to all the Records Clerks who have stuck with us during this training!

We appreciate all your support and patience while the three of us covered for Maira while she was on maternity leave

Official day back: January 20, 2026



# Questions???

Contact:  
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509-802-3523

