

October Monthly Records Clerk Meeting

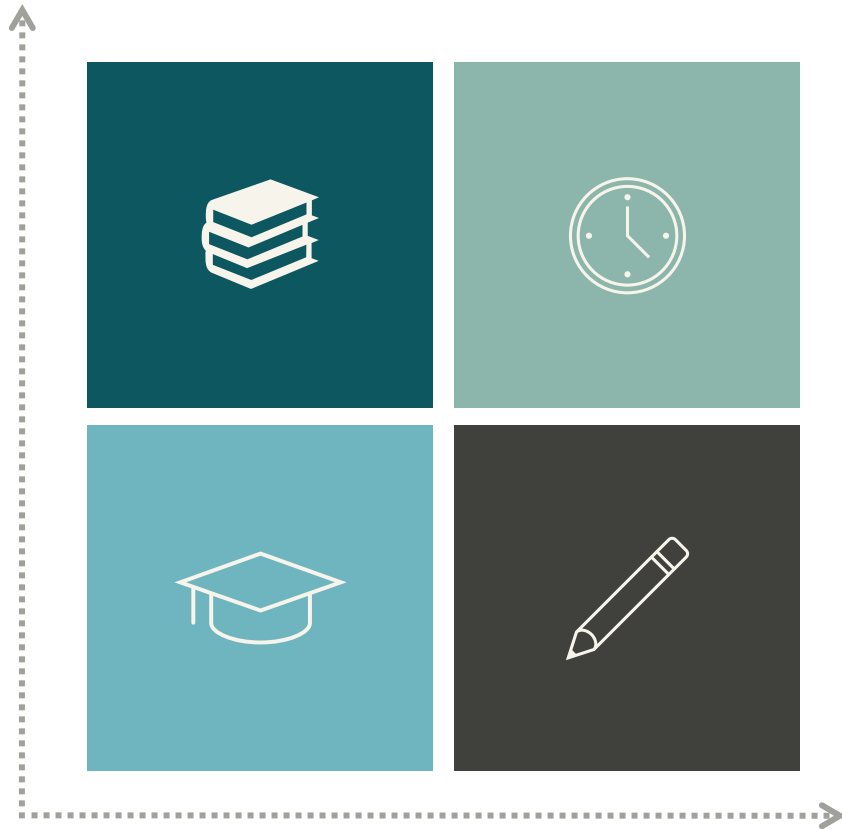
OSPI Title I, Part C Migrant Education Program
Sylvia Reyna, Maria Guzman, Cear St. Onge, Elizabeth Ramos



Washington Office of Superintendent of
PUBLIC INSTRUCTION



Agenda / Concepts



Verify School District Dates and Staffing and RC Resources & Activities

Ensure all staff, building, and calendar information is up to date

District Grants

What services will your school district be offering?

Enrollments and Graduation

What services will your school district be offering?

Supplemental Services & Missed Siblings

Reporting all supplemental services and ensuring all siblings are enrolled

Tips and Reminders

Pop quiz, data change requests, record confidentiality, and EOE reminders





Month

Registration Link

September

<https://us02web.zoom.us/meeting/register/LZL1gIYPQByiW> M25-WIA

October

<https://us02web.zoom.us/meeting/register/1Y7W45rCT9yQX82KNNQ4JA>

November

https://us02web.zoom.us/meeting/register/EMQ_ONyPTW6MTrJk9xminQ

December

<https://us02web.zoom.us/meeting/register/cQtimrd7TmuKOyjyg8Z> Ww

January

https://us02web.zoom.us/meeting/register/vIF_6hisRwOUx13C8Mw3hQ

February

<https://us02web.zoom.us/join/968774154>

March

<https://us02web.zoom.us/meeting/register/c2MLWO37SiKrJbfdehvNTg>

April

<https://us02web.zoom.us/meeting/register/e3cR6SKpThSmJZtSYj02LA>

May

<https://us02web.zoom.us/meeting/register/oMG36Pq2Q4-qRwA2bdeOsA>

June

https://us02web.zoom.us/join/0zS_dcErQki2guz4kP2a_A



Office hours Info

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



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



School District Directory

New for SY 25-26

District Directory

District

All Districts

Submit

Click on any of the buttons below to copy email addresses

Copy Migrant Program Coordinators

Copy District Contacts

Copy Migrant Graduation Specialists

Copy Summer School Directors

Copy Records Clerks

Copy Migrant Student Advocates

Copy Recruiters

Copy Parent Liaison/Advocates

Copy Migrant Nurses

Copy Superintendents

Copy Other Ed Staffs

Copy Pass Contacts

Copy Federal Programs Directors

Copy Food Services

Copy Out-Of-School Youth Advocates

ABERDEEN

216 NORTH G STREET
Aberdeen, WA 98520

Regular Term: 8/27/2025 - 6/10/2026

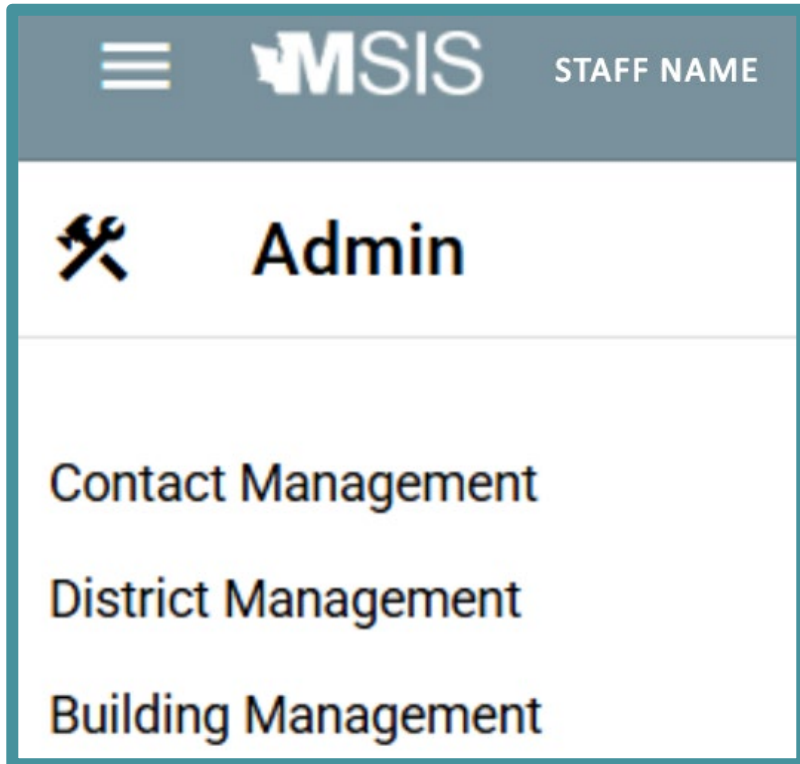
Spring Break: 4/06/2026 - 4/10/2026
Winter Break: 12/22/2025 - 1/02/2026

FEDERAL PROGRAMS DIRECTOR NANI VILLARREAL Phone (360) 538-2013 NVILLARREAL	RECRUITER YAZMIN CARBAJAL Phone (360) 538-2040 YCARBAJAL	RECORDS CLERK KYMM WOLFE Phone (360) 538-2013 KWOLFE
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- School district dates and migrant staff are verified on MSDRS website by FPD and/or RC & updated by district staff throughout the year.
- Account Page/ Admin
- District Directory
- Please send any updates to: msdr@msdr.org



MSIS Admin Reporting Screens Updates



1) **Contact Management**

- a) Validate Staff Members

2) **District Management—2025-2026** Start and End dates

- a) School Year
- b) Winter Break
- c) Spring Break

3) **Building Management**

- a) Indicate the buildings that are "inactive"



Training Information



- **Review the training materials at MSDRS**
- **Contact Maria Guzman for technical assistance or trouble shooting at maria.guzman@k12.wa.us**



MSDRS Resources

Migrant Student Data Reporting & Support

Go to **PASS** Log In Site

About Us District Directory Events Resources Request Account Forgot Password

Return to MSIS Log Out

Resources

Forms Request

ID&R

Records Clerk

MEP External Links

MEP Events

PASS

Back to Top

Resources

View useful migrant documents and resources for Federal Programs Directors (FPDs), Recruiters, Records Clerks, and other education staff.

MEP for New Staff

[Overview for New Staff](#)

Health

[Health Brochure \(English\)](#)

OSY

[OSY Brochure \(English\)](#)

[OSY Brochure \(Spanish\)](#)

Maps

[All Districts](#)

[Non-Project Districts](#)

[Project Districts](#)

[School District Boundaries](#)

Federal Programs Director (FPD)

[USDA Establishing Migrant Eligibility \(November 2004\)](#)

[USDA Migrant Free Lunch Eligibility \(August 2004\)](#)

[OSPI Free Lunch Memo \(December 2004\)](#)

2024 OSPI MEP Conference RT/RC Sessions

[MSIS Reporting Updates and Preparing for 2024-2025 School Year](#)

Definitions

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[MEP Acronyms](#)

[MEP Glossary](#)

[Priority for Service \(PFS\) Definition](#)

[Supplemental Service Definitions](#)



Learning Center

Records Clerks Training Videos and PowerPoints.

[MSIS Introduction I](#)

[MSIS Introduction II](#)

[MSIS Individual Student Enroll/Withdraw](#)

[MSIS Individual Supplemental/Assessment](#)

[MASS Assessments](#)

[MASS Enrollment](#)

[MASS Supplemental](#)

[Overview for New Staff](#)

Migrant Student Data Reporting & Support

Go to **PASS** Log In Site

About Us District Directory Events Resources Request Account Forgot Password

Return to MSIS Log Out

Migrant Student Information System

Resources for Records Clerks



Reference Documents

MEP Reference materials such as acronyms, glossary, and OSPI communication chart.

[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](#)



Guides

Guidance materials such as handbook, regulatory guidance, and OSPI state guidance documents.

[MSIS Handbook](#)

[MSIS Reports Booklet](#)

[MSDRS RC-RT Monthly Activity Guide \(PDF\)](#)

[MSDRS RC-RT Monthly Activity Guide \(Word\)](#)



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Title I Part C Migrant Education Program | October RC Meeting

10/15/2025

8

October Monthly Activities

Activities you should complete this month to stay on track with your reporting

Records Clerk: October

Happy Halloween! It's October, that means we need to start reporting Supplemental Services as they are being provided. Verify that graduation requirements are entered for all grades.

Activities

☐ ENTER GRADUATION REQUIREMENTS FOR 9TH GRADERS

- Review graduation requirements for 10-12th grade and make any changes if necessary

☐ REPORT DESIGNATED SCHOOL OF GRADUATION FOR HIGH SCHOOL STUDENTS

☐ WORK ON POSSIBLE MISSED SIBLING ENROLLMENT LIST

- Use the MASS screen to indicate if students have "left district" or are "enrolled elsewhere." If student is in your district, process an enrollment for them

☐ REPORT SUPPLEMENTAL SERVICES

- Review your district grant to verify which services your district applied for and report these

☐ WITHDRAW STUDENTS WHO LEAVE AFTER SCHOOL STARTS OR HAVE EOE

- Withdraw on day student left district
- If EOE, please withdraw a day before QAD (example: QAD is 9/2/2021 then withdraw on 9/1/2024)

Helpful MSIS Reports

- Possible Missed Sibling
- District Enrollment Status Report
- Building Supplemental Services Summary
- Student Supplemental Services Report
- Termination Report

NOTES:





Reviewing District Grant

- Review the Program Planning Section of your district grant
- What Supplemental Services did your district apply for?
- Is your district providing Academic Services? If so, which ones?
 - If ELA and/or Math are on your grant: PRE and POST assessments for students in PreK-8th grade are **required**
- Is your district providing Non-Academic Services?
- The reporting in MSIS should reflect the services that are listed on the grant application



Review District Grant

3.8 .The LEA agrees to conduct parent questionnaires/surveys for each family engagement literacy trainings, math, or early learning training in alignment with the State Service Delivery Plan for each selected activity noted above. Submit results to OSPI (see instructions for sample questionnaire).

Yes

4. PROGRAM SERVICES REGULAR SCHOOL YEAR

4.1. ACADEMIC SUPPORT SERVICES - The local Migrant Education Program will provide supplemental support to migrant students in the following areas (NOTE: complete the public buildings section of the application for the academic services to be provided with Migrant Education Program funds):

4.1.1 Academic support in English Language Arts (ELA)

true

4.1.2 Academic support in Math

true

4.1.3 Preschool/K-Readiness

true

4.1.4 Credit Accrual/Retrieval

true

4.2. NON-ACADEMIC SERVICES – The local Migrant Education Program will provide supplemental support to migrant students in the following areas:

Non-Instructional Support;

Educational Supplies;

Career Education and Postsecondary Preparation;

Health/Dental;

Student Leadership/Engagement;

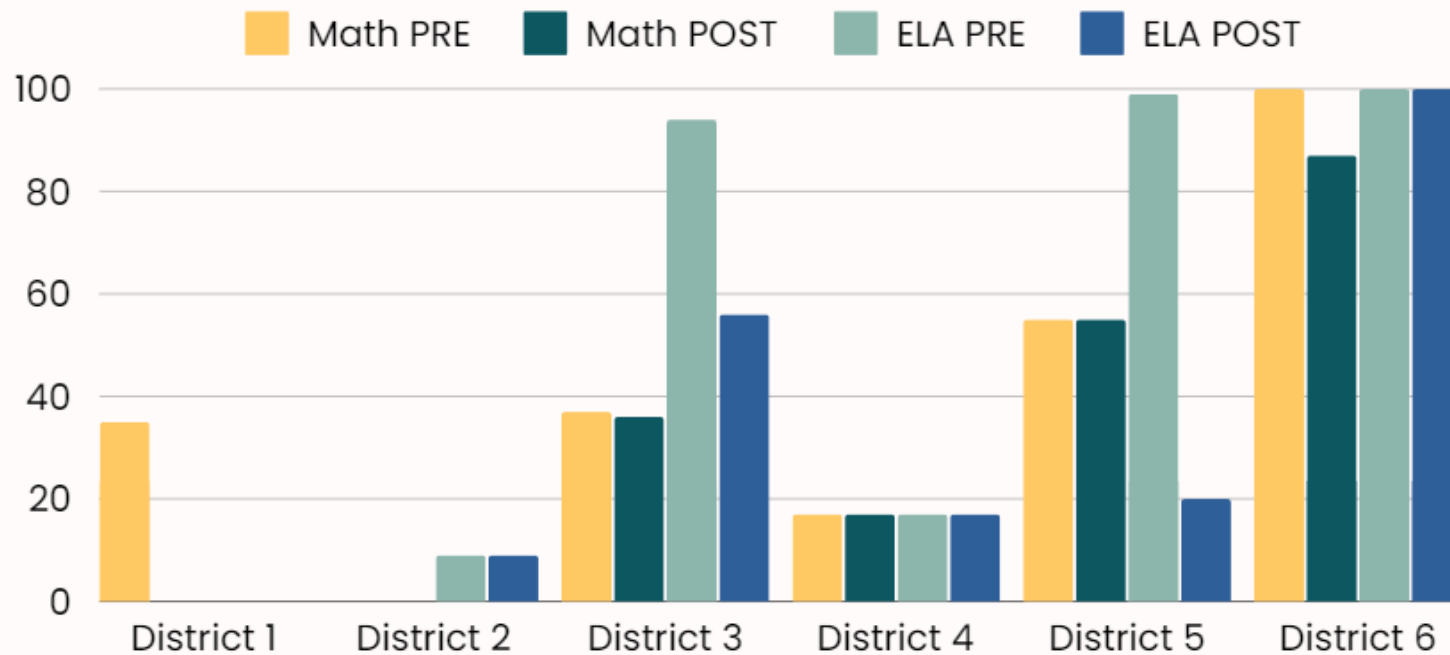
Transportation;

Social Work/Outreach



Does Your District Plan to Provide Academic Services?

ELA/ MATH PRE AND POST-EXAMPLE



Make sure you are reporting PRE and POST assessments for the students receiving those services

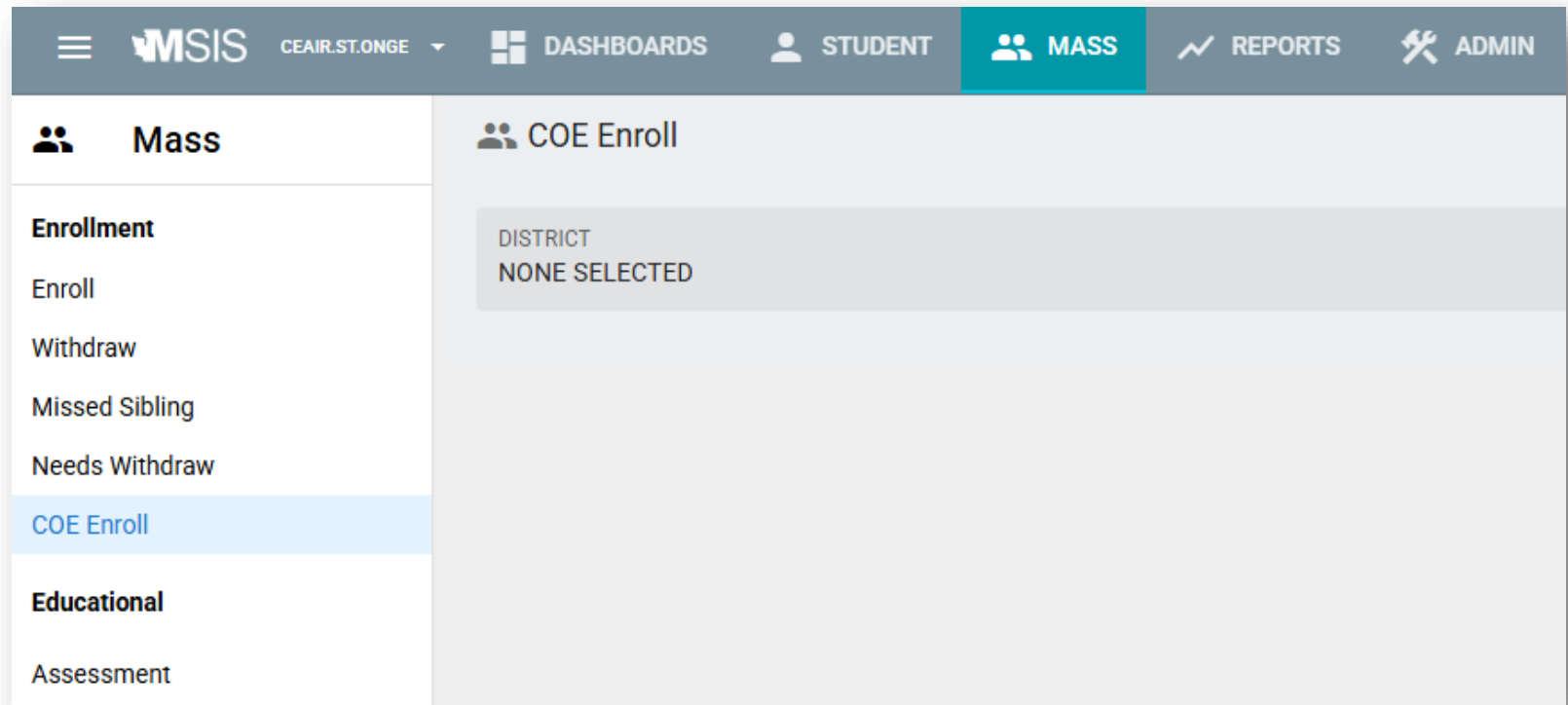
- We report Pre/Post assessments for students in Pre-k thru 8th grade
- Make sure you are selecting **REGULAR PRE** from the Test Type/Name drop down



Enrollments for the 25-26 SY

Have you processed your enrollments for the 25-26 SY?

- If you haven't already done so, please make sure to enroll student in the 25-26 school year
- Check your **COE Enroll** tab frequently for pending enrollments



The screenshot shows 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 several tabs: 'DASHBOARDS', 'STUDENT', 'MASS' (which is highlighted in teal), 'REPORTS', and 'ADMIN'. On the left side, under the 'MASS' tab, there is a sub-menu with options: 'Mass', 'Enrollment', 'Enroll', 'Withdraw', 'Missed Sibling', 'Needs Withdraw', 'COE Enroll' (which is highlighted in light blue), 'Educational', and 'Assessment'. The main content area is titled 'COE Enroll' and displays a message: 'DISTRICT NONE SELECTED'.



School of Graduation



- Select the high school building students are currently attending
- Select School Year
- Select a grade

A screenshot of the MSIS (Massachusetts State Information System) 'School of Graduation' form. The interface has a dark blue header with navigation links: 'MSIS', 'CEAIR.ST.ONGE', 'DASHBOARDS', 'STUDENT', 'MASS' (highlighted), 'REPORTS', and 'ADMIN'. On the left, a sidebar menu lists options: 'Mass' (selected), 'Enrollment' (with sub-items: Enroll, Withdraw, Missed Sibling, Needs Withdraw, COE Enroll), 'Educational' (with sub-items: Assessment, Graduation Requirements, 'School of Graduation' (highlighted), and Supplemental). The main content area is titled 'School of Graduation' and contains three input fields: 'DISTRICT' with 'NONE SELECTED', 'Building', and 'Grade' with 'ALL GRADES'. To the right of the 'Grade' field is a 'School Year' dropdown set to '2025-2026'. A blue 'SUBMIT' button is located at the bottom of the form.

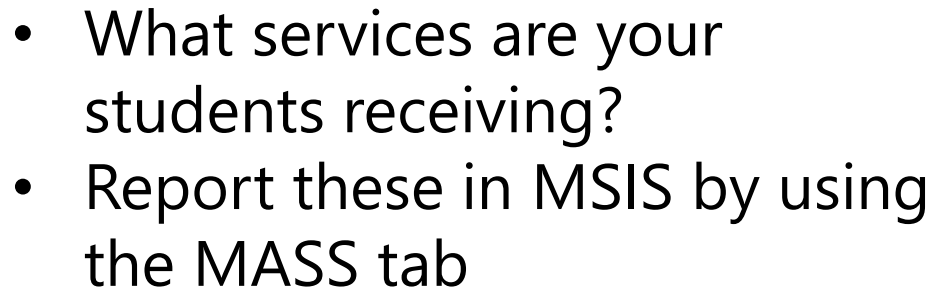
Graduation Requirements

The screenshot shows the WISIS (Washington Information Systems) interface. The top navigation bar includes links for DASHBOARDS, STUDENT, MASS (selected), REPORTS, and ADMIN. The left sidebar lists various functions under 'Mass', with 'Graduation Requirements' highlighted. The main content area shows fields for 'DISTRICT' (NONE SELECTED), 'Building', and 'Graduation School Year' (2025-2026).

- These are the classes your high school students need to graduate
- Talk to your counselors to get this list

The screenshot shows the 'Graduation Requirements Process' page. It features a table with columns: Subject, Start Grade, End Grade, Credits, Term, Hours, and Comments. A message states 'No data available'. A modal dialog titled 'No Requirements Found' is open, asking 'Would you like to import Graduation Requirements from a Previous Year?'. It includes a 'School Year' dropdown menu and 'CANCEL' and 'IMPORT' buttons. A link to 'RETURN TO GRADUATION REQUIREMENTS CRITERIA' is in the top right, and an 'IMPORT PREVIOUS YEAR GRADUATION REQUIREMENTS' button is in the top right of the table area. An 'ADD GRADUATION REQUIREMENT' button is in the bottom right.





CEAIR_ST.ONGE

DASHBOARDS
 STUDENT
 MASS
 REPORTS
 ADMIN

Student Search

Mass

Mass Supplemental Process

< RETURN TO MASS SUPPLEMENTAL CRITERIA

Enrollment

Show or Hide Services

SHOW ALL SERVICES





Possible Missed Sibling Enrollment List



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

MSIS

CEAIR.ST.ONGE

DASHBOARDS

STUDENT

MASS

REPORTS

ADMIN

Reports

Student Lists

Enrollment

Eligibility

Statistical

Educational

Assessment

Secondary

Supplemental

Health

Health Reports

MSIS > Reports > Enrollment

Age 0-2 Student List

This report lists students who are 0, 1 and 2 years old and enrolled in your school district.

District Enrollment Status Report

This report lists the enrollment status of students enrolled this school year compared to the students enrolled in school last year. It will display if students

Migrant EOE Free Lunch Student List

This report is a listing of all students whose eligibility ended the previous year but are entitled to be served free lunch for 30 days into the next year accor

Migrant Free Lunch Student List

This report is a listing of students currently enrolled in the LEA who are eligible for free lunch according to the Richard B. Russell National School Lunch A

Migrant Student List

This report lists students enrolled by building.

Possible Missed Sibling Enrollment List

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.

DISTRICT

NONE SELECTED

SCHOOL YEAR

2025-2026

Priority for Service Student List

This report lists migrant children who are failing, or most at risk of failing, to meet the States challenging State academic content standards and challeng

Possible Missed Sibling Report

MSIS Washington Migrant Student Information System

← BACK TO REPORTS/ENROLLMENT  Date Created: 10/09/2025

Possible Missed Sibling Enrollment List

Students Enrolled in the 2025-2026 School Year

CASCADE							CASCADE TOTAL STUDENTS: 30
CDE	Student Name	Address	Phone Number	Birth Date	Age	Most Recent Enrollment	Status
				10/01/2021	4	08/26/2025 (CASCADE)	
				07/06/2008	17	08/26/2025 (CASCADE)	
				11/04/2011	13	08/26/2025 (CASCADE)	
				11/04/2011	13	08/26/2025 (CASCADE)	
				11/21/2018	6	08/26/2025 (CASCADE)	
				03/31/2012	13	08/26/2025 (CASCADE)	
				07/30/2015	10	08/26/2025 (CASCADE)	
				12/06/2017	7	08/26/2025 (CASCADE)	
				03/26/2012	13	08/26/2025 (CASCADE)	
				10/18/2013	11	08/26/2025 (CASCADE)	

SECOND: Identify the students/families you need to connect with

IF the student is in your district but not attending school enroll them as OS otherwise you will do the following:



Missed Sibling

THREE: use the MASS tab to indicate if the student has “left the district” or “enrolled elsewhere”

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

COE Revalidation

Missed Sibling

Missed Sibling Criteria:

District: SCHOOL DISTRICT/AGENCY
NONE SELECTED

School Year: SchoolYear
2025-2026

SEARCH

Check the Students Who have Left the District:

Left The District	Enrolled Elsewhere	COE Number	Student ID	SSID	Name	Birth Date	Age	Most Recent
No data available								

Withdraw EOE Students



1. Review your Termination Report
2. Withdraw Student a **day before their QAD**

For example: if a student has a 10/15/2021 QAD the student is withdrawn on 10/14/2024

The screenshot displays the MSIS web application interface. The top navigation bar includes a hamburger menu, the MSIS logo, a dropdown for 'CEAIR.ST.ONGE', and links for 'DASHBOARDS', 'STUDENT', 'MASS', 'REPORTS' (highlighted), and 'ADMIN'. The left sidebar lists various report categories: 'Student Lists' (with sub-items 'Enrollment' and 'Eligibility'), 'Statistical', 'Educational' (with sub-items 'Assessment', 'Secondary', and 'Supplemental'), and 'Health' (with sub-item 'Health Reports'). The 'Eligibility' sub-item under 'Student Lists' is selected. The main content area shows a breadcrumb trail 'MSIS > Reports > Eligibility' and a list of seven reports, each with a dropdown arrow icon and a brief description:

- Daily COE Generation Report**: This report generates a daily listing of COEs completed by a recruiter.
- Monthly COE Generation Report**: This report generates a monthly summary of COEs completed by a recruiter.
- eCOE Revalidation List**: This lists shows the eCOE revalidations due as reported on the eCOE APP.
- COE Revalidations Completed Report**: This report lists COEs Revalidated for the selected School Year. Reported revalidations and the status will be displayed on the report.
- Possible Missed COE Report**: This report lists students currently enrolled in your school district who do not have a COE completed by your school district as reported in the MSIS.
- Qualifying Arrival Date (QAD) Report**: This report lists students whose qualifying arrival date (QAD) will expire within 30, 60, 90 or 120 days.
- Termination Report**: This report lists students who have been terminated from the MSIS. Termination reasons are graduated, GED, deceased, end of eligibility, or other.



Test Your Knowledge



Why would this student get flagged in MSIS?

Grade	Enroll Date	Withdraw Date	Term Date	Description	QAD	EOE	Actual EOE
12	8/28/2024	6/16/2025	6/6/2025	Graduated	7/20/2022	7/19/2025	6/6/2025

- Program eligibility ends when the student graduates.
- Records Clerk would need to correct the students' *Withdraw Date* to the date they graduated – 6/6/2025



When to Submit a Data Change Request

DATA CHANGE REQUEST

- Delete an enrollment
- Change an enrollment date (if it's more than 20 days)
- Delete an enrollment mid school year
- Remove a student from a COE
- Changes to eligibility data
- Void a COE
- Change a birthdate (birth verification)



Keeping Records Confidential

- FERPA requirements for unidentifiable information shared outside a secured system
- Only reference the student's MSIS or SSID when discussing data within the MSIS system through email or chat tools.
- If sharing a file, remove any personal identifiable information such as first and last name and only keep their student ID #.
- May also password protect the file before sending to the designated recipient and send the password in a separate email.
- Save to an internal shared folders that requires a password to access.

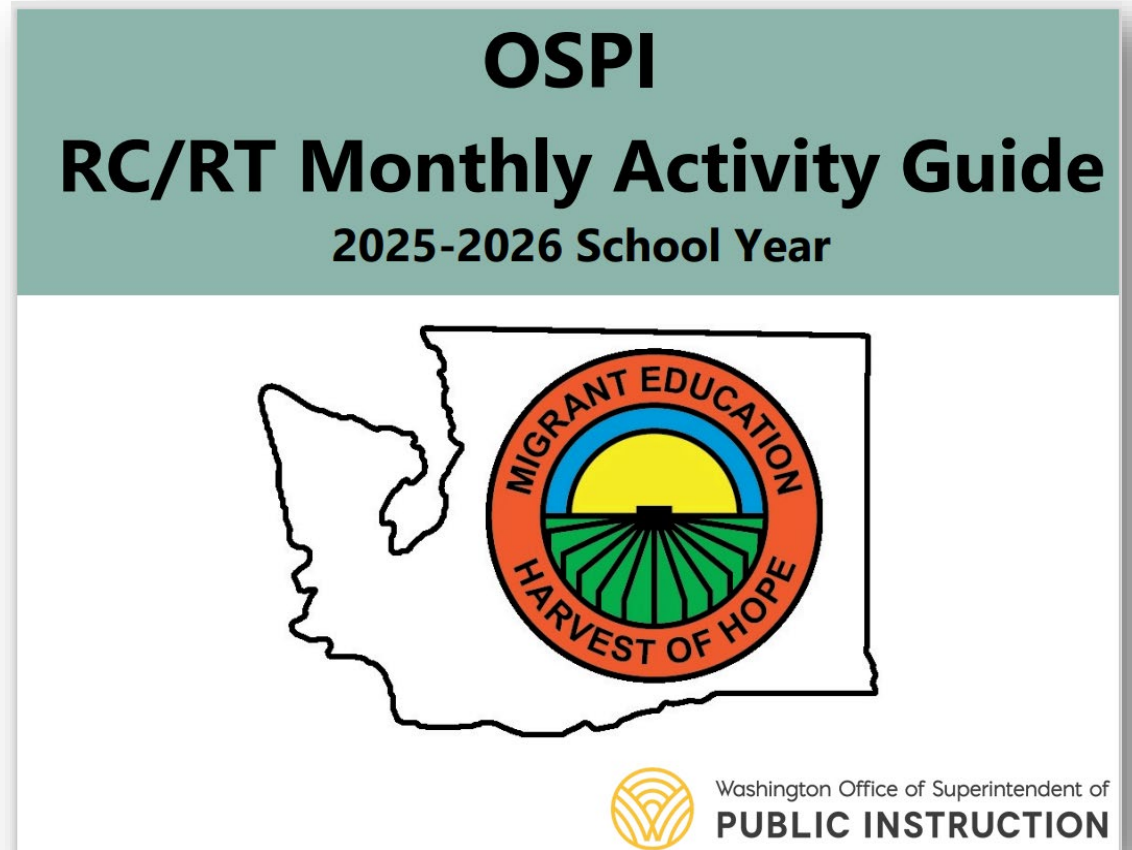


Activity Guide Available!

Find it on the MSDRS website!

[RC/RT Monthly Activity Guide SY 24-25](#)

All training dates have not been updated on the Activity guide



Questions?

