**Privacy Impact Assessment
for the**

Migrant Student Information Exchange (MSIX)

US Department
of Education

Privacy Impact Assessment
Office of Elementary and Secondary Education (OESE)
Migrant Student Information Exchange (MSIX)

1. **What information will be collected for the system (Ex. name, social security number, annual income, etc)?**
    Student identification data including name, birth date, test results, course history with grades, immunization data, etc. For a complete list of data elements gathered see Appendix A.

2. **Why is this information being collected?**
    This information is collected to assist States in the electronic exchange of pertinent educational and health related information in accordance with the statutory requirements of Section 1308(b) of the *Elementary and Secondary Education Act* as amended by the *No Child Left Behind Act of 2001* (NCLB).

3. **How will the information be used?**
    The information will be used to facilitate the timely enrollment, grade and course placement, and credit accrual of migrant students who move from one district or State to another due to their migrant lifestyle.

4. **Will this information be shared with any other agency? (If so, with which agency or agencies?)**
    No.

5. **Describe the notice or opportunities for consent that are provided to individuals about what information is collected and how that information is shared with other organizations. (e.g., posted Privacy Notice).**
    The following notice will be provided to users regarding what information is collected and how that information is shared:

    "You must read the statement below, and click "Continue" to access the Department of Education's MSIX website. Some users may need to scroll to the bottom of the screen to see the "Continue" button.

    This is a United States Department of Education computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

    This system contains personal information protected under the provisions of the Privacy Act of 1974, 5 U.S.C. § 552a -- as amended. Violations of the provisions of the Act may subject the offender to criminal penalties."

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6. **How will the information be secured?**

   The Migrant Student Information Exchange is a major application requiring a system security plan per OMB Circular A-130, "Management of Federal Information Resources", Appendix III, "Security of Federal Automated Information Resources," and of Public Law 100-235, "Computer Security Act of 1987." A system security plan has been developed in alignment with OMB and legal requirements. This plan details the security requirements and describes the security controls that are in place to meet those requirements.

7. **Is a system of records being created or updated with the collection of this information?**

   Yes, a system of record is being created with the collection of this information.

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Appendix A
MSIX Minimum Data Elements

Element Name	*Definition*
Assessment	
Assessment Date	The month and year on which an assessment is administered.
Assessment Name	The title or description, including a form number, if any, that identifies a particular assessment. If necessary, the appropriate domain or subtest should be provided.
Assessment Result	A score or statistical expression of the performance of a student on an assessment.
Assessment Subtest	The subtest or domain for the Assessment Test Name given
Assessment Type	The category of an assessment based on format and content.
Result Metric	The metric in which results are presented.
Course History	
Clock Hours	For courses that have NOT been completed (or credit granted), the number of clock hours to date that the student has completed.
Course Section	The prescribed duration of course taken.
Course Title	The name of a course (e.g., Algebra III, American History, Art I, English III, English-10).
Course Type	An indication of the general nature and difficulty of instruction provided throughout a course.
Course Year	Calendar year in which the student last attended the course.
Credits Granted	The credits granted to the student in Carnegie units for completing a given course or a section of a course (e.g., 1.0, .50, .33, .25, .20).
Final Grade	For courses that have NOT had credit granted, a final indicator of student performance in a class at the time of withdrawal as submitted by the instructor.

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Element Name	Definition
Grade-to-Date	For courses that have NOT been completed (or credit granted), a numerical grade (percentage) of student performance for the grade-to-date that the student has completed at the time of withdrawal.
Term Type	The prescribed span of time that a course is provided, and in which students are under the direction and guidance of teachers and/or an educational institution.

Graduation Plan

Graduation Plan ID	Unique ID for a Graduation Plan for each one within a State. Value will also be stored in student's record as a foreign key.
Graduation Plan Name	Name of State's graduation plan the student is following.
Graduation Plan State	State to which the Graduation Plan is relevant
Subject Area Name	The name of a subject area (e.g., History, English) in a State's Graduation Plan
Subject Area Requirements	Number of credits (Carnegie units) required in individual subject areas for graduation in the State from which the student is projected to graduate.

School/Project

Enrollment Type	The type of school/migrant education project in which instruction and/or support services are provided.
Institution Address 1	Line 1 of the mailing address. The street number and name or post office box number of an institution's address.
Institution Address 2	Line 2 of the mailing address. The building, office, department, room, suite number of an institution's address.
Institution Address 3	Line 3 of the mailing address.
Institution City	The name of the city in which an institution is located.
Institution Name	The full legally or popularly accepted name of a school (or project providing educational and/or educationally-related services).

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Element Name	Definition
Institution State	The postal abbreviation code for a State (within the United States) or Outlying Area in which a school or other facility is located.
Institution Type	Identifies the type of institution (e.g. school, project, etc)
Institution Zip	The five or nine digit zip code portion of a school or other facility's address.
InstitutionID	A unique national code assigned to each school, site, or facility providing educational and/or educationally-related services.
School District	The full legally or popularly accepted name of a local educational agency (i.e., school district or local operating agency).
Telephone Number	The telephone number of the school or project contact person including the area code and extension, if applicable. Allow for an optional alternate phone number.
Telephone Number Contact Type	Type of contact person/staff associated with the phone number provided.
Telephone Number Type	The type of phone number provided (voice, fax, etc.)

Student

Element Name	Definition
Birth City	The name of the City in which the Student was born.
Birth Country	The standard abbreviation code of the country in which a student was born.
Birth Date	The year, month and day on which a student was born.
Birth Date Verification	The evidence by which a student's date of birth is confirmed.
Birth State	The ISO abbreviation code for a State (within the United States, Mexico and Canada), Outlying Area, or State (in another county) in which a student was born.
Birth/Legal Parent 1 First Name	The first/given name of the natural male parent having legal responsibility for a student.

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Element Name	*Definition*
Birth/Legal Parent 1 Last Name	The last/surname of the natural or adoptive male parent having legal responsibility for a student.
Birth/Legal Parent 2 First Name	The first/given name of the natural or adoptive female parent having legal responsibility for a student.
Birth/Legal Parent 2 Last Name	The last/surname of the natural or adoptive female parent having legal responsibility for a student.
Current Parent/Guardian First Name	The first/given name of the adult serving as the student's local guardian.
Current Parent/Guardian Last Name	The last/surname of the adult serving as the student's local guardian.
Designated Graduation School	An indicator that designates the school or facility from which a student expects to graduate and is linked with associated school or facility identification fields (e.g. NCES school id). Only one school may be designated for graduation at a time.
Designated_Graduation_Plan_ID	Identifying number to the graduation plan the student is following
ED Alert Flag	Alert for a special need/educational condition linked with a contact person.
Ed Alert Resolution Date	Month, day and year the alert was resolved.
Enrollment Date	The month, day, and year on which a student is enrolled in a school, project, or the State MEP.
First Name	A name given to a student at birth, baptism, or during another naming ceremony, or through legal change.
Gender	A student's gender.
Generation	An appendage, if any, used to denote a student's generation in his family (e.g., Jr., Sr., III, 3rd).
Grade Level	The grade level in which a school/project enrolls a student.

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Element Name	Definition
Immunization Date	The month, day, and year on which a student receives an immunization.
Immunization Type	The name of immunization that a student has received.
Last Name 1	Student's legal last name (paternal). If student has multiple or hypenated last name, contains the first part.
Last Name 2	If appropriate, Student's legal last name (maternal). If student has multiple or hypenated last name, contains the second part.
Med Alert Flag	Alert for a medical/health condition
Med Alert Resolution Date	Month, day and year the alert was resolved.
Middle Name	A secondary name given to a student at birth, baptism, or during another naming ceremony, or through legal change.
MSIX File Number	A unique, system generated identification number assigned to a migrant student's consolidated file.
PFS Flag	Indicates the child has met the State's definition of priority for services.
PFS School Year	Indicates the school year for which the student is eligible to receive services as a Priority for Services student.
QAD From City	The name of the city in which the child resided when the last qualifying move was made.
QAD From Country	The abbreviation code for a country (other than the US) area in which the child resided when the last qualifying move was made.
QAD From State	The postal abbreviation code for a State (within the United States) or Outlying Area in which the child resided when the last qualifying move was made.
QAD To City	The name of the city in which the child's new residence in the new school district (to which student is transferring) is located.

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Element Name	Definition
QAD To State	The postal abbreviation code for a State (within the United States) or Outlying Area in which the child's residence in the new school district is located when the child made the last qualifying move.
Qualifying Arrival Date	The month, day, and year on which the family unit or the student (where the student is the worker) arrived at the place where the qualifying work was sought.
Residency Date	The month, day, and year on which the family unit or the student (where the student is the worker) establishes residency in a school district within a State.
Student Identifier	An alternate identification number assigned to a student by a State.
Student Identifier Type	A reference for the ID number provided for the Student
Termination Date	The month, day, and year on which the student is no longer eligible for the Migrant Education Program.
Termination Reason	The reason for the end of student eligibility.
Withdrawal Date	The month, day, year on which a student withdrew from a school or project.
Withdrawal Reason	Reason for withdrawing from school or program