MSIN 6.0

Entering Course History for Secondary Students with Mid-Year Departures

Introduction

Federal regulations regarding the Migrant Student Information Exchange (MSIX) require State Education Agencies (SEAs) to regularly submit a set of Minimum Data Elements (MDE) to the MSIX database for each migratory child.[1] For students in grades 9-12 (i.e., secondary students), SEAs must also submit Course History data to help receiving MEP programs, both within California and in other states, with the timely placement of migratory students as soon as they begin school in their new location. Each year, the California Department of Education (CDE) provides Course History data so that WestEd can match it with corresponding secondary students and then upload it to the MSIX system. This annual process occurs behind-the-scenes and does not affect the work you do in MSIN 6.0. However, this existing process does not provide all the required MDEs under certain circumstances.

To address this gap, the Child Record Modal in MSIN was enhanced with a new tab labeled "Course History." The purpose of this new tab is to allow Data Specialists to enter course information for secondary students who moved *before completing their academic year* (e.g., moved to another subgrantee within California or to another state mid-year, before finishing all classes). The MSIX regulations require MDEs, such as Days Completed[2] and Grade-to-Date[3], for students who had a mid-year departure. This information should be timely so that receiving subgrantees or states can correctly place and enroll these students in their new schools or programs. Course history information entered in MSIN is therefore uploaded to the MSIX system within 4 business days, which is far sooner than the annual process for secondary students who complete their academic year.

This user guide walks you through the process of entering Course History specifically for students who moved mid-year. Along the way, we cover the following topics:

- Accessing the Course History data entry screen
- Definitions of fields and allowable values
- Steps to enter required Course History data
- Editing existing Course History records

Entering Course History

To meet the MSIX requirements described above, regions and Direct Funded Districts (DFD) will need to develop local processes to identify secondary students who moved to another subgrantee or state mid-year, before completing their courses. If local MEP staff do not have access to district databases, they will need to coordinate with districts directly to obtain specific course data for the applicable students. The MDEs for Course History include:

- 57- Course Title
- 58- Subject Area Name

[1] 34 CFR § 200.85 - Responsibilities of SEAs for the electronic exchange through MSIX of specified educational and health information of migratory children.
[2] This is MDE number 63. The MSIX system labels this as "Clock Hours," which is equivalent to Days Completed in MSIN.
[3] This is MDE number 64. The MSIX system uses the same label in the Consolidated Student Record.

- 59- Course Type
- 60- Academic Year
- 61- Course Section (aka, Course Duration)
- 62- Term Type
- 63- Clock Hours (aka, Days Completed)
- 64- Grade-to-Date
- 65- Credits Granted

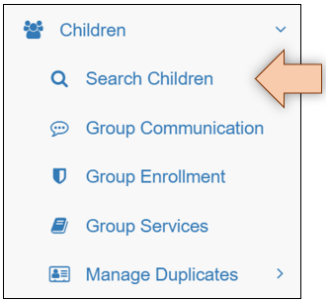
These data elements will be defined in detail as we walk through the following step-by-step example.

Suppose we have an 11th grade high school student named Homer Garcia (fictitious) who recently moved away from Region 1 to Yuma, Arizona. He completed his first semester and was granted 0.5 credits. Then, he and his family moved away before Homer completed his second semester. In this case, we must contact MEP staff at the district (or the district directly) to obtain Homer's course history information. Next, we can proceed to enter his courses, as shown in the following steps.

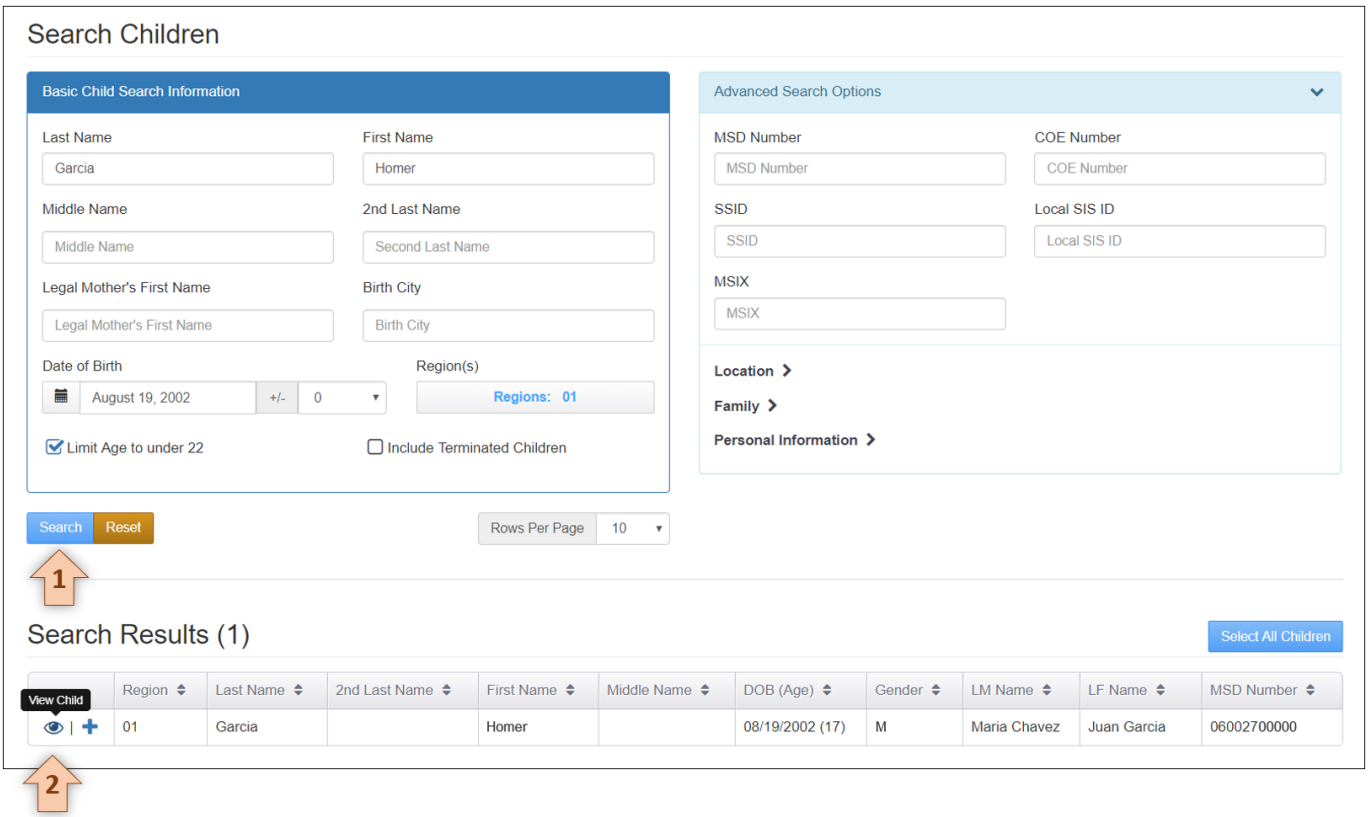
Note: If Homer had completed his academic year, then we would *not* enter Course History in this tab. Instead, the end-of-year process described in the first paragraph of the Introduction would suffice and no additional data entry would be needed. *To recap, only enter Course History for students in grades 9-12 who moved away to another subgrantee or state and DID NOT complete their courses in your service area.*

Step 1: Access a Child's Statewide Record

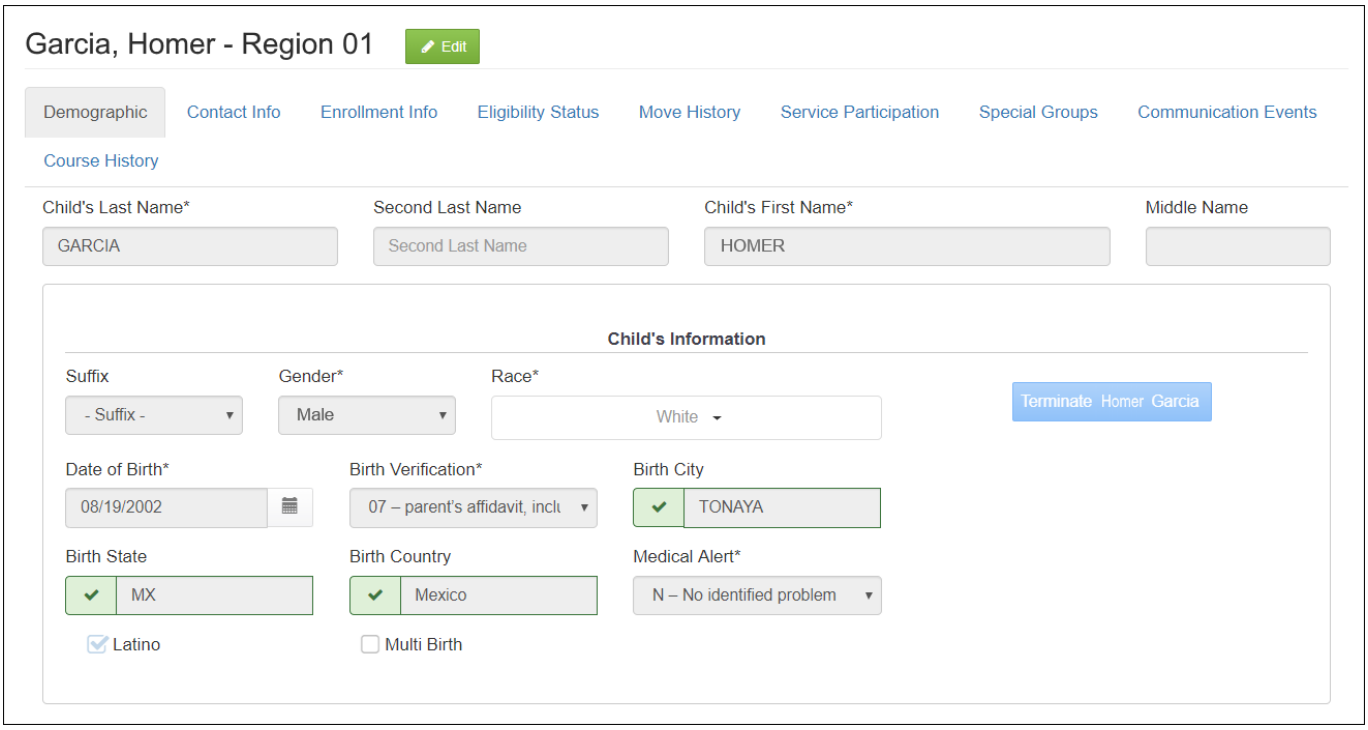
The most common way to bring up a child's record is by conducting a search. From the main menu on the home page, click on "Children" and navigate to the "Search Children" submenu.



This will open the search screen, where you can enter search parameters and obtain matching results. In this example, we are searching for the fictitious high school student named Homer Garcia. After entering his last name, first name, and birth date, we click on the blue "Search" button (arrow #1 below).



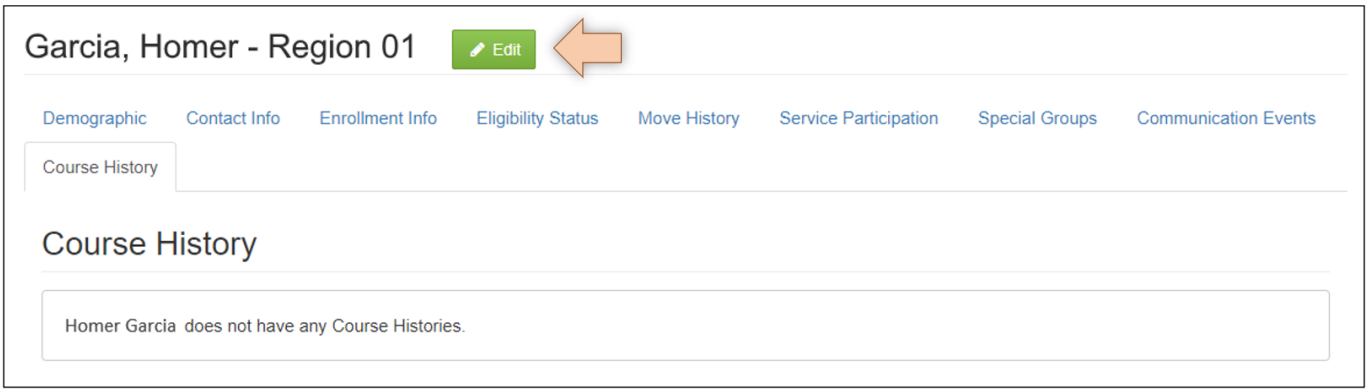
The results display only one matching child. Next, click on the eye-shaped icon (arrow #2 above). This will bring up a window known as the Child Record Modal, which has several tabs along the top so that different aspects of the child's statewide record can be accessed from a single screen. The default tab is "Demographics," as shown below.



The green "Edit" button next to the region number applies to the selected tab. Users with the Data Specialist role will see this button when selecting any tab with editable information.

Step 2: Access Course History Information

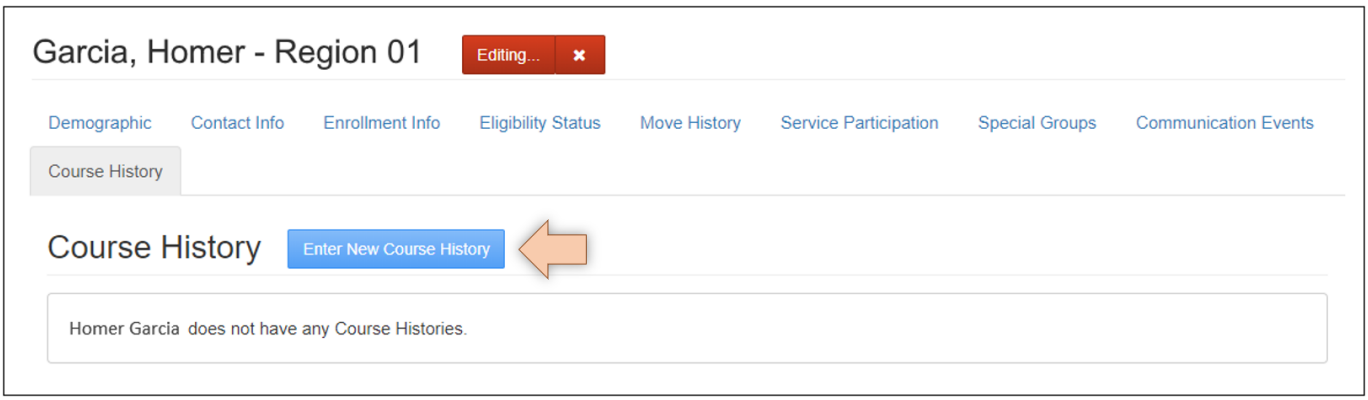
Click on the "Course History" title to open the tab with the child's course records. The table is organized by region number and displays the child's statewide course history.



Click the green "Edit" button to go into edit mode (arrow above).

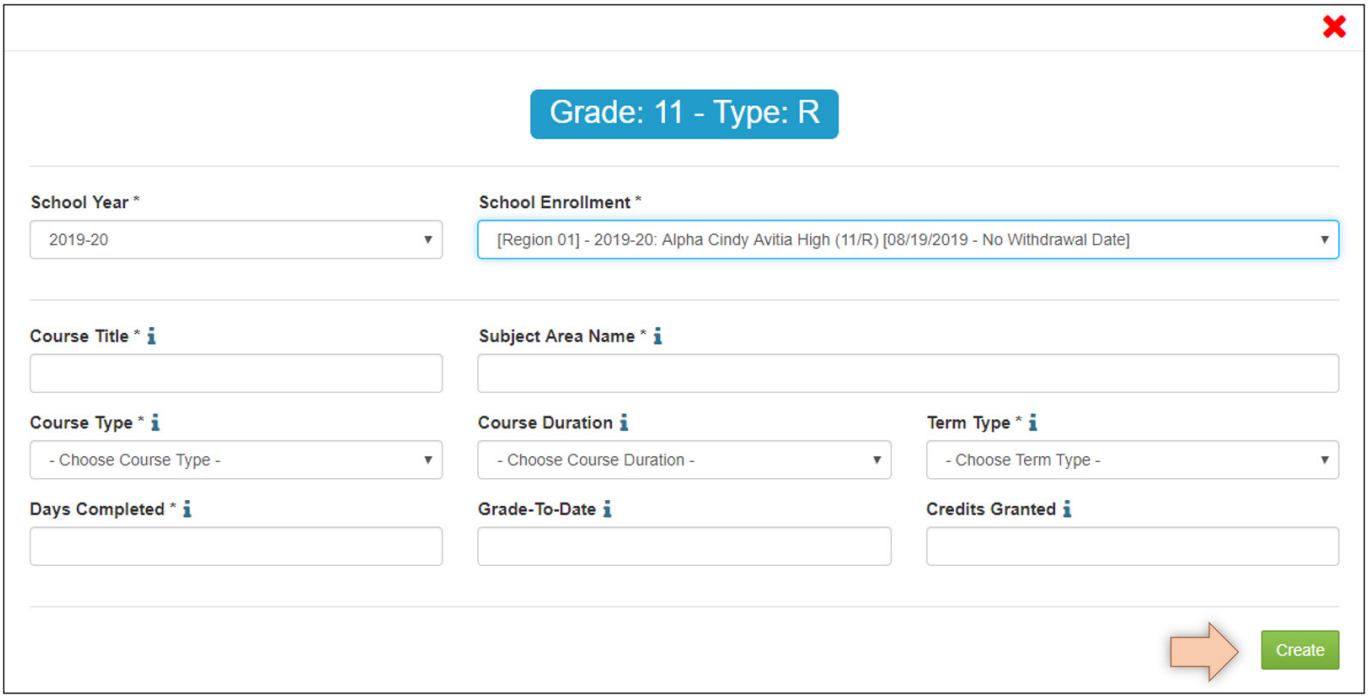
Step 3: Access Course History Data Entry Screen

To add a new course record, click on the blue button labeled "Enter New Course History" (arrow below). This will bring up the data entry screen.



STEP 4: ENTER COURSE HISTORY INFORMATION

An important thing to notice on the data entry screen is that we must always select a school year and an existing enrollment record with a grade between 9 and 12. This ensures that we only enter courses for students who were actually attending a secondary school. If a student is missing an enrollment record, you must enter the enrollment first and then the system will allow you to add course records. In our example, we have selected Homer Garcia's most recent enrollment line for 2019-20, which is a type R (i.e., regular) enrollment for the 11th grade.



Next, we can focus on selecting or entering information in the remaining fields. Since the headings are all special terms used in the MSIX system, it is helpful to reference the following definitions[4] and field instructions, as needed.

[4] Most of the language used in these definitions is taken directly from the MDE definitions found on the MSIX site. The exception is Term Type; these definitions are aligned with the options in CALPADS (which is what California schools use) and then mapped to MSIX values.

Course Title - The name of a course (e.g., Algebra II, Art I, English III, Problems in Democracy). The format for this field is free text, with a 50-character limit.

Subject Area Name- The commonly understood term for the subject area (e.g., English, History, Math) that corresponds to the course title. The format for this field is free text, with a 50-character limit.

Course Type- An indication of the general nature and difficulty of instruction provided throughout a course. This field is a drop-down menu with the following options:

> **01 - Regular (Default):** A course providing instruction (in a given subject matter area) that focuses primarily on general concepts for the appropriate grade level.
>
> **02 - Honors:** An advanced level course designed for students who have earned honors status according to educational requirements.
>
> **03 - Pre-Advanced:** A course in preparation to admission to an AP Program.
>
> **04 - Advanced Placement:** An advanced, college-level course designed for students who achieve a specific level of academic performance. Upon successful completion of the course and a standardized Advanced Placement examination, a student may receive college credit.
>
> **05 - International Baccalaureate:** A program of study, sponsored and designed by International Baccalaureate Organization, which leads to examinations and meets the needs of secondary students between the ages of 16 and 19 years.
>
> **07 - Not Applicable**
>
> **08 - Dual Enrollment:** Students enrolled in secondary school and enrolled at a local institution of higher learning, such as a community college or university. These students may take classes at either institution for credit toward their high school diploma, as well as for college credit.
>
> **09 - Concurrent Enrollment:** The process in which high school students enroll at a university or college to attain class credit for college.
>
> **00 - Other**

Course Duration (aka, Course Section in MSIX)- The prescribed duration of course taken. Leave this field blank for summer courses. This field is a drop-down menu with the following options:

> **01 - Full year**
>
> **02 - Part 1 of 2:** The first of two equal parts into which the course is divided (e.g., Semester 1).
>
> **03 - Part 2 of 2:** The second of two equal parts into which the course is divided (e.g., Semester 2).

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. These options are specific to California.

> **FY - Full Year:** A session that lasts the full academic year.
>
> **SS - Summer Session:** An academic session that occurs during the summer break.

IS - Intersession: An academic session that occurs during a short break during the academic year (not necessarily a longer, summer break), typical of year-round schools.

SP - Supplemental Session: A session that occurs on evenings, after school, or weekends.

S1 - First Semester: The first of two semesters in an Academic Year.

S2 - Second Semester: The Second of two semesters in an Academic Year.

T1 - First Trimester: The first of three trimesters in an Academic Year.

T2 - Second Trimester: The second of three trimesters in an Academic Year.

T3 - Third Trimester: The third of three trimesters in an Academic Year.

Q1 - First Quarter: The first of four quarters of an Academic Year.

Q2 - Second Quarter: The second of four quarters of an Academic Year.

Q3 - Third Quarter: The third of four quarters of an Academic Year.

Q4 - Fourth Quarter: The fourth and final quarter of an Academic Year.

H1 - First Hexmester: The first of six hexmesters in an Academic Year.

H2 - Second Hexmester: The second of six hexmesters in an Academic Year.

H3 - Third Hexmester: The third of six hexmesters in an Academic Year.

H4 - Fourth Hexmester: The fourth of six hexmesters in an Academic Year.

H5 - Fifth Hexmester: The fifth of six hexmesters in an Academic Year.

H6 - Sixth Hexmester: The sixth of six hexmesters in an Academic Year.

Z1 - Other First Term: The first term in a set of terms not otherwise defined in this code set.

Z2 - Other Second Term: The second term in a set of terms not otherwise defined in this code set.

Z3 - Other Third Term: The third term in a set of terms not otherwise defined in this code set.

Z4 - Other Fourth Term: The fourth term in a set of terms not otherwise defined in this code set.

Z5 - Other Fifth Term: The fifth term in a set of terms not otherwise defined in this code set.

Z6 - Other Sixth Term: The sixth term in a set of terms not otherwise defined in this code set.

Z7 - Other Seventh Term: The seventh term in a set of terms not otherwise defined in this code set.

Z8 - Other Eighth Term: The eighth term in a set of terms not otherwise defined in this code set.

Z9 - Other Ninth Term: The ninth term in a set of terms not otherwise defined in this code set.

Days Completed (aka, Clock Hours in MSIX)- For courses that *HAVE NOT* been completed (or credit granted), the number of days that the student has completed. This field must be a number, up to 3 digits.

Grade-to-Date- For courses that *HAVE NOT* been completed (or credit granted), the grade-to-date that the student has completed at the time of withdrawal converted to a percentage (rounded to the nearest whole number). Enter up to 3 digits to represent the percentage, as follows:

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = 0-59%
P (passing) = 100%
NP (not passing) = 0%

If partial grade is not provided, leave this field blank.

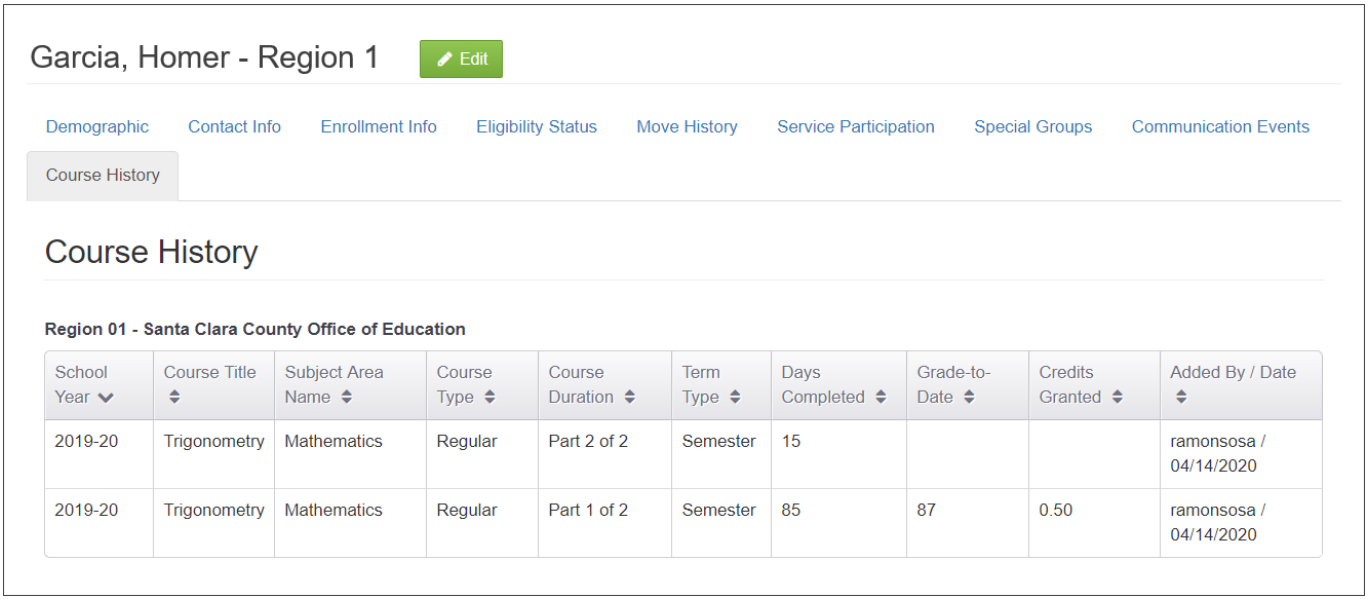
Credits Granted- For courses that *HAVE* been completed, enter the credits granted to the student in Carnegie Units for completing a given course or part of a course. One Carnegie Unit (1.00) is granted for a complete school year of any course (e.g., no credits granted = 0.00, one quarter completed = 0.25, one semester completed = 0.50). This field must be a number, up to 3 digits, in this format: *0.00*.

Note: Most fields in the Course History data entry screen have an information icon ("i") next to the field title that brings up definitions, instructions, reminders, and formatting examples. An Asterix next to some headings means that the field must have a selection or value, otherwise the record will not be saved.

After entering all applicable course information, you can save the new record by clicking the green "Create" button (arrow above).

Step 5: Confirm the Course History Entry

The new course will appear in the child's running course history, along with all previously entered courses. For instance, Homer Garcia's course history, shown below, includes a line for the first semester of Trigonometry, which he completed, and another line for the second semester of the same course, which he did not complete.



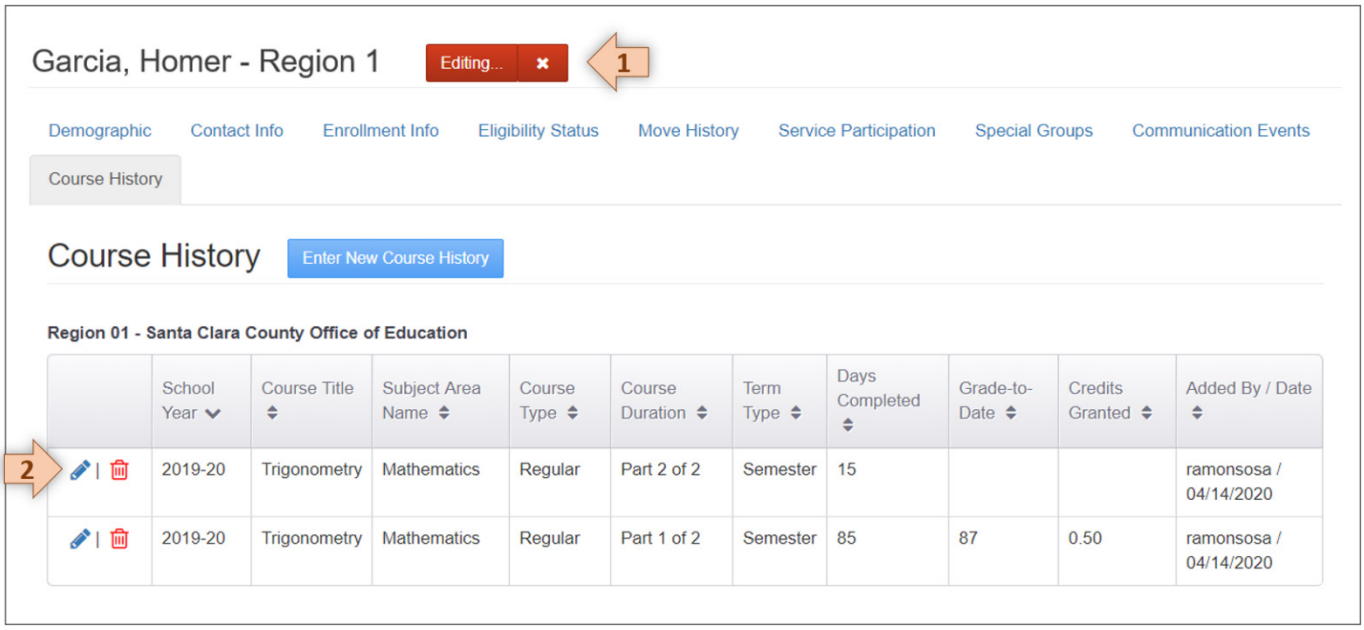
School Year	Course Title	Subject Area Name	Course Type	Course Duration	Term Type	Days Completed	Grade-to-Date	Credits Granted	Added By / Date
2019-20	Trigonometry	Mathematics	Regular	Part 2 of 2	Semester	15			ramonsosa / 04/14/2020
2019-20	Trigonometry	Mathematics	Regular	Part 1 of 2	Semester	85	87	0.50	ramonsosa / 04/14/2020

After each entry, we always want to confirm that the information shown in the row is correct. Notice that the top row, representing "Part 2 of 2" or the second semester, does not have a Grade-to-Date or Credits Granted. This makes sense because Homer moved to Arizona before completing the second semester.[5] When the receiving school in Yuma, Arizona uses MSIX to view this course information in Homer Garcia's Consolidated Student Record, they will know that he was doing well in Trigonometry and will place him accordingly.

Note that in California, most high school students have 6 or 7 periods, so you may need to enter 6 or 7 courses if a student moved during the first semester, or 12-14 courses if they moved away during the second semester. Students who are on a quarter system will likely require even more course history entries.

Editing Existing Course History Records

Within the Course History tab, you can click on the green "Edit" button to access the edit mode and bring up two icons next to each course record. One is the edit icon (pencil image) and the second is the delete icon (trash can image).



Click on the pencil icon to bring up the course history data entry screen, which is just a completed version of the screen used to enter the course record (e.g., as shown in step 4 above). Editing is essentially adding or changing information on that screen.

Tip: Many reports in MSIN make it easy to bring up the Child Record Modal for editing simply by clicking on a child's MSD number.

[5] In some case, teachers may be able to provide a Grade-to-Date, such as for students who have taken mid-term exams or quizzes. In other cases, this field can be left blank.

Resources

Before using the Course History tab in the production MSIN site for the first time, we strongly recommend practicing on the Training MSIN site (https://trainingmsin.wested.org). This is a safe place to try every scenario possible in your local area.

If you have specific questions not covered in this guide, please feel free to contact the MSIN Service Desk by email (msinsupport@wested.org) or phone (1-800-342-2964, option 2).