MSIN 6.0

Enrollment Report

Introduction

The Enrollment Report extracts enrollment information for migratory children in the MSIN 6.0 database. It is like the Active Student List that was in MSIN 5.25 and the Current Enrollment Report that was in COEstar. Compared to the prior reports, the Enrollment Report in MSIN 6.0 has been enhanced with more filtering options, the ability to add fields from the child's record, and the ability to export the information as a flat comma delimited file (i.e., CSV). Each section of the report has "help text," accessed by clicking the "i" icons, to provide instructions, definitions, and tips.

Running the report

The search criteria in the Enrollment Report automatically defaults to the user's region. Next, the user selects the county, district, and schools(s). Note that this report is designed to be run for one district at a time, with one or more schools selected. The greater the number of schools selected, the longer it will take for the report to load.

Within the Search Criteria panel, users can filter by enrollments, as follows:

- **Regular School Year - Attending:** Returns all children with a regular school year enrollment for the selected school year.
- **Regular School Year - Not Attending:** Returns all children with a non-attending enrollment for the selected school year.

The following enrollment types are "legacy enrollments" (i.e., entered in COEstar, up to the 2016-17 school year).
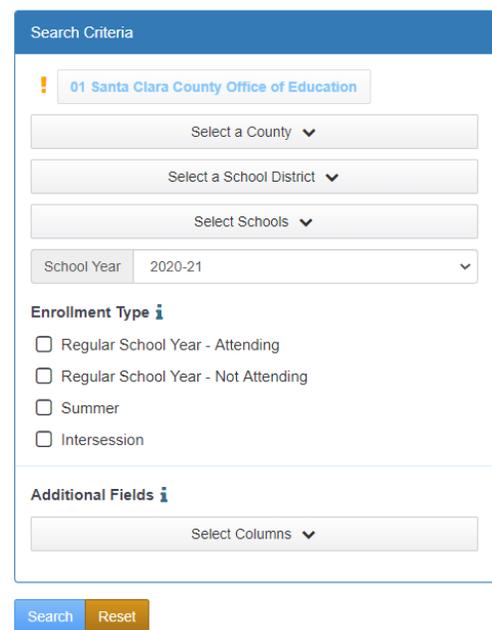
- **Summer:** Returns all children with a summer enrollment for the selected school year.
- **Intersession:** Returns all children with an intersession enrollment for the selected school year.

Unlike the prior systems, MSIN 6.0 does not use dedicated school enrollment entries to record summer and intersession services. Instead, all services are linked to Regular School Year enrollment lines.[1]

Additional filters can be used in combination with each other to further focus the report. The filters are:

- **Include children without Eligibility in Period (EiP)**

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[1] For details on entering services, see the MSIN user guide on this topic and related materials regarding the State Service Delivery Plan (SSDP). These are found in the User Guides section of the MSIN home page.

This option is selected by default. It includes children who have an enrollment for the school year, but a contact date within the performance period (e.g., enrollment date, withdrawal date, communication event date, service start date, service end date, etc.) has not been entered yet.

- **Include children with expired QAD**
  This filter includes children that have an enrollment, but their most recent Qualifying Arrival Date (QAD) for the region has expired.

- **Only include children without a withdrawal date**
  The results only include children without a withdrawal date in the selected school year.

- **Only include children in grades K-12**
  The results only include children in grades K-12 in the selected school year.

- **Only include children on verified COEs**
  The results only include children on verified COEs.

Date-based filters:
1) In the radio button options, only one filter can be selected at a time.
2) Using these filters requires a start and end date.

- **End of Eligibility**
  Returns children that are ending eligibility between the start and end dates, based on their QAD expiring or turning 22 years old.

- **Qualifying Arrival Date Anniversary**
  Returns children that have a QAD anniversary between the start and end dates. This filter does not return COEs created during the selected time span, just those with a QAD anniversary. This means that the QAD month and day fall within the selected time span. This filter can be used to create annual contact lists based on QAD anniversaries.

- **Recruitment Anniversary**
  Returns children that have a recruitment date, based on matching the month and day, between the start and end dates. The recruitment date is when the Recruiter signed the most recent COE. This filter can be used to create annual contact lists based on recruitment anniversaries.

- **Turning Age 3**

Filters ⓘ

- ☑ Include children without Eligibility in Period (EiP)
- ☐ Include children with expired QAD
- ☐ Only include children without a withdrawal date
- ☐ Only include children in grades K-12
- ☐ Only include children on verified COEs

- ○ End of Eligibility
- ○ Qualifying Arrival Date Anniversary
- ○ Recruitment Anniversary
- ○ Turning Age 3

Start Date | End Date
▦ Month Day, Year | ▦ Month Day, Year

☐ Recruited
Start Date | End Date
▦ Month Day, Year | ▦ Month Day, Year

2

Returns children that are turning 3 years old between the start and end dates. The children's dates of birth are used as the reference compared to the selected time span. This filter can be used to plan preschool services and family communication events.

- **Recruited**
Returns all enrolled children, per the Search Criteria, recruited between the start and end dates. The Recruiter Sign Date is used as the reference compared to the selected time span. For more detailed recruitment information, users may access the Search COE and COE Review Log features.

> The report is viewable on-screen and includes sortable columns. The MSD numbers are links to each child's record. The report is also downable as an Excel worksheet by clicking the Excel icon.

The default export file and default results table shown on-screen contain the following fields:

Field	Definition
MSD Number	Child's Migrant Student Directory (MSD) number (statewide MEP identification number)
SSID	Child's CALPADS identification number (Statewide Student Identifier)
Name	Child's full name
DOB	Child's date of birth
Gender	Child's gender
Grade	Child's grade based on enrollment in the selected school year
QAD	Child's most recent Qualifying Arrival Date (QAD)
EoE	Child's projected End of Eligibility based on the QAD and/or turning 22
Enroll Date	Enrollment date(s) for the child for the school, grade, and enrollment type
Withdrawal Date	Withdrawal date(s) for the child for the school, grade, and enrollment type
Departure Date	Departure date(s) for the child for the school, grade, and enrollment type
Track	Track the child is enrolled in; applies only to year-round schools
Enroll Type	Enrollment type for the school and grade (Regular Attending or Non-Attending)
Academic Risk	Indicates the child is below standard on prior year assessments, conferring risk status
PFS	Indicates Priority for Services (PFS) status linked to enrollment in selected school year

Extending the report with additional fields

The Enrollment Report has the option of adding more child demographic fields for exporting, either as an Excel worksheet or a comma separated values (CSV) text file. These file formats can be used to create mail merges or for other purposes.

Additional Fields ℹ

Select Columns ⌄

> This dropdown menu displays additional field options. Selected options will appear on-screen and in the export file.

The fields in italicized text below are the optional add-ons.

MSIN 6.0

Field	Definition
Region	*Region/DFD from which the child enrollments will be extracted*
District	*District the child's enrollment is in*
School	*School(s) the child is enrolled in*
School Year	*School year selected for the report*
School CDS Code	*CDS code of the school of enrollment as recorded in MSIN*
MSD Number	Child's Migrant Student Directory (MSD) number (statewide MEP identification number)
SSID	Child's CALPADS identification number (Statewide Student Identifier)
MSIX	*Child's ID issued by the Migrant Student Information Exchange (MSIX) system*
SISID	*Local student information system (SIS) student ID as entered in MSIN*
Name	Child's full name
DOB	Child's date of birth
Age	*Age of the child when the report is run*
Gender	Child's gender
Medical Alert	*Reported medical alert of the child*
Child's Preferred Email	*Child's preferred email*
Child's Preferred Phone Number	*Child's preferred phone number*
Ethnicity	*Reported ethnicity of the child*
COE Number	*Most recent valid COE for the child in the region*
COE Verified	*Confirmation that the COE is verified*
Grade	Child's grade based on enrollment in the selected school year
QAD	Child's most recent Qualifying Arrival Date (QAD)
EoE	Child's projected End of Eligibility based on the QAD and/or turning 22
EoE Flag	*This field returns "Y" if the child's is no longer eligible in the performance period*
EoE Now Flag	*This field return "Y" if the child's is no longer eligible on the date the report is run*
Recruiter Sign Date	*The date the recruiter signed the most recent COE*
Residency Date	*The residency date from the most recent COE*
Enroll Date	Enrollment date(s) for the child for the school, grade, and enrollment type
Withdrawal Date	Withdrawal date(s) for the child for the school, grade, and enrollment type
Departure Date	Departure date(s) for the child for the school, grade, and enrollment type
Track	Track the child is enrolled in; applies only to year-round schools
Enroll Type	Enrollment type for the school and grade (Regular Attending or Non-Attending)
Academic Risk	Indicates the child is below standard on prior year assessments, conferring risk status
PFS	Indicates Priority for Services (PFS) status linked to enrollment in selected school year
Current Address Street 1	*Child's current street address, first line*
Current Address Street 2	*Child's current street address, second line*

Field	Definition
Current Address City	*Child's current city*
Current Address State	*Child's current state*
Current Address ZIP code	*Child's current zip code*
Current Phone	*Current address phone number*
Mailing Address Street 1	*Child's mailing address, first line*
Mailing Address Street 2	*Child's mailing address, second line*
Mailing Address City	*Child's mailing city*
Mailing Address State	*Child's mailing state*
Mailing Address ZIP code	*Child's mailing zip code*
Mailing Phone	*Mailing address phone number*
Current Parent/Guardian 1 FN	*Current Parent/Guardian 1 first name*
Current Parent/Guardian 1 LN	*Current Parent/Guardian 1 last name*
Current Parent/Guardian 1 Email	*Current Parent/Guardian 1 preferred email*
Current Parent/Guardian 1 Phone Number	*Current Parent/Guardian 1 preferred phone number*
Current Parent/Guardian 2 FN	*Current Parent/Guardian 2 first name*
Current Parent/Guardian 2 LN	*Current Parent/Guardian 2 last name*
Current Parent/Guardian 2 Email	*Current Parent/Guardian 2 preferred email*
Current Parent/Guardian 2 Phone Number	*Current Parent/Guardian 2 preferred phone number*
Legal Parent/Guardian 1 FN	*Legal Parent/Guardian 1 first name*
Legal Parent/Guardian 1 LN	*Legal Parent/Guardian 1 last name*
Legal Parent/Guardian 1 Email	*Legal Parent/Guardian 1 preferred email*
Legal Parent/Guardian 1 Phone Number	*Legal Parent/Guardian 1 preferred phone number*
Legal Parent/Guardian 2 FN	*Legal Parent/Guardian 2 first name*
Legal Parent/Guardian 2 LN	*Legal Parent/Guardian 2 last name*
Legal Parent/Guardian 2 Email	*Legal Parent/Guardian 2 preferred email*
Legal Parent/Guardian 2 Phone Number	*Legal Parent/Guardian 2 preferred phone number*

MSIN 6.0

The optional fields can be added before running the report. After it has been run once, any additional selections will immediately add new columns and populate data without needing to click "Search" every time.

> If additional fields were selected, a new export button becomes available to download the information as a CSV file.

Additional Details

The Enrollment Report is perhaps the most versatile report in MSIN 6.0 because it includes many search options and filters. In addition, it allows MSIN users with various roles to perform quality assurance checks on their local enrollees. Having accurate enrollment information is important because it sets the stage for other critical tasks, such as creating Individual Needs Assessments/Individual Learning Plans (INA/ILP) and entering services. As a result, WestEd and the CDE encourage MSIN users to practice enrollment-related tasks, including using this report, in the Training MSIN site (https://trainingmsin.wested.org). Once users feel confident leveraging all the options in Training MSIN, they will be ready to assist their local programs with vital planning and monitoring tasks.