



Student Record and Advanced Search Reference Guide

Exciting news! Following an upcoming release at the end of June 2020, MSIX will deploy updates to the Consolidated Student Record view and Advanced Search functions. Drawn from end-user feedback, these updates will make information on the Student Record more easily accessible and streamline MSIX student searches. This reference guide captures these updates for all MSIX users.

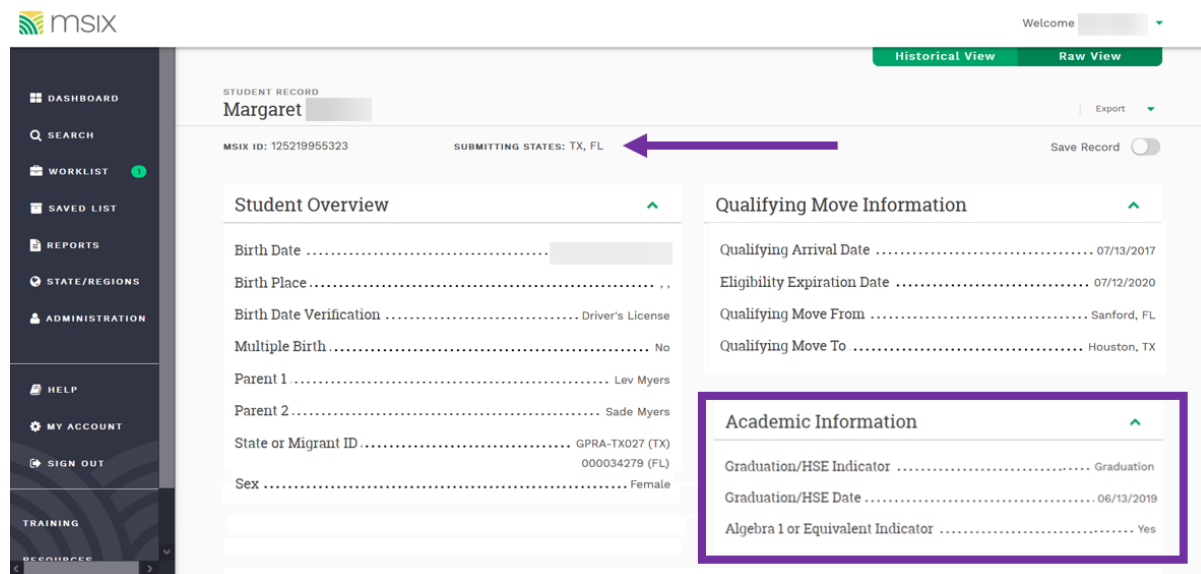
What is changing?

The following section provides an overview of the updates. *FIGURE 1* highlights the changes to the Consolidated Student Record and *FIGURE 2* highlights the changes to Advanced Search.

Consolidated Student Record View Updates

- Only the “MSIX ID” and “Submitting States” (all States submitting information for the child) fields will appear in the header;
- “Gender” was changed to “Sex” to align with the official MDE and moved from the header to the Student Overview Section;
- An “Academic Information” section with a student’s Graduation/HSE Indicator, Graduation/HSE Date, and Algebra 1 or Equivalent Indicator was added below Qualifying Move Information.

FIGURE 1: Consolidated Student Record View Updates*



*Wireframe does not contain real data



Advanced Search Updates

- Users will be able to search on Parent Name or Date of Birth (entering year as a minimum) as stand-alone fields **in addition to** First Name, Last Name, and ID;
- “Parent First Name 1” and “Parent First Name 2” will be a **consolidated** “Parent First Name” field and Parent 1 Last Name and Parent 2 Last Name will be rolled up into a “Parent Last Name” field, allowing users to search both Parent 1 and Parent 2 at once;
- Users can narrow student searches with the new search fields “District of Residence/School District Name,” “School or Project Name,” and “Facility Name.” **These will not be stand-alone search fields.**

FIGURE 2: Advanced Search Updates

The screenshot displays the 'Student Record Search' interface. At the top, a green header contains the title 'Student Record Search'. Below the header, a green bar contains the instruction: 'Ensure that your search contains at least one of the following elements: First Name, Last Name, Date of Birth, ID, Parent First Name, or Parent Last Name.' with a 'Clear' button. The search form is divided into two columns. The left column contains fields for 'First Name', 'Middle Name', 'Last Name 1', 'Last Name 2', 'Sex', 'State', 'Parent First Name', and 'Parent Last Name'. The right column contains a 'Date of Birth' field with MM, DD, and YYYY sub-fields, an 'ID (MSIX, State, or Alternative)' field, an 'ID Type' section with radio buttons for 'MSIX' (selected), 'State', and 'Alternate', a 'Multi-Birth' dropdown, 'Birth Country', 'Birth State/Province', 'District of Residence/School District Name', 'School or Project Name', and 'Facility Name'. A 'SEARCH' button is located at the bottom right. A 'Basic Search' link is at the bottom left. Purple boxes highlight the 'Date of Birth' field, the 'Parent First Name' and 'Parent Last Name' fields, and the 'District of Residence/School District Name', 'School or Project Name', and 'Facility Name' fields.

Any questions?

If you have any questions, the MSIX Help Desk is available via email at: MSIXSupport@deloitte.com or telephone at: 1-866-878-9525. Help Desk hours are: 9:30 AM - 6:30 PM Eastern Time, Monday through Friday, except Federal Holidays.