## Oscar Carrillo

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| **From:** | Heather Mendoza |
| **Sent:** | Wednesday, October 26, 2016 3:12 PM |
| **To:** | LEA_ADMIN; LEA_HV; LEA_MG; LEA_RCHV; LEA_RC; LEA_PASS |
| **Cc:** | MEP_Field Offices; OSPI; msrsstaff |
| **Subject:** | RE: MSDRS 2016 Fall Newsletter |
| **Attachments:** | FINAL MSDRS FALL NEWSLetter.pdf |



Greetings Migrant Education Staff:

Attached is the MSDRS 2016 Fall Newsletter...explore what's new with migrant education!

Providing Resources for:

- **Federal Programs Directors**
- **Recruiters**
- **Records Clerks**
- **PASS Contacts**
- **Staff Serving Out-of-School Youth**
- **Districts with 2016 Dare to Dream Participants**

Have a blessed fall!

*Heather Garcia-Mendoza*

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# PASS Year at a Glance and Scholarship and Recognition Opportunities

Way to go PASS Contacts and Students! In 2015-16, the PASS program served **700+** migrant students. These migrant students, with the support of dedicated PASS contacts, once again demonstrated their resiliency and desire to get back on track to graduate, earning **300+ credits**.

⚠️ *Did you know Washington migrant PASS students have the opportunity to earn state and local recognitions and a scholarship of $100-1,000?*

**Nominate your migrant student(s) and/or PASS contact(s) today!** Nomination forms and informational flyer are available at www.msdr.org. Contact MSDRS for more information.

**Washington State Migrant Education Program**
**PASS Scholarship & Recognition Opportunities!**

## Dare to Dream Post-Event Tips

Congratulations to the hundreds of migrant students who participated in 2016 Dare to Dream academies! Below are some post-event tips to continue to support academy participants with their academics, student voice and local engagement.

- **Identify Participants:** Login to MSDRS, select the academies tab/event, then click the [Download Complete Student List for Event in Excel] icon. The list will include all eligible students including details of which students registered, participated, and earned credit.
- **Credit Earned:** Check with your registrar or counselor to determine if credit has been added to the local student academic record. *Students who participated for the full duration of the event were sent home with an official transcript with a .5 credit in math, science, or an elective.*
- **Migrant Student Voice and Engagement:** Support students in sharing their experience at the academies with others by:
  - Organizing presentations to the local school board at an upcoming meeting.
  - Inviting participants to speak at an upcoming Parent Advisory Committee (PAC) meeting and/or student meetings. *This could be a great strategy to support local recruitment efforts for the 2017 academies!*

2017 academy information will be disseminated when schools return from winter break. Should you have any questions or need to request a replacement transcript for a student, contact Heather Garcia-Mendoza, MSDRS.

**Check out the "Student/OSY" tab at www.msdr.org to locate educational and scholarship resources for migrant youth!**

# Records Clerk Data Monitoring

With the new school year underway, this is just a quick reminder to prepare you for the upcoming Data Monitoring Session. In the fall, we will be working with RC staff to verify the following:

· enrollments are processed
· withdrawal and attendance data is processed
· assessments administered at the local school district are entered
· referred services are reported as provided by migrant staff
· supplemental instructional and support services are reported as per iGrant

Records clerks have continued to do a great job in their timely reporting efforts of various data and we thank you!

# Completing Challenge COE Forms

Many families in our schools are getting ready to depart for their winter destinations. Upon their return in January or February, many of their moves back to our districts could generate a "Challenged COE." That it is why it is imperative, during the interview, to ask our families if they withdrew their kids prior to leaving your district. If your district did not withdraw the student(s) and the family returns on a qualifying move, please thoroughly complete the "Challenged COE" form and attach appropriate documentation.

## ID&R Scenario

**Q:** An 18-year-old pregnant woman moves across school district boundaries in search of qualifying work. She obtains qualifying work (seasonal employment in agricultural work), and gives birth to a son four months after the move. The young woman does not have a high school diploma or its equivalent. Are both mother and son eligible for the MEP?

**A:** No. Only mother is eligible for the MEP. Her son was born after the qualifying move was made.

# migrant student information system
# MSIS security & privacy tips

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)** is a Federal law that **protects the privacy of student education records.** An educational agency or institution subject to FERPA may not have a policy or practice of disclosing education records, or personally identifiable information from education records, without written consent of the parent or legal guardian except as permitted by FERPA.   FERPA permits a State Educational Agency (SEA) to transfer, without parental consent, the **minimum data elements of the migratory student record to Migrant Student Identification System (MSIS),** and to use MSIS to transfer, without parental consent, the minimum data elements of the migratory student to another SEA or LEA (Local Educational Agency).

## Accessing MSIS or other Migrant Systems

Where possible, only use government approved computers.
- Install up-to-date anti-virus software and a personal firewall on your computer.
- Contact your designated information security personnel if you suspect that your home computer has been compromised.
- Maintain possession of a laptop and other government furnished equipment (GFE) at all times and be extra vigilant in protecting it.
- Use strong password or Two-Factor Authentication to log in.
- Never give out your password or let someone log in as you.

## Dangers of Public or "Free" Wi-Fi

- Connections to public Wi-Fi networks can place your laptop, smart phone, or tablet at risk and could expose your sensitive information to identity thieves.
- Dangers of public Wi-Fi include:
  - Lack of encryption
  - Rogue access points posing as legitimate networks
  - Malware
  - Unauthorized access to sensitive data

## Physical Security

- Secure student information (e.g. in a locked drawer, cabinet, desk, or safe) when not in use or not otherwise under the control of a person with a need to know.
- Never leave student information unattended on a desk, network printer, fax machine, or copier.
- Use a privacy screen if you regularly access student information in an unsecured area.
- Lock your computer when you leave your desk.
- Avoid discussing student information in person or over the telephone when you're within earshot of anyone who does not have a need to know.
- Personally owned computers should not be used to access, save, store, or host student information unless you log in through an authorized VPN or Virtual Desktop environment.
- Obtain authorization from your supervisor to remove documents containing student information from the office.
- Try not to send screenshots.

**WHAT IS PERSONALLY IDENTIFIABLE INFORMATION?**
Personally identifiable information for education records is a FERPA term referring to identifiable information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable clarity.

## Protect Student Information & Prevent Data Breeches

- MSIS **contains real, sensitive** data that could cause great harm if it were stolen or intercepted.  Student data in MSIS could be used maliciously for identity theft, leading to financial and legal issues for those affected.
- Users can **encrypt** their files using "zipping" applications such as WinZip.  However, if you do not have WinZip or a similar program, many Microsoft Office products offer the ability to password protect files.
- Minimize information collection to only the data required by the Migrant Education Program.
- Store information securely by using encryption and locking your computer when you step away from your desk.
- Dispose of student identifiable information properly by destroying CD/DVDs, shredding paper documents, and deleting files from computer systems.
- Follow established policies, procedures, and processes
- Never include student information in presentations, training materials, or email to personnel without a need to know (e.g. Help desk).
- Avoid faxing student information.  If you MUST use a fax, alert the recipient prior to faxing and verify that the recipient received the fax.
- For Postal mail containing student Information:
  - Seal materials in an opaque envelope or container
  - Mail using the U.S. Postal Service's First Class Mail, Priority Mail, or an accountable commercial delivery service (e.g., UPS)
  - Use a receipted delivery service or a tracking service
- Do not share migrant student data through social media or personal email.