MSIX Consolidated Student Record Report – Printing a Consolidated Student Record

MSIX offers a consolidated student report that can be printed to share with guidance counselors, registrars, tutors, and parents. One of the main benefits MSIX provides is the creation of a consolidated student record for all students in MSIX.

This consolidated record organizes the student's information from various enrollments, which makes viewing student information easy and comprehensive. Upon clicking into a child's name, you will be able to view that child's consolidated record.

The boxes on this slide call out the key categories of information that you'll find on the consolidated record. They include student identification information, demographics details, latest qualifying move information, enrollment history in chronological order, assessment history information in chronological order, and course history information in chronological order.

This view allows us to take a closer look at the enrollment section in the consolidated student record and list the different possible values for specific indicators. The Med Alert Indicator lets you know if the child has a chronic, acute, or no known medical conditions. The English Learner, Priority for Services, and Independent Education Program or plan indicators are marked by either yes or no values, allowing you to understand what services the child needs. While health records are not transferred by means of MSIX, the Immunization Records section indicates if a child has an immunization record on file or not. For all of these categories, a dash means that no data has been submitted.

If you would like to know more about a certain individual enrollment, simply click on the caret symbol next to the enrollment to expand it. By expanding an individual enrollment, you can see more details than the summary provides, such as enrollment type, Algebra I information, and graduation information. If you have a question about the student's record during this enrollment, you can reach out to the school using the school's contact information included in these details.

Here we see the summary of the student's assessment history. The Assessment Content section tells you the assessment type, what subject matter was tested, and the assessment interpretation section, which provides the overall proficiency level the student attained on that particular assessment. Just like enrollments, you can expand the assessment to view more details, including the assessment reporting method and score results.

If we take a look at the Course History section of the consolidated student record, we can see each course the student has taken, the year it was taken, the subject, the final grade, and credits granted. If the student only received partial credit for a course, grade to date and clock hours should provide in-progress information. You can expand the course to view additional information, such as the state in which it was taken, the course type, the term type, and the course section. One thing to look out for in the course history portion of the record is odd data, such as a value of 0 for credits granted. If there is no partial credit granted for the course or something looks otherwise off, send a data request, which is discussed in the video titled MSIX Data Requests—Initiating a Data Request.

If a family needs a copy of a child's consolidated record to take with them as they move or for their own records, you can print it out from the Consolidated view, click Export. Choose the PDF format. And one it has downloaded, save and print out a copy of the record. Only the PDF format will export the consolidated student record. It will look like the image on this slide and will include enrollment

information as well as course history, assessments, and medical indicators. This image displays the course history, assessments, and medical indicators as seen on the export of the consolidated record.

This document is especially useful if the school to which the child is moving does not use MSIX. Parents, guidance counselors, tutors, and others can maintain a hard copy for their records.