MSIX data request – Initiating a data request

To initiate a data request, perform a student record search to find the correct student and MSIX. Then open the student record consolidated view and select data request. From the data request screen, in the comments area of the window, enter your comments to the recipient of the data request under recipient, select a state district and school to send it to the appropriate MSIX user. Then click submit. After submitting a data request, the initiator will receive an email confirmation.