MSIX Move Notification - Initiating a Moves Notice

ESC and LEA migrant education program staff are responsible for sending a move notification when students move to or from your area. Move notifications can be used to send a notice to a state or district where a family has notified you they will be moving. To initiate a move notification on MSIX users will click on the move notice link. In the move notice pop up window, select either this student is moving from our area to your area or your student has recently moved to our area from the drop down list and the comments area. Enter your comments to the recipient of the move notice. To protect the student's privacy do not include any sensitive information such as social security numbers or other personally identifiable information in a comments field. Comments entered will be shared unedited and in their entirety with other MSIX users. Under recipient, select a state district and school to ensure the move notice is sent to the appropriate MSIX user. Then click submit. Be sure to give detailed information without compromising the family's personally identifiable information. When you send a student move notification, you will be copied on the email that is automatically sent. This will serve as a confirmation to the person that originated the notification, helping you to maintain your own records. It will also make it easier for the recipient to respond to the notification by providing your contact information.