Florida Migrant Education Program (FMEP) Policies and Procedures For Florida Inter/Intrastate Transfer/Exchange of Migrant Student Records

Intrastate Policy for Migrant Record Transfer/Exchange

- Upon enrollment of a migrant student in school, the receiving district must retrieve the student academic and health records within five (5) business days. To ensure proper records transfer, the district utilizes the Florida Automated System for Transferring Educational Records (F.A.S.T.E.R.) system as the primary method to transfer and retrieve intrastate (district to district) student records.
- Upon withdrawal of a migrant student, the sending district must update the student's academic and health record within five (5) business days of withdrawal from school. To ensure proper records transfer, the district utilizes the Florida Automated System for Transferring Educational Records (F.A.S.T.E.R.) system as the primary method to transfer and retrieve intrastate (district to district) student records.
- District and/or Migrant Education Program (MEP) staff must contact via the Migrant Student Information Exchange (MSIX) system and/or by phone the sending or receiving MEP to ensure records updates have been facilitated and to coordinate MEP services on behalf of the student. within five (5) business days.
- The local MEP in the receiving district must coordinate with appropriate school-based guidance staff to ensure proper academic placement and services for arriving migrant student transpired.
- Districts will maintain documentation at the local level of intrastate communication with other migrant programs regarding exchange of student records. (aligns with compliance item BIC-2)

Interstate Policy for Migrant Record Transfer/Exchange

- Upon enrollment of a migrant student in a Florida school, the receiving school district must access student records via the MSIX data base and/or request student academic and health records from the sending state within five (5) business days.
- Upon receipt of the newly enrolled migrant student's record, the local district must confirm accuracy of the student's MSIX data within five (5) business days.
- Upon withdrawal of a migrant student from a Florida school, the district must update the student's academic and health record in the MSIX database system within five (5) business days.
- In addition to updating the MSIX database, Florida districts are responsible for facilitating records updates in the Florida Automated System for Transferring Educational Records (F.A.S.T.E.R.) within five (5) business days of migrant student entry or withdrawal.
- The district will maintain documentation at the local level of interstate communication with other MEPs and/or LEAs regarding exchange of student records. (aligns with compliance item BIC-2)
- If after five business days, the LEA and local MEP have encountered difficulties in exchanging migrant student academic and health records to or from another state the Florida MSIX State Administrator and/or the Florida Migrant Interstate Program are available to assist with the resolve of problematic student records transfers.

NOTE: This document is in alignment with the Florida Migrant Education Program's Migrant Student Information Exchange (MSIX) Policy and Procedures regarding the expectation of timely records transfer of migrant student academic and health records.