

# Migrant Students: MSIX Course and Clock Hours

If you have migrant students enrolled in your CTE classes, you will need to complete this information on their enrollment records and will be prompted for this information. If you do not have Migrant students, you will not have to complete this information and will not be prompted.

## MSIX Course Section ID

The MSDS requires data reporting Migrant TSDL Collection. The MSIX Course Section ID describes the duration of the course taken for migrant students. A full year is a course that lasts the full school year. If a course is divided into two sections, the first of the two sections is section A, and the second of the two is section B. MDE uses this data for federal and state MSIX reporting requirements.

List of values (choose from the list)

| Code | Text      | Description  |
|------|-----------|--|
| 01   | Full Year | This is a full school year course.                                 |
| 02   | Section A | The first of two equal segments into which the course is divided.  |
| 03   | Section B | The second of two equal segments into which the course is divided. |

- This characteristic must be reported for migrant students if the course duration meets one of the above criteria. If none of the options are appropriate, the characteristic may be omitted, and the Term Type characteristic in EEM will be used for reporting.
- This characteristic is not required for non-migrant students.

## How to Add/ Edit MSIX Course Section ID and Clock Hours

To input MSIX Course into CTEIS:

- To open the Manage Students screen: Log into CTEIS at [MI Login - Login \(michigan.gov\)](#) using your MILogin username and password. Upon successful login, you will be navigated back to the CTEIS homepage.
- From the navigation bar, click Data Entry, then select Manage Students.
- Select a building from the Select Building... dropdown menu to load students from that building into the student grid. You may view students who have left school by unselecting the In-school checkbox.
- To search for a student, enter a UIC or the last name into the Search By UIC/Last Name search in the column headers and click the Search button.
- Sort your list by entering student data into column headers.

| ENROLLMENT                                 |
|--|
| <a href="#">Manage Students</a>            |
| <a href="#">Manage Courses</a>             |
| <a href="#">Import Courses</a>             |
| <a href="#">Mass Course Edit</a>           |
| <a href="#">Mass Course Renew</a>          |
| <a href="#">Manage Enrollment</a>          |
| <a href="#">Manage Staff</a>               |
| <a href="#">Student/Course/Enr. Import</a> |
| -----                                      |
| <a href="#">Manage Credentials</a>         |
| <a href="#">Upload Credentials</a>         |

6. Once your student is selected, located in the student's MSDS Data panel, verify the student's Migrant status.

**MSDS Data**

|                                   |                                |
|-----------------------------------|--------------------------------|
| MSDS Last Updated: 8/10/2022      | Migrant: Yes                   |
| English Learner: No               | Foster Care: No                |
| Grade: 10                         | Homeless:                      |
| Exit Status: Expected to continue | Military: No                   |
| Exit Status Date:                 | Economically Disadvantaged: No |
| Race/Ethnic: White                | Disabled: 0-None               |



7. In the Program Enrollment History Panel under courses, you will see column headers, the MSIX Course section can be selected by using the drop-down menu. Once selections have been made CTEIS automatically updates your entries.

**Program Enrollment History**

| Type: Regular |       | Advancement status: Enrolled |         |           |                  |                     |
|---------------|-------|------------------------------|---------|-----------|------------------|---------------------|
| IN            | Grade | Completion Status            | HS Cred | Col. Cred | MSIX Clock Hours | MSIX Course Section |
|               | C-    | ▼                            | ▼       | 0         | 0                | 0                   |
|               | F     | ▼                            | ▼       | 0         | 0                | 0                   |

#### MSIX Clock Hours

For migrant students whose courses have not been completed (or credit granted), the number of clock hours that the student has completed to date. MDE uses these data for federal and state MSIX reporting requirements.

- Enter the number of clock hours to date a migrant student has completed.
- This characteristic must be completed for all migrant students when a course is not completed.

To input MSIX Clock Hours into CTEIS:

1. Following the same procedure for MSIX Course entries, locate the MSIX Clock Hours column header in the Program Enrollment History panel.
2. Using the drop-down menu select the number of clock hours. CTEIS will automatically update your entries.

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