Privacy Impact Assessment

For

Migrant Student Information Exchange

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1. System Information. Describe the system - include system name, system acronym, and a description of the system, to include scope, purpose and major functions.

The Migrant Student Information Exchange (MSIX) supports the Migrant Education Program (MEP), which is administered by the Office of Migrant Education (OME) under the Office of Elementary and Secondary Education (OESE). The MEP supports State Educational Agencies (SEAs) by providing funding to help SEAs establish or improve educational programs for migrant students. MSIX has been developed to provide an effective method for electronically exchanging student records amongst States; and, to determine an accurate count of the number of migratory children in each State. As such, MSIX provides a means for States to coordinate information sharing for the migrant student community.

2. **Legal Authority. Cite the legal authority to collect and use this data.** What specific legal authorities, arrangements, and/or agreements regulate the collection of information?

MSIX is authorized under section 1308(b)(2) of the ESEA, as amended by the No Child Left Behind Act of 2001 (20 U.S.C. Section 6398(b)(2)).

3. **Characterization of the Information. What elements of PII are collected and maintained by the system (e.g., name, social security number, date of birth, address, phone number)?** What are the sources of information (e.g., student, teacher, employee, university)? How is the information collected (website, paper form, on-line form)? Is the information used to link or cross-reference multiple databases?

The categories of records in the system include the migrant child's: Name, date of birth, personal identification numbers assigned by the States and the Department, parent's or parents' name or names, school enrollment data, school contact data, assessment data, and other educational and health data necessary for accurate and timely school enrollment, grade and course placement, and accrual of course credits. The final request for public comment on the minimum data elements (MDEs) to be included in MSIX was published, pursuant to the Paperwork Reduction Act of 1995 clearance process, in the **Federal Register** on August 3, 2007 (72 FR 43253–34). More information on the 66 MDEs is available in the Department's Information Collection Notice at: *http: //edicsweb.ed.gov/browse/downldatt.cfm?pkg_serial_num=2841*

4. **Why is the information collected? How is this information necessary to the mission of the program, or contributes to a necessary agency activity**. Given the amount and any type of data collected, discuss the privacy risks (internally and/or externally) identified and how they were mitigated.

The purpose of MSIX is to enhance the continuity of educational and health services for migrant children by providing a mechanism for all States to exchange educational and health related information on migrant children who move from State to State due to their migratory lifestyle. It is anticipated that the existence and use of MSIX will help to improve the timeliness of school enrollments, improve the appropriateness of grade and course placements, and reduce incidences of unnecessary immunizations of migrant children. Further, MSIX will facilitate the accrual of

course credits for migrant children in secondary school by providing accurate academic information on the student's course history and academic progress.

5. **Social Security Numbers - If an SSN is collected and used, describe the purpose of the collection, the type of use, and any disclosures.** Also specify any alternatives that you considered, and why the alternative was not selected. **If system collects SSN, the PIA will require a signature by the Assistant Secretary or designee. If no SSN is collected, no signature is required**

MSIX does not collect Social Security Numbers.

6. **Uses of the Information. What is the intended use of the information?** How will the information be used? Describe all internal and/or external uses of the information. What types of methods are used to analyze the data? If the system uses commercial information, publicly available information, or information from other Federal agency databases, explain how it is used.

The information will be used to facilitate the timely enrollment, grade and course placement, and credit accrual of migrant students who move from one district or State to another due to their migrant lifestyle.

7. **Internal Sharing and Disclosure. With which internal ED organizations will the information be shared?** What information is shared? For what purpose is the information shared?

MSIX will not share personally identifiable information with internal ED organizations

8. **External Sharing and Disclosure. With what external entity will the information be shared (e.g., another agency for a specified programmatic purpose)?** What information is shared? For what purpose is the information shared? How is the information shared outside of the Department? Is the sharing pursuant to a Computer Matching Agreement (CMA), Memorandum of Understanding or other type of approved sharing agreement with another agency?

MSIX does not share information with any external entities.

9. **Notice. Is notice provided to the individual prior to collection of their information (e.g., a posted Privacy Notice)?** What opportunities do individuals have to decline to provide information (where providing the information is voluntary) or to consent to particular uses of the information (other than required or authorized uses), and how individuals can grant consent?

The following notice is provided to users regarding what information is collected and how that information is shared:

You must read the statement below, and click "Continue" to access the Department of Education's MSIX website. Some users may need to scroll to the bottom of the screen to see the "Continue" button.

This is a United States Department of Education computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

This system contains personal information protected under the provisions of the Privacy Act of 1974, 5 U.S.C. § 552a -- as amended. Violations of the provisions of the provisions of the Act may subject the offender to criminal penalties.

10. **Security. What administrative, technical, and physical security safeguards are in place to protect the PII?** Examples include: monitoring, auditing, authentication, firewalls, etc. Has a C&A been completed? Is the system compliant with any federal security requirements?

A C&A has been completed (11/2007) and the FIPS 199 Categorization is **Low Impact**. Please refer to Appendix B: SAFEGUARDS for security related procedures.

11. **Privacy Act System of Records. Is a system of records being created or altered under the Privacy Act, 5 U.S.C. 552a?** Is this a Department-wide or Federal Government-wide SORN? If a SORN already exists, what is the SORN Number?

System is covered under the System of Record Notice Migrant Student Information Exchange (MSIX), SORN 18-14-4, dated December 5, 2007, 72 FR 68572 - 68576.

12. **Records Retention and Disposition. Is there a records retention and disposition schedule approved by the National Archives and Records Administration (NARA) for the records created by the system development lifecycle AND for the data collected?**

Records are maintained and disposed of in accordance with the Department's Records Disposition Schedules as listed under ED 231—Public and Restricted Use Data Files—Studies.