

**Kentucky Migrant Education Program
SAMPLE MSIX Data Review Completed Letter**

Dear _____:

This letter is to notify you that we have reviewed your request to make corrections to the MSIX account listed below.

| Student's Name | MSIX # | STATE ID # | Phone # | Address |
|----------------|--------|------------|---------|---------|
| | | | | |

After reviewing your request, we have decided:

| | |
|------------------------|-------------------------------|
| To make changes | No changes were needed |
| | |

Category of Corrections Reviewed: (Circle or Highlight all that apply)

| Demographics | Qualification Moves | Enrollments | Course History |
|----------------------|----------------------------|-----------------------|---------------------|
| First Name | Qualifying Arrival Date | Designated Graduation | State |
| Last Name | Qualifying Move From State | District of Residence | Begin Academic Year |
| Middle Name | Qualifying Move to State | Residency Date | End Academic Year |
| Date of Birth | Other | Grade | Course Title |
| Male Parent's Name | | Enrollment Date | Subject Area Name |
| Female Parent's Name | | Enrollment Type | Course Type |
| Birth Location | | MEP Project Type | Term Type |
| Gender | | School/Project Name | Final Grade |
| School Enrollments | | School/Facility Name | Credits Granted |
| Course History | | Enrollment District | Grade to Date |
| Other | | Home School | Course Section |
| | | IEP Indicator | Other |
| | | PFS Indicator | |
| | | Immunization | |
| | | MED Alert | |
| | | Other | |

| Corrections | Corrections and Updates Reviewed | Comments and reason for correction |
|-------------|---------------------------------------|--|
| 1 | (Example) Jeff | Misspelled name |
| 2 | (Example) Vincent | Last name was incorrect |
| 3 | (Example) Madison Central High School | No change needed. Information was correct |
| 4 | (Example) English II A/97% | No change needed. Information was correct. |

Thank you for bringing our attention to the above discrepancies. All updates and corrections were made on the date listed below. If you have any questions, please do not hesitate to call our office.

| Month | Day | Year |
|-------|-----|------|
| | | |

Sincerely,
Your name here
District or region name here
Contact address
Contact phone number