Idaho Migrant Education Program

How to Get Roles Corrected in the Idaho District Contacts Information (IDCI) List

As of April 2016, only those who have a migrant role listed in IDCI will be given access to MSIS and the secure site used for securely transferring documents with student information. If you are already using these applications, but with problems in IDCI roles, you will not immediately lose access to these apps. We will be happy to work with you to resolve the issue.

Here is the step-by-step process-

Liaisons:
- ❑ Contact your Migrant Director and ask that you be added in IDCI in the Title 1-C Migrant Education Family Liaison/Recruiter role. The code for this role is MEFR.

Directors:
- ❑ Contact your ISEE Coordinator to make a correction to either migrant role:
    - o Title 1-C Migrant Education Coordinator (MED)
    - o Title 1-C Migrant Education Family Liaison/Recruiter (MEFR)

ISEE Coordinator:
- ❑ Update the Excel spreadsheet for **Program Contacts**, adding or deleting any roles needed.
- ❑ Upload the file to **SRM in Production** (not test).
- ❑ Click on **Send to State** to get the file to come to the SDE.
- ❑ Check the roles in IDCI the next day to see if they were posted the way you intended.

Empowering migrant students and their families to succeed in Idaho.
Capacitar a estudiantes migrantes y sus familias para tener éxito en Idaho.