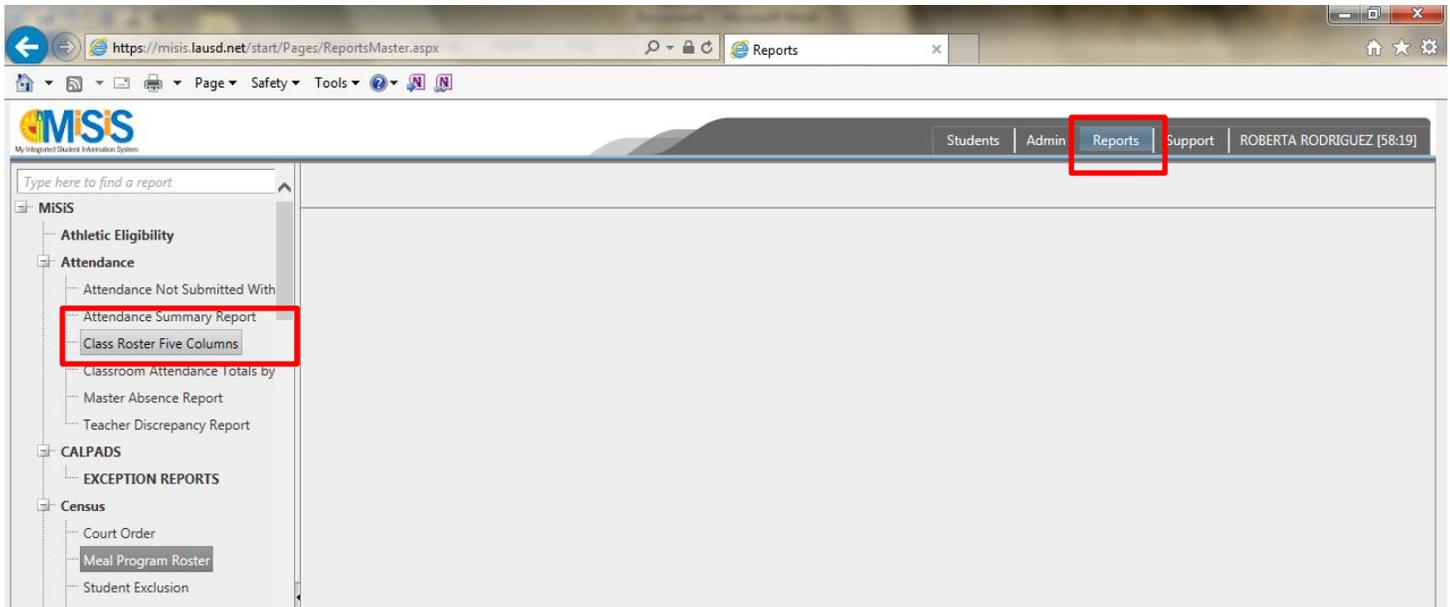


## How to Print Class Roster Five Columns

1. Log-in to MiSis
2. Click on REPORTS
3. Left tab, click on CLASS ROSTER FIVE COLUMNS



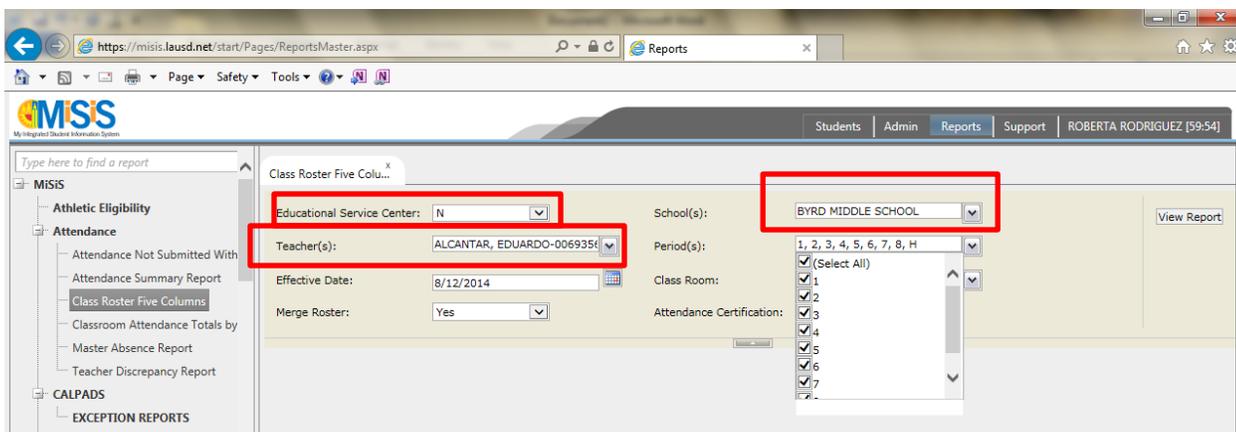
Fill information according to the ESC and School Information:

**Educational Service Center:** Select the applicable center: **N,S, W or East**

**School:** Select the current school site you are assigned to

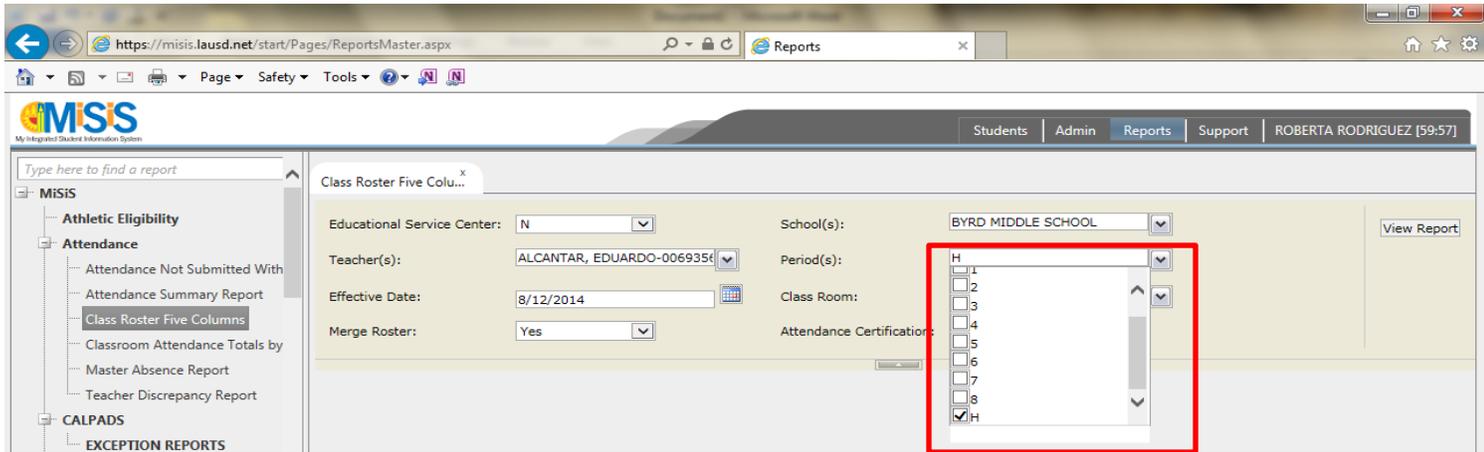
**Teacher:** Select all for all classrooms, select individual if applicable

**Period:** Un-check "Select All" and scroll all the way down, look for "H" homeroom, click on "H"



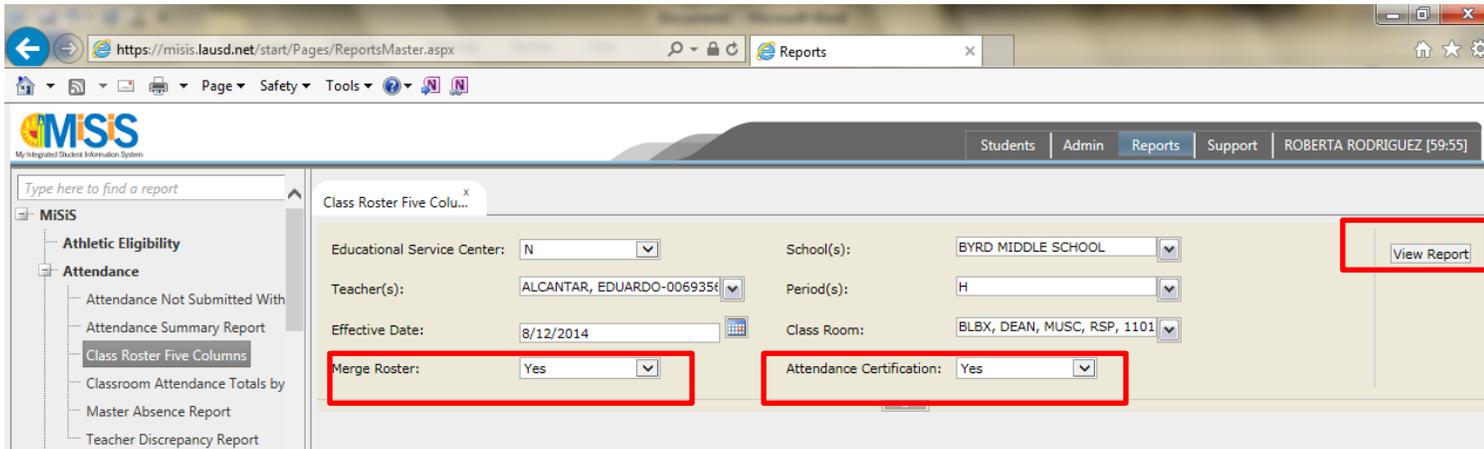
**Period:** Un-check "Select All" and scroll all the way down, look for "H" homeroom, click on "H"

**Effective Date:** The current date you are working on, or applicable for future use



**Merge Roster:** Yes

**Attendance Certificate:** Yes



Click on VIEW REPORT, a new window will appear see example below

Class Roster Five Columns

Educational Service Center: N School(s): BYRD MIDDLE SCHOOL

Teacher(s): ALCANTAR, EDUARDO-0069356 Period(s): H

Effective Date: 8/12/2014 Class Room: BLBX, DEAN, MUSC, RSP, 1101

Merge Roster: Yes Attendance Certification: Yes

Los Angeles Unified School District

School: 8080 BYRD MIDDLE SCHOOL Run Date: 08/11/2014

Five Column Class Worksheet Run Time: 12:51:47 PM

Teacher: ANDERSON, ALEX E Period: H Room: 1220 Course Name: HOMEROOM Effective Date: 8/12/2014

#	District ID	Student Name	Date of Birth	Gr	Course-Section	08/12/14	08/13/14	08/14/14	08/15/14	08/18/14
1	101203M026	ADAME, ERIK	10/12/03	6	420103-1					
2	041503M029	AGUILAR, BRIAN	04/15/03	6	420103-1					
3	120802F048	AGUILAR, PAMELA QUIAMBAO	12/08/02	6	420103-1					
4	012303F047	AGUILAR, VANESSA NICOLE	01/23/03	6	420103-1					
5	010303F002	AMAYA-VELIS, GABRIELA STE	01/03/03	6	420103-1					
6	051003M056	ARIAS MEZA, CARLOS RAUL	05/10/03	6	420103-1					
7	042803M018	CASTANEDA-LINARES, FERNAN	04/28/03	6	420103-1					
8	070303M073	DAVID, MIGUEL LEUTERIO	07/03/03	6	420103-1					
9	081103M043	DE LEON, OSCAR BRUNO	08/11/03	6	420103-1					
10	031703M043	DELA CRUZ, PATRICK MANZAN	03/17/03	6	420103-1					
11	081402M105	DERAS, CARLOS RODRIGO	08/14/02	6	420103-1					
12	121002F007	DIAZ, BRENDA	12/10/02	6	420103-1					
13	050203M048	FERNANDEZ, JAVIER ALEXAND	05/02/03	6	420103-1					

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Click on the save icon, a drop down will appear

Click on PDF

Class Roster Five Columns

Educational Service Center: N School(s): BYRD MIDDLE SCHOOL

Teacher(s): ALCANTAR, EDUARDO-0069356 Period(s): H

Effective Date: 8/12/2014 Class Room: BLBX, DEAN, MUSC, RSP, 1101

Merge Roster: Yes Attendance Certification: Yes

Los Angeles Unified School District

School: 8080 BYRD MIDDLE SCHOOL Run Date: 08/11/2014

Five Column Class Worksheet Run Time: 12:51:47 PM

Teacher: ANDERSON, ALEX E Period: H Room: 1220 Course Name: HOMEROOM Effective Date: 8/12/2014

#	District ID	Student Name	Date of Birth	Gr	Course-Section	08/12/14	08/13/14	08/14/14	08/15/14	08/18/14
1	101203M026	ADAME, ERIK	10/12/03	6	420103-1					
2	041503M029	AGUILAR, BRIAN	04/15/03	6	420103-1					
3	120802F048	AGUILAR, PAMELA QUIAMBAO	12/08/02	6	420103-1					

XML file with report data  
 CSV (comma delimited)  
**PDF**  
 MHTML (web archive)  
 Excel  
 TIFF file  
 Word

Click on Open

Do you want to open or save **Class Roster Five Columns.pdf** from **misis.lausd.net**?

Open Save Cancel

#	District ID	Student Name	Date of Birth	Gr	Course-Section	08/12/14	08/13/14	08/14/14	08/15/14	08/18/14
1	101203M026	ADAME, ERIK	10/12/03	6	420103-1					
2	041503M029	AGUILAR, BRIAN	04/15/03	6	420103-1					
3	120802F048	AGUILAR, PAMELA QUIAMBAO	12/08/02	6	420103-1					
4	012303F047	AGUILAR, VANESSA NICOLE	01/23/03	6	420103-1					
5	010303F002	AMAYA-VELIS, GABRIELA STE	01/03/03	6	420103-1					
6	051003M056	ARIAS MEZA, CARLOS RAUL	05/10/03	6	420103-1					
7	042803M018	CASTANEDA-LINARES, FERNAN	04/28/03	6	420103-1					
8	070303M073	DAVID, MIGUEL LEUTERIO	07/03/03	6	420103-1					
9	081103M043	DE LEON, OSCAR BRUNO	08/11/03	6	420103-1					
10	031703M043	DELA CRUZ, PATRICK MANZAN	03/17/03	6	420103-1					
11	081402M105	DERAS, CARLOS RODRIGO	08/14/02	6	420103-1					
12	121002F007	DIAZ, BRENDA	12/10/02	6	420103-1					
13	050203M048	FERNANDEZ, JAVIER ALEXAND	05/02/03	6	420103-1					

The report below will be created for printing.

Click on the icon of the printer

Class Roster Five Columns (1).pdf - Adobe Reader

File Edit View **Print** 1 / 87 138% Tools Sign Comment

**Los Angeles Unified School District**  
 School: 8080 BYRD MIDDLE SCHOOL Run Date: 08/11/2014  
 Five Column Class Worksheet Run Time: 12:52:27 PM  
 Teacher: ANDERSON, ALEX E Period: H Room: 1220 Course Name: HOMEROOM Effective Date: 8/12/2014

#	District ID	Student Name	Date of Birth	Gr	Course-Section	08/12/14	08/13/14	08/14/14	08/15/14	08/18/14
1	101203M026	ADAME, ERIK	10/12/03	6	420103-1					
2	041503M029	AGUILAR, BRIAN	04/15/03	6	420103-1					
3	120802F048	AGUILAR, PAMELA QUIAMBAO	12/08/02	6	420103-1					
4	012303F047	AGUILAR, VANESSA NICOLE	01/23/03	6	420103-1					
5	010303F002	AMAYA-VELIS, GABRIELA STE	01/03/03	6	420103-1					
6	051003M056	ARIAS MEZA, CARLOS RAUL	05/10/03	6	420103-1					
7	042803M018	CASTANEDA-LINARES, FERNAN	04/28/03	6	420103-1					
8	070303M073	DAVID, MIGUEL LEUTERIO	07/03/03	6	420103-1					
9	081103M043	DE LEON, OSCAR BRUNO	08/11/03	6	420103-1					
10	031703M043	DELA CRUZ, PATRICK MANZAN	03/17/03	6	420103-1					
11	081402M105	DERAS, CARLOS RODRIGO	08/14/02	6	420103-1					
12	121002F007	DIAZ, BRENDA	12/10/02	6	420103-1					
13	050203M048	FERNANDEZ, JAVIER ALEXAND	05/02/03	6	420103-1					
14	121102F066	GONZALEZ, GEORGINA ISABEL	12/11/02	6	420103-1					
15	041703M077	GONZALEZ, JESSE JUAN	04/17/03	6	420103-1					