Office of Data & Accountability – Student Information Systems Branch

The MiSiS Newsletter

July 2014 - Summer School & Scheduling Stuff

Summer School Updates

Summer School Mark Entry Windows (Secondary Only)

- **Midterm -** Summer School and ESY: *June 27 - July 1*
- **Final Marks -** Summer School: *July 13-18* and ESY: *July 6-11*

Closing Checklist – See the attached *MiSiS Closing Summer School Checklist* that has been provided. Be sure that all sections have the funding source entered. If you have multiple programs at the school (ESY and Core Waiver) do not forget this step. Click on pencil to edit section.

Missing summer school students - Many schools have had problems locating students to enroll into summer school since MiSiS rolled over into the 2014-2015 calendar. A fix was implemented this week which will once again allow you to search for and enroll a summer school student for 2013-2014. You must log on using the **Summer School District Admin** role to search for, and add a summer school record for students that the sending school never created a record for. Once this is done, you can sign in using the **Summer School Counselor** role to assign the student to the class.

Hopefully by now, most if not all of your teachers are using MiSiS to take attendance. Use the Attendance Not Submitted Report daily to identify and clear attendance.   Please contact SIS support if you still do not have teacher names displaying in the dropdown selector in the course manager.

Students that attended summer school, but exited before last day -- In MiSiS, for all students that leave summer school early, DO NOT delete the student from the roster. Only students that never showed can be safely deleted.

- To drop a student, and effectively withdraw the student from summer school, simple change the end date for the student. Refer to the Modify Start/End Dates job aid on the MiSiS website (http://misis.lausd.net/ click on MiSiS Tools and Resources.
- Please note that only Secondary schools, including Middle School ESY, must enter grades for courses (see dates above).

These are a few of the reports available for summer school, what they do, and any issues we are aware of:

- **Attendance Not Submitted** – Should display teacher that have not taken attendance. HOWEVER due to a system bug, report will display teachers as *not having submitted* attendance, if the attendance was taken by the office (ACTION: ignore teacher for which you know the attendance was entered by the office until this is fixed.)
- **Class Enrollment – Summer School** – This report displays a list of all class sections, with the number of students enrolled in each. Clicking on the blue hyperlink for the # of students will drill down to the student roster for that room. WORKAROUND: BE SURE TO SELECT THE SCHOOL YEAR 2013-2014 to force the report to print your current summer enrollment.
- **Class Roster Five Columns -** This roster should be printed weekly to keep track of attendance manually if needed. Attendance not entered by the teacher can be reported to the office using this form. Office can then submit attendance for past weeks. STILL HAS BUGS! Some students that dropped last week have been restored, but not all. These are ongoing issues related to changing over to 2014-15.
- **Master Absence – Summer School** – (known bug, not including current day) - This report prints a list of students based on the parameters entered. WORKAROUND: BE SURE TO SELECT THE SCHOOL YEAR 2013-2014 to force the report to print your current summer enrollment.
- **Attendance Summary Report** – This report was designed to be used during the school year, but one of our schools discovered that when the dates are changes for the summer school time period, it will correctly summarized attendance for all students.   This report was previously only available via the Office Manager role, but has just also been made available via the Summer School Counselor role.

New Year Enrollment

New Enrollments – Students can be enrolled into the school using the *Office Manager* role. Be sure to carefully search for students using the Enroll Student search. Most of your returning students should not need to be re-enrolled, but if they do, the same process must be followed to re-enroll a student. Some tips to accurately search for a student:

- For students with multiple last names or hyphenated last names, only enter the first 3-4 letters of the name, and never enter the hyphen.
- Click on radio button to indicate the correct gender. (Note, the search screen parameter defaults to "male".)
- Enter the student's birthday. Since previous IDs should also have the birthday, this will help make sure you have the correct student and narrow the search considerably.

Matriculating Students – Matriculating students from Primary Centers, Elementary, and Middle Schools who have a *single resident school*, were uploaded to their next school based on their address. Hopefully, many schools followed the pre June 30th instructions to transfer students with multiple options. If you cannot find the student in the Walk In Scheduler, you can use the district-wide search screen via Enroll Student to see if

the student is showing currently enrolled at your school (which means the transfer was successful!), OR to see the enrollment is showing the previous school. If the exit date is there, you should be able to enroll the student (WAIT UNTIL AFTER DATA MIGRATION IS COMPLETE—AUG 1, 2014).

NO MORE TRANSFER RECORDS FOR MATRICULATING STUDENTS -- After June 30, the transfer records for the new school year ARE NO LONGER NECESSARY! Students that were not transferred prior to June 30, SHOULD NOT BE TRANSFERRED—BUT INSTEAD CAN BE ENROLLED (using Enroll Student, from Office Manager role) and assigned to class(es) using the Walk In Scheduler.

Missing Students – Schools have reported that some students did not remain enrolled in MiSiS, despite being enrolled through the end of the year in SIS. There are also still missing students from after 4-20-14, or that changed schools after that date. Please hold off on attempting to re-enroll students that may have dropped from your school. These students may not display your school (show "unspecified" and/or may be missing the grade level. MiSiS programmers are aware of the issue and working to resolve it. We hope this issue and other data migration related issues will be fixed by August 1st.

Retentions – The retention screen is not working correctly yet—hold off on entering retention information for the previous year until the screen is fixed so that is will allow entry of retentions for the previous year.

Editing Enrollment Information – While many of the new screens promised are appearing, the data migration process to consolidate and move all data from the old SIS to MiSiS will not be complete until on or after August 1 (estimate, can change). We strongly recommend against using the Enrollment History or Census screens to attempt any editing of student grade info, parent information, etc., until after that date to avoid losing data and having to re-enter any corrections.

Immunizations – After much confusion, it has been finally decided that schools WILL BE ABLE to enter/update student immunization information using MiSiS. A new job aid titled *Enter Immunizations* with instructions for data entry has been posted at the MiSiS website (http://misis.lausd.net), **MiSiS Tools and Resources > Health**. As with all functionality, there are some bugs (missing TDAP, for example).

Check Box "Verified as Legal Guardian" – Do not check the box next to verified as legal guardian unless the parent/guardian in question can establish relationship to student based on guidelines in the Attendance Policy & Procedures Manual. (See Section 3.2 Enrollment). Step-parents, for example, are not automatically legal guardians unless court papers are presented. You may check the LIVES WITH box for all parent/guardians the student resides with.

Resident Address Validation – There are still some issues with the address verification in MiSiS. If despite attempts to enroll a student, the address does not correctly show in your area, or if you don't have an attendance area, (example, Pre-K kids - system still won't allow out of area enrollment), you may use the last code (OPT) in the permits list as a workaround to allow enrollment.

Home Language Survey Questions - Upon initial enrollment, parents complete the Home Language Survey (HLS) section on the District's Student Enrollment Form as required by state and federal law. The purpose of the HLS is to determine if a language other than English is used in the student's home. Prior to completing the HLS, parents are to receive an explanation regarding its purpose and uses, as well as the possibility that their child may be given an assessment to measure their English language proficiency level. In particular, it should be made clear that the HLS is NOT used to determine a student's language classification or immigration status. Only one language can be entered for each question, and the parent should be directed to answer the question honestly to determine initial assessment needs. For details, refer to the pages 5-6 of the Master Plan for English Learners (Multilingual and Multicultural Education Department, 2012).

Scheduling – Secondary Schools

As secondary schools have begun using the MiSiS Scheduling screens, the following things have been learned.

- In order for a course request to work, there must be a section created for the course first.
- All sections must have the room number and a teacher name assigned. Keep track of UNASSIGNED.
- Only 70% needs to be met in order to commit. Please note that when the 70% threshold is not met performing a Quick or Long Run, the Error tab and Warning tab now display information to help the user see where there are errors preventing the scheduler from reaching the 70% threshold.

New Enrollees/May-June Enrollments:

- Go to the Walk In Scheduler and look for students that have no sections assigned. Any students you enrolled directly in MiSiS or enrolled in SSIS after 4-20-14 may also be found here.
- You can sort the students with 0 sections by clicking on the column header for "Sections" in the left pane. Click on the student (wait patiently for the system to refresh) and if the student has a class, it will appear in the right pane. Information regarding the Walk In process can be found on the MiSiS website (http://misis.lausd.net), under MiSiS Tools and Resources > Master Scheduling.

Section Attributes – Certain classes must have certain section attributes set, like Special Day Program Classes and classes participating in the Master Plan for English Learners. In addition, the language of instruction for the class and other information can be added. To edit the section attributes, click on the green plus-sign button on the section. For now, make sure to select the correct Special Education code for Special Day program sections and the correct Master Plan Program for bilingual classes (Any class with a language of instruction *other than* English).   More information will be forthcoming regarding these attributes as they relate to state reporting (Fall and Master Plan Surveys).

BUG FIX - Deleting unused or accidentally created sections - Sections can be deleted using the trash can icon that appears to the right of the pencil-eraser (edit) icon. Do not attempt to delete a section if there are students in the section. Users attempting to delete sections in early June reported a bug that has now been fixed (sections will now STAY deleted, and not return).

Scheduling – Elementary Schools

Be sure you are logged in as Scheduling Administrator in order to access the Master Scheduling menu under Admin. Continuing students have been "rolled over" into their new grade level enrollments for 2014-2015 and have been scheduled into a pre-committed scenario with blank, unfilled sections. Be sure to select the 2014-2015 term in the selector if you do not see the section editor on the menu. In MiSiS, elementary students are enrolled in their corresponding, grade-level, course, (i.e. GRADE 1, GRADE 2, etc.) Schools were *advised* in training to not assign a room and teacher to this section (leave it with UNASSIGNED, as is) so that you can keep track of the students moved to the sections you created, and keep track of which students are left over in the pre-committed section.   Once all the students have been moved to their assigned sections, you may delete or reuse the section for any grade level, as long as you assign a distinct room and teacher.

Section Creation – Sections are created for each grade level course a teacher is responsible for. Teachers with combination grade levels will need a section for each grade level course.

- Determine how many sections you will need and create the sections, adding teacher and room number.   Instructions for the Master Scheduling screen can be found on pages 1-2 of the *Master Scheduling Basics in MiSiS for Elementary School*s Job Aid at http://misis.lausd.net under MiSiS Tools and Resources.
- Section Types are *not required*, but provide a way of labeling sections with school-defined code descriptors (see page 2 of same job aid for instructions).
- To create the additional sections needed, follow the instructions for Sections Editor on pages 3-4 of the Job Aid, and repeat as needed for each grade level section.

Section Attributes – Certain classes must have certain section attributes set, like Special Day Program Classes and classes participating in the Master Plan for English Learners. In addition, the language of instruction for the class and other information can be added. To edit the section attributes, click on the green plus-sign button on the section. For now, make sure to select the correct Special Education code for Special Day program sections and the correct Master Plan Program for bilingual classes (Any class with a language of instruction *other than* English).   More information will be forthcoming regarding these attributes as they relate to state reporting (Fall and Master Plan Surveys).

Returning/Continuing Students – Make sure you have all of your new room assignments organized by new room, alphabetically.   (i.e., sort organization cards in alpha order for easy location in the list on the screen). Follow instructions on pages 4-5 to move students from pre-committed sections to the sections you created for them. Students are not necessarily missing if you cannot find them in one of the pre-committed sections. Look for missing students in the Walk-In Scheduling screen first, before calling SIS support to report missing student.   Students may need to be re-enrolled (See Enrollment above) if they have dropped from your active enrollment. If the student dropped and shows NO grade level and/or NO school (displays "unspecified") you may not be able to re-enroll the student until data migration issues are complete (est. August 1).

New Enrollees/May-June Enrollments – Go to the Walk in editor and look for students that have no sections assigned. Any students you enrolled directly in MiSiS or enrolled in ESIS after 4-20-14 will also be found here (if not found in a pre-committed section).   You can sort the students with "0" sections by clicking on the column header for "Sections" in the left pane. Click on the student (wait patiently for the system to refresh) and if the student has a class, it will appear in the right pane. Follow the instructions on pages 10-13 of the Job Aid to assign students to sections using the Walk-In Scheduler screen.

BUG FIX - Deleting unused or accidentally created sections - Sections can be deleted using the trash can icon that appears to the right of the pencil-eraser (edit) icon. Do not attempt to delete a section if there are students in the section. Users attempting to delete sections in early June reported a bug that has now been fixed (sections will now STAY deleted, and not return).

SCHOOLS WITH PRE-K: Pre-Kindergarten Setup Required - Before Pre-K students can be assigned to classes, schools offering Pre-K Special Ed programs (like PSM, PCC) or Pre-K SRLDP programs *must add the Pre-K course numbers to the school courses*. On the Master Scheduling screen, first click on School Courses.   Then, in the Course Name filter type "PRE K" (see below). The following courses will display: 110101 PRE K SPEC ED and 110100 PRE K SRLDP. Click on each course and hold the left button on the mouse to drag the course from the Course Master list on the left to the School Courses list on the right.   Click on the reset button and you should now see the courses added to the current grade level courses for your school on the right side. If you will also need to have both AM and PM classes for the **same room and teacher**, elementary schools must:
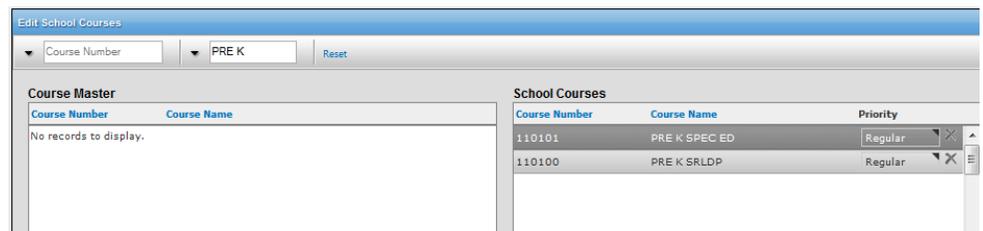
- use periods 1 and 2 for classes meeting with the same teacher in the same room for AM and PM classes if they meet 5 days a week, or
- use periods 3 and 4 respectively if they will only be meeting Mon through Thursday (Sped Pre-K classes, for example).
- Go to the Periods menu to add any other needed periods to your school.

Elementary Magnets co-located with Main School Campus – There is a known issue where the MiSiS program does not show staff names in the drop down list to assign teachers to the pre-committed, rolled-over, sections in the Section Editor for the Magnet location.

- To begin, you may assign the room numbers and a distinct UNFILLED position in the drop down list for each teacher.
- Ask the magnet teachers to go on to EZaccess and apply to the magnet location – be sure to provide teachers with the correct COST CENTER code(s) for the magnet they teacher at.

- After teacher level access has been granted to the teacher for the magnet location, the teacher's name will display in the Sections Editor drop down.

Scheduling - Span Schools

A new job aid has been posted with instructions to assist Span Schools with the Scheduling process. Span schools will need to setup both their Elementary and Secondary grades using the Master Scheduler. You must create at least one course section for each course, including the elementary courses defined by grade level (GRADE 1, GRADE 2, etc.) One key step requires Span Schools to use the Concurrent Term Editor to change Elementary courses from the default 20-week course setup during scheduling, to 40-week courses. (From Term 2014-2015 A-TRACK FALL to 2014-2015 ELEMENTARY – SINGLE TRACK A). Go to misis.lausd.net and look for the new job aid under MiSiS Tools and Resources > Master Scheduling.

Upcoming Training Opportunities

The following open house sessions have been opened for enrollment in the Learning Zone (http://lz.lausd.net)

MiSiS Scheduling Open House for Secondary - July 10, 2014, morning and afternoon sessions available at Beaudry, Zelzah, or Ft. Mac. (all days, all locations!)

MiSiS Scheduling Basics for Elementary Schools – July 9, 2014, morning and afternoon sessions available at Beaudry, Zelzah, or Ft. Mac. locations.

MiSiS Job Aids

All MiSiS job aids released to date, can been found under the MiSiS Tools and Resources section of the MiSiS website (http://misis.lausd.net)

MiSiS Closing Summer School Checklist

Manage Course Sections	☐ Enter summer school program for each section in Manage Course Sections. This data will be used to collect data for Beyond the Bell to determine funding source. ☐ Change end date of any student who left school before the last day using Manage Course Sections. Refer to [Modify Start/End Dates](http://lausd.schoolwires.net/Page/4836) job aid on MiSiS website. (http://lausd.schoolwires.net/Page/4836)
Attendance	☐ Run Attendance Not Submitted Report daily. ☐ Enter Attendance for teachers as needed. Refer to [Summer School Attendance -School Office](http://lausd.schoolwires.net/Page/4836) job aid on MiSiS website. (http://lausd.schoolwires.net/Page/4836) ☐ Run Master Absence Report. ☐ Clear any unresolved absences.
Grades	☐ Teachers enter grades in MiSiS. Grading window is open July 13 to July 18. ☐ Run Teacher Verification of Marks report. Follow up with teachers who have not submitted grades. ☐ Print Report Cards*. Refer to [Printing a Report Card](http://lausd.schoolwires.net/Page/4836) job aid on MiSiS website. (http://lausd.schoolwires.net/Page/4836)
Transcripts	☐ After final grades have been submitted, print transcript for any student as requested. *Printing a Transcript to be available by July 18th.*