Guide to MiSiS User Roles

This guide helps principals and District office staff understand the level of access associated with each MiSiS user role, in order to assign staff appropriately. The charts that follow summarize user roles for Early Education, elementary and secondary schools, as well as those for PSA Counselors and Region/Central Office staff. By matching staff to the proper roles, school staff will be more effective in protecting student information, and adhering to District policy as well as state and federal confidentiality laws.

For more information on applying for user roles, please visit http://misis.lausd.net, then go to the **Apply for Access** page. Classified employees may be eligible for additional user roles; please refer to Classified – MiSiS User Roles.xlsx , which is based on job duties aligned to job classifications.

> Legend
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> **User Role** indicates the name of the access role. User roles should be assigned to staff based on job duties.
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> **Description** summarizes the type of student and employee information that can be viewed or edited.
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> **Security Level** reflects the amount and sensitivity of information that is viewable or editable. The higher the security level, the fewer the number of users should be assigned to it.
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> **Module** refers to the components in MiSiS. Examples include Attendance, Grades, and Student Support.
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> **Types of Users** represents the different staff members that might be assigned to the user role. If appropriate, a single staff member might be associated with numerous user roles, based on job duties.
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> **Number of Users** provides a recommendation for the number of employees to assign to the user role. For instance, the "Teacher" role must be assigned to all certificated teachers. However, school office roles should be assigned more sparingly, perhaps according to the number of students enrolled.
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> **How to Request** indicates where users can apply for access for the user role.

User Roles for All Schools

	User Role	Description	Security Level	Module	Types of Users	# of Users (per *n* students)	How to Request
All Schools	**Categorical Programs Coordinator**	Allows for viewing all student information and reports. Provides data entry access for VCCALPS scores, intervention services, Title I, and English Learners.	Moderate	• Manage Groups • Services • Testing	Categorical programs coordinators, including Title I and English Learner or designees	As needed	OneAccess

	User Role	Description	Security Level	Module	Types of Users	# of Users (per *n* students)	How to Request
All Schools	**Counselor**	Allows for viewing all student information and reports. Provides access to carry out counselor tasks such as handling scheduling individual course requests, section types, and walk-in scheduling, as well as counseling communications, referrals, interventions, and retention warnings. Access is also provided for entering and updating attendance status and reason codes for individual students and entering grades and retention warnings.	Moderate	• Attendance (limited) • Grades • Graduation Standards (limited) • Manage Groups • Master Scheduling (partial) • Services • Staff Information • Student Support	Counselors and designated support staff	1 per 500 students; 4 minimum for secondary schools; 2 minimum for elementary schools	OneAccess
	CTE Instructor	Ability to add CTE/Linked Learning records for all students at assigned CTE/Linked Learning School.	High	• CTE/Linked Learning	Teacher	As needed	OneAccess
	Discipline Designee (S)	Allows for viewing of much student information and reports. Provides data entry access for individual attendance and Student Support, including actions taken, suspensions, and opportunity transfers.	High	• Manage Groups • Student Support	School administrators and deans who handle student discipline	Up to 5 per school	OneAccess
	Health Office	Allows for viewing of student census and enrollment information. Provides data entry access for immunizations and health screenings.	Moderate	• Health	Health Office Clerks, Nurses, SAAs/Office Managers, Office Technicians, and Sr. Office Technicians	As needed; 2 minimum	OneAccess
	IS Administrator	Allows access to create and edit Master Agreement, Record of Assignment (ROA), ROA Evaluation records, and submit attendance for Independent Study.	High	• Independent Study	School administrators who oversee Independent Study	As needed	OneAccess Available 7/19/2022

	User Role	Description	Security Level	Module	Types of Users	# of Users (per *n* students)	How to Request
All Schools	**IS Supervising Designee**	Allows access to create, edit and delete Independent Study Master Agreement, Record of Assignment (ROA), ROA Evaluation records, and submit attendance for future dates.	Moderate	• Independent Study	School administrators who oversee Independent Study	As needed	OneAccess Available 7/19/2022
	Office Manager	Allows for viewing of all pages and reports, as well as data entry/update in various areas, including referrals, interventions, counseling communication, grades, retention warnings and records requests, health screenings, immunizations, and DPI scores. Access is also provided for entering and updating attendance status and reason codes for individual students and classes and entering information (to enroll and check out students and set year-end flags.	High	• Attendance • Census • Educator Absence Schedule • Enrollment • Grades • Health • Manage Course Sections • Manage Groups • Services • Staff Information • Student Photo • Student Support • Testing	Elementary and Options Schools: SAA/Office Manager, Office Technician Secondary: Attendance Office staff (e.g., Senior Office Technician and Office Technician)	1 per 700 students; 2 minimum	OneAccess
	Option School User	Allow option schools to review Option School Referrals for students referred to their school. Also allows ability to view transcript and other data for referred students.	High	• All	Counselors, Administrators, and other designated staff assigned to Option Schools.	As needed	OneAccess
	PE Teacher	Allows the user with this role to access the PFT Mass Data Entry screen. The user will only have access to students enrolled in his/her sections. The user role allows the user to add PFT data for students.	Moderate	• PFT Mass Data Entry screen • PFT Roster • Physical Fitness Test (PFT) Status Report	PE Teachers	As needed	OneAccess

	User Role	Description	Security Level	Module	Types of Users	# of Users (per *n* students)	How to Request
All Schools	**Principal**	Allows for viewing of all pages and reports, as well as data entry/update in various areas, including referrals, interventions, actions taken, suspensions, opportunity transfers, school scheduling set up (period groups and meeting patterns), grades, graduation standards topics (e.g., retention warnings and standards/culmination waivers and appeals), and manual input on secondary transcripts. Access is also provided for entering and updating attendance status and reason codes for individual students and classes, entering VCCALPS scores, and entering attendance category and records requests in Enrollment.	High	• Attendance • Educator Absence Schedule • Enrollment (limited) • Grades • Graduation Standards • Manage Course Sections • Manage Group • Master Scheduling • MiSiS Explorer • Staff Information • Student Photo • Student Support • Testing • Transcripts	Principals and assistant principals	All administrators assigned to a school	OneAccess
	Scheduling Administrator	Allows for viewing all student information and reports other than formal discipline. Provides data entry access to all Master Scheduling related areas including scheduling set up (period groups and meeting patterns). Also provides access to enter grades and graduation standards topics (e.g., retention warnings and standards/culmination waivers and appeals) as well as manual input on secondary transcripts. Additionally, provides access to enter counseling communications, referrals, and interventions.	Moderate	• Grades • Graduation Standards • Manage Groups • Master Scheduling • Staff Information • Student Photo • Student Support • Transcripts	Elementary and Options Schools: SAA/Office Manager, Principal, Assistant Principal Secondary: APSCS, SIS Coordinator	1 per 1,000 students; 2 minimum; 4 maximum	OneAccess

	User Role	Description	Security Level	Module	Types of Users	# of Users (per *n* students)	How to Request
All Schools	**School Full Read**	Allows for viewing of almost all pages and reports, but without data entry/update capability.	Moderate	• All (read only)	Certificated, non-register carrying staff (e.g., deans, coordinators, APs, counselors, RSP teachers, et. al.)	All certificated, non-register carrying staff (outside of classroom)	OneAccess
	School GATE Coordinator	Allows for viewing of most student information and reports other than Student Support. Provides data entry access to referrals and GATE checklist, as well as mass identification of GATE eligible students (high achievement and specific academic ability).	Moderate	• Student GATE Search	GATE Coordinator or designee	As needed	OneAccess
	School Limited Read	Allows for viewing a limited amount of basic information (e.g., student name, enrollment, parent/guardian contact, and attendance record) as well as meal code and bus schedule.	Low	Read only for Attendance, Census, and Enrollment	Restricted school based staff	As needed	OneAccess
	Teacher	Allows for viewing of information on students in one's class(es), including student schedules, test scores, and parent/guardian contacts. Also provides access to reports from Gradebook and other topics. Provides data entry access related to student referrals, attendance, gradebook, and grades (e.g., retention warnings and failing seniors).	Moderate	• Attendance • Gradebook • Grades • Student Support	Certificated classroom teachers only	All certificated classroom teachers	OneAccess

User Roles for Early Education Schools Only

	User Role	Description	Security Level	Module	Types of Users	# of Users (per *n* students)	How to Request
Early Education Schools Only	**EE State Preschool Teacher**	This role is for teacher. It provides view access to Center, Classroom Details, and Family/Parent/Child information, along with other child information, such as Medical, Absence Period, and attendance.	Low	MiSiS Early Education Module	TBD	As needed	OneAccess
	EE Office Manager	This role is for clerical staff assigned to an Early Education center/CSPP. It provides Center and Classroom view access for the applicable site and add/edit capability for Staff Schedules, all Family screens, and Attendance. (Delete access is not provided.) Reports for the location are available, as well.	Moderate	**MiSiS Early Education Module:** • Edit access: to all Early Ed Family modules • Run reports: in Invoice module • View access: to Center module Center Information, Center Staff, Center Classroom • Run reports and Edit access: in Attendance module • Access to Reports module	Early Ed Office Managers, Elementary School Administrative Assistants, Elementary Office Technicians, and Senior Office Technicians	As needed	OneAccess
	EE Administrator	This role is for administrative staff (e.g., Principal) assigned to an Early Education Center/CSPP. It provides Center and Classroom view access for the applicable site and add/edit capability for Staff Schedules, all Family screens, and Attendance. (Delete access is not provided.) Reports for the location are available as well.	High	**MiSiS Early Education Module:** • Edit access: to all Early Education Family modules • Run reports: in Invoice module • View access: to Center module Center Information, Center Staff, Center Classroom • Run reports and Edit access: in Attendance Module • Access to Reports module	Early Education Principals, Elementary School Principals	As needed	OneAccess

	User Role	Description	Security Level	Module	Types of Users	# of Users (per *n* students)	How to Request
Early Education Schools Only	**EE School Limited Read**	Provides view only access for Center details and non-financial information contained in Family/Parent/Child details. Select reports for the location are available as well. Data entry capability is not included.	Moderate	MiSiS Early Education Module	TBD	As Needed	OneAccess
	EE District Limited Read	Provides District-wide, view only access for Center details and non-financial information contained in Family/Parent/Child details. Select reports for the location are available as well. Data entry capability is not included.	High	MiSiS Early Education Module	TBD	As needed	OneAccess
	EE Nursing Services	This role is for District Nursing Services staff who support Early Education centers/programs. It provides view access to pertinent Family and Child information and data entry on Immunization and Medical screens. Access to a select group of reports is also provided.	Moderate	MiSiS Early Education Module	TBD	As Needed	OneAccess
	EE Central Office Staff	This role is for Early Childhood Education Division (ECED) staff assigned to the Central Office. It includes District-wide capability to view/create/edit/ delete data for most screens, including configuration setup screens such as Rates, Calendar, etc. and all Family screens. Report generation for all locations is also included, as is view only access for attendance.	High	**MiSiS Early Education Module:** • View, Edit, Delete: to all Early Ed Family modules	Early Ed Directors, Early Ed clerical/ administrative staff	As needed	OneAccess

	User Role	Description	Security Level	Module	Types of Users	# of Users (per *n* students)	How to Request
Early Education Schools Only	**EE System Administrator**	This role is for a select few Early Childhood Education Division (ECED) employees who work in the Central Office and are responsible for system configuration, etc. It provides the same access as the Central Office Staff role with the addition of the ability to submit attendance.	High	**MiSiS Early Education Module:** • View, Edit, Delete: to all Early Ed Family modules	Senior Fiscal Technicians, Financial Analyst, Fiscal Services Manager	As needed	OneAccess

User Roles for Secondary Schools Only

	User Role	Description	Security Level	Module	Types of Users	# of Users (per *n* students)	How to Request
Secondary Schools Only	**Counselor Plus**	Same as Counselor with the addition of Transcript Record access for manual data entry/edits.	High	• Attendance (limited) • Grades • Graduation Standards (limited) • Manage Group • Master Scheduling (partial) • Services • Staff Information • Student Support • Transcripts	Designated Counselors and support staff	1 per 500 students; 3 minimum	OneAccess
	CTE Scheduling Administrator	Ability to access the CTE Plus screen. The user will have access to create sections, schedule students, manage grades, and attendance.	High	• CTE Plus Screen • Student Search Screen	CTE Administrators	As needed	Region/Central Office Form
	CTE Teacher	Ability to access the CTE Plus screen. The user will only have access to students enrolled in his/her sections. The user role allows the user to add attendance and grades.	Moderate	• CTE Plus Screen	CTE Teacher	As needed	Region/Central Office Form

	User Role	Description	Security Level	Module	Types of Users	# of Users (per *n* students)	How to Request
Secondary Schools Only	**School Office Mark Reporting**	Allows for viewing of limited student information related to grades, graduation standards, and athletic eligibility. Provides data entry access for grades, transcripts requests, and attendance reason codes.	High	• Grades • Student Photos	APSCS, SIS Coordinator (Options Schools: office manager, principal/assistant principals)	1 per 1,000 students; 2 minimum, 5 maximum	OneAccess
	Secondary Athletic Director	Allows for viewing of student information and reports. Provides data entry access for Athletics Eligibility (e.g., groups and documentation), student referrals, and individual student attendance.	Moderate	• Athletics • Manage Group • Student Support	High School Athletics Director	As needed	OneAccess
	Secondary Auxiliary Director	Allows for viewing of student information and reports. Provides data entry access for Auxiliary Eligibility (e.g., groups and documentation), student referrals, and individual student attendance.	Moderate	• Auxiliary • Manage Group • Student Support	High School Auxiliary Director	As needed	OneAccess

User Roles for Region and Central Office Staff

	User Role	Description	Security Level	Module	Types of Users	# of Users (per *n* students)	How to Request
ODA Testing Staff	**ODA Testing Score Administrator**	Allows for viewing of testing information; and provides create, update, and delete access for student test definitions.	High	• Testing	Testing Administrator and designee	1 or 2	Region/Central Office Form
	ODA Testing Score User	Allows for viewing of testing and English Learner information; and provides create, update, and delete access for student test scores and English Learner initial classification and reclassification.	High	• Enrollment • Testing	Specialist and designee	As needed	Region/Central Office Form

	User Role	Description	Security Level	Module	Types of Users	# of Users (per *n* students)	How to Request
Special Education	**District Special Education Provider**	Allows for viewing of most student information and reports at the District level.	Moderate	• All (read only)	District-wide itinerant Staff working with Special Education	As needed	Region/Central Office Form
	Special Education Provider	Allows for viewing of almost all pages and reports, but without data entry/update capability.	Moderate	• All (read-only)	RSP teachers or other Support staff in Special Education	As needed	OneAccess
	SPED CDS Director	Ability to approve requests, view requests, reassign requests, and make work assignments districtwide.	High	• SPED Placement Options Portal	CDS Director. Requires approval of SPED Operations.	As needed	Region/Central Office Form
	SPED CDS School Admin	Ability to view and approve a special education placement option request within assigned school.	High	• SPED Placement Options Portal	CDS Principal	As needed	Region/Central Office Form
	SPED Placement Admin	Ability to create, edit, reserve, and view SPED Placement option requests for students districtwide. May also reassign requests and make work assignments.	High	• SPED Placement Options Portal	SPED Operations District Administrator. Requires approval of SPED Operations.	As needed	Region/Central Office Form
	SPED Placement Program Specialist	Ability to create, edit, reserve, and view SPED Placement option requests for students districtwide. Requests are assigned to this user role by SPED Placement Admin.	High	• SPED Placement Options Portal	Program Specialists. Requires approval of SPED Operations.	As needed	Region/Central Office Form
	SPED Viewers	Ability to view special education placement option requests districtwide.	High	• SPED Placement Options Portal	CSR, Transportation Router, Transportation Supervisor, Transportation Specialist. Requires approval of SPED Operations.	As needed	Region/Central Office Form
Student Health & Human Services	**Pupil Services – Admin**	Allows for the ability to view and delete NOT Letters	Moderate	• Census • Manage Group	Central office PSA program coordinator and designees	As needed	Region/Central Office Form

	User Role	Description	Security Level	Module	Types of Users	# of Users (per *n* students)	How to Request
Student Health & Human Services	**Pupil Services – Homeless**	Allows for viewing of most student information and reports. Provides data entry access for homeless information in Census.	Low	• Census • Manage Group	Central office Homeless program coordinator and designees	As needed; 2 minimum	[Region/Central Office Form](#)
	Pupil Services – SARB	Allows for viewing of most student information and reports. Provides data entry access for Counseling Communication.	Low	• MiSiS Explorer • Student Support (Limited)	Pupil Services personnel assigned at Local Districts and central offices to handle Student Attendance Review Board	10 maximum	[Region/Central Office Form](#)
	Pupil Services – School Based	Allows for viewing of most student information and reports. Provides access for entering and updating attendance status and reason codes for individual students as well as creating and updating Student Support information such as referrals and interventions.	Moderate	• Attendance • Manage Groups • Manage No Shows • Student Support	Pupil Services personnel assigned to schools, e.g., Pupil Services and Attendance Counselors (PSAs)	As needed	[Region/Central Office Form](#)
	Student Discipline and Expulsion Support Unit	Allows for viewing of most student information and reports. Provides data entry access for suspension and opportunity transfer appeals.	High	• Student Support	Staff in SDES Unit	As needed	[Region/Central Office Form](#)
	Student Support Administrator	Allows for viewing and creating the Contact Log and Counseling Communications. Provides the ability to read, create and update Interventions, Referral Details, and Actions Taken. Includes all of the functions of the District Administrator role.	High	• Student Support	Pupil Services personnel assigned at Local Districts and Central Offices	As needed	[Region/Central Office Form](#)

	User Role	Description	Security Level	Module	Types of Users	# of Users (per *n* students)	How to Request
Student Health & Human Services	**Student Support – School Based**	Allows for viewing and creating the Contact Log and Counseling Communications. Provides the ability to read, create and update Interventions, Referral Details, and Actions Taken.	Moderate	• Student Support	RSP teachers and others that need access to Student Support	As needed	Region/Central Office Form
Other District Offices	**Athletic Director**	Allows for viewing of student information and reports. Provides access to create Athletics groups and to waive Athletics requirements.	Moderate	• Athletics	Coordinator, Interscholastic Athletics	As needed	Region/Central Office Form
	Behavior Emergency Admin	Allows for viewing, creating, editing and deleting Behavior Emergency records for students.	Moderate	• Student Support	Behavior Support Coordinators	As needed	Region/Central Office Form
	CTE District Admin	Ability to access the CTE Plus screen. The user will have access to create sections, schedule students, manage grades, and attendance.	High	• CTE Plus Screen • Student Search Screen • Manage Linked Learning/CTE Screen	CTE Administrators	Limited	Region/Central Office Form
	District Administrator	Allows for viewing of all students' information, but without editing capability.	Moderate	• All	Certificated and Classified, Local District and Central Office Support Staff	As needed	Region/Central Office Form
	District American Indian Program	Allows for viewing of student information and reports. Provides data entry access for Indian Education Program information in Census.	Moderate	• Census	Staff in Indian Education Program office	As needed	Region/Central Office Form
	District Limited Read	Allows for viewing a limited amount of basic information (e.g., student name, enrollment, parent/guardian contact, and attendance record) as well as meal code and bus schedule.	Low	• Read only for Attendance, Census, and Enrollment	Selected District or Central District office	As needed	Region/Central Office Form

	User Role	Description	Security Level	Module	Types of Users	# of Users (per *n* students)	How to Request
Other District Offices	**District Migrant Education**	Allows for viewing of student information and reports. Provides data entry access for Migrant Education assessment scores in Testing and program information in Census.	Moderate	• Census • Testing	Staff in Migrant Education office	As needed	Region/Central Office Form
	District SSPT	Allows for viewing, creating, editing and deleting SSPT referral records for students.	High	• Student Support	District Intervention Coordinators	Limited	Region/Central Office Form
	Enrichment Admin	Allows user to create and manage enrichment and extended learning sections, including Primary Promise for all schools.	High	• Extended Learning	Central and Local District administrators managing enrichment and extended learning programs.	As needed.	Region/Central Office Form
	GATE Office Administrator	Allows for viewing of most student information and reports. Provides data entry access for GATE tests and services as well as GATE processes such as reassessment and waiver requests.	High	• GATE • Services • Testing	Staff in GATE office	As needed	Region/Central Office Form
	HR Credentialing	Allows for viewing of school staff information and reports.	Low	• Assignment Monitoring Portal	Staff in HR Credentialing office	As needed	Region/Central Office Form
	Multilingual Multicultural Education Department	Allows for viewing information regarding English Learners, such as initial classification, reclassification, and RFEP monitoring. Also allows for viewing and editing the SSB awards in Transcript Details screen.	Moderate	• Services	Administrative Staff in MMED	As needed	Region/Central Office Form
	NPS District Admin	Allows for adding NPS student enrollment and viewing most student information.	High	• All	NPS District Office staff	As Needed	Region/Central Office Form

	User Role	Description	Security Level	Module	Types of Users	# of Users (per *n* students)	How to Request
Other District Offices	**Nursing Office Admin**	Allows for viewing of student census and enrollment information and reports. Provides data entry access for immunizations and health screenings.	Moderate	• Health	Administrators in District Nursing Services office	As needed	Region/Central Office Form
	Operations Administrators	Allows for viewing of most student information and reports. Provides data entry access for suspension and opportunity transfer appeals.	High	• Student Support	Operations Administrators at Local Districts	As needed	Region/Central Office Form
	Option School District Admin	Allows Central Office Option School staff to review Option School Referrals and view most student data.	High	• All	DOI Central Office Administrators and designated staff responsible for Option Schools.	As Needed	Region/Central Office Form
	School Police	Allows read access to limited student information. Assigned only to School Police.	High	• All	School police	As Needed	Region/Central Office Form
	Transportation Administrator	Allows for viewing of most student information and reports. Provides data entry access for student referrals and suspensions.	High	• Student Support	Administrators in Transportation Services Division	As needed	Region/Central Office Form
	Transportation Requestor	Allows for adding transportation requests in MiSiS for Magnet students, Foster Youth, and students experiencing homelessness.	High	• Census	Magnet Office, Homeless Education Office, and Foster Youth Unit.	As needed	Region/Central Office Form