

# MiSiS Access Request Form for LOCAL DISTRICT AND CENTRAL OFFICE STAFF



Los Angeles Unified School District  
Information Technology Division  
My Integrated Student Information System (MiSiS)  
<http://mis.s.lausd.net>

(Rev. 08/12/2022)

Please print all information. All fields are required unless marked 'optional'.

## User Role Selection

Use **A** to add one or more user roles.

### ITD and ODA Employees Only

☐ ODA Testing Score Administrator  
☐ ODA Testing Score User

### District Offices

☐ Athletic Director  
☐ Behavior Emergency Admin  
☐ CTE District Admin  
☐ District Administrator  
☐ District American Indian Program  
☐ District Limited Read  
☐ District Migrant Education  
☐ District SSPT  
☐ Enrichment Admin  
☐ GATE Office Administrator  
☐ HR Credentialing  
☐ Multilingual and Multicultural Education Dept  
☐ NPS District Admin  
☐ Nursing Office Admin  
☐ Operations Administrators  
☐ Option School District Admin  
☐ Option School User  
☐ School Police  
☐ Transportation Administrator  
☐ Transportation Requestor (Magnet Off.)

### Secondary Schools Only

☐ CTE Scheduling Admin  
☐ CTE Teacher

### Special Education

☐ District Special Education Provider  
☐ ESY District Admin  
☐ SPED CDS Director  
☐ SPED CDS School Admin  
☐ SPED Placement Admin  
☐ SPED Placement Program Specialist  
☐ SPED PreK Office  
☐ SPED Viewers

### Student Health & Human Services

☐ Pupil Services - Admin  
☐ Pupil Services - Homeless  
☐ Pupil Services - SARB  
☐ Pupil Services - School Based  
☐ Student Discipline & Expulsion Support Unit  
☐ Student Support Administrator  
☐ Student Support - School Based

### Remove Access from Previous School

(All school user roles will be removed automatically when new roles are granted for Central Office staff.)

## Identification (to be completed by the user)

Request Date: \_\_\_\_\_

Name (First) \_\_\_\_\_ (MI) \_\_\_\_\_ (Last) \_\_\_\_\_

Title \_\_\_\_\_ Employee No. \_\_\_\_\_

E-mail \_\_\_\_\_@lausd.net Phone ( ) \_\_\_\_\_ ext. \_\_\_\_\_

School/Office Name \_\_\_\_\_ Location Code \_\_\_\_\_

## Confidentiality Agreement

As a user of the My Integrated Student Information System (MiSiS), I understand that I will have access to confidential student, family, and employee records. In addition:

- **I understand** that I am entrusted with protecting the information within this system, in accordance with LAUSD bulletins 1077.1 (Information Protection Policy) and 2469 (Pupil Records: Access, Confidentiality, and Notice of Education Rights), and state and federal confidentiality laws.
- **I understand** that I may not discuss information related to records with non-authorized employees.
- **I understand** that I must guard records from being viewed by non-authorized employees.
- **I understand** that sharing my Single Sign-On (SSO) username and password will result in immediate disciplinary action.
- **I understand** that I must meet all requirements of the Acceptable User Policy (Bulletin 999), located at the bottom right of the LAUSD website.

Violation of any of the terms above may result in disciplinary action, as specified in District bulletins 999 and 1077, as well as legal liability and/or penalty under state and federal confidentiality laws.

User's signature \_\_\_\_\_ Date \_\_\_\_\_

Site administrator's signature \_\_\_\_\_ Date \_\_\_\_\_ Site administrator's job title \_\_\_\_\_

Site administrator's full name (please print) \_\_\_\_\_ Site administrator's email address \_\_\_\_\_@lausd.net

⇒ Please note: Site administrators are defined as principals or assistant principals. ⇐

SHHS Coordinator name \_\_\_\_\_ SHHS Coordinator signature \_\_\_\_\_

## MiSiS Account Notification (Optional: Please also notify the person listed below once the account is ready for use.)

Name \_\_\_\_\_ Title \_\_\_\_\_ E-mail: \_\_\_\_\_@lausd.net

\*\*\*\*\* MiSiS / ITD Use Only \*\*\*\*\*

( ) - Approved ( ) - Disapproved - Reason \_\_\_\_\_ MiSiS \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Attach this form to an online ticket for MiSiS at: <https://lausd-myit.onbmc.com>

For assistance with creating and/or attaching a ticket, please contact the ITD Help Desk at (213) 241-5200, option 5.