

# MiSiS – My Integrated Student Information System

## ATHLETIC ELIGIBILITY

**JOB AID**  
10/13/14

This job aid is designed to provide **Secondary Athletic Directors** at *secondary* schools with the process to perform the follow tasks:

- Add **Additional Rules and Forms** (Pages 2-3)
- Add Students to the **Athletic Group** (Pages 3-6)
- Generate the **Athletic Eligibility List Report** (Pages 6-8)
- Transfer Students from **Tryout Group to OAT** (Pages 9-10)
- Generate the **Athletic Grade Summary Report** (Pages 10-11)
- Generate the **Ineligible Parent Letter Report** (Pages 11-12)
- Generate the **Certificate of Athletic Eligibility Report** (Pages 12-13)
- View Student(s) **Athletic Page** (Pages 13-14)
- Update **Athletic Eligibility Documents** (Page 14)
- Enter **Athletic Remarks/Waivers** (Page 15)
- Generate **Attendance Daily Check** (Pages 15-16)

**Step 1** Log into MiSiS with the following URL:  
<http://misis.lausd.net/start>, from your internet browser,  
using your single sign-on (SSO) user ID and password.

**Step 2** Select the correct **user role** from the landing page, as required (Example: Secondary Athletic Director).

Select	User Role	School	Status	Access Type
	<input type="text"/>	ANY LAUSD		
Select	Counselor	ANY LAUSD	Active	Read/Wri
Select	Office Manager	ANY LAUSD	Active	Read/Wri
Select	Teacher	ANY LAUSD	Active	Read/Wri
Select	Summer School Counselor	ANY LAUSD	Active	Read/Wri
Select	Secondary Athletic Director	ANY LAUSD	Active	Read/Wri
Select	Principal	ANY LAUSD	Active	Read/Wri

## Add Additional Rules and Forms

Additional school athletic rules or forms may be added using the Athletic Configuration, if none are required, users can skip to adding students to athletic groups.

- Step 1** Click the **Admin** menu button.
- Step 2** Click the **Configuration** option.
- Step 3** Select the **Athletics** option.
- Step 4** Select **Athletics Group Parameters** option.

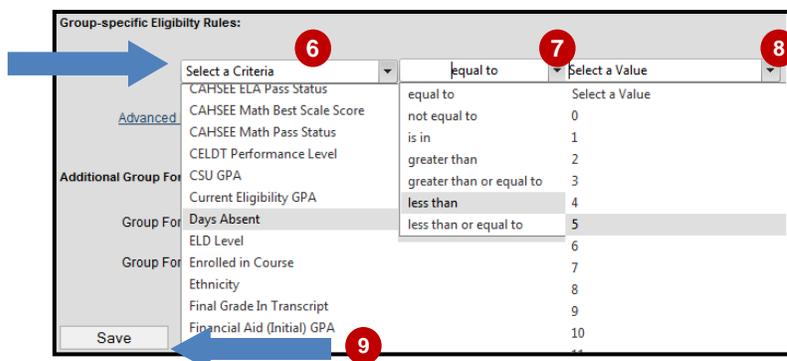


- Step 5** Select the **Official Athletic Group** from the drop down arrow to view the *District-Wide Eligibility Rules*.



To add Additional Rules to the existing District-wide Eligibility Rules:

- Step 6** Click the drop down arrow and select a **criteria** option.
- Step 7** Click the drop down arrow and select the **conditions**.
- Step 8** Click the drop down arrow and select the **value**.



- Step 9** Click the **Save** button to complete the process and a **confirmation** message will appear.

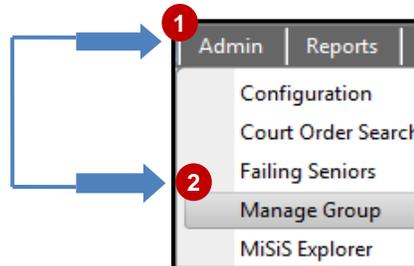


The newly created rule is applied and displayed.

### Add Students to the Athletic Group

Two sets of Athletic teams have been created, the **Tryout** and the **OATs**. As an option, students may be added to Tryout groups, and later may be transferred to the OAT. User may also decide to add students directly into the OAT.

- Step 1** Click the **Admin** menu button.
- Step 2** Select the **Manage Group** option.

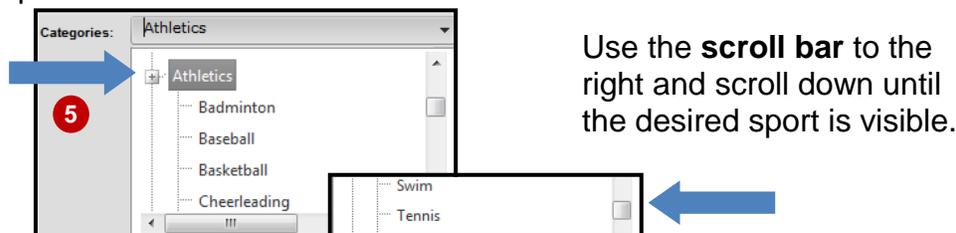


- Step 3** Click the **Find Group** menu button.



- Step 4** Select **School** from the drop down list.

- Step 5** Click the **Athletics +** sign in the Categories field to view the sports and select the desired sport.



## Athletic Eligibility

**Step 6** Click the **Group** drop down arrow and select the desired *Group*.

Find Group by using the filters below:

School: GARDENA SENIOR HIGH

Group leader: Select a Group Leader...

Categories: Tennis

Description:

Effective Dates: 7/1/2014 to 6/30/2015

Group:

Name	Category	Start Date	End Date	Group Type
2015 - OAT - F - GARDENA SH - Tennis - Girls	Tennis - Girls	8/1/2014	12/31/2014	Static
2015 - OAT - S - GARDENA SH - Tennis - Boys	Tennis - Boys	2/1/2015	6/30/2015	Static
2015 - Tryout - F - GARDENA SH Tennis - Tennis - Girls	Tennis - Girls	8/1/2014	12/31/2014	Static
2015 - Tryout - S - GARDENA SH Tennis - Tennis - Boys	Tennis - Boys	2/1/2015	6/30/2015	Static

A Summary of selected group will be displayed.

Selected Group: 2015 - Tryout - F - GARDENA SH - Tennis - Girls

**Group Information**

Group Name: 2015 - Tryout - F - GARDENA SH - Tennis - Girls

School: GARDENA SENIOR HIGH

Group Leader: VICTORIA GONZALES [52478]

Category: Tennis

Effective Dates: 8/1/2014 to 12/31/2014

**Group Description**

2015 - Tryout - F - GARDENA SH - Tennis - Girls

**Group Status**

Group Type: Static

Status: Waiting to be created by the system.

Students in Group: 0

**Group Creation Information**

Created On: 7/24/2014 5:33:09 PM

Created By: AthleticGroupScript

**Step 7** Click the **Edit Group Membership** menu button.

Edit Group Settings

Edit Group Membership

Delete Group

**Step 8** Click the **Search Students** button.

Group Membership

Static Group Builder

Group membership remains constant over time, individual students must be specifically added or removed from the group

Enter a list of student ids. The list can be line, space or comma delimited.

Search Students

Validate Student IDs

StudentID	FirstName	LastName
There are no students in the list		

Save Static Group

**Step 9** Click the **Advanced** link.

Search Students

Search by Student ID or Name

Advanced

**Step 10** Click the **drop down** arrow on any of the filter fields to narrow the search for your students.

*Please note that the maximum number from the results will be 250 students.*

**Step 11** Click the **Search** button.

The screenshot shows a search form with various filter fields. A red circle with the number '10' is placed over the dropdown arrow of the 'Last Name' field. Another red circle with the number '11' is placed over the 'Search' button at the bottom of the form.

**Step 12** Click in the **check box** next to the student's name to add to the *Tryout* group.

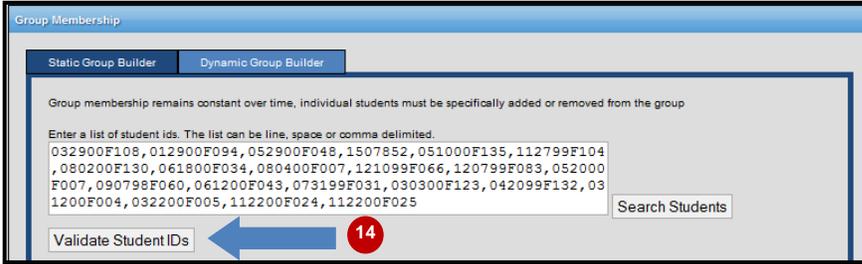
**Step 13** Click the **OK** button.

#	<input type="checkbox"/>	Last Name	First Name	Student Code	Home Room	Grade	Date of Birth	Gender
1	<input type="checkbox"/>	AI	Y	09	7	9	09/	F
2	<input checked="" type="checkbox"/>		HANIE	03	3	9	03/	F
3	<input checked="" type="checkbox"/>	AI	SIS	01	4	9	01/	F
4	<input type="checkbox"/>	AI	LIA	11	5	9	11/	F
5	<input checked="" type="checkbox"/>	AI	EY	05	3	9	05/	F
6	<input checked="" type="checkbox"/>	AI	INI	15		9	07/	F
7	<input type="checkbox"/>	AI	RISANTOS	ET	3	9	07/	F
8	<input type="checkbox"/>	AI	IFER	05	5	9	05/	F
9	<input checked="" type="checkbox"/>	AI	NUNEZ	YN	5	9	05/	F
10	<input checked="" type="checkbox"/>	AI	Y	11	4	9	11/	F
11	<input checked="" type="checkbox"/>	AI	ELLE	08	0	9	08/	F

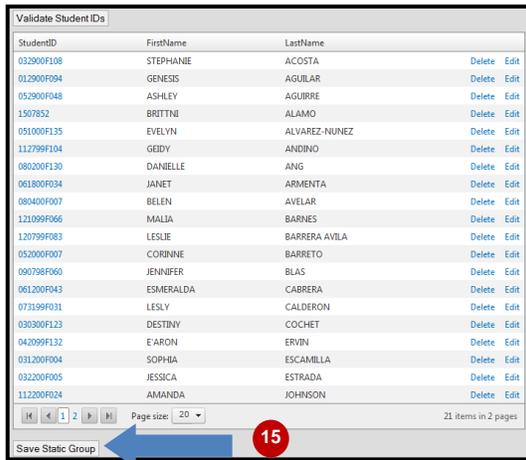
Navigation: Page 1 of 2, Page size: 200

OK

**Step 14** Click the **Validate Student IDs** button.



**Step 15** Click the **Save Static Group** button.



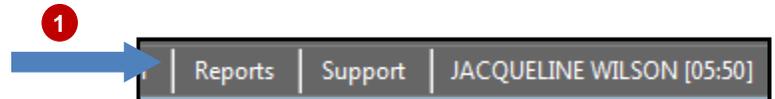
To add all the desired students to the group, repeat steps 8-15.

**Note:** If desired students appear on the following pages; the above steps must be applied one page at a time.

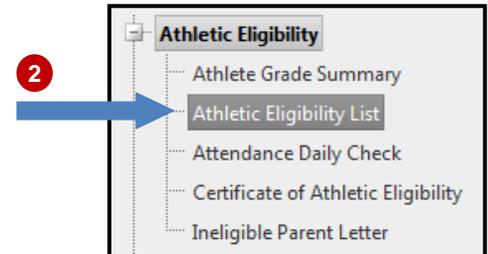
**Generate Athletic Eligibility List**

This report displays all eligibility rules and documents for each student.

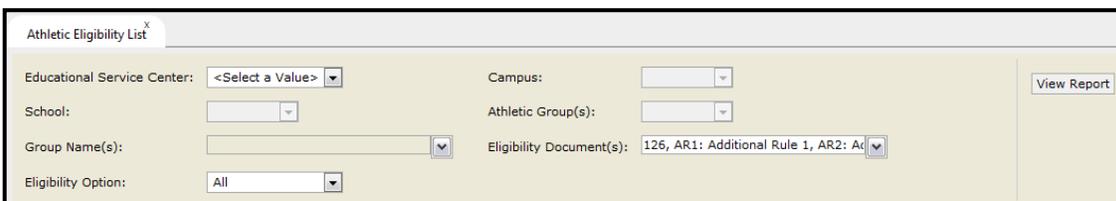
**Step 1** Click the **Reports** menu button.



**Step 2** The modules are listed in alphabetical order. Locate the **Athletic Eligibility** module and select the **Athletic Eligibility List Report** link.



The **parameter screen** and the **prepopulated default values** are displayed below. Additional values become available as parameter selections are made.



A brief description of each field follows, in the order of selection:

- **Educational Service Center (ESC)** - Select the **ESC** that the school is located in.
- **Campus** - Select the **main** location. All reports include a Campus parameter in order to select all OATs within that campus.
- **School** - Select the **school** or **magnet**.
- **Athletic Group** - Select the **activity**.
- **Group Name(s)** - Select the **Official Athletic Team(s)** (OAT).
- **Eligibility Document(s)** - Select the applicable documents to verify.
- **Eligibility Option** - Select the desire option.

Make sure to enter the parameters from **left to right**, and **top to bottom** – this allows the values in the drop-down menus to populate accurately.

Please note that as selections are made from a parameter drop-down list, users may need to either **click on the corresponding drop down arrow** or **click anywhere within the gray parameter window** to collapse a list.

**Step 3** Complete the **parameters** as required. *A completed sample is shown below.*

**Step 4** Click the **View Report** button.

**Step 5** Click on the **Export** icon to export data.

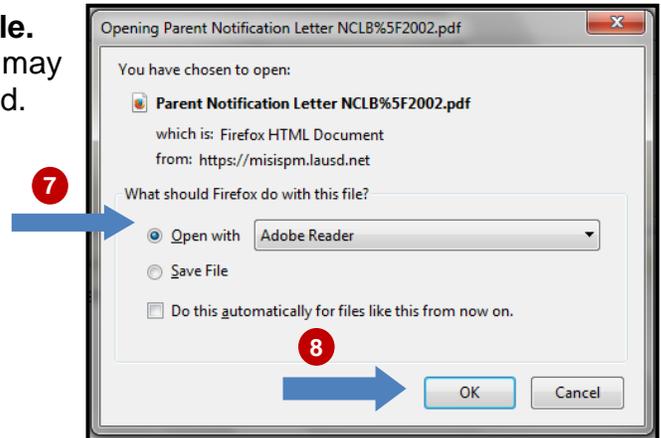
**Step 6** Select a **file type**. In this example, **PDF** was selected.

The AR1, AR2, SF1 and SF2 will display data if these were added in Athletic Configuration.

## Athletic Eligibility

**Step 7** Select the radio button option to **open the file**. Please note that the pop-up window display may vary, depending on the internet browser used.

**Step 8** Click the **OK** button.



**Step 9** Click on **File** from the Menu toolbar or select the **Print icon** from within the application to print the transcript. In this example, the **Print icon** was selected.

Parent Notification Letter NCLB%5F2002.pdf - Adobe Reader

File Edit View Window Help

Los Angeles Unified School District

HUNTINGTON PARK SENIOR HIGH - 1870001 Effective Date: 01/09/2014

School Year: 2013-2014 Athletic Eligibility List Eligibility GPA Date: 01/09/2014

Student Group 2014 - OAT - S - HUNTINGTON PARK SENIOR HIGH - Badminton - JV Boys

#	Student ID	Student Name	E	Age	GPA	Sem	AR1	AR2	ARC	CC	Con	EmCrd	HB	Ins	Lia	M	R	St	SF1	SF2	NC	Phys Exam	Remarks
1	111	4 AN AEL	N	13	2.85	4			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		11/06/2013	11/05/2013	Foreign
2	0125	CAI X	N	15		4			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		10/23/2013	10/23/2013	S&Out

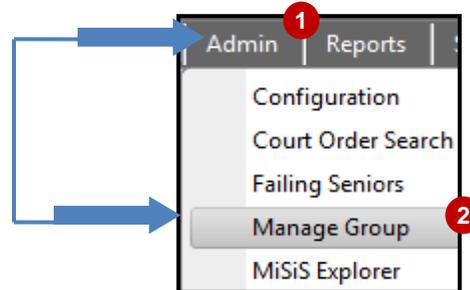
Total Eligible Students: 0 Total Ineligible Students: 2

ESC: YP Eligibility: All Executed on 1/9/2014 11:00:34 AM Page 1 / 1 Executed by : da1-test

## Transfer Students from Tryout Group to OAT

Once students have been added to the Tryout group, students that met the minimum requirements as summarized in the Athletic Eligibility List and past tryout can be transferred to the OAT.

- Step 1** Click the **Admin** menu button.  
**Step 2** Select the **Manage Group** option.



- Step 3** Click the **Transfer Students Between Groups** menu button.



- Step 4** Click the **group** of choice from the drop down list and the summary of the group will be displayed.

This block contains two screenshots. The left screenshot shows a table of groups with a dropdown menu above it. A red circle '4' points to the dropdown menu. The table has columns for Name, Category, Start Date, End Date, and Group Type. The right screenshot shows the summary page for a selected group, with a blue arrow pointing from the table to it.

Name	Category	Start Date	End Date	Group Type
2015 - OAT - F - GARDENA SH - Tennis - Girls		8/1/2014	12/31/2014	Static
2015 - OAT - S - GARDENA SH - Tennis - Boys		2/1/2015	6/30/2015	Static
2015 - Tryout - F - GARDENA SH Tennis - Tennis - Girls		8/1/2014	12/31/2014	Static
2015 - Tryout - S - GARDENA SH Tennis - Tennis - Boys		2/1/2015	6/30/2015	Static

**Selected Group: 2015 - Tryout - F - GARDENA SH - Tennis - Girls**

**Group Information**

- Group Name: 2015 - Tryout - F - GARDENA SH - Tennis - Girls
- School: GARDENA SENIOR HIGH
- Group Leader: VICTORIA GONZALES [52478]
- Category: Tennis
- Effective Dates: 8/1/2014 to 12/31/2014

**Group Description**

2015 - Tryout - F - GARDENA SH - Tennis - Girls

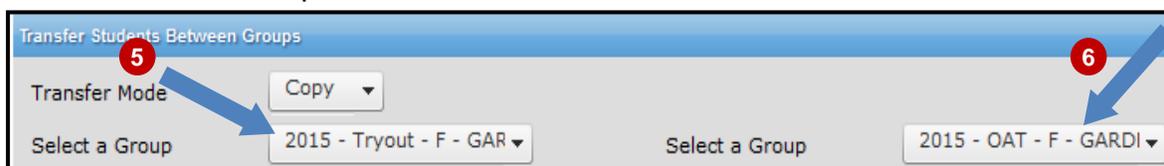
**Group Status**

- Group Type: Static
- Status: Waiting to be created by the system.
- Students in Group: 20

**Group Creation Information**

- Created On: 7/24/2014 5:33:09 PM
- Created By: AthleticGroupScript

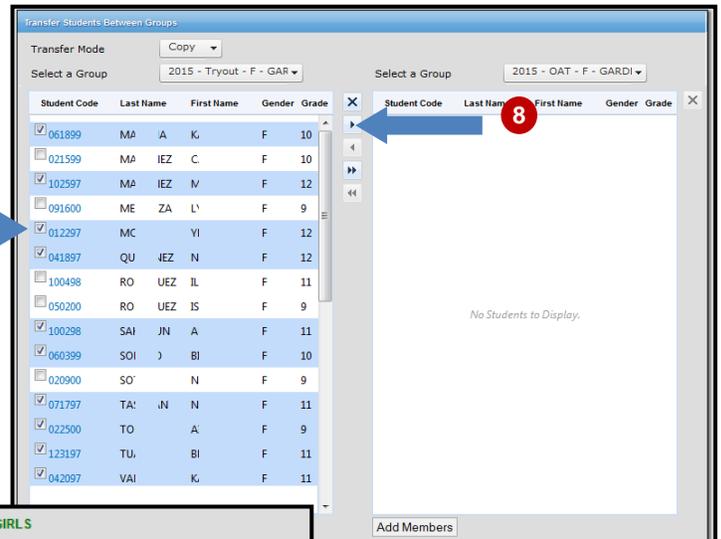
- Step 5** Select the **Tryout** Group of students to transfer from.  
**Step 6** Select the **OAT** Group to transfer to.



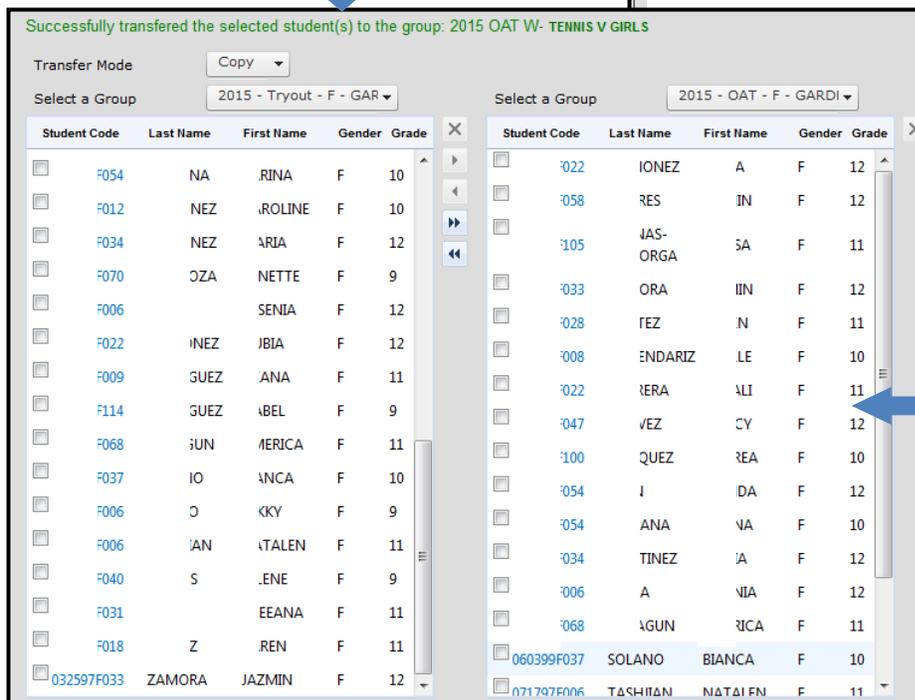
## Athletic Eligibility

**Step 7** Click the **checkbox** next to the name of the student(s) to transfer from *Tryout* status to *OAT* status.

**Step 8** Click the **arrow** to transfer the selected students to the *OAT* group.



The system will display a successful message across the top of the screen.



Students are successfully added to the OAT Group.

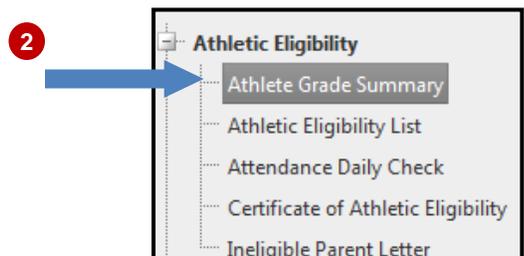
## Generate Athletic Grade Summary

This report displays the Athletic Eligibility GPA and the grades for the courses associated with that GPA.

**Step 1** Click the **Reports** menu button.



**Step 2** The modules are listed in alphabetical order. Locate the **Athletic Eligibility** module and select the **Athletic Grade Summary** link.



**Step 3** Enter the parameters and click **View Report** button.

The report will display.

**HUNTINGTON PARK SH - 1870001**  
Athlete's Grade Summary

School Year: 2013-2014 Effective Date: 12/2/2013  
Eligibility GPA Date:

Cheerleading-2014 - OAT - A - HUNTINGTON PARK SENIOR HIGH - Cheerleading

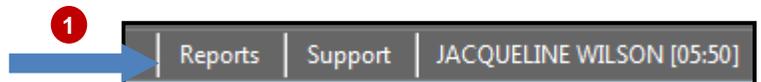
#	Student ID	Student Name	GPA	Enr Cr	1	2	3	Marks				7	8	Status
1	062	ABA ANDRA	?	60	AEE	BEE	CSS	NEE	AEE	AEE	AEE	ASS	Check	
2	12C	ABA LYN J	?	895	ASS	ASS	DUS	CSE	CEE	BEE	AEE	AEE	Check	
3	052	ABA A	?	585	BSS	AEE	BSS	ASS	DSS	FUU	BEE	BEE	Check	
4	03C	ABR A	?	780	DSE	CSE	FSS	FUS	DSS	FSE	BSS	CSS	Check	
5	02C	ABR LLA C	?	740	AEE	AEE	CEE	CEE	FUS	FUS	CSS	CEE	Check	
6	12C	ACO IE	?	30	AEE	AEO	ASE	BUN	CEG	BEE	CEE	AEE	Check	
7	02C	ACO SA	?	0	AEE	AEE	CSS	BEE	BEE	AEE	AEE	AEE	Check	
8	02C	AGU ERINE V	?	30	CSS	CSS	DUU	BEE	DSS	BSS	CEE	AEE	Check	
9	062	AGU NA	?	270	BEE	BEE	AEE	BEE	BEE	AEE	BEE	BEE	Check	
10	091	ALE TALIE P	?	270	BEE	BES	AEE	BSS	ASU	ASS	BEE	CSS	Check	
11	062	ALM ANA A	?	735	FUU	FUU	FSS	FUS	BSU	FUU	DSS	FUS	Check	
12	031	ALO AD	?	695	FUS	DSS	FUU	FUS	FUS	FUS	FUU	DUU	Check	
13	071	ALV ANDY M	?	30	BEE	CUS	BEE	BEE	CUS	BEE	AEE	AEE	Check	
14	111	ALV ISTINA V	?	745	FUU	FUU	FUU	FUU	FUU	FUU	FUS	FUS	Check	
15	011	ALV LAMIE V	?	30	DUS	DUS	FUE	CSS	BEE	DUU	DSS	CSS	Check	
16	052	ALV ATIA R	?	?	FUU	FUS	FUS	FUU	FUU	CSS	FUU	FUU	Check	
17	02C	ALV ELICA	?	30	FUS	DSE	DSS	CSS	CSU	DUS	DUU	CSE	Check	
18	110	ALV ELICA	?	0	CUS	DSS	CEE	CSS	DUS	CSU	AEE	CSS	Check	

Eligible Students=18  
Legend: N: No Mark submitted ? : Unable to calculate GPA

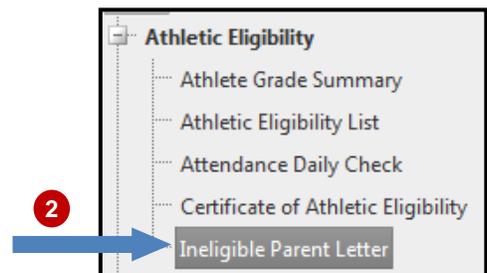
**Generate Ineligible Parent Letter**

This report will generate a letter to be mailed to parents for each student that does not meet the athletic eligibility requirements.

**Step 1** Click the **Reports** menu button.

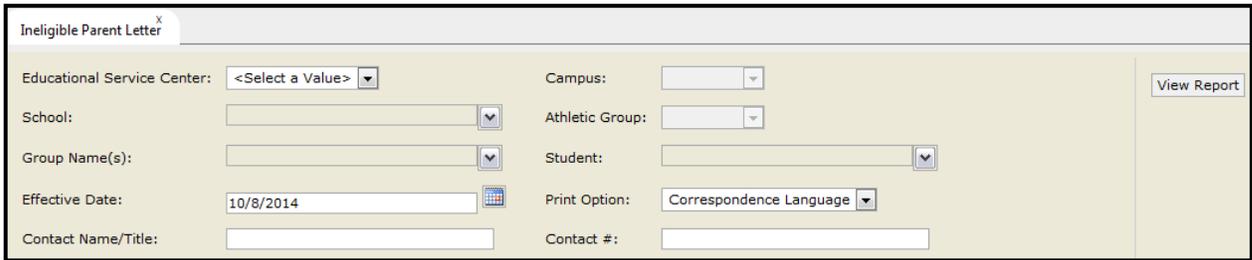


**Step 2** The modules are listed in alphabetical order. Locate the **Athletic Eligibility** module and select the **Ineligible Parent Letter** link.

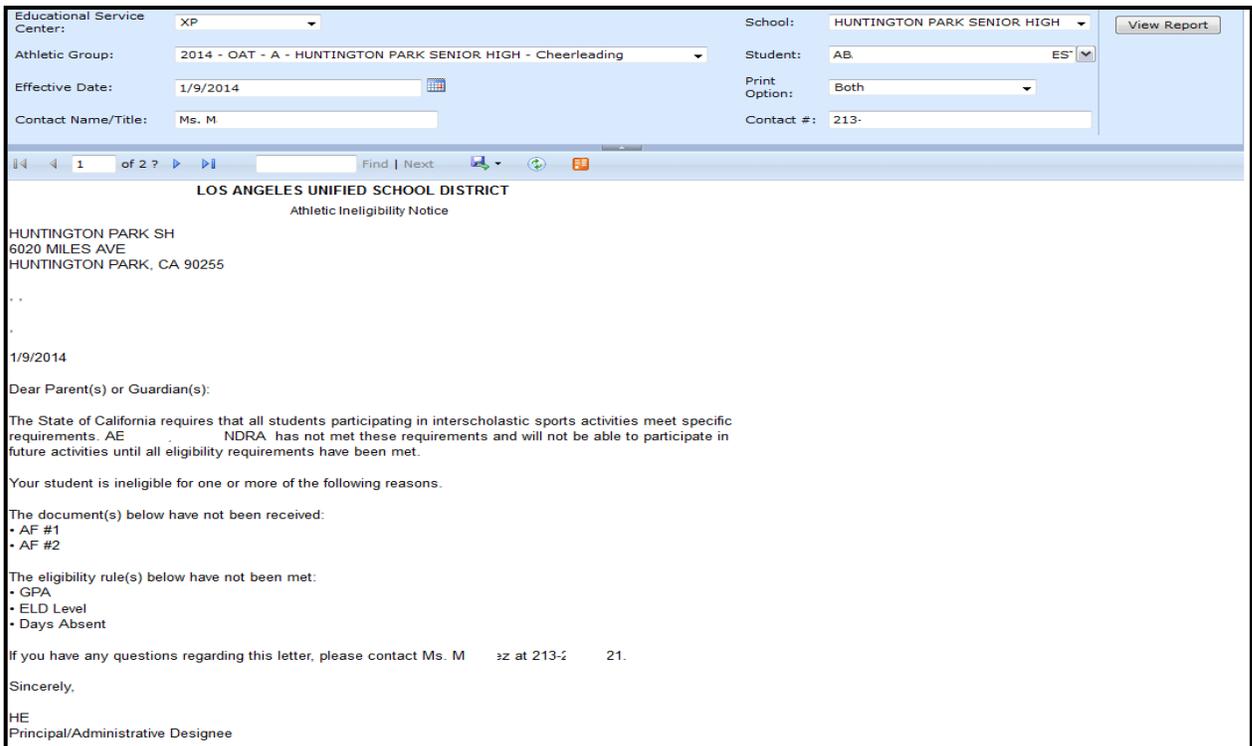


## Athletic Eligibility

**Step 3** Enter the parameters and click **View Report** button.



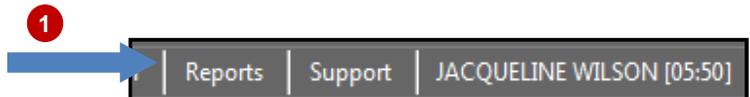
The report will display.



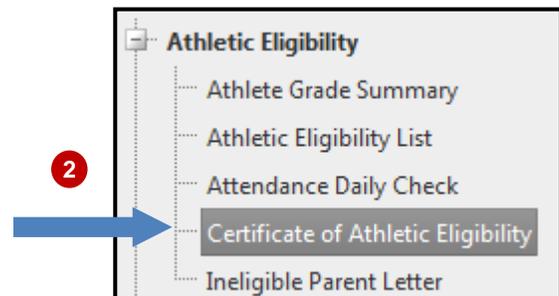
### Generate Certificate of Athletic Eligibility Report

This report will only include students that have met all of the athletic eligibility requirements.

**Step 1** Click the **Reports** menu button.



**Step 2** The modules are listed in alphabetical order. Locate the **Athletic Eligibility** module and select the **Certificate of Athletic Eligibility** link.



**Step 3** Enter the parameters and click **View Report** button.

Certificate of Athletic E...

Educational Service Center: E Campus: 1ST ST SPS - 3837

School(s): 1ST STREET STATE PRESCHOOL - 1 Athletic Group(s):

Group Name(s): Include Certified Statement? Yes

Permit: Select All

View Report

The **report** will display.

HUNTINGTON PARK SH - 1870001

Spring 2014 Certificate of Athletic Eligibility Run Date : 01/09/2014 10:38 AM

Los Angeles Unified School District

Permit : Select All

#	Student ID	Student Name	Street Address	Zip Code	Permit	Permit Date	School Name Last Year	Sem	Remarks	Group Start
1	012598	CAM					HUNTINGTON PARK SH	2	Rule 207 B.5.b. Sit out Period	02/01/14
2	111998	MISA			Medical	07/01/13	RIVERA LC COM & TECH	2	Rule 208 Foreign Student	10/11/13
3	120498	ABA					HUNTINGTON PARK SH	2		

Eligible Students = 3

### View Student Athletic Page

**Step 1** Click the **Advanced** link.

Search Students

Search by Student ID or Name

Advanced

**Step 2** Select a **Group** from the list.

Group: CROSS COUNTRY BOYS

**Step 3** Click the **Search** button.

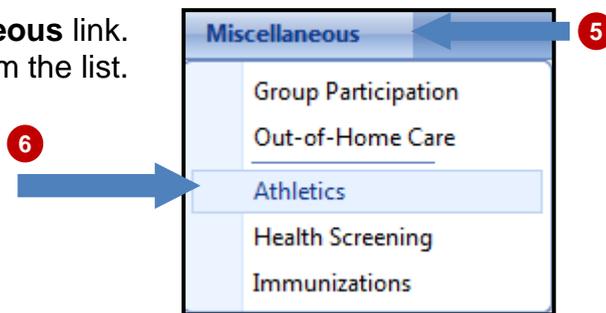
Search

**Step 4** Click on the desired **student's** name.

1	<input type="checkbox"/>	CARMONA	URIEL	1005581038	10	10/05/98	M
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## Athletic Eligibility

- Step 5** Click the **Miscellaneous** link.  
**Step 6** Select **Athletics** from the list.



- Step 7** Click the **athletic team** drop down arrow to view the **Overall Athletic Eligibility** for the student selected.

A screenshot of the 'Eligibility Rules' window. At the top, there is a dropdown menu for 'Please select the athletic team:' with the value '2015 - OAT - F - BELL SH - CrCntry - Var Boys' selected, indicated by a blue arrow and a red circle with the number 7. Below this, the 'Overall Athletic Eligibility' is shown as 'Eligible'. The window is divided into two main sections: 'Athletic Eligibility Rules' and 'Additional Rules For Current Group'. The 'Athletic Eligibility Rules' section contains a table with columns 'Rule', 'Value', and 'Eligible'. The 'Additional Rules For Current Group' section contains a table with columns 'Rule' and 'Eligible', showing 'No records to display.' At the bottom, there is a checkbox for 'Student enrolled at a different school during the last 12 months:' with the value 'No'.

Rule	Value	Eligible
Age < 19 as of 06/15/2014	15	Eligible
All Documents = Complete	Complete	Eligible
Eligibility GPA >= 2.0	N/A	Eligible
Permit Type	N/A	Eligible
Semesters <= 8	4	Eligible

## Update Athletic Eligibility Documents

A screenshot of a dropdown menu labeled 'District Required Documents'.

- Step 8** Click the arrow to expand the window to enter dates for **District Required Documents**. *Physical exam and Nurse's Clearance dates are excluded from the **Apply to all** feature.*

- Step 9** Click the **calendar** icon to enter the dates.

- Step 10** Click the **Save** button to save updates.

A screenshot of the 'District Required Documents' window. The window is expanded to show a table of documents. The table has columns 'Form' and 'Date Submitted'. A 'No additional Documents for this team.' message is visible in the top right corner. A blue arrow points to the 'Apply to all:' checkbox, and another blue arrow points to the 'Save' button at the bottom left. Red circles with numbers 8, 9, and 10 indicate the steps.

Form	Date Submitted
Apply to all: <input type="checkbox"/>	
Athletic Record Card	8/29/2014
Code of Conduct	8/29/2014
Concussion	8/29/2014
Emergency Card	8/29/2014
Hazing and Bullying	8/29/2014
Insurance	8/29/2014
Media	8/29/2014
Out of Season Liability	8/29/2014
Risk	8/29/2014
Steroid	8/29/2014
Physical Exam	7/24/2014
Nurse's Clearance	7/24/2014

**Enter Athletic Remarks/Waivers**

- Step 11** Click the **Remark/Waiver** drop down arrow and select an option.
- Step 12** Enter **comments** if applicable.
- Step 13** Click the **Save** button to update screen.

The screenshot shows the 'Athletic Remark' form. A red circle with the number 11 points to the 'Remark' dropdown menu. A red circle with the number 12 points to the 'Comments' text area. A red circle with the number 13 points to the 'Save' button. Below the form is a table with columns: Remark, Comments, Approved By, and Approved Date. The table currently shows 'No records to display.'

The only two **Remarks/Waivers** the system will override are the following:

- 203 Age Requirement - Age 19th birthday is on or before June 14 is ineligible; Football Varsity: cannot be younger than 14 as of 8/1 unless a waiver is entered
- 204 Charged Semester of Attendance

**Generate Attendance Daily Check**

This report displays the attendance for the selected game to determine whether the student is eligible to participate in the game or not.

**Step 1** Click the **Reports** menu button.

**Step 2** The modules are listed in alphabetical order. Locate the **Athletic Eligibility** module and select the **Attendance Daily Check** link.

**Step 3** Enter the parameters and click **View Report** button.

The report will display.

Educational Service Center: XP Campus: HUNTINGTON PARK SH

School(s): HUNTINGTON PARK SENIOR HIGH Athletic Group: Cheerleading

Group Name: 2014 - OAT - A - HUNTINGTON PARK Effective Date: 1/9/2014

Period(s): 3, 4

View Report

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Los Angeles Unified School District

**HUNTINGTON PARK SH / HUNTINGTON PARK SENIOR HIGH - 1870001**

School Year: 2013-2014 Attendance Daily Check Effective Date: 1/9/2014

Group: 2014 - OAT - A - HUNTINGTON PARK SENIOR HIGH - Cheerleading

Student ID	Student	Period(s)		Period(s) Present	%Present
		Scheduled/Selected	3 4		
0626	ALI IRA	#	#	0	?
1204	JOI IJ	#	#	0	?
0527	JOI	#	#	0	?
0306	CIE	#	#	0	?
0205	EST A C	#	#	0	?
1204	KA	#	#	0	?
0201	ME	#	#	0	?
0202	KA INE V	#	#	0	?

This report is to be generated the day of the game to verify that the student was present and is eligible to participate.