

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: <u>http://misis.lausd.net/start</u>, 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
		T	ANY LAUSD		
	Select	Counselor	ANY LAUSD	Active	Read/Wri
	Select	Office Manager	ANY LAUSD	Active	Read/Wri
	Select	Teacher	ANY LAUSD	Active	Read/Wri
2	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

## **Athletic Eligibility**

#### 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.* 

Athletic Groups Configuration	
Athletic Group: 2015 - OAT - S - GARDENA SH - Baseball - Var 🔹	
District-wide Eligibilty Rules:	5
Age less than 19 as of Jun 15	
AND Eligibility GPA greater than or equal to 2.0	
AND Semesters less than or equal to 8	
AND School equal to School of Residence	

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**.

	6			7	
	Select a Criteria	-	equal to	<ul> <li>Select a Value</li> </ul>	
	CAHSEE ELA Pass Status		equal to	Select a Value	_
Advanced	CAHSEE Math Best Scale Score		not equal to	0	
	CAHSEE Math Pass Status		is in	1	
	CELDT Performance Level		greater than	2	
Additional Group For	CSU GPA		greater than or equal to	3	
	Current Eligibility GPA		less than	4	
Group For	Days Absent		less than or equal to	5	
	ELD Level			= 6	
Group Fo	Enrolled in Course			7	
	Ethnicity			8	
	Final Grade In Transcript			9	
	Financial Aid (Initial) GPA			10	

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





The newly created rule is applied and displayed.

District-wide Eligibilty Rules:	
Age less than 19 as of Jun 15	
AND Eligibility GPA greater than or equal to 2.0	
AND Semesters less than or equal to 8	
AND School equal to School of Residence	
Group-specific Eligibility Rules:	
Days Absent less than 5	
ANE   Select a Criteria  equal to	
Advanced Expression Builder (expand)	
Additional Group Forms:	
Group Form 1: Add addition	nal forms.
Group Form 2:	
Group Parameters were saved successfully.	
Save	

## 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.





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



Step 7 Click the Edit Group Membership menu button.



Step 8 Click the Search Students button.

Static Group Builder			
Group membership remains consti Enter a list of student ids. The list	ant over time, individual students must b can be line, space or comma delimited.	e specifically added or removed from the group	
Validate Student IDs		Search Stu	dents
StudentID	FirstName	LastName	
here are no students in the li	st		
Save Static Group			

# Step 9 Click the Advanced link.





**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.

General Information			
	School:	GARDENA SENIOR HIGH	
Enrolled as of: 10/9/201	Include stu	idents no longer enrolled	
Student ID:	Last Name:		First Name:
Gender:		10 -	
Grade Level: 👻	Community:	-	
Teacher:	Course:	-	Section:
Room:	Period:	•	Services:
Caretaker Last Name:	Caretaker First Name:		
Grad Req Year:			
Group:	Counselor	•	
Individualized Education Plan	Special Education Eligibility:	•	
English Learner			
Language Classification:	ELD Level:	-	Master Plan Program:
Meets Reclassification Criteria			
Years as English Learner:	Years in United States:	<u> </u>	Migrant
Attendance			
Attendance: • on			
Students with Unresolved Absences			
Notes			
Note Category:	Note Start Date:	100	Note Created By:
Note Contains:	Note End Date:		
Note Contains:	Note End Date:		
Note Contains:	Note End Date:	Search Reset	

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.

#		Last Nam	e First	Name	Student Code		Home Room	Grade	Date of Birth	Gender
1		AI		Y	09	7		9	09/	F
2	<b>V</b>		12	HANIE	03	в		9	03/	F
з	1	A		SIS	01	4		9	01/	F
4		A		LIA	11	5		9	11/	F
5	1	A		EY	05	в		9	05/	F
6	1	AI		<b>FNI</b>	15			9	07/	F
7		AI	RISANTOS	ET	07	в		9	07/	F
8		AI	2	IFER	05	5		9	05/	F
9	1	AI	NUNEZ	YN	05	5		9	05/	F
10	<b>V</b>	AI		Y	11	4		9	11/	F
11	1	AI		ELLE	08	D		9	08/	F
	M	▲ 1 2	▶ ▶ Page size	200 🗸						
ОК			13							



Step 14 Click the Validate Student IDs button.



Step 15 Click the Save Static Group button.

Validate Student IDs			
StudentID	FirstName	LastName	
032900F108	STEPHANIE	ACOSTA	Delete Edit
012900F094	GENESIS	AGUILAR	Delete Edit
052900F048	ASHLEY	AGUIRRE	Delete Edit
1507852	BRITTNI	ALAMO	Delete Edit
051000F135	EVELYN	ALVAREZ-NUNEZ	Delete Edit
112799F104	GEIDY	ANDINO	Delete Edit
080200F130	DANIELLE	ANG	Delete Edit
061800F034	JANET	ARMENTA	Delete Edit
080400F007	BELEN	AVELAR	Delete Edit
121099F066	MALIA	BARNES	Delete Edit
120799F083	LESLIE	BARRERA AVILA	Delete Edit
052000F007	CORINNE	BARRETO	Delete Edit
090798F060	JENNIFER	BLAS	Delete Edit
061200F043	ESMERALDA	CABRERA	Delete Edit
073199F031	LESLY	CALDERON	Delete Edit
030300F123	DESTINY	COCHET	Delete Edit
042099F132	E'ARON	ERVIN	Delete Edit
031200F004	SOPHIA	ESCAMILLA	Delete Edit
032200F005	JESSICA	ESTRADA	Delete Edit
112200F024	AMANDA	JOHNSON	Delete Edit
H 412 P H	Page size: 20 👻		21 items in 2 pages
Save Static Group		15	

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.

1 Click the **Reports** menu button. Step 1 JACQUELINE WILSON [05:50] Reports Support Athletic Eligibility 2 Step 2 The modules are listed in alphabetical order. Athlete Grade Summary Locate the Athletic Eligibility module and Athletic Eligibility List select the Athletic Eligibility List Report link. Attendance Daily Check Certificate of Athletic Eligibility Ineligible Parent Letter

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

Athletic Eligibility List				
Educational Service Center:	<select a="" value=""> 💌</select>	Campus:	<b>•</b>	View Report
School:	<b>V</b>	Athletic Group(s):	T	
Group Name(s):		Eligibility Document(s):	126, AR1: Additional Rule 1, AR2: Ad	
Eligibility Option:	All			



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.

Educational Service Center:	XP 👻	3	School Year:	2013-2014 🗸	View Report
Campus:	HUNTINGTON PARK SH	•	School:	HUNTINGTON PARK SENIOR HIGH - 1870001 -	
Atheletic Group(s):	Badminton +		Group Name(s):	2014 - OAT - S - HUNTINGTON PARI	
Effective Date:	1/8/2014		Eligibility Document(s):	AR1: Additional Rule 1, AR2: Additio	•
Eligibility Option:	All 👻				

- **Step 5** Click on the **Export** icon to export data.
- Step 6 Select a file type. In this example, PDF was selected.

Cos Ang	geles Unifi	ed School D	District					XML fil CSV (d	e with	repo del	ort da imite	ta d)											
School Year:	2013-2014	1				н		PDF MHTM Excel	L (web	arch	ive)	lity	эн - Lis	187 t	000	1				Ef	fective Dat igibility GP	e:01/08/2014 A Date: :01/	09/2014
udent Group # Student ID	2014 - O/ Student	AT - S - HU Name	NTINGT	ON PA	ARK S	ENIOR Sem	AR1	Word AR2	ARC	сс	Con	EmCrd	нв	Ins	Lía	м	R	St	SF1	SF2	NC	Phys Exam	Remark
1 111	AN	AEL	N	13 2	2.85	4			Υ		Υ	Y	Y	Y	Υ	Y	γ		γ		11/06/2013	11/05/2013	Foreign
2 012 Total Eligibl	c≠ e Student	к s: 0	N Total I	15 nEligit	ble Stu	4 udents:	2		Y	Y	Y	Y	Υ	Y	Y	Y	Y	Y	Y		10/23/2013	10/23/2013	SitOut
- : Not Requi Sem: Semes E: Eligible AR1: Additio AR2: Additio ARC: Athleti	red iter nal Rule 1 nal Rule 2 c Record	Card		Eligibi C: Coc nCrd: 3: Haz a: Out Medi	de of C oncuss Emerg zing ar t of Se ia	Conduct sion gency ( nd Bully ason Li	Card ing ability			NC R: SF	2: Nur Risk 1: Sc 2: Sc	se's Clea St: Stero hool Forr	rance id n 1 n 2	2		T S tł	he Fi	e A 2 v se	AR will will	1, / dis ere	AR2, S splay adde	SF1 ar data if ed in	nd
SC: XP						Eli	gibility	: All							L	/				00	, ingui	ution.	
woouted on 1	9/2014 11	-00-34 AM				P	age 1	/ 1							33	ver	uter	d by	teh	test			



**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.





# **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.

Group:		•					
	Name Cate	gory	Start Date	End Date	Group Type	Selected Group: 2015 - Tryout - F - GARD	DENA SH - Tennis - Girls
	2015 - OAT - F - GARDENA SH - Ter Tennis - Girls	nnis	8/1/2014	12/31/2014	Static	Group Information Group Name: School:	2015 - Tryout - F - GARDENA SH - Tennis - GARDENA SENIOR HIGH
	2015 - OAT - S - GARDENA SH - Ter Tennis - Boys	nnis	2/1/2015	6/30/2015	Static	Group Leader: Category:	VICTORIA GONZALES [52476] Tennis
	2015 - Tryout - F - GARDENA SH Ter - Tennis - Girls	nnis	8/1/2014	12/31/2014	Static 📃	Effective Dates: Group Description	8/1/2014 to 12/31/2014
	2015 - Tryout - S - GARDENA SH Ter - Tennis - Boys	nnis	2/1/2015	6/30/2015	Static	2015 - Tryout - F - GARDENA SH - T Group Status	ennis - Girls
						Status: Status:	Waiting to be created by the system.
						Group Creation Information	
						Created On: Created By:	7/24/2014 5:33:09 PM AthleticGroupScript

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

Transfer Students Between Gro	ups		6
Transfer Mode	Сору 🔻		3
Select a Group	2015 - Tryout - F - GAR 🗸	Select a Group	2015 - OAT - F - GARDI 🗸



## **Athletic Eligibility**



#### Generate Athletic Grade Summary

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

Reports

Support

- Step 1 Click the **Reports** menu button.
- Step 2The modules are listed in alphabetical order.Locate the Athletic Eligibility module and<br/>select the Athletic Grade Summary link.



JACQUELINE WILSON [05:50]



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

Athlete Grade Summary			
Educational Service Center:	<select a="" value=""> 💌</select>	Campus:	w Report
School(s):		Athletic Group(s):	
Group Name(s):		Effective Date	
Period			

# The report will display.

Educationa	al Service Center:	XP	•		Campus:	HUNTI	NGTON PA	RK SH 👻					V	iew Report
School(s):		HUNTINGTON	PARK SENIOR HIGH	H 🔽	Athletic Group(s):	Cheer	leading	-						
Group Nan	ne(s):	2014 - OAT -	A - HUNTINGTON PA		Effective Date	12/2/2	013							
Group Nan	10(3).	2014 041	A HOMITMOTOWITZ		Encouve Date	12/2/2	.015							
Period		3, 4		~										
	4 4 1 of 1 ▷ ▷ Find   Next 🛃 - (\$)													
	Los Angeles Unified School District													
P 🕙 🖱	Los Angeles Unified School District March Lamon Lamon Lamon													
							ец 10	70004						
				HUN	Athlete's C	rado	SH - 10	370001						
School Yea	ar:2013-2014				Athletes G	laue	Summ	al y				Effective	Date: 12/	2/2013
												Eligibilit	GPA Dat	e:
Choorload		HUNTINGTON		Choorload	ling									
Cileeneau	Ing-2014 - OAT - A	- HONTINGTON	FARK SENIOR HIGH -	cheeneau	ing				Mari	s				
#	Student ID	Student Na	ame	GPA	Enr Cr									Status
1	062	ABA	ANDRA	?	60	AEE	BEE	CSS	NEE	AEE	AEE	AEE	ASS	Check
2	120	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	030	ABR	A	?	780	DSE	CSE	FSS	FUS	DSS	FSE	BSS	CSS	Check
5	020	ABR	LLA C	?	740	AEE	AEE	CEE	CEE	FUS	FUS	CSS	CEE	Check
6	120	ACO	IE	?	30	AEE	AEO	ASE	BUN	CEG	BEE	CEE	AEE	Check
7	020	ACO	SA	?	0	AEE	AEE	CSS	BEE	BEE	AEE	AEE	AEE	Check
8	020	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	ALEJ	ATALIE 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	A D	?	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/	LANE 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	020	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 Stu	udents=18													
Legend: N:N	Io Mark submitted	?: Unable to cale	culate 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





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

Ineligible Parent Letter				
Educational Service Center:	<select a="" value=""> 💌</select>	Campus:	•	View Report
School:		Athletic Group:	V	
Group Name(s):		Student:		
Effective Date:	10/8/2014	Print Option:	Correspondence Language	
Contact Name/Title:		Contact #:		

## The report will display.

Educational Service Center:	XP 🗸	School:	HUNTINGTON PARK SENIOR HIGH +	View Report
Athletic Group:	2014 - OAT - A - HUNTINGTON PARK SENIOR HIGH - Cheerleading	Student:	AB. EST 🗸	
Effective Date:	1/0/0014	Print	Roth	
Effective Date:	1/9/2014	Option:	Both	
Contact Name/Title:	Ms. M	Contact #:	213-	
[4 4 1 of 2 ?	▶ ▶ Find   Next 🔍 - 🛞 📳			
	LOS ANGELES UNIFIED SCHOOL DISTRICT			
	Athletic Ineligibility Notice			
HUNTINGTON PARK SH	ł			
HUNTINGTON PARK, C	A 90255			
1/9/2014				
Dear Parent(s) or Guard	an(s):			
The State of California re requirements. AE future activities until all e	quiries that all students participating in interscholastic sports activities meet specific NDRA has not met these requirements and will not be able to participate in ligibility requirements have been met.			
Your student is ineligible	for one or more of the following reasons.			
The document(s) below I	have not been received:			
• AF #1 • AF #2				
The eligibility rule(s) belo	w have not been met:			
ELD Level				
Days Absent				
If you have any question	s regarding this letter, please contact Ms. M ⇒z at 213-ź 21.			
Sincerely,				
HE				
Principal/Administrative	Designee			

### **Generate Certificate of Athletic Eligibility Report**

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





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

ľ	Certificate of Athletic E				
I	Educational Service Center:	E	Campus:	1ST ST SPS - 3837	View Report
I	School(s):	1ST STREET STATE PRESCHOOL - 1:	Athletic Group(s):	•	
I	Group Name(s):		Include Certified Statement?	Yes 💌	
	Permit:	Select All			
L					

# The **report** will display.

Educational	Service Center:	ХР	•	Campus:	:	Į	HUNTINGTON PARK SH - 8700			View Re
School(s):		HUNTINGTON PAR	RK SENIOR HIGH -	Atheletic	Group(s):	l	Badminton, Baseball, Basketball, C	h 🕶		
Group Nam	e(s):	2014 - OAT - A -	HUNTINGTON PARI	Include (	Certified State	ement?	Yes 👻			
Permit:		Select All	•							
					-					
4	of 5 🕨 🔰		Find   Next 😽 🗸	۹ 🕲						
😮 Los Angeles	Unified School District									
			HUNTINGTON PARK SH	- 187000	1					
Spring 2014			Certificate of Athletic I	Eligibility				Run I	Date : 01/09/	2014 10:38 AM
Athletics - Ba	dminton								Perr	nit : 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 120495	ABA						HUNTINGTON PARK SH	2	2	
Eligible Stude	nts = 3									

# View Student Athletic Page

Step 1	Click the Advanced link.
Step 2 Step 3	Select a Group from the list.   Group:   CROSS COUNTRY BOY:   2     Click the Search button.   Search   3
Step 4	Click on the desired student's name.



## **Athletic Eligibility**

- Step 5
   Click the Miscellaneous link.

   Step 6
   Select Athletics from the list.

   6
   Out-of-Home Care

   Athletics

   Health Screening

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

Eligibility Rules			•
Please select the athletic team: 2015 - Overall Athletic Eligibility: Eligible	OAT - F - BELL SH - C	rCntry - Var Boy	s v 7
Athletic Eligibility Rules			Additional Rules For Current Group
Rule	Value	Eligible	Rule Eligible
Age < 19 as of 06/15/2014	15	Eligible	No records to display.
All Documents = Complete	Complete	Eligible	
Eligibility GPA >= 2.0	N/A	Eligible	
Permit Type	N/A	Eligible	
Semesters <= 8	4	Eligible	
Student enrolled at a different school d	uring the last 12 mor	ths: No	
District Required Documents			
Remarks			V
Official Athletic Teams			

#### Update Athletic Eligibility Documents

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.

strict Required Documer letic Eligibility Documents	nts		
Di	strict Required Documer	its	No additional Documents for this t
Form	Date Subm	itted	
	Apply to	all:	
Athletic Record Card	8/29/2014		9
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

#### Remarks

**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.

Indicates Required Ir	nfo		<b></b> (1)	
Remark: Rule	205 20 Semester Units			
Comments:			<b> 1</b> 2	
Approved By: jacqu	ueline.wilson	*Approval Date: 10/8/2014		
ave Rest	13			
	Commente	American Div	Annered Data	

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
- o 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. Reports Support JACQUELINE WILSON [05:50] The modules are listed in alphabetical order. Athletic Eligibility Step 2 Locate the Athletic Eligibility module and Athlete Grade Summary select the Attendance Daily Check link. Athletic Eligibility List 2 Attendance Daily Check Certificate of Athletic Eligibility Ineligible Parent Letter

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

Attendance Daily Check				 3
Educational Service Center:	<select a="" value=""> 💌</select>	Campus:		View Report
School(s):		Athletic Group:	-	
Group Name:		Effective Date:		
Period(s):				



# The **report** will display.

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