MiSiS – *My Integrated Student Information System*
ATHLETIC ELIGIBILITY

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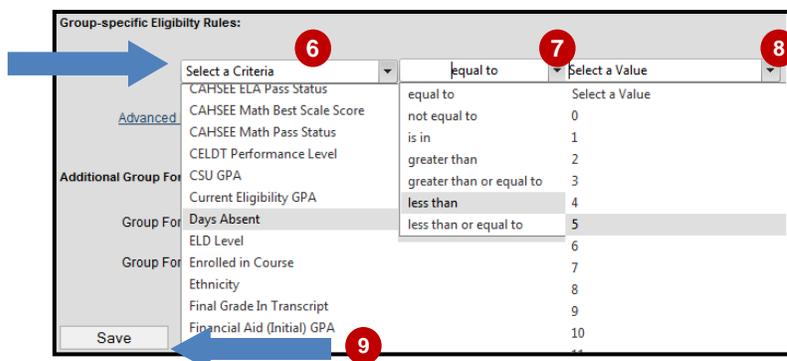
Step 9   Click the **Save** button to complete the process and a **confirmation** message will appear.

The newly created rule is applied and displayed.

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 Eligibilty Rules:

> **Days Absent** *less than* **5**

AND | Select a Criteria | equal to |

Advanced Expression Builder (expand)

Additional Group Forms:

Group Form 1:
Group Form 2:

Group Parameters were saved successfully.

Save

Add additional forms.

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.

| Admin | Reports |
Configuration
Court Order Search
Failing Seniors
Manage Group
MiSiS Explorer
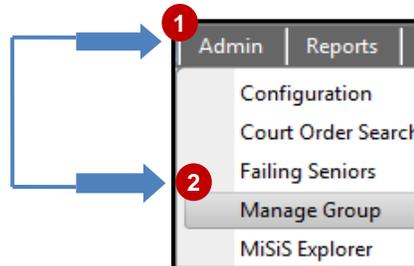
Step 3   Click the **Find Group** menu button.

Home
Create New Group
Find Group
Transfer Students Between Groups

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

School:
GARDENA SENIOR HIGH

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

Categories: Athletics

Athletics
  Badminton
  Baseball
  Basketball
  Cheerleading

  Swim
  Tennis

Use the **scroll bar** to the right and scroll down until the desired sport is visible.
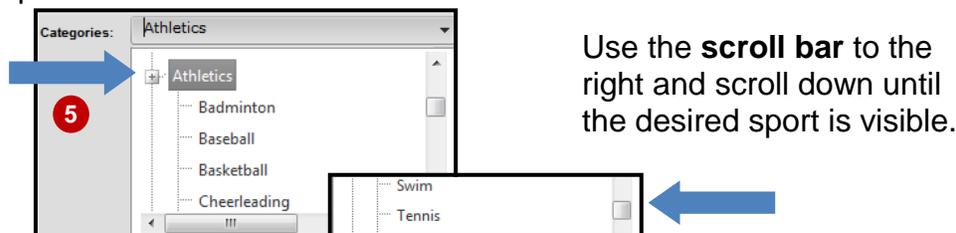
Step 6   Click the **Group** drop down arrow and select the desired *Group*.

A Summary of selected group will be displayed.

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

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

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.

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.

Step 14 Click the **Validate Student IDs** button.
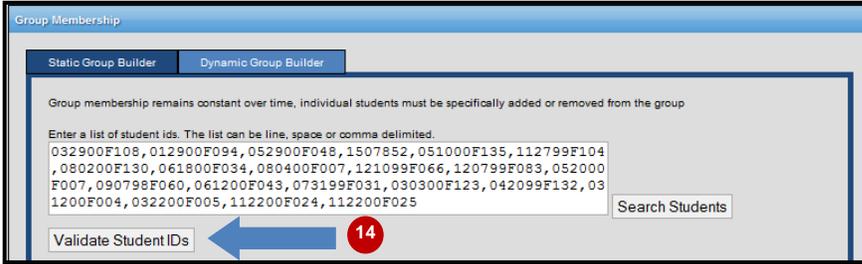
Step 15 Click the **Save Static Group** button.
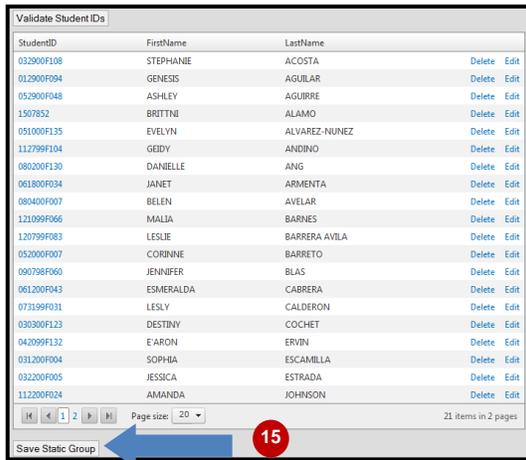
To add all the desired students to the group, repeat steps 8-15.

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.
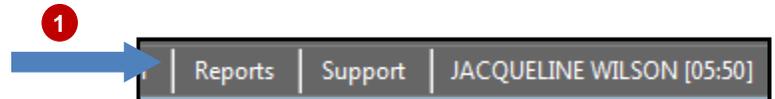
Step 2 The modules are listed in alphabetical order. Locate the **Athletic Eligibility** module and select the **Athletic Eligibility List Report** link.
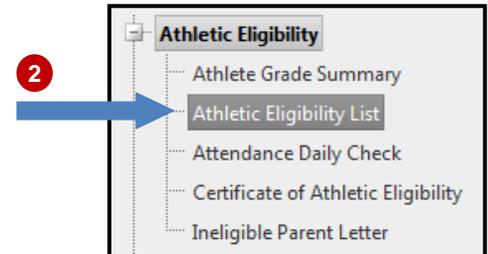
The **parameter screen** and the **prepopulated default values** are displayed below. Additional values become available as parameter selections are made.
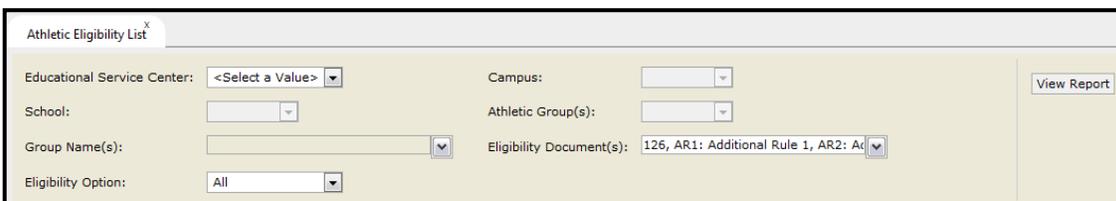
A brief description of each field follows, in the order of selection:

- **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.

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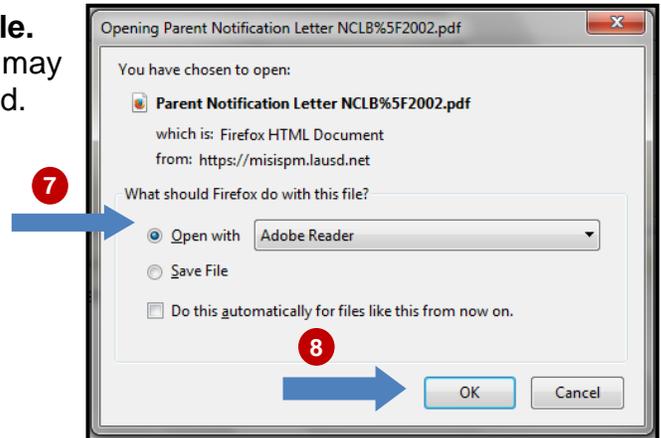
Step 9 Click on **File** from the Menu toolbar or select the **Print icon** from within the application to print the transcript. In this example, the **Print icon** was selected.

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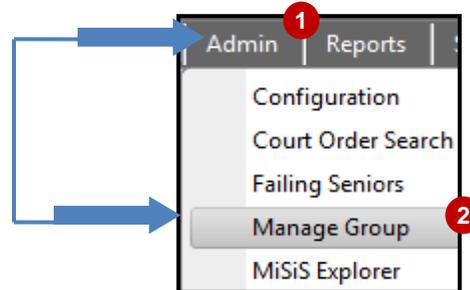
Step 3   Click the **Transfer Students Between Groups** menu button.

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

Step 5   Select the **Tryout** Group of students to transfer from.
Step 6   Select the **OAT** Group to transfer to.
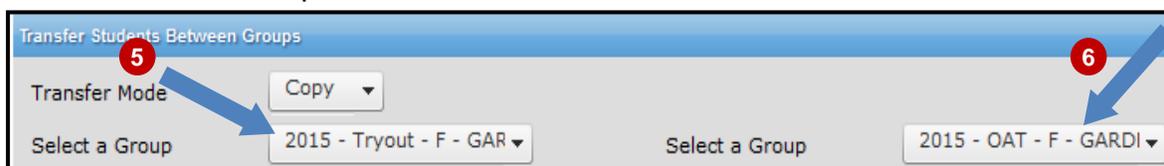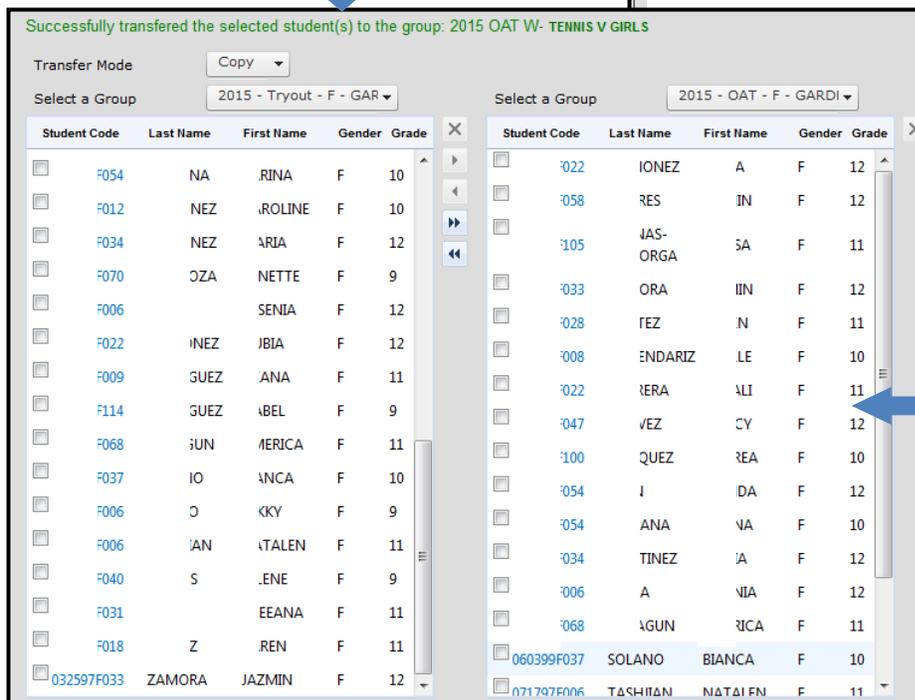
Step 7 Click the **checkbox** next to the name of the student(s) to transfer from *Tryout* status to *OAT* status.

Step 8 Click the **arrow** to transfer the selected students to the *OAT* group.
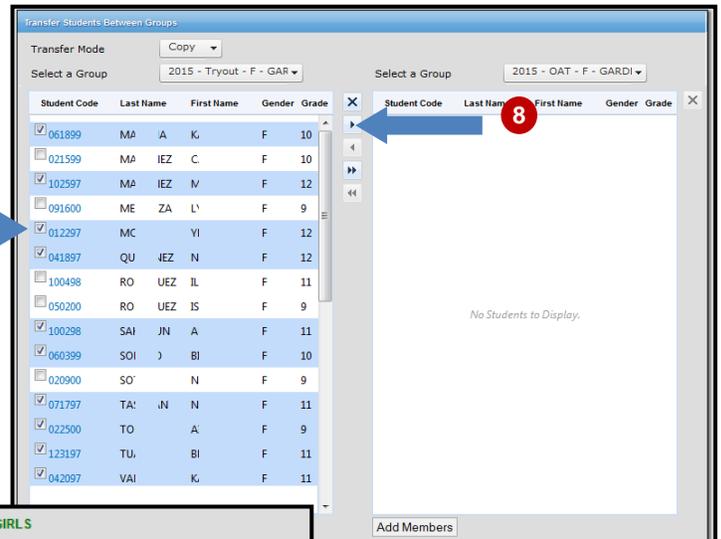
The system will display a successful message across the top of the screen.

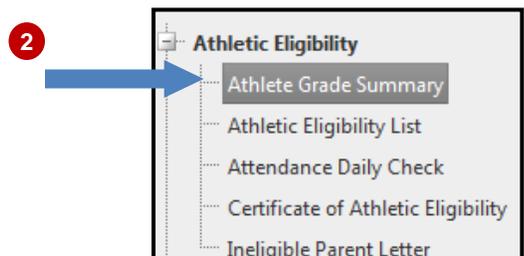Students are successfully added to the OAT Group.

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.
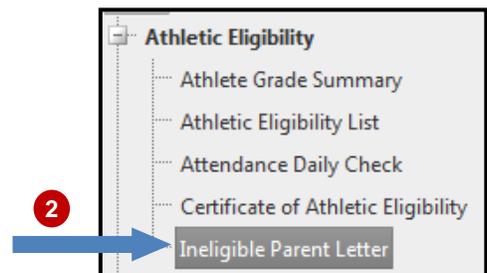

The **report** will display.

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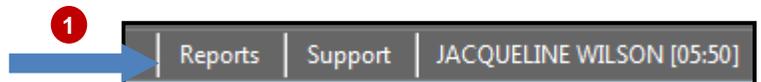
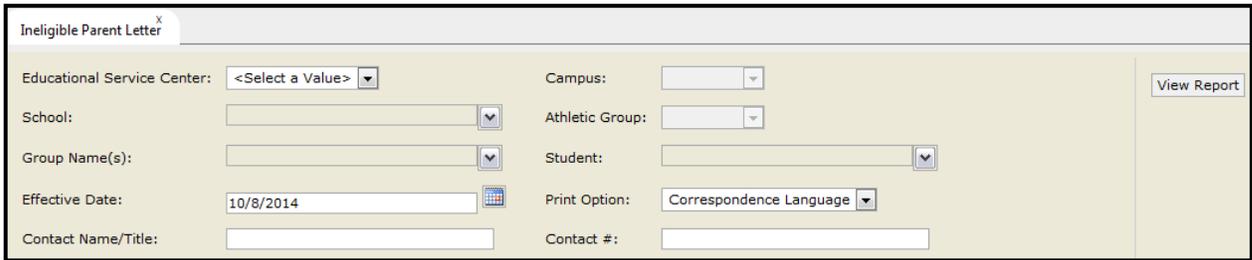**Step 1**   Click the **Reports** menu button.

Step 2   The modules are listed in alphabetical order. Locate the **Athletic Eligibility** module and select the **Ineligible Parent Letter** link.
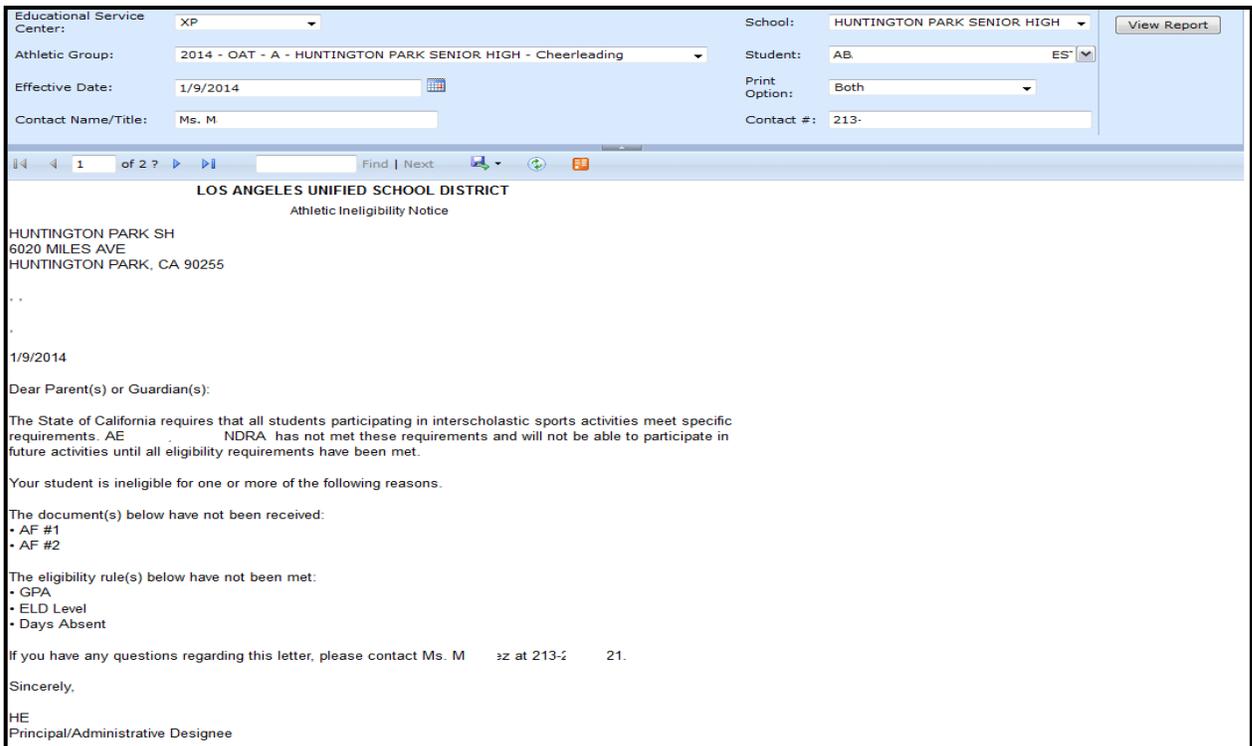
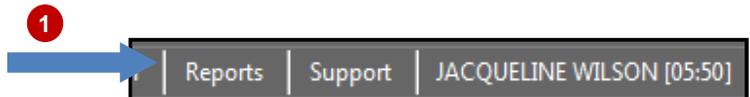**Step 3** Enter the parameters and click **View Report** button.


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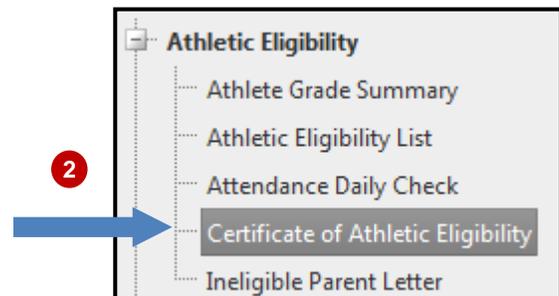
Step 3   Enter the parameters and click **View Report** button.

The **report** will display.

#	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		

Eligible Students = 3

View Student Athletic Page

Step 1   Click the **Advanced** link.

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

Step 3   Click the **Search** button.

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

1		CARMONA	URIEL	100598M038	10	10/05/98	M

Step 5   Click the **Miscellaneous** link.
Step 6   Select **Athletics** from the list.
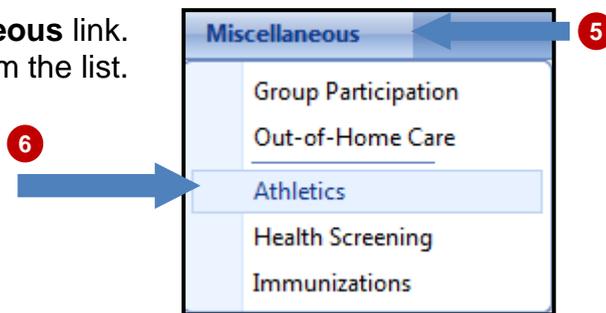
Step 7   Click the **athletic team** drop down arrow to view the **Overall Athletic Eligibility** for the student selected.

Update Athletic Eligibility 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.

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.

Athletic Remark

* Indicates Required Info

*Remark: Rule 205 20 Semester Units ▼ ← **11**

Comments: ← **12**

*Approved By: jacqueline.wilson   *Approval Date: 10/8/2014 🔲

Save Reset ← **13**

Remark	Comments	Approved By	Approved Date
No records to display.			

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

- o 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.

1 → | Reports | Support | JACQUELINE WILSON [05:50]

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

⊟ **Athletic Eligibility**
   Athlete Grade Summary
   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> ∨		Campus:	∨	View Report
School(s):	∨		Athletic Group:	∨	
Group Name:	∨		Effective Date:	🔲	
Period(s):	∨				

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Athletic Eligibility

The **report** will display.

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