LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE:	Norm Day and Classification Reports – Instructions and Schedules of Electronic Capture
NUMBER:	REF-1819.16
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DATE: August 22, 2018

PURPOSE: The purpose of this Reference Guide is to:
1) inform school administrators of the norm date for school year 2018-19;
2) provide the schedules of electronic capture of classification report data;
3) provide instructions on the review of the classification report.

MAJOR CHANGES: This Reference Guide replaces REF-1819.15, dated August 14, 2017.

New dashboard to assist schools in monitoring their K-3 Grade Span Adjustment averages is available in the webpages of Budget Services & Financial Planning (http://achieve.lausd.net/Page/431) and School Fiscal Services (http://achieve.lausd.net/Page/794).

INSTRUCTIONS: This reference guide applies to all District schools, except fiscally-independent charter schools.

I. NORM DAY

Norm Day, which is generally the fifth Friday of the school year, has been designated by the District as the official count day for the allocation of resources. Norm day enrollment is the count of actively-enrolled students as of norm day. Norming is the process of using the norm day enrollment as the basis for the allocation of various school resources.

For school year 2018-19, Norm Day is Friday, September 14, 2018.
All schools, except Options, must be **on norm** by Norm Day.

For current policies and norm tables for staffing, refer to the appropriate bulletins on staffing recommendations.

II.   IMPORTANCE OF CLASSIFICATION REPORTS

Enrollment data is reported in the Classification report. This report is available in MiSiS under State Reports.

The California Department of Education (CDE) uses enrollment data as the basis of school district revenue apportionments for programs such as the Local Control Funding Formula (LCFF). For this reason, submission of accurate enrollment data is important.

In addition, the District uses norm day enrollment to allocate school operational resources such as administrators, teachers, counselors, librarians, clerical staff, custodians, financial managers, and instructional materials. The District also uses enrollment data for revenue and expenditure projections.

There are three main types of classification reports: daily (pre-norm), norm, and monthly.

A. Daily Enrollment (Pre-Norm)

The classification report data is captured daily from August 14 through September 13 (one day before Norm Day) for all schools. Data from these daily capture is available to schools through the Classification Report, as well as through the Norm Day Enrollment Dashboard, which is a tool to help schools monitor their norm enrollment counts.

The daily classification report data serves as the base enrollment for the Norm Day Enrollment dashboard. The adjusted norm enrollment displayed on the Dashboard is preliminary data only. Budget Services & Financial Planning will issue the official norm enrollment counts once final validations are completed.

Options schools (i.e., Continuation schools, Opportunity schools, Community Day Schools, City of Angels, Carlson Home, and Carlson Hospital) norm on a different day. However, these schools may still use the Dashboard to review their enrollment data for possible issues pertaining to scheduling (students enrolled in one course only), no show students (students with 13 or more absences), special day program (SDP) classification, etc., since student level details are provided for these.

Information regarding the Norm Day Enrollment Dashboard, including the link, is available in the webpages of Budget Services &

Financial Planning (http://achieve.lausd.net/Page/431) and School Fiscal Services (http://achieve.lausd.net/Page/794).

B. Norm Day Classification Report

Per District policy, a school's enrollment count on the designated norm day is used as the basis for school staffing. It is important to note that Norm Day enrollment may be captured several times after September 14, resulting in multiple versions of the schools' Norm Day report (i.e., N, N1, N2, etc.).

Classification report data captured for norm day is preliminary only; data is subject to review by Central Office staff before resources are allocated.

For the official norm day counts and positions earned, refer to the official norm reports in Business Applications Supporting Education (BASE), Business Warehouse (BW).

C. Monthly Classification Reports

The monthly classification reports provide the counts of students enrolled as of the last day of the school month.

The monthly enrollment counts are the basis for the Class Size Penalties Report required by the California Department of Education (CDE). This report determines whether or not the District has complied with the Education Codes on mandated Grades K-3 class size limits and Grades 4-8 teacher-pupil ratio. Fiscal penalties are assessed for each class that exceeds the maximum allowed class size.

CDE's K-3 Grade Span Adjustment (GSA) program also requires the use of monthly enrollment counts. The District is required to track the monthly enrollment counts of all Kindergarten (K/TK/TE) to Third Grade classes and ensure that no school exceed an average of 24 students. If one school exceeds this average class size, the District would lose the entire funding for K-3 GSA.

The monthly enrollment counts are used by elementary principals to support requests for additional teachers based on enrollment growth, if any. They also provide the basis for trend analysis in projecting the total District enrollment.

III.   SUBMISSION OF CLASSIFICATION REPORTS AND DOCUMENT RETENTION

Refer to Attachment C.

IV.   DISTRICT'S REVIEW OF THE ELECTRONICALLY-CAPTURED ENROLLMENT DATA

Budget Services & Financial Planning will review the electronically-captured enrollment data. If corrections are necessary, school staff is responsible for making the corrections in MiSiS.

V.   CORRECTION TO NORM DAY CLASSIFICATION REPORT

After the September 14 capture, if a correction to the Norm Day Classification Report is necessary, the principal should send via e-mail a request to submit a corrected or revised norm enrollment. The request should be submitted by Friday, September 21, and should include the student's name, grade level, ID number, and details of the error. E-mail the request to AttendanceEnrollmentSection@lausd.net with a copy to the LD Administrator of Operations. In the Subject line, enter "Request for Norm Day Correction."

The request will be reviewed, and supporting documents may be requested from school staff, if necessary. Subsequently, the request will be sent to the Director of Budget Services & Financial Planning for approval. If approved, the corrected data will be used as the basis for teacher allocation. The Principal and the LD Administrator of Operations will be informed of the status of the request.

VI.   SCHOOL STAFF'S RESPONSIBILITIES

A. The classification report is an official document and it is the principal's responsibility to ensure the accuracy of the enrollment data.

B. To be counted as enrolled on the classification report, a student must be enrolled at the school and appropriately scheduled in classes. Therefore, it is important for school staff to enter each student's class schedule in MiSiS promptly and completely.

C. School staff must keep MiSiS information current by promptly updating the system for new enrollees ("E"), students' class schedules, student withdrawals ("L"), "no shows," SDP designation, etc. according to District policies and MiSiS guidelines.

As a reminder, a student's withdrawal ("L") date is a day of enrollment. Therefore, if a student "L'd" out on a scheduled capture date, this student would be counted as enrolled on the classification report.

D. Elementary school staff must be cognizant of the maximum class sizes when organizing the classes and enrolling students into classes. The State imposes fiscal penalty upon a district for class(es) that exceed the maximum class sizes. To avoid subjecting the District to substantial fiscal penalty, do not exceed the class sizes in the chart below at any time during the school year. <u>A combination class with at least one student in grades 1, 2, or 3 may not exceed 32 students at any time.</u>

Grade Level	Maximum Class Size
K	33
1 – 3	32
4 – 6	36

In addition, school staff must monitor their class sizes so as not to exceed the average class size of 24 school-wide for all their K-3 classes, including combination classes with grades 1-3 students. To assist schools in monitoring their K-3 averages, a new dashboard— K-3 Class Size Average—is available beginning this school year. Information regarding this new dashboard will be available in the webpages of Budget Services & Financial Planning (http://achieve.lausd.net/Page/431) and School Fiscal Services (http://achieve.lausd.net/Page/794.

E. Secondary Schools (excluding Continuation schools and students in full-time independent study program): The District is not allowed to claim for apportionment purposes the attendance of students who are not scheduled to attend school for at least minimum day. Therefore, these students' enrollment records should be coded as Non-ADA. A Non-ADA student is a District student who is scheduled for one class only or less than minimum day, or a non-District student who enrolls for one or two classes only at a District school while enrolled full-time at a non-District school such as a private school or a non-public school (NPS). This student's enrollment record should have an Attendance Category of Non-ADA. See page 7 of Attachment D for instructions on how to enter the Attendance Category for a student.

F. School staff must review the enrollment data for accuracy of student grade level and course assignment, teacher/room assignment, SDP designation, etc. Staff should also ensure that No Show students are processed/removed from enrollment counts, that students' complete

class schedules are updated in MiSiS, etc. To aid in the review of enrollment data, see Attachment D for information.

G. School staff should resolve data issues as soon as possible. Schools are alerted of possible data issues several ways:

1. Exception reports – For elementary schools, exception reports are available through the Classification and Statistical reports. For secondary schools, the exception report is available through the Statistical report only. Refer to Attachment D for information on exception codes.

2. Norm Day Enrollment Dashboard – the Dashboard provides student-level detail on possible data issues pertaining to age-ineligible students and secondary students assigned to one class only, as well as possible No Show students (students with 13 or more absences).

3. Certify – Certify is a tool that alerts schools of data issues pertaining to enrollment and demographics, scheduling, attendance, English Learners, etc. School staff designated by Principals will receive e-mails twice a week detailing the possible data issues.

H. Norm Day Classification Report and all Monthly Classification Reports should be printed at the school site on the first instructional day after the capture date. These reports must be reviewed and signed by the principal or designee and retained in school files for audit purposes in accordance with District policies.

RELATED RESOURCES:

ASSISTANCE: For assistance with MiSiS, call the HelpDesk at (213) 241-5200.

For further information, contact Attendance and Enrollment Section at (213) 241-2196 or AttendanceEnrollmentSection@lausd.net.

ATTACHMENT A-1

2018-19 Schedule of Monthly Classification Report
Data and Capture Codes

Single Track [1]

Capture Code	Capture Date	Captured Data
1	09/07/18	Month 1
N	09/14/18	Norm
2	10/05/18	Month 2
3	11/02/18	Month 3
4	11/30/18	Month 4
5	01/18/19	Month 5
6	02/15/19	Month 6 [2]
7	03/15/19	Month 7
8	04/12/19	Month 8
9	05/10/19	Month 9
10	06/07/19 or 06/10/19	Month 10 [3]

Classification report data will be captured after 5:00 pm on the designated dates. Classification reports for the captured data will be available to schools on the first instructional day after each scheduled capture date.

Notes:

[1] This schedule applies to all District schools except Early Start schools (see Attachment A-2).

[2] Month 6 capture date is 2/14/19 for Early College Academy, Harbor Teacher Prep, and Middle College HS.

[3] Month 10 capture date is 6/4/19 for Early College Academy.

When printing the Norm and Monthly Classification reports for Principal's signature, select the code corresponding to the captured data you wish to print. Follow printing instructions in Attachment C.

ATTACHMENT A-2

2018-19 Schedule of Monthly Classification Report
Data and Capture Codes

Early Start [1]

Capture Code	Capture Date	Captured Data
1	08/30/18	Month 1
N	09/14/18	Norm
2	09/28/18	Month 2
3	10/26/18	Month 3
4	11/16/18	Month 4
5	01/11/19	Month 5
6	02/08/19	Month 6
7	03/08/19	Month 7
8	04/05/19	Month 8
9	05/03/19	Month 9
10	05/31/19	Month 10 [2]

Classification report data will be captured after 5:00 pm on the designated dates. Classification reports for the captured data will be available to schools on the first instructional day after each scheduled capture date.

Notes:

[1] This schedule applies to Chavez Learning Academy schools (Loc: 7715, 7716, 7717), HArts Academy, and Polytechnic SH and Magnet.

[2] Month 10 capture date is 6/05/19 for HArts Academy and 5/30/19 for Polytechnic SH and Magnet.

When printing the Norm and Monthly Classification reports for Principal's signature, select the code corresponding to the captured data you wish to print. Follow printing instructions in Attachment C.

ATTACHMENT B

NORM DAY ENROLLMENT DASHBOARD

**2018-19 Schedule of Daily Classification Report
Data and Capture Codes (8/14 through 9/14)**

ALL DISTRICT SCHOOLS

Capture Code	Capture Date	Captured Data
D1	08/14/18	Daily
D2	08/15/18	Daily
D3	08/16/18	Daily
W1	08/17/18	Week 1
D5	08/20/18	Daily
D6	08/21/18	Daily
D7	08/22/18	Daily
D8	08/23/18	Daily
W2	08/24/18	Week 2
D10	08/27/18	Daily
D11	08/28/18	Daily
D12	08/29/18	Daily
D13	08/30/18	Daily
W3	08/31/18	Week 3
D15	09/04/18	Daily
D16	09/05/18	Daily
D17	09/06/18	Daily
W4	09/07/18	Week 4
D19	09/10/18	Daily
D20	09/11/18	Daily
D21	09/12/18	Daily
D22	09/13/18	Daily
N	09/14/18	Norm

Classification report data will be captured after 5:00 pm on the designated dates. Classification reports for the captured data will be available to schools on the first instructional day after each scheduled capture date.

ATTACHMENT C

SUBMISSION OF CLASSIFICATION REPORTS AND DOCUMENT RETENTION

MiSiS is the system of record for schools' enrollment data. Constant updates to MiSiS with regards to new enrollments and class schedules, withdrawals, no show students, enrollment data corrections, Special Day Program (SDP) and Non-ADA designations, etc. would help ensure complete and accurate enrollment data on the classification reports.

Schools are not required to submit printed classification reports to Attendance & Enrollment Section. However, for accountability and audit purposes, schools are required to print the *norm day* and m*onthly* classification reports for principal's review and signature, then retain signed reports in school file.

District schools will have their classification report data electronically captured according to the schedules indicated Attachments A-1 and A-2, and Attachment B. After 5:00 p.m. of each scheduled capture date, central office will capture the schools' enrollment data from MiSiS and provide this information to Attendance & Enrollment Section, as well as to other District information systems. Schools will have access to the captured data in MiSiS the following school day.

In addition, the daily enrollment data captured according to Attachment B will also be available in the Norm Day Enrollment Dashboard. For more information on the Norm Day Enrollment Dashboard, click on the link provided in the following webpages:
Budget Services & Financial Planning (http://achieve.lausd.net/Page/431)
School Fiscal Services webpage (http://achieve.lausd.net/Page/794)

Viewing/Printing the Classification Report

A. To access the Classification Report, sign in to MiSiS using an Office Manager or Principal role. The path to the report is: Reports > State Reports > Classification - Elementary or Classification - Secondary or Classification – Continuation, etc.

B. Complete the parameter screen. See below for samples of the parameter screens.

Sample Elementary

Classification - Elemen... x		
Local District:	C	Campus:	St El
School Year:	2017-2018	School:	1 01 - Street Elementary
Date Option	Capture Date	Capture Code	W1
As Of Date	8/18/2017		

Sample Secondary

The *Date Option or Date Type* field has two options:

1. Date Captured – Use this option to access the enrollment data captured by central office on designated capture dates. When this option is selected, the As of Date field does not apply.

2. As of Date – Use this option to review enrollment data as of the date selected in the *As of Date* field. When this option is selected, the Date Captured or Capture Code does not apply.

The *Capture Code or Date Captured/School Month* field contains the codes of the electronically captured data. Refer to Attachments A-1 and A-2 and Attachment B for the description of the codes. Use this field in conjunction with the Date Captured option of the *Date Option or Date Type* field.

The *As of Date* field enables user to select a specific date to see the enrollment data as of that date. User may select any school day from the beginning of the school year to the current date. Use this field in conjunction with the As of Date option of the *Date Option or Date Type* field.

C. Click the View Report button, then download the report to PDF, Excel, or other useful format. For ease of viewing the data, it is recommended to download the report in PDF format. The downloaded file may be saved in the user's computer for faster access to the report at a later time.

There are 3 parts to the report:

1. Classification Report – For secondary schools, this is the first page of the report. For elementary schools, this report could be the first two pages of the report, depending on the number of teachers at the school site.

2. Exception Report – This second part of the report lists students with possible data issues. Currently, this is only available in the elementary classification report.

3. List of Students (Classification Roster) – These lists provide student-level detail for the enrollment counts reported on the classification report. For elementary schools, the students are listed by teacher. For secondary schools, students are listed by grade level; then within each grade level, the General Education students first, then SDP students. It also lists General Education and SDP students who are taking Accelerated Academic Literacy (AAL) courses in middle and senior high schools.

D. Samples of Classification Reports

Sample of elementary report generated using Date Captured as the option, and W2 as the captured data requested.

COST CENTER CODE:			ELEMENTARY CLASSIFICATION REPORT				LAUSD Budget Services Div			
Location Code:				Primary Center			Local District:			
Capture Code: W2							Run Date and Time:			

NUMBER OF STUDENTS ENROLLED IN GRADES AND CLASSES

Teacher Name	Room	K/FD	GR1	GR2	GR3	GR4	GR5	GR6	SDP	Total
B	-28	24	0	0	0	0	0	0	0	24
E	27	24	0	0	0	0	0	0	0	24
L	24	24	0	0	0	0	0	0	0	24
VI	06	24	0	0	0	0	0	0	0	24
S	23	21	0	0	0	0	0	0	0	21
A	02	20	0	0	0	0	0	0	0	20
G	22	20	0	0	0	0	0	0	0	20
A	20	19	0	0	0	0	0	0	0	19
M	-25	19	0	0	0	0	0	0	0	19
S	03	19	0	0	0	0	0	0	0	19
D	05	18	0	0	0	0	0	0	0	18
M	04	18	0	0	0	0	0	0	0	18
GRAND TOTALS		250	0	0	0	0	0	0	0	250

Total K-3:	250			Pre-K:	0
Total 4-8:	0			Pre-K SP ED:	6
				TE ADA:	0
				TE Non-ADA:	16

I certify that the above figures are a true and correct compilation of individual student attendance records and that supporting worksheets are available for audit

Signature of Principal or authorized designee

Sample of secondary report generated using As of Date option, and August 25, 2017 as the date requested.

Los Angeles Unified School District
Today's Learners, Tomorrow's Leaders

Middle School - 1234501
Secondary Classification Report

Date Type: As of Date
Date Captured/Reported: 8/25/2017

Executed By:
Run Date and Time :
Regular Active Enrollment (Inactive not included)

6th	251	
7th	270	
8th	249	
	Sr. High Total	770

Special Ed. Active Enrollment

SDP	58	
	Total SDP	58

Other Active Enrollment

ROP/CTE	0	
	Total Other	0
	Grand Total	828

Accelerated Academic Literacy

6th	7	
7th	8	
8th	6	
	Middle School AAL Total	21
9th	0	
	Senior High AAL Total	0
	Total AAL	21

I certify that the above figures are true and correct

Signature of Principal or authorized designee

Executed On: Page: 1   Executed By:

Sample of continuation school report generated using As of Date option, and August 25, 2017 as the date requested.

```
                        Continuation High - 1567801
                     Continuation Classification Report

Date Type: As of Date
As of Date: 8/25/2017
Executed By:
Run Date and Time:


Regular Active Enrollment
        9th Reg                              65
        10th Reg                             111
        11th Reg                             120
        12th Reg                             85
                        Continuation Total:  381


Special Ed Active Enrollment
        9th - 12th SDP                       77


                        Grand Total:  458
```

Enrollment Distribution By Program

Program Type	Grade 9	Grade 10	Grade 11	Grade 12	Total By Program Type
Regular	65	111	120	85	381
Special Education	13	20	25	19	77
Work Experience	0	0	0	0	0
Independent Study	0	0	0	0	0
Total By Grade	78	131	145	104	458

I certify that the above figures are true and correct.

_____

Signature of Principal or Authorized Designee

Document Retention:

Principals must ensure that signed documents are retained to ensure availability for audit purposes. According to policy bulletin BUL-4926.2 which contains the attendance policy and procedures for elementary and secondary schools, "All auditable documents shall be retained and stored in a place known to the principal and custodial staff. The documents shall be securely placed, clearly marked with a "destroy date" visible on the box as appropriate." For more details on the period of retention, refer to the Attendance Manual of BUL-4926.2, *Attendance Manual: Policy and Procedures for Elementary, Secondary and Options Schools.*

ATTACHMENT D

REVIEWING CLASSIFICATION REPORTS
AND OTHER ENROLLMENT-RELATED REPORTS

This document is provided to assist schools in reviewing their enrollment data in order to help ensure the accuracy and completeness of their enrollment counts. Separate instructions are provided for elementary and secondary schools. Secondary school instructions begin on page 6.

Note:
1. The Classification Report as well as other enrollment-related reports may be generated at any time and as frequently as necessary.
2. Changes to enrollment records are reflected almost immediately onto classification reports.

<u>**Elementary Schools**</u>

A. Generate a classification report using the "As of Date" option, and select the current date. The report will generate the classification report, the exception report, and the classification roster which provides student level detail for the counts reported on the classification report. Review the classification report and its sub reports for the following:

1. Dual Language Program – Dual Language, Maintenance Bilingual Education, Transitional Bilingual Education, and Foreign Language Immersion Programs at elementary schools will be normed separately from non-dual language classes. New location codes were established for each elementary program language (e.g., Spanish, Korean, Mandarin, etc.) to facilitate the collection and validation of enrollment counts. Review the class rosters to make sure students are enrolled appropriately according to their master plan program, and at the correct dual language center location.

2. Check that Kindergarten (K), Transitional Kindergarten (TK), Expanded Transitional Kindergarten (TE) and Pre-K (PK) students are in the correct grade level.

    a. To be enrolled in Kindergarten (K) or Transitional Kindergarten (TK), a child must meet the minimum age requirement.

    ➢ K students must turn 5 by September 1 of the current school year. Therefore, for 2018-19, a student may be enrolled in K if their birthdate is <u>on or before 9/1/2013</u>. A Kindergarten-age student may be enrolled in K or TK, but not 1st grade.

    ➢ TK students must turn 5 between September 2 and December 2 of the current school year. Therefore, for 2018-19, a student whose birthdate is between <u>9/2/2013 and 12/2/2013, inclusive,</u> may be enrolled in TK but not K.

b. Expanded Transitional Kindergarten (ETK) – In 2018-19, there are 332 schools that have been authorized to offer the ETK program. Only these schools may enroll a student in the TE grade level. To be enrolled in TE, a student must turn 5 years old between 12/3/18 and 6/30/19, inclusive. Therefore, student's birthdate should be between 12/3/13 and 6/30/14, inclusive.

c. Scheduling of grade TE students – A TE student must be scheduled into a TE class with course #110102. TE students may not be placed in a class with students in other grade levels. In an ETK/PCC class, all students, including the PCC students, must be TE-age eligible and assigned to TE grade level and course #110102 under the General Education teacher assigned to the class.

d. In 2018-19, the SRLDP program is not offered. Therefore, the only Pre-K-aged students that may be enrolled are those whose program placement is Pre-K SDP. These students should be enrolled in grade level PK and course number 110101.

   Schools that are not authorized to offer the ETK program or the Pre-K SDP program should not enroll in MiSiS students who turn 5 years old on or after December 3, 2018.   These students may be referred to a school that offers ETK or Pre-K SDP or to an Early Education program, as appropriate.

A K or TK student who does not meet the age requirement for his/her assigned grade level will have an exception code of either ER4 (Ineligible) or W4 (Age-Ineligible). See page 11 for information on exception codes.

For students with incorrect grade level assignment but correct course assignment, follow MiSiS procedures to do a grade level correction. Otherwise, do a grade level change and assign student to the correct course and section. For students who do not meet the age requirement for TE or Pre-K SDP, school should withdraw the student as soon as possible. Central Office may need to do a data clean-up to fully correct these issues.

2. Check that the students are in the correct teacher/class.

   a. The classification report lists teachers and the counts of students in their class by grade level. Review the report to make sure that each teacher's students reflect the correct grade level(s).

   b. Review the report for unusual combination classes (e.g., a class with 2nd and 4th graders, a class with 3 or more grade levels, a class with graded and SDP counts, a class with Independent Study and graded counts, etc.). This could be due to incorrect grade level assignment or class placement of the students.

   c. Review for unusually low or high class sizes. Unusually low or high class sizes may result from incorrect section start/end dates for students transferred from one class to another.

Note: The State imposes fiscal penalty upon a district for class(es) that exceed the maximum class sizes. To avoid subjecting the District to substantial fiscal penalty, do not exceed the class sizes in the chart below at any time during the school year.

Grade Level *	Maximum Class Size
K	33
1 – 3	32

A combination class with at least 1 student in grades 1, 2, or 3 may not exceed 32 students at any time.

3. Review the list of students assigned to the teachers. Ensure that students who have been withdrawn are no longer enrolled, and new enrollees are reflected in the lists. Also review for duplicated students. These are students who are listed more than once on the teacher's list of students or students assigned to more than one class. A student assigned to more than one class is displayed in the Exception report with an exception code of W10. Contact MiSiS HelpDesk for assistance in resolving this issue.

4. For teachers assigned to Special Day Program classes, the student count should be reflected in the SDP column of the report. If their students are shown in the graded columns, then update the class' section attribute to the appropriate SDP type for each of the SDP teacher's assigned class sections. Follow MiSiS instructions on section attributes.

5. Each teacher line should reflect a valid class. A class is valid if students assigned to the class are in attendance and daily instruction is provided by a teacher. On the classification report, check for classes with "Unfilled" or blank for the teacher name or blank for the room assignment. If these are not valid classes, contact MiSiS HelpDesk for assistance in removing the class.

B. Check that No Show students are processed as no shows.

Schools are able to flag students who have not been in attendance as "No Show." By flagging the student as No Show, schools will not need to withdraw the student. No Show students will be deleted from the school's current year enrollment through a nightly process.
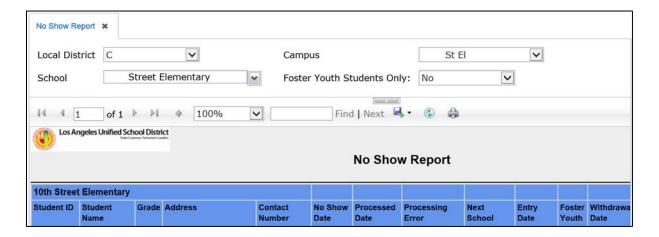
1. Follow the instructions for the No Show Process.

2. To see the list of students whose records were deleted through the No Show process, run the No Show Report.

   The path to this report is Reports > Enrollment > No Show Report.

   Complete the parameter screen, then click on View to open the report. Click on the export icon to download report to PDF, Excel, or other format.

3. If student record was processed as No Show, there will be a date in the Processed Date for the student. If student record was not processed as No Show, the Processed Date for the student will be blank, and a message will be displayed under Processing Error.

4. A student will not be processed as No Show if student has been marked "present" at least once or if teacher did not submit attendance for the student. For these students, confirm that the student is a No Show by doing the following:

   a. Verify student's attendance with the teacher. If student was incorrectly marked as present, change the record to absent for all applicable days.

   b. If teacher did not submit attendance, but confirms that student has not been in attendance, update student record to absent for all applicable days.

   c. Process the student again as a No Show. To do this, delete the student's first No Show record by clicking on the delete icon of the No Show record, then follow the No Show Process.

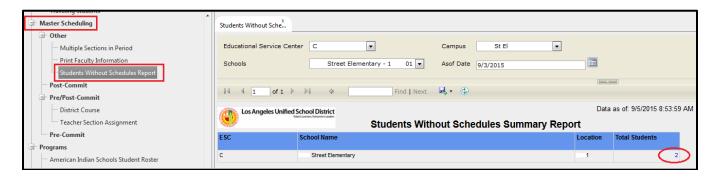5. Run the No Show report the following day and ensure that all students marked as No Show are processed (i.e., all students should have a date in the Processed Date column).

C. Check that students are scheduled.

   1. A student who is not assigned to a class is excluded from the school's enrollment count. To see a list of students who are enrolled but are not scheduled into a class, check the exception report

of the statistical report. These students will have an exception code of W8 (No Schedule) or W14 (Students with No Schedule Ever).

School may also run the Students Without Schedules Report. The path to this report is: Reports > Master Scheduling > Other > Students Without Schedules Report.

Complete the parameter screen, then click on View Report to open the report.

2. The number of students without schedules will display in the Total Students box. To see the list, click on the number of students (in the example above, click on 2). Then click on the export icon to download report to PDF, Excel, or other format (see below).

3. Determine why students on the list are not scheduled to a class, then make the necessary corrections to the students' records. For example, if student has not been in school, process student as a No Show.

D. Review the Classification or Statistical Report's Exception Report and make necessary corrections to the students' records. Resolve the following exceptions as soon as possible: ER1, ER2, ER3, ER4, ER8, W4, W8, and W10. See page 11 of this document for more information on the exception codes.

E. The following tools are available to assist schools in reviewing their enrollment data to increase accuracy:

1. Norm Day Enrollment Dashboard – review the records of students presented in the following Adjustment tiles: Age Ineligible, Absences (possible No Show students), and Duplicates. In addition, review the student records in the Special Day tile and Expanded TK tile to make sure that students in these categories are correctly placed. Correct information in MiSiS, as necessary.
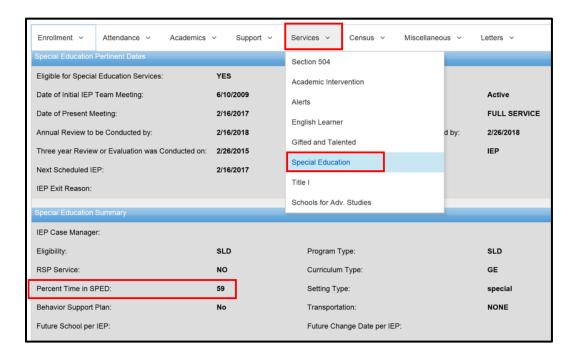
2. Certify – review the records of students identified in each of the Rules, and resolve accordingly by updating records in MiSiS.

Secondary Schools

A. Generate a classification report using the "As of Date" option, and select the current date. The report will generate the 1-page classification report and the classification roster. Currently, the classification exception report is not available for secondary schools.

Review the classification report for the following:

1. Reasonableness of counts. See if the enrollment counts, which are displayed by grade level and SDP, reflect expected counts. If not, review the classification roster, which provides student level detail for the counts reported on the classification report. On the classification roster, the students are grouped by grade level, then listed by instructional program (i.e., General Education vs. Special Day Program).

2. Special Day Program (SDP) students. The students counted as SDP are those whose attendance category is "SDP" for the current school year. Attendance Category is one of the selections in the Enrollment tab of a student's record. Students will be automatically assigned an Attendance Category of "SDP" if, according to the Welligent system, the student's "Percent Outside General Education" is 50% or more. In MiSiS, this percentage is in the field labeled "Percent Time in SPED" which is under Services, then Special Education (see screen shot below). If the percentage is incorrect, contact your LRE Specialist.
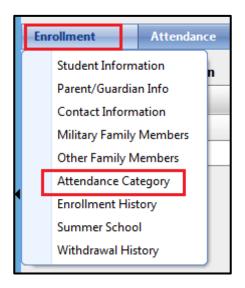
3. Non-ADA students. A District student who is scheduled for 1 class only (e.g., student who only needs 1 class to graduate), as well as a non-District student who enrolls for one or two classes only at a District school while enrolled full-time at a non-District school (e.g., private school, NPS school, etc.) must be designated as "Non-ADA" in their Attendance Category. This does not apply to Continuation school students or students in full-time independent study program.

To set the attendance category, follow instructions below:
a. Select Attendance Category from the Enrollment tab.
b. Click on "Add new record."

c. Click on the calendar icons to enter the Begin Date and End Date. Select the student's cohort enrollment date as the Begin Date and the school year end date or semester end date, whichever is appropriate, as the End Date. Click on Save.

4. Student with grade level outside grade configuration. Review record of student reported on a grade level outside the school's grade configuration. For example: an 8th grader reported on a high school classification report. Correct the student's record, as necessary.

B. Check that No Show students are processed as no shows.

School staff should flag students who have not been in attendance as No Show. By flagging the student as No Show, schoo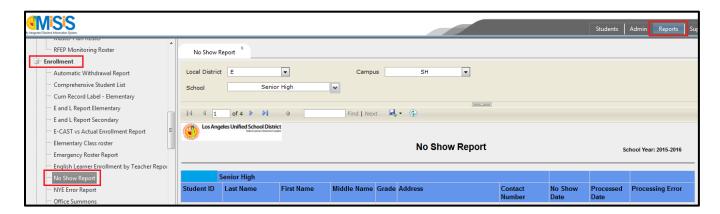ls will not need to withdraw the student. No Show students will be deleted from the school's current year enrollment through a nightly process.

1. Follow the instructions for the No Show Process.

2. To see the list of students whose records were deleted through the No Show process, run the No Show Report.

    The path to this report is Reports > Enrollment > No Show Report.

    Complete the parameter screen, then click on View to open the report. Click on the export icon to download report to PDF, Excel, or other format.

3. If student record was processed as No Show, there will be a date in the Processed Date for the student. If student record was not processed as No show, the Processed Date for the student will be blank, and a message will be displayed under Processing Error.

4. A student will not be processed as No Show if student has been marked "present" at least once or if teacher did not submit attendance for the student. For these students, confirm that the student is a No Show by doing the following:

    a. Verify student's attendance with the teachers. If student was incorrectly marked as present, change the record to absent for all applicable days and periods.

    b. If teacher did not submit attendance, but confirms that student has not been in attendance, update student record to absent for all applicable days and periods.

    c. Process the student again as a No Show. To do this, delete the student's first No Show record by clicking on the delete icon of the No Show record, then follow the No Show Process.
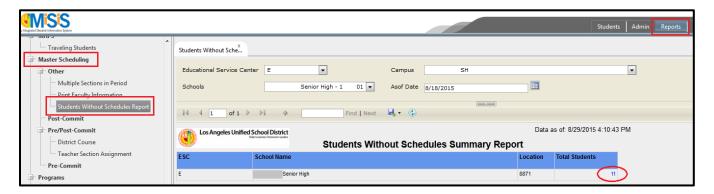
5. Run the No Show report the following day and ensure that all students marked as No Show are processed (i.e., all students should have a date in the Processed Date column).

C. Check that students are scheduled.

1. A student who is not assigned to a class is excluded from the school's enrollment count. To see a list of students who are enrolled but are not scheduled into a class, check the exception report of the statistical report. These students will have an exception code of W8 (No Schedule) or W14 (Students with No Schedule Ever).

School may also run the Students Without Schedules Report. The path to this report is: Reports > Master Scheduling > Other > Students Without Schedules Report.

Complete the parameter screen, then click on View Report to open the report.

2. The number of students without schedules will display in the Total Students box. To see the list, click on the number of students (in the example above, click on 11). Then click on the export icon to download report to PDF, Excel, or other format.

3. Determine why students on the list are not scheduled to a class, then make the necessary corrections to the students' records. For example, if student has not been in school, process student as a No Show.

D. Review the Statistical Report's Exception Report and make the necessary corrections to the students' records. Resolve the following exceptions as soon as possible: ER1, ER5, ER7, ER8, W7, and W8. See page 11 of this document for more information on the exception codes.

E. The following tools are available to assist schools in reviewing their enrollment data to increase accuracy:

1. Norm Day Enrollment Dashboard – review the records of students presented in the following Adjustment tiles: Absences (possible No Show students), Enrolled in One Course (possible scheduling issues), and Duplicates. In addition, review the student records in the Special Day tile to make sure that students in this category are correctly placed. Correct information in MiSiS, as necessary.

2. Certify – review the records of students identified in each of the Rules, and resolve accordingly by updating records in MiSiS.

Exception Report

The Exception Report serves to alert school staff of student records with possible data issues which may need to be addressed in order for the classification report to have accurate data. The classification exception report is generated automatically with the elementary classification report. It is not currently available with the secondary classification report. However, secondary schools may run the statistical report to see the student records with exceptions.

This report lists each student with possible data issues and the applicable exception(s). For certain exceptions, the report will list each day to which the exception applies in the Date Range column. Below is a sample of the elementary classification Exception Report.

COST CENTER CODE: 1 01		ELEMENTARY CLASSIFICATION REPORT			LAUSD Budget Services Div		
Location Code:		M	Elementary		Local District: W		
As Of Date: 8/15/2017					Run Date and Time:		
		EXCEPTION REPORT					
School Year: 2017-2018		LOS ANGELES UNIFIED SCHOOL DISTRICT					
Student ID	Student Name	Grade	Enrollment Date	End Date	Teacher	Exception	Date Range	Duplicate School
08 13M	D.	PK	8/15/2017	6/7/2018	C.	ER2		
12 12F	J.	TK				ER4		
08 09M	H	3				W14		

Exception codes

Code	Description	Code	Description
ER2	Pre-K in Non-Pre-K Courses	W5	Teacher assigned to an SDP & a regular section
ER3	TK, K-6 in Non-TK, K-6 course	W6	No Show
ER4	Ineligible, TK K-6	W8	No Schedule

There are 2 types of exception codes—ER and W. Both of these types of exception codes may require action from school staff to resolve. The difference between these two codes lies in the manner in which student data is treated for the Classification Report or the Statistical Report. The exception code ER generally results in the exclusion of the student from the reports. The exception code W, on the other hand, generally does not.

Below is the list of Exception Codes—7 ERs and 12 Ws. These are the same exception codes that the statistical report's exception report uses. Note that not all exceptions apply to both Elementary and Secondary schools.

Exception Code	Description *Remarks*	Effect on Classification Counts
ER1	Attendance Category is Non-ADA *If student is designated correctly as Non-ADA, ignore exception code. It is displayed for information purpose only; no action is required.*	excluded from counts
ER2	Grade level PK assigned to non-Pre-K course *Determine which is incorrect—the grade level or the course—then correct record accordingly. Contact MiSiS HelpDesk to remove/invalidate the incorrect section enrollment.*	excluded from counts
ER3	Elementary grade levels (TK-6) assigned to non-elementary course(s) *Check section assignments. Student may have been enrolled in a Pre-K course, a Homeroom, or other non-elementary course. Assign student to the correct course, then contact HelpDesk to remove/ invalidate the incorrect section.*	excluded from counts
ER4	Ineligible – student whose 5th birthday is between December 3 and June 30, and is enrolled in grade level higher than TE. It is also a student whose 5th birthday is after June 30. *Determine which is incorrect—date of birth or grade level—then correct record accordingly.*	included in counts
ER5	Continuation HS student enrolled in multiple programs *A student may be in one attendance-generating program only. A student may only be in Regular Education or Work Experience or Independent Study at any given date.*	excluded from counts
ER7	Grade level outside school's grade configuration *For example, a middle school with a student assigned to 9th grade, or a high school with a student assigned to 8th grade.*	excluded from counts
ER8	6th grader of span schools assigned to incorrect course *Span schools decide whether to report their 6th grade cohort as elementary or secondary. If a 6th grade student is scheduled contrary to school's decision, the exception is assigned. For example: School decides that 6th graders are secondary students. If a group of 6th graders are scheduled as elementary with elementary course, these students will have an exception.*	excluded from counts
W1	Attendance outside allowed boundary of section enrollment *Attendance record exists before section enrollment start date or after section end date. This would require invalidation of the attendance record. Contact MiSiS HelpDesk for assistance.*	included in counts within section enrollment dates
W2	More than one school *Student has section enrollment(s) at the school of enrollment as well as at another school. Student is counted only at the school of enrollment.*	included in counts

Exception Code	Description *Remarks*	Effect on Classification Counts
W3	Student is scheduled for less than minimum day. *This exception is applied to each day that a secondary student's class schedule does not meet the minimum day requirement.*	excluded from counts on days when exception applies
W4	Age-ineligible *TK-aged student enrolled in higher grade level.*	included in counts
W5	Teacher's class is assigned to SDP and non-SDP sections. *This is a scheduling error which needs to be corrected immediately as it results in the double counting of students.*	included in counts
W6	First Record of Attendance is After Enrollment Date *Student's E date is before first day of actual attendance. The exception applies to the absences before the actual first day of attendance. A new feature to be released in a few months will enable schools to change the cohort enrollment to the first record of attendance in the semester or school year, thereby resolving this exception.*	included in counts
W7	Secondary grade level with elementary course number. *Student's schedule includes a section assigned to an elementary course. Contact MiSiS HelpDesk to remove/invalidate incorrect section enrollment.*	included in counts
W8	No Schedule *Exception applies to the days when student is enrolled but has no assigned schedule in MiSiS.*	excluded in counts
W9	Schedule outside home school *Student does not have a schedule assigned at the school of enrollment, but section enrollment exists at another school.*	excluded in counts
W10	Student has overlapping enrollments in multiple sections *Begin and/or end dates of at least 2 sections overlap.*	included in counts
W11	Sections outside E and L dates *Section enrollment date(s) is before student's cohort enrollment (E) date or after withdrawal (L) date.*	included in counts only on days within cohort enrollment dates
W14	No schedule ever *Student has no section enrollment at all within the cohort enrollment start and end dates.*	excluded in counts