LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

MiSiS Grading Period and Grade Entry Window Change Request   ATTACHMENT C
DUE on or before the last day of the grading window.

Note: All fields are required. Please print or type all information.   Date: _____

School Name: _____   Location Code(s): _____

Phone Number: _____   Fax Number: _____

Principal Name: _____   Principal Employee Number: _____

Please check the reasons for requesting a change to your school's grade reporting dates in MiSiS:

☐ District-wide Network (WAN) Issue   ☐ Local Area Network (LAN) Issue
☐ Power Outage   ☐ Other (Explain): _____

Instructions: Please complete the following table and indicate the requested grading period change and/or the requested grade entry date change. You can submit additional request forms if you need more room. The change to the grade entry dates will only affect users of the Teacher Portal. Grading periods must total 180 days.

NOTE: The dates of one grade entry window cannot overlap with the dates of another grade entry window.

Grading Period Date Change			Grade Entry Date Change		
Start	End Date	# Days	Term	Start Date	End Date

_____   _____
Name of UTLA Chairperson   Signature of UTLA Chairperson

_____   _____
Name of Principal   Signature of Principal

_____
Principal's LAUSD Email Address

_____
Local District Principal Supervisor Signature

Please attach the completed form to an online ticket for **MiSiS System Administrator** at: **https://lausd-myit.onbmc.com**. *DUE on or before the last day of the grading window.* Please allow 1-2 business days for your request to be processed. *Would you like to receive email notification that your request was received?* ___ YES ___ NO

OFFICE USE ONLY: Approved: _____ *Date:* _____