Office of Data & Accountability – Student Information Systems Branch (SISB)

The MiSiS Newsletter
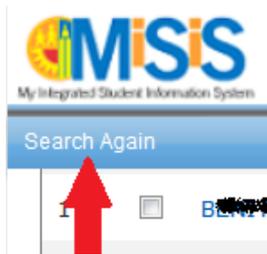
October 2014 – Fall Survey Data Verification and Clean-Up

Search Navigation Tips

The advanced search screen can be very useful for selecting groups of students, whether by teacher or section, or any other attributes available in the advanced search. You can then click on any name on the list (first or last), and the student profile and menus appear. If you select a screen for editing or viewing, you can then click on each student in the list to view/edit the same screen for each student in the list.

If you need to modify your advanced search, you *do not need* to start again from the Student menu. To modify the search result without starting over, simply hover your mouse pointer over the total number in the upper-right corner. You will see "Search Again" appear, then click and the screen will revert to the previous search screen.

Secondary Rollover

Schools should follow the instructions for using the Concurrent Term Editor to rollover classes for 10 week classes, for 4X4 schools, as well as all secondary schools needing to prepare for the rollover to the Spring semester.   IMPORTANT – DO NOT CLICK COMMIT UNLESS YOU HAVE FINISHED ENTERING ALL OF THE COURSES YOU WANT TO ROLLOVER.   There are a few other tips and reminders that will be helpful
There are two new Job Aids with helpful tips to avoid issues, as well as instructions for using the Concurrent Term Editor for the rollover process.   First, make sure you have your browser up to date (Firefox recommended) and the Silverlight plugin. In the Job Aids section, under Master Scheduling:
- [Master Scheduling Rollover](#)
- [Rollover Tips](#)

In preparation, be sure to make all B classes (2nd semester) or other classes not yet in your course master, available for use.   To do this, on the Master Scheduling screen, click on School Courses.   You can add B courses by dragging them from the left side to the right side on the School Courses screen.   *(Hint: It is not recommended you drag ALL the courses, only those being offered. More school courses will only make course selection drop downs longer and more cumbersome.)*

Mark Reporting

Detailing information regarding district policy and Mark Reporting can be found in the two documents below. For users that have struggled with locating them via the *InsideLAUSD* portal, the URL link has been provided:

REF 4236.10 Dates for Required Reports of Marks in <u>Secondary</u> Schools 2014-2015 – InsideLAUSD link:
http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_INSTRUCTIONAL_SVCS/REF-4236.10%20DATE%20FOR%20REQUIRED%20MARKS%20-%20SECONDARY%202014-2015.PDF

MEM-5127.4 Dates For Required Progress Reports in <u>Elementary</u> Schools 2014-2015 – InsideLAUSD link:
http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_INSTRUCTIONAL_SVCS/XMEM%205127%204%20%20ELEM%20MRP%202014-2015%20%282%29.PDF

The grading window for elementary schools is opening earlier than originally planned – Monday, October 13, 2015. This will give elementary teachers extra time to verify the Final Grade entry screen is working, report bugs, etc. Secondary schools that wish to extend their grading window may do so using the form available under MiSiS **Resources and Job Aids > Forms >** *MiSiS Grade Entry Window Change Request*. Please note that the only restriction is that grade periods cannot overlap, so it will not be possible to extend the window past 10/14/14.

Be sure to download the latest job aids for teacher located on the MiSiS website under **MiSiS Resources and Job Aids > Grades** > *Entering Grades by Teacher – Elementary* or *Entering Grades by Teacher – Secondary.*

Annual School Program Survey 2014 (Due November 7)

The Annual School Program Survey (otherwise known as Fall Survey) requires all schools to make sure data is complete for key data fields captured annually for reporting to CALPADS (California Longitudinal Pupil Achievement Data System). Instructions for verifying and correcting your data are provided in **Attachment A** of *REF-6389.2 Annual School Program Survey for Elementary and Secondary Schools* and is in the process of being updated to address areas not yet ready in MiSiS at the time of print. Be sure to download the most recent version. The information in this newsletter is provided to help you with the data verification process.

Dealing with Duplicate Enrollments - During the first weeks of school, some schools created multiple enrollment records for students. Most accidental duplicates created by repeated clicks of the enroll button have been fixed and duplicates are now mostly created by not performing a correct search, or intentionally forcing the system to create a new enrollment. If a student was enrolled previously at another school, and you enrolled the student as NEW, then it is possible you created a duplicate record, and most likely the duplicate enrollment record still shows a temporary MiSiS ID. In some cases you may have duplicate records within your school. In all cases, the goal is to use the record with the correct LAUSD ID, and delete the duplicate record with the bad ID.

Students that were exited as deletes using the process indicated in the previous newsletter for no shows (same day entry/exit dates and marked absent if in a section) have already been deleted as long as there was no attendance submitted. Many delete requests sent using the former ESIS delete/port reset form during the first month of school were also deleted. Please *do not* fax request for deleting bad duplicate or no show enrollment record—follow the procedure updated in this newsletter for *Withdrawing & Deleting Enrollments* on pages 4-5.

If you have a student record enrolled since 8-12-14 that still had not been assigned an LAUSD ID, there is most likely already a district enrollment record with the ID and you have accidentally created a duplicate, but the correct enrollment record may be at another school. To find out, used the districtwide search—go to **Admin > Enroll Student** which will perform a district-wide search. Enter Last and First names, Birth date and Gender. If have already located the correct previous school record and have the student ID, you may also search with ONLY the LAUSD ID. If you find the student's record with the LAUSD ID, you may take the following steps:

A. If the student has two ID's at the same school, you can either *wait* for the records to be merged/deleted (programmers are attempting to identify and merge/delete records) and continue taking attendance for whichever record has the most classes and data attached.   OR
B. Re-enroll the student with the <u>correct</u> District ID, this will also sync any previous Welligent record, and prevent the need to merge duplicate in that system too. Be sure re-schedule the student and re-submit attendance back to first day present on the record with the correct ID. Once you have transferred and updated the correct enrollment record, follow the instructions below to delete the bad ID.

(Warning – We do not know how long it may take for merge/deletions from the back-end, so you may want to consider Option B above to correct your records—especially for Fall Survey and Welligent IEP needs.)

Re-Enrolling Students with Correct ID number – If you just noticed that you accidentally created a new enrollment for a student previously enrolled in LAUSD, you may opt to re-enroll the student with the correct number. You will then need to proceed to update attendance, special programs, and any other screens updated with incorrect ID that now have to be updated with correct LAUSD ID record. This will ensure all information prior to this year is linked to the same student ID enrollment history. It is vital that you do this now rather than later, since we are only a few months into the school year.   Be sure to always use only one LAST name, one first name, and birthdate when performing enrollment search to help avoid accidentally creating new record.

New Kindergarten and Transitional Kindergarten – The Entry Code for these students must be E7 and the E-Date must show current year. Since Transitional K is the 1st of a 2 year program, all newly enrolled TK students for 2015 must also have the E7 code.   Enter an E7 code for all new kindergartners, unless they attended kindergarten at a previous school, or were in transitional K last year, and regular K this year (E1 for same school, E2, if attended TK last year at a another school). Note that Kindergarten students that attended TK last year at your school have the E7 code and E-date for last year since that was their first year in school.

Concurrent Enrollment – When a student is enrolled at two different schools, the schools must work together to resolve the concurrent enrollment issue.   When a new school notifies you that a child is now attending their school, you must IMMEDIATELY withdraw the student with an exit date for the last day of IN-SEAT attendance at your school. After withdrawing the student, the other school will be able to enroll the student as of the day following the exit date you entered in the withdraw record.

Special Day Program Classrooms – all sections with students participating in special day program need to have the section attribute corresponding to the Special Day program provided by the teacher in that section.

CALPADS Exception reports – These reports are intended to help with data cleanup and may be useful in identifying missing or incorrect data in your enrollments. The reports are not currently working as designed

(bugs).   Click on reports, then look under CALPADS > EXCEPTION REPORTS. The last page of each report provides a description of the errors/exceptions these reports can help you identify when working correctly.

Editing Enrollment Data – Enrollment History

There are certain data elements that can only be entered by accessing the enrollment. You will notice that you can only *view* data with the Student Information screen. Editing is done via Enrollment History. You can access this from the action button, or search and select a student, then select Enrollment History from the Enrollment menu. You can now use this screen to either edit the current enrollment record, or make a grade level correction:

View Enrollment History

AcademicYear	School	SchoolName	Grade	EntryCode	EntryDate	LeaveCode	ExitDate		
2015			2		08/12/2014		07/31/2099	Edit	Grade Level Change
2014			1		08/13/2013		06/30/2014	View	

If all you have to do is change the grade because it was incorrectly assigned FROM THE BEGINNING, then use the change grade option*. **Be sure to select "grade correction" if you are just correcting the record**. If not, the screen will allow you to also create mid-year promotions if that is needed.

If you need to update any other enrollment data, including E code, E date, Primary Language, Ethnicity or update transportation field, click on the **Edit** link.   Be sure to remember the following tips when editing the enrollment:

* Any field not entered or previously available in legacy SIS (i.e. Residence Verification, Birth Country) will need to be entered before the screen will close, so you may want to have the cum available
* The address will need to be verified by clicking on Address Search button, before re-saving the screen. If there is any mistake the system can find, like a missing ST or AV, you can click on the link to fix the address, or fix it manually, and then click Address Search ONE MORE TIME to validate the correctly entered address.
* Occasionally bad data or a new address will not be recognized, even if it is in your attendance area. To continue with enrollment, if a permit is request, you can select *Unverified Address* from the permit type to proceed with enrollment, otherwise add correct permit code if necessary.

Withdrawing and Deleting Enrollments - *UPDATED FROM LAST NEWSLETTER*

The Withdraw screen accessed via Withdraw History on the student's **ACTION** button can be used to both withdraw a student as of the last day of in-seat attendance *OR* to delete a current year enrollment if the specific instructions below are followed. These instructions can be used to delete both **erroneous** and **duplicate** enrollment records. Review your enrollments carefully and be sure to delete students only after you are absolutely sure.

Delete/Remove a 2015 Enrollment, identified as a NO SHOW or DUPLICATE - FIRST, make sure the student has been marked ABSENT for all days attendance submitted so far (even if it was accidental). Withdraw the student with an exit date the same as the entry date, select UNKNOWN Leave code, and type "duplicate" in

the future school and residence fields (since these fields are required by the system). Per instructions in the No-Show process, student records showing absent on the 1st day of attendance, and exited on the 1st day, will be **AUTOMATICALLY DELETED** (Not immediately, but after weekly/nightly ongoing clean-up process).

Withdraw Student that attended your school last year, but will not be returning (NO SHOW for this school year) - Withdraw student as of the *last day of attendance in 2013-14*. (Example: 06-05-2014) After withdrawing the student with the June exit date, the 2015 record will drop from the MiSiS Enrollment History.

Withdraw Student that has already started attending *this* school year, but will be exiting – Be sure attendance has been submitted for all days the student has been present at your school, and any absences are cleared. Withdraw student as of the last day of attendance, then proceed to Walk-In Screen or student's section in Section Editor to remove the student from any section(s) at your school. Other schools in LAUSD can then enroll the student for the date *following* the exit date at your school.

DO NOT FAX DELETE REQUESTS - IT IS NO LONGER NECESSARY TO SEND ANY ENROLLMENT DELETE REQUESTS TO MISIS SUPPORT. IF YOU FAXED A DELETE FORM AND THE STUDENT IS NOT DELETED BY 9-1-14, PLEASE FOLLOW THE ABOVE PROCEDURES TO CORRECTLY WITHDRAW OR DELETE A NO SHOW STUDENT RECORD. PLEASE PROMPTLY WITHDRAW STUDENTS LEAVING YOUR SCHOOL, AND MARK YOUR NO SHOWS ABSENT. ONCE NO SHOW RECORDS ARE DELETED, E DATES CAN BE UPDATED TO REFLECT CORRECT FIRST DAY OF ENROLLMENT FOR THE STUDENT.

Sections Assignment Corrections - Error: "Attendance Has Already Been Taken"

We have many requests from schools to help with correcting incorrect section assignment dates. Some are displaying overlapping dates when viewing previous sections in the Walk In screen. Some schools made section assignment changes in MiSiS on a different day than it actually happened, and cannot go back to correct it. You may have already noticed that any changes to dates, or even teachers, are often prevented by an error message indicating the "Attendance Has Been Taken." At the present time, the only way to correct this is by having a programmer intervene. When asking for support, either by phone or if opening your own Self Service request, you will need to ask for the Attendance to by **un-submitted** and **invalidated** for the days in question that are preventing the correction. Once the programmer or other support professional has invalidated the attendance, you will then be able to edit sections to reflect dates and teacher assignment back to the first day. You will notice that your SMASR as well as Attendance at A Glance screen will display # marks indicating attendance has not been submitted. After making your changes, you will then have to go back and submit attendance for the corrected days with attendance not submitted.

English Learner Data Cleanup and Compliance

There are various fields that all English Learners must also have entered for the Fall Survey, as well as to maintain compliance with the Master Plan for English Learners

Print out the **Master Plan Rosters** (Reports > English Learners) in order to verify key English Learner data fields for the Fall Survey. These rosters display the primary language, current language classification, Master Plan Instructional program, as well as the Initial CELDT and L1 assessment, and most recent ELD level. The Master Plan Roster is accessible from Reports menu for Office Manager, Master Scheduling, and Categorical Program Coordinator roles. Make sure the data elements below are not blank and are up to date to the best of your knowledge for all identified English Learners (LEP).

Primary Language – The Primary Language for the student is determined by the questions in the Home Language Survey. The primary language can be entered on the enrollment screen, or not entered, can be entered on the screen below at the time you are ready to enter the Language Classification. *FYI – Primary Language is _different_ from Home Correspondence Language. The Home Correspondence Language for letters sent home is entered via the Parent/Guardian screens. It is taken from the 1st of multiple parent entries.*

For all students with English as the primary language, be sure to also select EO as the language classification below. You may use the 1st day of school year for EO classification date. (Screen below)

Initial Language Classification: INITIAL CELDT and English Learner Identification - Per requirements outlined in the ***Master Plan for English Learners***, any student with a Home Language other than English **must** also be administered the Initial CELDT within 30 days. Upon completion and scoring of Initial CELDT, use this screen to select an **INITIAL** Language Classification code of **LEP** or **IFEP**. For students you determine to have a Primary Language of English (Based on Home Language Survey), enter **English** as the primary language and the Initial Language classification code **EO** (English Only). You will also need to enter the date of this determination. *Be careful as this selection can only be made **once** -- Any changes will require faxing the home language survey to **Eva Paz** at the **School Information Branch**.*
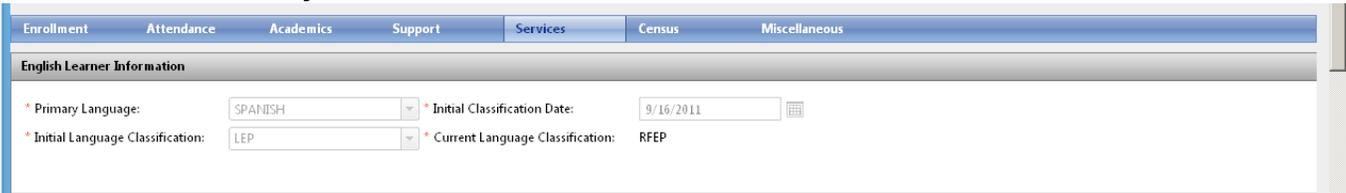

Master Plan Instructional Program - Schools with English Learner programs will also need to update each student's Master Plan program based upon forms filled out by parents, including waivers to alternative bilingual programs. The most common program is **Structured English Immersion** (Code SEI, or EI in legacy systems), but schools with **Dual Language**, **Transitional**, and **Mainstream** Alternative Bilingual programs will need to edit/update this screen as needed for each English Learner participating in these programs. *(Note: Dual Language EO students can also participate in Dual Language programs.)*

ELD Levels - Be sure to only ADD a new record if the student needs to advance to a higher level, or to create the first ELD record for a student. To enter a new ELD record, click on Add Record, then select the ELD level, enter the start date for the level, and the grade level of the student, then click save:

Need Help? Call 213-241-4850 or
213-241-4617
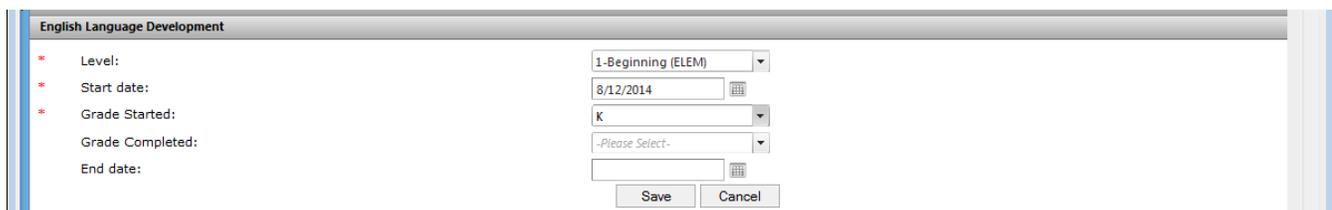
To advance a student to the next ELD level, first edit the current level by clicking on the pencil, and enter the Grade Completed and the End Date (If you cannot see the Pencil edit button, scroll over using the right arrow key):

DUAL LANGUAGE SCHOOLS ONLY - More information will be forthcoming regarding the new Dual Language Program tab, as well as the rest of the sections for the English Learner page, as new functionality is rolled out this month. They are entered the same way using the Dual Language Program panel on the EL Services screen. *Information regarding descriptions and process for assigning these levels to DLP students will be forthcoming.*

English Learner Reports Update

You can find all reports and labels related to English Learners and Reclassification by logging on with the Office Manager role, clicking on **Reports** and then selecting from the reports under the **English Learners** category. The previously known *Master Plan Roster (available soon)* and *EL Monitoring Roster* can be found here. *NOTE: Not all EL related reports and labels are ready. Some are going through final testing and should be available* soon.

Master Plan Roster – This roster is now be displaying accurate data from the students EL Services screen. Most data from Elementary SIS (ESIS) is not correct, while some Secondary (SSIS) data is still being fixed.

Annual English Learner Notification Letters – This report is now be ready to run and send home to all of your English Leaners.

English Learner Roster - This is meant to serve as the EL Monitoring Roster.   In the parameters, if you only want to see only your English Learners, select only LEP for the language classification parameter.   CELDT data should be the most recent and contains both the level (alpha and numeric) as well as scale scores for the overall and each of the four domains.   *Please note that LPA data may not be up to date and DIBELS data has not yet been added to design.*

Not yet available/working as of newsletter release: Initial English Learner Notification, CELDT Labels, RFEP Monitoring Roster and Letters, Reclassification Letters and Labels.

Reclassification Update

All students that met reclassification criteria by 10-1-14 have been reclassified centrally because MiSiS was not ready for schools to use the mass reclassification tool.   If you find a student you believe to have met Reclassification criteria by the 10-1-14 date that was not reclassified, be sure to contact Eva Paz, School information Branch (213-241-2450) to research and resolve the issue.

Required Section Attributes

How to access Section Attributes Screen:

1. As **Scheduling Administrator**, log on to MiSiS and go to **Master Scheduling**.
2. Select **Section Editor** on the Master Scheduling menu.
3. Click the **+** icon on the section to edit Section Attributes.

Master Plan Program – For sections containing English Learners please select the primary program the teacher is providing in this classroom.

Language of Instruction – Select the language of instruction for the section ONLY if the section is taught in a language other than English. Examples are classes offered in primary language for English Learners enrolled in Dual Language, Transitional, or other Bilingual programs.

Special Day Program – If the section is a self-contained Special Day Program class for students with disabilities, select the program being provided for these students from the drop down.

Paraprofessionals (EL compliance) – If a paraprofessional is assigned to a classroom where primary language support needs to be provided because the teacher cannot provide it, you must enter the paraprofessionals name on the section attributes screen as additional educator.

Independent Study – If a section is for students on an Independent Study plan, be sure to check the box next to Independent Study. For more information on setting up Independent Study sections, consult the Job Aid posted at misis.lausd.net

New Manage Class/Teacher Attendance Screen

In order to submit mass attendance, please use the new functionality added on the Admin menu for **Manage Class/Teacher Attendance**. From this screen you will be able to submit or re-submit attendance for any date this school year. Re-submitting attendance for any teacher still showing on the Attendance Not Submitted report, will also be cleared if this screen is used to re-submit the attendance for the date(s) in question.
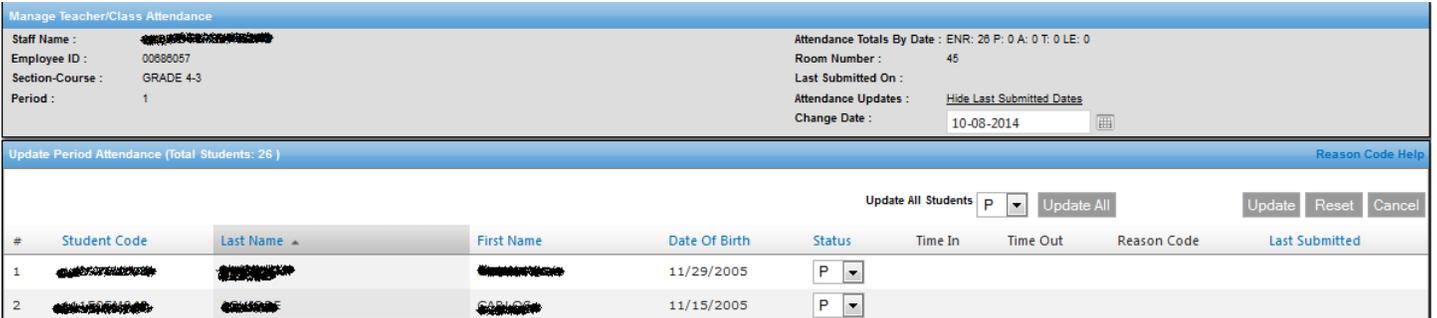
First, click on the teacher to see teacher's class schedules:

Then select the period to view the class roster:

Need Help? Call 213-241-4850 or
           213-241-4617
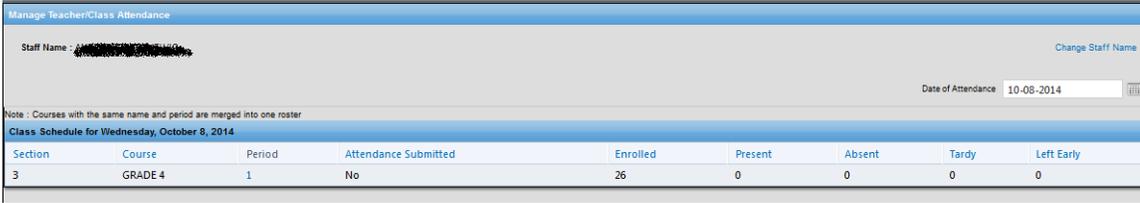
On the class roster, you can update each individually, or use the Update All Students at the top. After editing the attendance status of students on the roster, click on the update button to submit for the class.


Hint: Click on the Reason Code Help for a Quick Reference guide to all of the possible attendance status and absence reason codes. Print it out and keep it handy for future reference.

Updating Individual Student Attendance

You can update the attendance for individual students by searching and selecting the student, then click on **Attendance menu > Update Attendance**

The screen will default to the current dates, but you can modify the start and end dates viewable for any two week period (will not allow view of more that two weeks at a time). You can update and submit attendance for the selected date range, or if you only want to submit for one day, set the start and end dates to the same day.
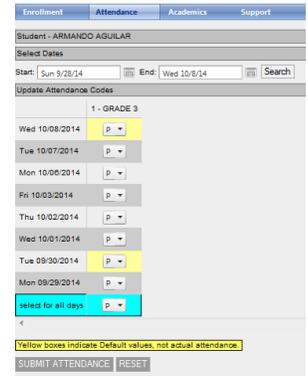
Days with yellow color indicate that attendance was not submitted for that day, and the default Present is set.   You can update the attendance codes for all days by selecting from the bright blue box, or select individually. Click Submit Attendance button to complete updates.

Span School Issues Corrected
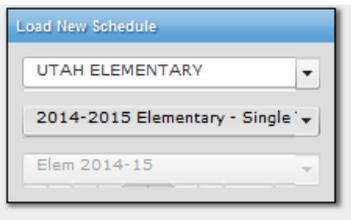
Span schools that have both elementary and secondary terms now have the Elementary Grade level sections moved to the correct term schedule. By default, the secondary Fall term may be selected, but to view your elementary sections, select 2014-2015 Elementary – Single Track A, and wait for it to be loaded. This will need to be selected to view elementary classes in the Section Editor and Walk In.

Need Help? Call 213-241-4850 or
             213-241-4617

To access the secondary schedule again, simple select the term for 2014-2015 A-Track Fall to switch back.

There may be duplicate sections due to multiple copies accidentally created prior to the bug fix. Be sure that students appear only in ONE section for any given teacher and room. Empty sections in either term (no students) should not cause any problems, and can usually be deleted safely when empty.   If you cannot delete empty sections from Sections Editor, users have reported being able to delete them from the Admin > Manage Course Sections screen.

Census Menu

Some special programs have screen location under the Census menu. Information on the Census screen often involve data elements in the student record that need to be tracked for individual students across the district, regardless of what school they are enrolled.   The current school of enrollment is responsible for updating some of the screens, while others are maintained by district offices and are view-only. The following screens can be used to update data at the school site:

Court Orders – This screen can be used to enter any special Court Orders. Three types of court orders can be entered: Restraining Orders, Conservatorships, and Custody.   Download the Court Orders Job Aid from the MiSiS Website for instructions. Job Aid is available under **MiSiS Resources and Job Aides > Census > *Enter a Court Order.***

Exclusions – when selecting this, you will see a list of exclusions for the student. These correspond to the Student Directory Information and Media Release form that is found in the annual Parent/Student Handbook. Click the edit school exclusions button to open up the Student Directory information form and make any needed updates. Job Aid is available under **MiSiS Resources and Job Aides > Census > *Entering Student Exclusions*.** You can also print a report, see job aid ***Student Exclusions Report***.

Health Insurance – This is often a requirement for athletic participation. Enter all required fields.

Homeless – This screen is used to update Homeless student information. Adding a new record will allow you to enter/update dates and the Primary Nighttime Residence. See Annual Program Survey Instructions for details.

Identifier (Student Name Change Screen) – This screen is used to make changes to the Legal, Preferred, and Diploma Name for students. We get several faxes from schools requesting this change because the name fields cannot be edited when you re-open an enrollment.   Schools can use this screen to make the name change when an error is found. Be sure to only use the official birth record (a copy should be kept in the cumulative record file) or other official document provided by the parents (such as an official name change) when making corrections. The screen will track the change history, and is only for audit purposes. (Note that the Diploma Name also defaults to whatever data was migrated, but can be updated as needed.) When updating Legal name, be sure to select Legal Name from "Use in Rosters" drop down. A Job Aid is posted at misis.lausd.net under **MiSiS Resources and Job Aides > Census > *Correcting a Student's Name*.** After you have made the change, please fax a copy of the Birth Certificate to the School Information Branch 213-249-8968 Attn: Margarita Zepeda so that CALPADS can be updated, along with student's school, name, and ID.

Immunizations and Welligent

As interfaces are refined for the real time connection between MiSiS and Welligent, users may experience an occasional error message. Users can proceed without issue.   Immunizations should be entered via the MiSiS screens.   Updates will sync with Welligent as soon as bugs in the interface are fixed. While Welligent is the system of record, data entered in MiSiS will update the information in both system, eventually.

In additional to entering and updating Immunizations, school also need to enter updates for Health Screening, most notably for Oral Health survey collected annually. *Note*: *At this time there are still no reports or attributes available in MiSiS for printing our health data.*

## Special Day Programs and Classification Reports

Elementary Schools – Do not forget to set the Special Education program under the Section Attributes for each of you SDP classroom sections. Special Day Program Section Attributes need to be entered for each Special Day Class to count students correctly on the Elementary Classification and Statistical Report. Please refer to the Job Aid, *Entering Section Attribute for Special Day Classes (Elementary)* for detailed instructions.

Secondary Schools – For secondary SDP students, follow the instructions in the job aid, *Entering Attendance Category for SDP Students (Secondary)* . The attendance category must be set for these students for correct attendance accounting on the statistical.

Downloading and Using Data from MiSiS Explorer –School Extracts

The MiSiS Explorer tool that can be accessed by most roles from the Admin menu can be used to download the fields of your own selection, called "attributes".

Where's that data? - There is not yet a master data dictionary, but the tool allows you to search the field list, for example, if you wanted to find any language attributes with the word "language", at the top type the key word you are looking for. The list will highlight (grey) all attributes with the keyword.
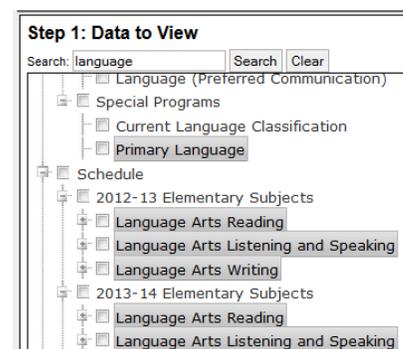
Students to View (Step 2) is not required! If you only want to see data for a specific group you already created, static or dynamic, Step 2 can be useful, but some queries can still take a few minutes or more.   If you skip step 2, MiSiS Explorer will by default, download ALL students in your school. This can be very useful to identify duplicate enrollments and missing data for students.   The Auto Filter function in Microsoft Excel can then be used to filter students by grade or language class, or even to identify all students with blanks for any data element in the extract.

Saving Attribute Clusters – All users have the ability to save a set of selected attributes for later use. To save the set of attributes you have selected as a "cluster" you simply enter a name under Save Current Attribute Cluster directly below the attribute list and click the Save button. You will see the name you saved under My Attribute Clusters.   Now you can reselect it in the future without having to hunt for the same attribute set again.

For secondary schools and large elementary schools, reviewing pages and pages of Master Plan Rosters can be cumbersome. Instead of wasting lots of paper by printing or exporting Master Plan Rosters to Excel (which exports each class to a separate worksheet) you also have the option to export the same Master Plan Roster fields using MiSiS Explorer, and even add additional fields like 1st US School Date and Birth Country (See attribute list below).

To export all student enrollments (easiest), SKIP step 2 and DO NOT select any groups, unless you really want to. If you don't know how to use groups yet, better to skip that step and do all your filtering and grouping with students in a spreadsheet.   For the sample data download below, select the attributes listed after the attribute categories for Step 1- Date to View in MiSiS Explorer.

MiSiS Explorer Master Plan Roster

- *Personal* > *First Name, Last Name, Birth Country, Date 1st Enrolled in US*
- *Current Enrollment* > *Grade Level Today*
- *Special Programs* > *Current Language Classification, ELD Status Today, Master Plan Program, Primary Language, Waiver Request Granted, Waiver Request Granted Date*

MiSiS Permit Data Roster

- *Personal* > *First Name, Last Name*
- *Current Enrollment* > *Grade Level Today, Permit Type Code, Permit Issue Date, Permit End Date, School of Residence*
- **Address > Street 1, City , State, Zip**

Adding Teacher(s) to a data extract download in MiSiS Explorer:
Elementary: **Schedule > 2014-15 Elementary Subjects > 2014-15 Elementary Teacher Name**
Secondary: **Schedule > 2014-15 Semester *N* Secondary Schedule > Period > P*X* Teacher Name *X***
          (where *N* and *X* are the semester and period you want to display)

Calendar of Dates to Remember

◄ September			~ October 2014 ~			November ►
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
			1	**2**	**3** **Month 3 Statistical Due**	**4**
5	**6**	**7** ◄──── CAHSEE Make-Up	**8** CAHSEE Make-Up ────►	**9**	**10** Secondary grading period CLOSES	**11**
12	**13** Mester A2 Begins Elementary mark reporting (grading) window OPENS	**14**	**15** CIF Eligibility	**16** SHAKE 2014 – *Have Emergency Rosters Ready*	**17**	**18**
19	**20**	**21**	**22**	**23** Deadline for Title I Ranking (Meal Applications)	**24**	**25**
26	**27** Deadline for LCFF Alternative Income Form	**28**	**29**	**30** Secondary grading period 3 OPENS	**31** Upload GPAs for CalGrants	**Notes:**

UPCOMING DATES IN NOVEMBER:
Nov. 7 – Annual School Program (Fall) Survey Cleanup Due
Nov. 14 - Elementary Grade Window Closes
Nov. 17 to 21 - Elementary Parent Conference Week
Nov. 24 to 28 - School are closed (Nov. 27 Thanksgiving Holiday)
Nov. 28 - Month 4 Statistical Due

Need Help? Call 213-241-4850 or
213-241-4617