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

The MiSiS Newsletter

August/September 2014 – *Surviving our First Days with MiSiS*

MiSiS Updates and Known Issues *(misis.lausd.net)*

We thank you for your continued patience as the system evolves, bugs are fixed, and new functionality is revealed. To keep you up to date on current known issues, a list of known "bugs" or system defects that affect a wide range of areas has been published on the MiSiS website.   Some reports may still be inaccurate or will not print. In addition, some schools are still experiencing difficulty with enrolling students due to error messages. Please check the site daily for updates regarding the status of current bugs. If you missed any MiSiS update e-mails, those communications are now also being posted on the misis.lausd.net website as new functionality is released and bug fixes or work-arounds for issues are discovered.
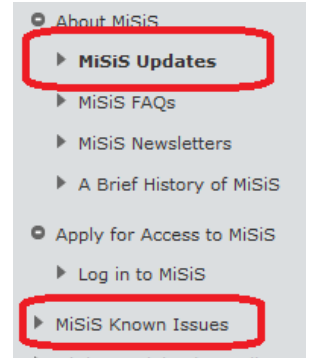
Attendance and No Show Process

Students marked absent for the no show 9 day time period (1st two weeks of school) that ***do not*** get enrolled elsewhere will be automatically deleted as No Show students from your school when the no show process is finally run (TBD). Be sure that these students are marked absent daily. You may also follow the instructions for Deleting No Show enrollments on Page 2.

Official policies have not changed regarding Attendance and Enrollment; please refer to **BUL-4926.2 – *Attendance Manual: Policy and Procedures for Elementary, Secondary and Options Schools*.** The five column rosters will serve as official back-up for teachers to maintain and document attendance for their students as the system is fixed to meet the additional teacher capacity.   As bugs in the functionality and access issues for teachers are worked out, teachers and office staff will be able to update and monitor attendance. Specific instructions for Office Staff and Teachers, as well as directions for Substitute access can be found under MiSiS Tools and Resources > Attendance.

Until 100% of your teachers are able to take attendance, continue to use the five column rosters to manually take attendance and collect them in the office daily to update MiSiS. We also recommend that you continue to use the 5 column rosters to track all attendance as a backup at any time since MiSiS is a new system. For detailed instructions, please follow the instructions in the Attendance Job aids for Office Staff.   Check your e-mail for daily MiSiS related updates regarding No Show Process and current issues. *Note: Secondary teachers using the attendance "lite" screen can see that attendance has been taken on screen. It currently takes a day to reflect on school attendance not submitted report.*

Period Groups and Meeting Patterns

If you have not already, please follow the instructions posted at misis.lausd.net.   If you have periods for which you cannot take attendance, or cannot take attendance for Pre-K classes using periods 2-4 (see July Newsletter for information on using period 2 for PM classes), be sure go to the **Admin Menu > Period Groups and Meeting Patterns > , so ensure you have a period 2.** See the Job Aid for steps, under Attendance Job Aids at misis.lausd.net.   If periods were not added to a period group from the beginning, you need to edit the Period Group by clicking on the pencil to edit, add the additional periods and then save the period group.

Withdrawing and Deleting Enrollments

The Withdraw screen accessed via the student's **ACTION** button in MiSiS can be used to both withdraw a student as of the last day of in-seat attendance *OR* delete a current year enrollment if the specific instructions below are followed. In addition, you must also drop students from sections if you no longer want them to appear on rosters. *(MiSiS team working on bug to drop withdrawn students from sections automatically)*

Delete/Remove a student that was pre-enrolled for 2015, but has been identified as a NO SHOW or parent may have just changed their mind as they sometimes do. FIRST, make sure the student has been marked ABSENT for all days.   Withdraw the student using the date for the **FIRST DAY of school, 08-12-2014** and use appropriate NO SHOW code (note: there is a specific one for Elementary) in Leave Reason drop down menu. Per instructions in the No-Show process, student records showing absent for the 1st day, and exited the 1st day will be **AUTOMATICALLY DELETED** (Not immediately, but after weekly/nightly process TBD)
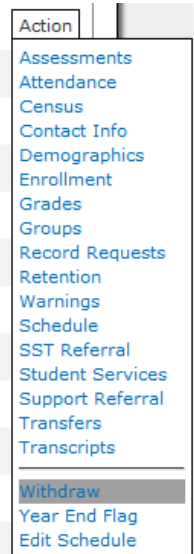
Withdraw Student that attended your school last year, but will not be returning (NO SHOW for this school year) - Withdraw student as of the *last day of attendance in 2013-14*. (example: 06-05-2014) After withdrawing the student with the June exit date, the 2015 record will drop from the MiSiS Enrollment 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 RECORDS. PLEASE PROMPLY 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.

Enrollment Screen Issues

There have been some changes to the enrollment screen to enable quicker enrollment. The complete enrollment form (All panels on the screen) is required of all NEW enrollments to the district, but continuing students and transfers to your school only require the Quick Enrollment panel to begin enrollment. Schools are instructed to now use other specific screens located on the Enrollment and/or Census menus to go back and update parent/guardian information and emergency contacts as well as other information or mistakes on the enrollment form.

Parent/Guardian Name issues –The MiSiS team has fixed major issues with parent names by making sure bad previous records migrated to MiSiS have information in the parent fields. (You will notice these records will have instructions for entering contacts in the parent name fields instead of real names). As instructed, Parents/Guardians and Emergency Contacts should be entered and updated from their respective screens on the Enrollment Menu. See instructions under Updating Enrollment Information (page 4).

Permit issues – The permit entry fields have been added to the form and no longer use a pop-up window. Be sure that the browser is not making changes to your address fields (By default, Internet Explorer may cause this – go to options to disable autofill functions). Using Mozilla Firefox browser is recommended and does not appear to cause address changes on the form. The address search button will now prompt address correction, if the system cannot match. You will see the suggested address as a blue hyperlink (see arrow). Clicking on the link will make sure the address is populated in the correct fields.

* Number:	1601	Direction:	N	* Street:	NORMANDIE
Street Type:	BL	Apartment:	#109	* City:	LOS ANGELE
* State:	CALIFORNIA	* Zip Code:	90027	Zip +4:	5163
Suffix Direction:	-Please Select-				

* Address Search

Student address is not within school boundary. Did you mean?(Please select one of the following addresses):

1601 N NORMANDIE AV 90027

GRANT ELEMENTARY

Don't forget to click the address check again to validate the correctly filled in address. When you see **no** error messages, and **only** the resident school(s) names display, the address has been validated successfully. If the address is outside the attendance area, the permit fields will be opened for entry below the address search.

NOTE: If you confirm the student IS in the area, but the address will not validate, you may use the OPT permit code as a temporary override to allow saving of the student enrollment until permit validation issues with the

new system can be resolved completely. Open a Customer Self-Service Ticket from the IT helpdesk site (helpdesk.lausd.net) and report the *specific address(es) that is(are) not validating for your school* with the address search function in MiSiS that you have verified should be in your school's attendance area.

Student should have rolled over? Cannot find in school – In some cases, students you would expect to stay enrolled, may actually be exited as of June 2014, and only need to be re-enrolled to your school if returning. Students that applied to magnets and were accepted, students that enrolled late last year (after 4/20/14), and Pre-K students are some examples.   To verify, log on as Office Manager.   Click on the Admin menu and go to **Enroll Student** to search for, and then re-enroll the student back into your school if necessary. In some cases, families move over the summer and/or may have enrolled in another school. You will also be able to confirm this in the district-wide search.

Retention Screen – Information on how to enter documented retentions for the previous school year is ***still pending***. Please follow the instructions above to update the student's retained grade.

Updating Enrollment Information

These instructions apply to *BOTH* enrollments entered into MiSiS and as well as those migrated from legacy systems.   These fields can be viewed and edited from the following paths:

- **Legal Student Name, Suffix (JR, III), or Preferred Name** – Search for the student, then click on the student name to open the student profile page. Hover with your mouse over the **Census** menu and select **Identifying information**.   Use this screen to update any erroneous or missing name(s) as well as set options for display on rosters. Default should be to set legal name to appear on rosters, but this screen may be used so that a nickname or other name (often English names substituted for an often mispronounced name in a foreign language, transgender name preference by student, etc).
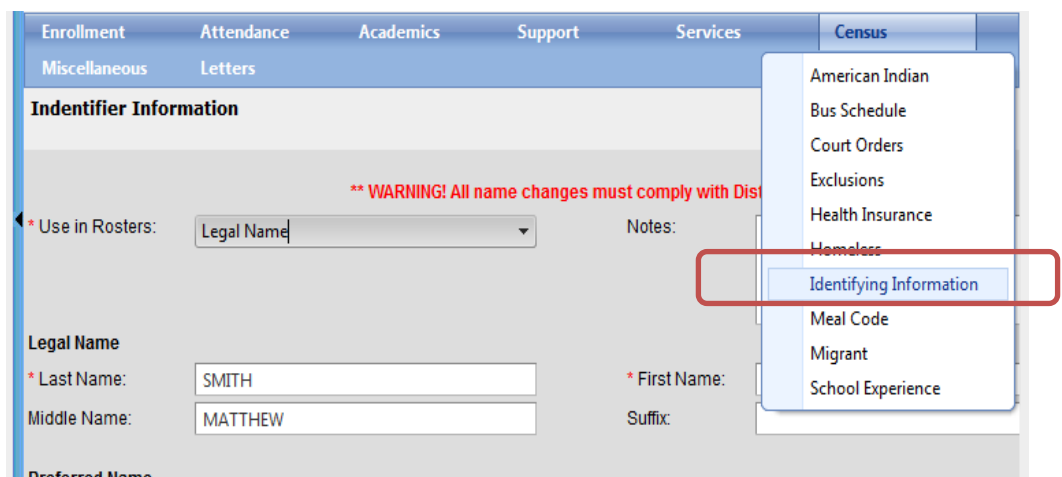
Helpful Hint ☺SHORTCUT: Alternatively you may also use the ACTION button to navigate to the Census, Enrollment, and other pages found under the student profile, depending upon user role.

- **Grade Level, Entry (E) Code or Date, and other fields (except names) -** Hover with your mouse over the **Enrollment** menu and select **Enrollment History.**   To edit this year's 2015 enrollment, click on the **Edit** link to change a student's grade level, e code, e date, or any other required fields on the enrollment form, then click on Save.

- **Parent/Guardian Information and contact info** – Search and select the student then Hover with your mouse over the *ENROLLMENT* menu and select *Parent/Guardian Information*. (see below)   This page will allow you to edit current and add new data. Click on the pencil to open up the Parent/Guardian record.

This screen can be used to add up to three phone numbers and notification choices indicated by the parent on the enrollment form. This screen is also used to enter the Home Correspondence Language, Education Level (as surveyed annually for testing) and E-mail. If a PO Box or other correspondence address needs to be entered, use the Mailing Address fields.

- **Emergency Contact Information** - Adding and updating the emergency contacts can be done from Contact information screen located under the Enrollment menu.   (See below). You must now edit and add parent guardian and emergency contact information here, after completing the enrollment process, or for any student you need to update contact information. You may also delete any that are no longer valid, or were a result of bad data migrated from the old system.

Adding Rooms to Instructional Spaces

You can now add rooms not already listed in your school's instructional spaces available for assignment to sections.

Step 1 - go to the Admin menu and select Instructional Space Setting. Enter the following mandatory fields. To add a room, click on Add new Record.

You may also delete and edit instructional spaces from the main listing. As with all MiSiS screens, if you have access to edit and delete, you will see the pencil and "X" icons at the end of each record line.

Step 2 -After adding the Room to your school, you will also need to go to the Spaces screen under Master Scheduling. Drag the new room from the left side to the right side to make the room show in the section editor and other screens that have room dropdowns.

Elementary Schools: Pre-K and Transitional Kindergarten Reminders

SRLDP Pre-K - Please note that Pre-K students, even at your own site, were not placed in any pre-committed Kinder section. Only TK students from last year rolled-over into a pre-committed Kinder section. Please see the July Newsletter for details. If you have not already, Pre-K courses must be added to your school courses in order to create sections for Pre-K as well as for any Special Education, Pre-K programs. To enroll SRLDP Pre-K students that are not in your resident area, use the *Specialized Program* permit.   Like other Special Day Programs, for Pre-K Special Ed students not in your resident area use the *Special Education Placement* permit.

AM and PM classes display merged on the same roster and/or screen – In order to facilitate viewing class rosters and attendance screens *separately* in MiSiS when the same teacher/room is used, elementary schools *must* use Period 2 for PM classes. Follow directions to add period (July Newsletter). Make sure the period group included Period 2 (see page 2). To change the period on the PM section, carefully select the correct section on the Section Editor screen.   Click on the edit (pencil) button and change the period to 2. Upon saving you will receive a warning message, but as long as there are no other period 2 sections with the same students, the new period will be saved successfully with no conflicts.

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

Using Section Types for different types of Pre-K Sections – Adding section types to specific sections can be useful for identifying sections quickly from both the Walk In and Section Editor screens. Section Types are not created centrally, but can be defined based on school needs.   Add Section Types for PCC, PAL, or SRLDP or Dual Language, or other types of classes you want to label using a section type.

New Transitional Kindergarten – When enrolling a new Transitional Kindergarten (TK) student, or any Kindergarten student for that matter, be sure to check that the student meets criteria based on most recent policy. Attachment A from *BUL 5708.1 Transitional Kindergarten, Kindergarten, and First Grade Entrance Age Requirements, Verification of Birth Date, and Placement Forms* provides a quick reference chart for age/birthdate requirements.   To enroll a TK student, select the TK grade code on the enrollment screen. If you need to change the grade to TK after initially enrolling the student into K or Pre-K previously, follow the directions on Page 5 for correcting grade level (hover over Enrollment Menu > select Enrollment History > click edit link to access and edit enrollment form).   No additional fields, other than enrolling in the grade level TK are required for transitional kindergarten at this time.

Promoting Last Year's TK to 1st grade – To promote a TK student to 1st, follow the directions above for editing the Enrollment Form (hover over **Enrollment** Menu > select **Enrollment History** > click **edit** link to access and edit enrollment form).

Elementary Magnet Issues

Once students in the main school are programmed, users have reported seeing their magnet students amongst those remaining in the UNFILLED 25 pre-committed section.   When creating these programmatically, students were inadvertently added to the pre-committed section for the magnet AND the preferred school. Since these students should be already scheduled ONLY in the magnet location section editor, you may safely *remove* them from pre-committed section in the preferred location section editor in order to take them off rosters and delete unused/unnecessary sections.

Magnet Teacher not in Magnet school – Please have your magnet teachers apply for the teacher role at the magnet location using the EZaccess website (http://ezaccess.lausd.net). The process will also ensure they can take attendance for that location as well as add them to the staff list which populated dropdowns in MiSiS. Be sure the teacher is aware of how to enter the *COST CENTER CODE into the EZaccess application to make sure they do not accidentally re-apply for the preferred location (not-magnet, regular school) The cost center is different from the location code for many co-located magnet*. If teachers have access but still do not show up in the dropdown, create a CSS ticket (helpdesk.lausd.net). Be sure to include in the ticket the employee numbers and teacher names for which EZ access did not solve this problem.

Helpful Hint ☺ Need to take a screenshot to submit as attachment for CSS incident reported to the help desk or to fax if requested? There are specific key strokes that can be used on PC or Mac computers to capture what you see on the screen.   For information on how to do this with your computer and operating system, try this website: **http://www.take-a-screenshot.org/**

Using the Section Editor to Change Teacher, Move Students and Close Sections

Please use the Section Editor screens below to do your student placement and changes for your COMMITED schedule.   (All Elementary Schools included) Each one has specific purposes that it is best suited to.

**Changing Teacher for a section (for example, an UNFILLED teacher now in the system)**
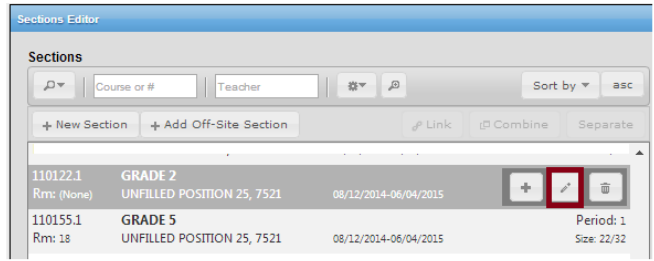
1. As Scheduling Administrator, go to Sections Editor.
2. Click Pencil Icon to edit the section.

3. Enter new teacher name. When the name is selected, a start date field name will appear. Enter start date for teacher.   Click **Save**.
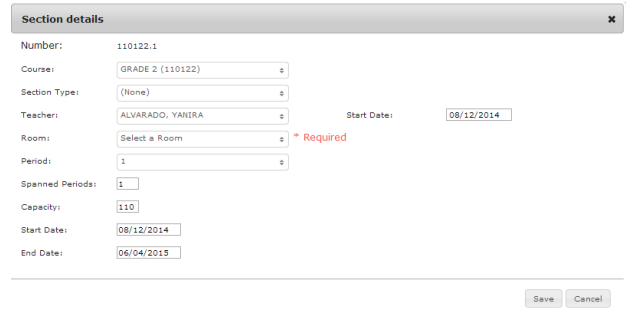
Moving Students from One Section to Another

1. Logged on as Scheduling Administrator go to Sections Editor.
2. Select section students are being moved from. Click on Section to populate list of students from the class.
3. Click checkbox next to name of students being moved. Click Move Student button at the bottom of the screen.
4. Click the section students will move to. Section will be highlighted. Enter **Effective Date** and click Submit Changes.
5. A confirmation message will display. (*CAUTION! – Effective date is the Last date of attendance in the section, entry date in new section will be for following day*)

Need Help? Call 213-241-4850 or
            213-241-4617
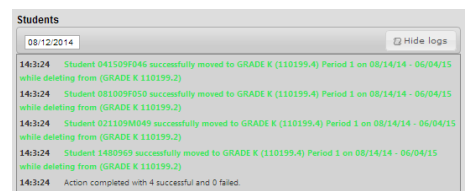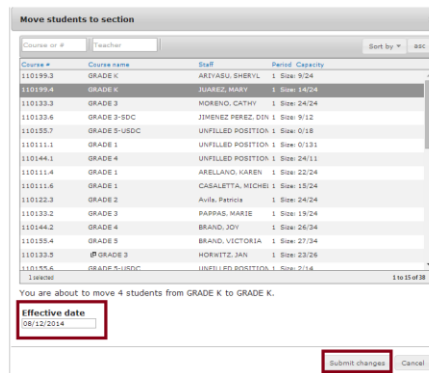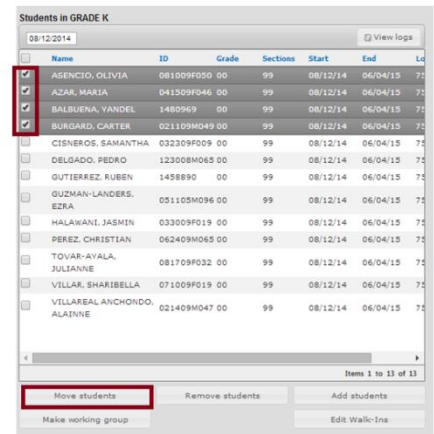
Closing a Section

1. Logged on as scheduling administrator, go to Sections Editor.

2. Move all the students from the section being closed to a new section. See directions above. MiSiS will not allow the user to close a section with students (and attendance!).

3. Click on the section to close. Click the pencil icon.

4. Enter the end date and click Save.

5. Section Editor will display the begin and end date of the section.

Copying students from one period section to another period section (secondary only)

In some cases you may also need to copy the same students that are in one section, to another section. To copy multiple students, follow the instructions above for moving a student, but in step 3, click on the **Add Students** button instead.   Be sure to pay attention to the start and end dates defaulted and make sure you adjust them accordingly before submitting. You will see green messages and notification if the change was successful or not.

Combining and Linking in Section Editor

To combine or link sections using the section editor, hold down the CTRL key (PC keyboard) while selecting the sections to combine or link. The corresponding button, Link or Combine, will display. If you select sections already linked or combined, the Separate button will display.

Using the Walk-In Screen for Schedule Changes

Use can use the Walk-In Scheduler to make schedule changes **BY STUDENT**.   To make changes, you will need to drop the student from a course, and add them to another.

Attendance was already taken. New and Dropped course will appear.

Attendance has not been taken. Changes are made for the same day.

To drop a student from section(s) click on the green square with white hole in the center [icon] to remove student from that teachers section and a negative sign in black circle display next to the green square with white hole [icon]. The End Date defaults to the current date, to change end date double click on the date in the End Date field and a calendar pop up displays to select a different end date.

To add a student to section(s), Click on the courses tab and select appropriate sections and click on the green square [icon] for the new teacher section. The new section displays in the students schedule section with a plus sign in black circle icon display next to the yellow square with a white hole in the center [icon].

*Please Note: When making a schedule change for a class in which attendance has **already been taken**, the new section change will appear with a **yellow** box. The old section will have a new end date. The new section will have a start date for the following day. When making a schedule change for a class in which attendance has not been submitted, the new section change will take effect the **same day**.*

A legend of the colored squares that may display on the screen is below.

[green square] **Solid Green Square** – Indicates a section with seats available for assignment – hover over the square to see the capacity

[red square] **Solid Red Square** – Indicates a section at zero or maximum capacity

[hollow green square] **Hollow Green Square** – Identifies the section(s) that the selected student is currently assigned

[hollow yellow square] **Hollow Yellow Square** – Indicates that attendance for the section has been submitted for the effective date in question

[hollow gray square] **Hollow Gray Square** – Identifies past sections that the student was assigned, and the effective dates

English Learner Screen & Reports

Please follow the procedures outlined in the latest policy documents regarding Master Plan program placement.   The English Learner Screen is located under the Services menu.
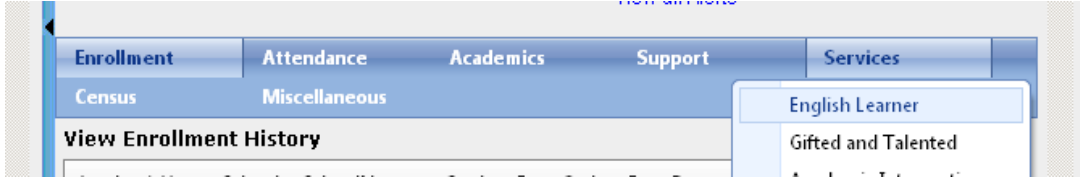

English Learner Information - The first panel should already be filled in for continuing students at your school (and in our district). This information will now transfer with the student wherever he or she may enroll, and each school can update the instructional program panel based on the program and placements available at the school. To edit current levels and programs, click on the pencil icon. Click in the area, and use the arrow keys on the keyboard to scroll horizontally to the far right to see the edit icon.

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. The Home Language, as determined by the questions in the Home Language Survey, has also now been added to the enrollment screen so that it can be entered by the office at the time of enrollment if so determined. If it was not entered, it can also be entered on the English Learner Information panel.

 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**.*
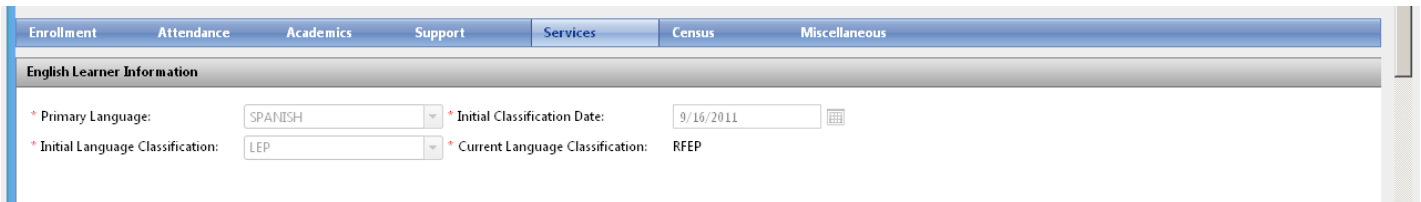
HELPFUL HINT ☺ – many times you cannot see the entire screen, and have to scroll to the right to see other columns and edit icons. To get more screen "real estate" for viewing, you may optionally:

- *Click on the tiny arrow on the blue bar dividing the screen so that you can see the information using the whole screen.*
- *Also, you may go to the view menu in your browser and zoom out (set view percent smaller than 100%) to make everything fit on page. (Ctrl +{plus} or Ctrl – {minus} are common keyboard shortcuts to control your browser's zoom function)*

Master Plan Instructional Program – Schools will English Learner programs will also need to update the update each student's Master Plan program based upon parent requests, 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.)*

Instructional Program Information					
+ Add new record					
Program Placement	EL Services	Initial Parent Notification Date	Annual Parent Notification Date	Notification	Eligible/Participates
Structured English Immersion	ELD-SDAIE	09/16/2011			No

ELD/ESL Levels – Be sure to only ADD a new record if the student needs to advance to a higher level.   Entering a new level should automatically enter an end date for the previous level.   Enter the start date for the new level and save the record.

| English Language Development					
+ Add new record					
Level	Grade Started	Start Date	Grade Completed	End Date	Duration at this Level
3- Intermediate (ELEM)	K	06/18/2012			
2- Early Intermediate (ELEM)	K	06/04/2012	K	06/18/2012	1 Month(s)
1-Beginning (ELEM)	K	09/16/2011	K	06/04/2012	9 Month(s)

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.

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.

- English Learner
  - Annual English Learner Letter
  - CELDT Labels
  - English Learner Roster
  - Initial English Learner Letter
  - Master Plan Labels
  - Reclassification Label
  - Reclassification Letter
  - RFEP Monitoring Letter
  - RFEP Monitoring Letter - Elementary
  - RFEP Monitoring Roster

## Downloading Data from MiSiS for Custom Reports, Mail Merge, labels, etc.

The MiSiS Explorer tool that can be accessed by most roles (except teacher) can be used to download the fields of your own selection, now called "attributes", using MiSiS Explorer, and then exporting a file to sort, view, and/or edit any way you like, using Microsoft Excel.
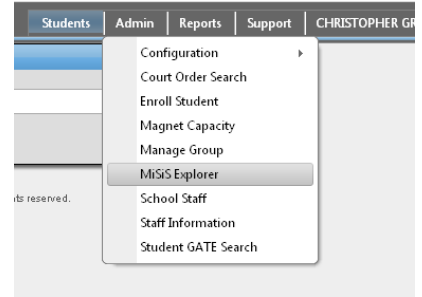
Job Aids have been added to the misis.lausd.net website in addition to directions for MiSiS Explorer, Job Aids for mail merging labels have also been posted on the MiSiS website.

**Step 1: Frequently Used and/or Requested Attributes (Fields) to View**

Period, *Room*, *Teacher*, *Course Name*, and other course related attributes associated with the student's section assignment in a Master Scheduling can be found for **both Elementary and Secondary** sections, under *Schedule > 2014-15 Semester 1 Secondary Schedule*.   Elementary school sections can be found under Period 1.   (If only the Elementary teacher is needed, look under Elementary Schedule, and/or grades. In the future, grades, attendance and other student attributes connected to the section will also be available from these categories.
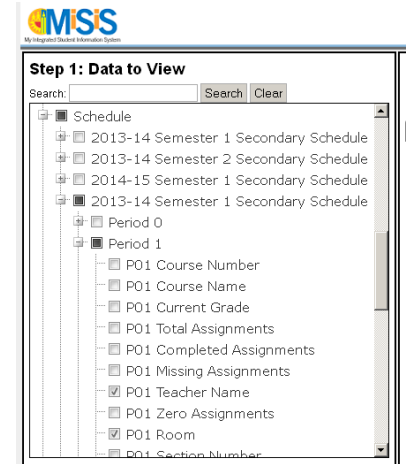
English Learner (LEP) attributes can be found under the **Special Programs** sub category viewable under the **Demographics** category.   You will also find personal and address attributes here. Special Programs has a number of commonly downloaded fields, including:

- Special Ed Eligibility, or Special Ed Program, Last IEP Date
- Current Language Classification, Master Plan Program, Meets RFEP Criteria, Bilingual Wavier info
- AVID, AB216, GATE, Homeless, Indian Ed, Migrant Ed, Title 1 program fields
- 504 Plan Effective Date, Expiration Date and Status Today
- Out-Of-Home Care Placement (Foster)

CELDT, CST, LPA, and other Assessment attributes will be found under the Assessment Category. Each test will have a corresponding subcategory. CAREFUL, do not add ALL the attributes.   Open each test and test year to select accordingly. Attributes available may vary by test, but usually include both scale scores and performance bands/levels for various assessments.   Historical data will be loaded from past years.
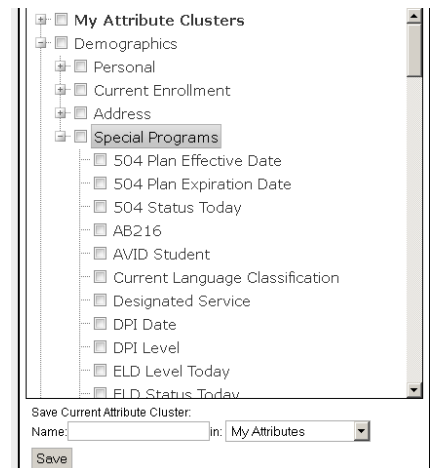
Step 2: Student Selection Options – If you want to download the entire school and do sorting and selection in your Excel spreadsheet, you do not have to do anything for Step 2, and you can proceed with Step 3 to download all the attributes selected for all students at your school. However, you also have three options to create a specific query of students:

- **Existing Groups** – Use a group already created. This may be useful for monitoring a group of students you want to track
- **Static Group Builder** – Build a group of students by searching and selecting the students. The IDs will be automatically places in the box. Click on **Validate Student IDs** button to add them to the static group.   NOTE, there may be limits to the number of students that can be selected at once. You can repeat as needed and click the Validate Student IDs to add those to the search group.
- **Dynamic Group Filter** – This will allow you to select a group based on the value(s) of attributes in the system. For example, if you want only a certain grade level, or just LEP students.   You can also add multiple criteria.   The example below for the Parent ELAC Meeting rosters provides an example using the dynamic group filter.

Step 3: Export Data – Select a filename you can easily remember. Be patient as the system gathers the information and then downloads the data to Excel.   Most browsers will prompt you when the download is done, to save or immediately open in Microsoft Excel. (Most browsers, including Firefox and Chrome will default to your Downloads folder in Windows 7 or Mac OS X, or may prompt you to save it where you would like, or open in Excel)

Helpful Hint ☺ You can save attributes you have selected using a name you choose, so that in the future, you can quickly re-select the same attributes. Selecting a Name and clicking same will save the selected list of attributes selected under My Attributes.

MiSiS Explorer Example: Parent Rosters for ELAC Meeting

MiSiS Explorer can be used to generate a list of LEP students with parent names and phone numbers. General MiSiS Explorer directions can be found http://achieve.lausd.net/misis (Reporting Tools > MiSiS Explorer)

1. From the MiSiS Admin menu select MiSiS Explorer.
2. Step 1: Data to View - Select the following *attributes* from the **categories** indicated:
   a. **Demographics > Personal** : *First Name , Last Name, Parent 1 Type, Parent 1 Full Name, Parent 1 Home Phone*
   b. **Demographics** > **Current Enrollment**: *Grade Level Today*
   c. **Demographics > Special Programs**: *Current Language Classification, Master Plan Program*
   d. **Schedule > 2014-15 Semester 1 Secondary Schedule > Period 1: P01** *Teacher Name*
3. Step 2: Students to View - Select Dynamic Group Filter tab
   a. Create filter for Language Classification equal to LEP
4. Step 3: Export Data click Export Data button to generate the report.

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

Norm Day – Friday, September 12, 2014

Please See Attachment A-1 to A-5 (Depending on School) from *REF 1819.12 Classification Reports – Instructions and Schedules of Electronic Capture* for classification data capture dates.   Check MiSiS Updates as we approach Norm Day for further information. Attendance windows have already been extended.

The **Classification** Report is located under the **State Reports** category. There are school type specific reports for continuation, elementary, and secondary.   There have been some issues with classification reports that are still being resolved. Please check your e-mails and the MiSiS website daily for bug updates regarding Classification reports.

The **Statistical Reports** and **Student Monthly Attendance Summary Report** (similar to report used in LAUSDMAX) are also located under the State Reports category. The summary report can be used to troubleshoot attendance issues.

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.

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.

Dual Language Program schools ONLY (elementary) – You *DO NOT* have to create a period 5 this year. However, you *DO* need to select the appropriate Dual Language program for the class for **Master Plan Program** on the same section attributes screen above. More information about Section Attributes will be forthcoming.

Job-Sharing – Currently MiSiS only supports ONE teacher of record per course that can take attendance and enter grades.   For now, the additional teacher sharing a class can be entered using the **Additional Educator Role** and **Additional Educator Name** on the Section Attributes screen.

MiSiS Job Aids – Check Frequently!

All MiSiS job aids released to date, can be found under the MiSiS Tools and Resources section of the MiSiS website. Since bugs sometimes require fixes that change or improve functions, and we learn these changes daily, please be sure to check the Job Aids website frequently for new content (`http://misis.lausd.net`)

Some recently published and frequently asked for:

- **Attendance**
    - *No Show Process*
    - *Substitute Slips*
    - *Period Groups and Meeting Patterns*
    - *Attendance for Continuation Schools*
- **Census**
    - *Entering Court Orders*
    - *Correcting Student Names*
    - *Meal Rosters* and *Bus Schedules*

- **Master Scheduling (K-12)**
    - *Assigning Student to Independent Study Course*
    - *Making Schedule Changes*
    - *Updating Unfilled Teacher Positions*
    - *Entering Attendance Category for SDP Students (Secondary)*
    - *Entering Section Attribute for Special Day Classes (Elementary)*

- **MiSiS Explorer**
    - *Generating Mailing Labels using MiSiS Explorer*
    - *Creating a Mail Merge and Printing Mailing Labels*
    - *Using MiSiS Explorer to Generate Emergency Rosters*