Information Technology Division - Organizational Change Management

The MiSiS Newsletter

April/May 2015 – Preparing for the New School Year Has Begun!

MiSiS Next Year Enrollment (NYE) Process

The Next Year Enrollment process has begun and will continue until August. Since MiSiS is a centralized system, parts of the process take place automatically. Schools will then be able to make adjustments to enrollments and begin scheduling students. The process consists of the following steps:

- Students who will "rollover" and continue at their school should already have a 2016 new-year enrollment record.
- For matriculating students that have only one school in their attendance area, 2016 enrollment records will be created based on their home address in the system, beginning April 23, 2015. For students that live in an option area, schools should begin asking their students what school they will be selecting and indicate this selection using the transfer function (see article below). If errors in the address are corrected or any update to the address changes the resident school, the overnight NYE process will also update the 2016 future enrollments accordingly (see below).
- Students who are accepted by magnet schools and ZOC school enrollments for 2016 will be loaded into MiSiS when that data is ready in late April. This will also update/create 2016 records as the data is loaded.
- *SOME REPORTS* have been inadvertently impacted by the NYE process. Matriculating students, for example, may be missing from some reports. The MiSiS team is working to fix this issue ASAP. Please continue to report any new issues to MiSiS Support.

New Exception Report (from http://ezaccess.lausd.net portal)

The MiSiS Next Year Enrollment nightly process was started on April 23, 2015. The process will run nightly until August and generates a new enrollment record for continuing students in 2015-16. MiSiS may not be able to generate 2015-16 enrollments for some students due to incorrect or missing data. To assist schools with resolving these exceptions, the Next Year Enrollment Exception Report was developed which can be accessed by school principals and SAA's at https://ezaccess.lausd.net/MiSIS/Default.aspx.

The report can be accessed after *logging in to EZ Access*, selecting the **MiSiS Application**, and clicking on the link for **MiSiS Backup School Reports**. The report lists students at each school with a Next Year Enrollment exception. Schools can fix the exceptions using the information in the report column, "Error Descriptions".

Detailed instructions on how to address of the error descriptions can be found on online at
http://achieve.lausd.net/nye-exceptions.

Please also download these *new* Job Aids that require schools to enter key information that can affect the
nightly process for matriculating students and high school seniors:

- Next Year Enrollment Transfers for Elementary Schools
- Year End Flags for Grade 12 and Next Year Enrollment Transfers for Secondary Schools
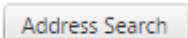
Please review all of the available Job Aids at http://misis.lausd.net.

Enrollment for 2015-2016

Schools may now begin entering student enrollments for the 2015-2016 school year. Please be very careful
when entering school year and grade before saving. Here are some tips to remember:

School Year – Be careful in verifying whether you are enrolling the student for the correct school year.
If you select 2015-2016, the August start date should populate automatically. If you see today's date,
you may have selected 2014-2015. DO NOT enroll students for the current year unless they will be
attending school and classes from now until June 4. Also, schools should remember that users should
not enroll students in order to include them in summer school. (See Summer School article below for
summer enrollment.)

Address Search – When clicking on the Address Search, verification of the address is still based on
current year school boundaries. Once new boundary data has been loaded into MiSiS from the
demographics office, addresses will be verified for the new year. Keep the following in mind:
- If you need to enroll a student and the address check does not recognize the address, verify the
  street suffix (ST, AV, BLVD) and zip code, or other address information is correct.
- If there is a suggested address in the error message, clicking on the corrected address will fix
  the address fields for you.
- Always click on Address Search *one more time* after updating or
  correcting any information.
- If the address is not recognized, but is known to be valid, select UNVERIFIED ADDRESS as
  permit, so that you can enroll the student. Otherwise, select the student's valid permit and
  enter start and end dates as required.

Permits – Some permits that are commonly needed for out of area enrollments are: Magnet, Special
Education Program, Special Program – (Not to be confused with Special Ed!) for students that enroll in a
school that has a program not offered at their home school, such as SRLDP Pre-K, or Dual Language
Bilingual Education program, and Advanced Studies. This should only be used for the students that are
enrolled from out of area. For continuing students, permit codes should rollover, but will require that
dates be updated in order to remain valid. *New this year – By the time this newsletter is posted, new
functionality will allow users to enroll magnet, Pre-K, and options school students without a permit.*

Mandatory Fields – When enrolling students, either new to the district or from another school, there are always required fields. On the enrollment screen, there are several panels with a red asterisk next to all required data fields. It is also required to click on Address Check to validate the address and enter a permit, if needed. As a reminder, at least one parent/guardian is needed.

To ensure a smoother process, be sure to review all required fields on the enrollment forms were completed, such as the home language survey section (i.e., only one language per question, as indicated); previous school information; parent addresses; phone numbers; etc.

Home Language Survey Automation

In order to facilitate correct entry of the student's primary language (also known as the student's home language), special programming will automatically select the primary language based upon the first three home language survey questions. If the primary language *is not* English, the student will need to be tested with CELDT within 30 calendar days and the Initial Language Classification can then be entered on the English Learner screen. However, if the primary language *is* English, the student will be automatically classified as **EO**.

Once the enrollment is saved, changes to the home language survey can only be made by the School Information Branch. Schools can contact Eva Paz from the School Information Branch at 213-241-2450 to make the changes. Schools will need to have the original home language survey as this will need to be faxed to the School Information Branch to have the changes made.

Special Case: Since this feature was not available earlier this year, schools may encounter the occasional student records with one or more answers for the Home Language Survey (HLS) question, but the student's Primary Language is either blank, greyed out, and cannot be changed. If it is blank, schools can change to any other language and then change back to the correct language for each of home language survey questions. Schools should notice that this will trigger the new feature and select the correct primary language (it should still be greyed out). Schools will need to make sure the selection is correct and save the enrollment. If all fields are greyed out, non-selectable, contact the School Information Branch..

Secondary Scheduling Enhancements and Reminders

The 2015-2016 Calendar and term dates have been set up. Schools should be actively working on using MiSiS to program students for the Fall semester. Schools can use the Import button if they want to copy last Fall's master schedule for next year's Fall semester. If schools opt for this, be sure to make sure that all of the courses, periods, section types, rooms, and meeting patterns are also configured. If you used section types last year, for example, make sure you use the same, or make sure new requests include the section types you are using this year.

Continuing students will be promoted to the next grade level for programming in the future year, and matriculating students have been added since the NYE process began.

Several modifications have been made to the Master Scheduling components in MiSiS for this year:

Reports
- Student Request Not Scheduled report displays additional columns for grad year and special education to support programming and placement of students.
- Master Scheduling Reports Menu displays sub categories, such as Pre-commit, Post-Commit, and others, to help the user easily distinguish reports.
- Potential Conflict Matrix Report – a new report that will assist the scheduling administrator in determining the potential student conflicts that may occur when placing singletons and doubletons in master schedule.
- Counseling Planning Sheet – a new report that will help with the articulation process between schools as it displays pertinent student information needed for programming.
- Reports enhanced to run for Magnet centers scheduled on the host campus:
  - Scheduler Course Request Summary Report
  - Course Request Not Scheduled Report
  - Teacher Section Assignments Report

Screen Updates
- Scheduling Engine Run Error Messages display more specific messages under the Error tab in the schedule scenario details section. This will allow the user to easily identify the section that may have a missing teacher, room, or period.
- The Individual Request screen has been modified to allow the school user to multi-select students using control click while adding multiple course requests. This will help users add course requests to individual students or to multiple students at the same time.
- User roles were updated to edit and read period groups and meeting patterns.
- The Scheduling administrator role can now edit the period groups and meeting patterns screens and read access was given to the office manager, counselor, counselor plus, and school full read roles.
- Courses screen will reflect experimental courses for specific schools only.
- Both the Section Assignments and Sections Editor now give the user the ability to add multiple courses for students instead of adding courses individually.
- The Mass Request Editor now gives users the ability to add multiple courses for students instead of adding courses individually.

New attributes have also been added to the MiSiS Explorer Ad-Hoc Reporting tool that will assist users with their programming. The following attributes have been added to the MiSiS Explorer:
- Service learning data under Counseling-Student Support
- Computer literacy data under Counseling-Student Support
- Last School under Enrollment – Last Enrollment
- **District Attribute Clusters** to help with programming and placement, including: *EL, GATE, Schedules, SPED, Testing, and Elementary Reorganization*


Elementary Scheduling 2015-2016

Pre-committing the master schedule 2015-2016 scenario for the new school year was successfully run for all elementary schools on April 30, 2015. This process scheduled all of the returning students into the next grade level course section with UNFILLED 25 as the teacher—essentially the same default template used last year. After the schedule has been pre-committed in MiSiS, schools may begin using the Section Editor to create the grade level course sections they will need for the new school year.   The Elementary Scheduling job aids and information can be found on the MiSiS website: (http://achieve.lausd.net/Page/5659)

Schools will can print out the current Class Enrollment Report and make notes regarding which teachers will remain in the same grade and/or same room, teachers that will be making changes, and any new teachers. Schools can use this as a visual aid when creating the 2015-2016 sections in section editor. As a new feature this year, schools can now run the Elementary Reorganization Report. This is the new MiSiS version of the legacy "Reorganization Cards". In addition to the reports above, schools can download the student information using MiSiS Explorer, the ad-hoc tool (see MiSiS Explorer also article in this issue).

IMPORTANT REMINDERS:

- To see the year, select new School year (indicated on screenshot below)
- Pre-commit process places student in the next grade level UNFILLED 25 section *ONLY* for the students enrolled *AT THE TIME OF THE PRE-COMMIT PROCESS*. For students that enroll after the pre-commit, use the Walk In Scheduling screen to schedule those students individually.
- Students who will be enrolled into your school for 2015-2016 via the transfer, magnet, special-ed, or other centralized process will also ONLY be visible for scheduling into sections from the Walk In screen, and will not be placed in the pre-committed sections.

- For new teacher sections, select a unique UNFILLED (any from 01-24) for each new classroom position until the teacher is available in the system. By doing so, schools can replace each of these unfilled "placeholders" with the correct teacher once teacher is available as a selection in the dropdown menu.
- Pre-K SRLDP will not rollover into a pre-committed section.   Students in Pre-K this year *must be re-enrolled* into the school they are entering for Kindergarten, or Transitional Kindergarten. You may enroll your Pre-K students for 2015-2016 only after the June 4, 2015 exit date for this year. This year's Transitional Kindergarten students are in the GRADE K section.
- When moving students into the new sections, be sure to move them as of the August 18, 2015 start date.   This is particularly important to remember after the first day of school to make sure section entry dates match student enrollment dates.
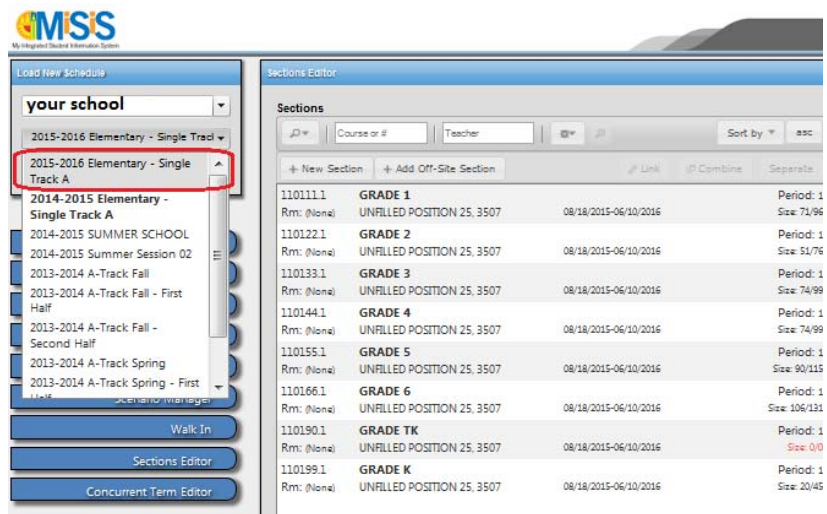
Matriculation Update

The target release date for generating new school enrollment records for matriculating students is April 22, 2015. Once this update is deployed, schools will see the new 2016 records in the Enrollment History for students that will be attending the school in August (based on student address). Please note that student information should only be edited, as needed, for students *currently* enrolled at the school. Edits to student information for your incoming matriculating students may only be made *after* June 4, 2015. However, schools may now proceed with Master Scheduling for all students in 2015-2016.

Schools are now able to print the **Resident School Report**, which lists students with their next school, as well students with an option area and will need to select a school. For students that have more than one option for their next school, please enter the school selected by the student on the transfer screen. A process is run nightly that will transfer the student record to that school for the 2016 school year. (See transfers below).

DO NOT REQUEST PARs FROM ELEMENTARY AND MIDDLE SCHOOLS – There is no need for schools to generate a Pupil Accounting Report (PAR) for every student because their enrollments automatically end on 6-4-14. Even if students exit early, middle schools and high schools can already view these student records for correct programming into classes. PARs only need to be printed for students exiting the district, so they have some basic information to take with them to the new school.

12th Grade Year-end flags for graduates and non-graduates (High Schools only)

Schools with 12th graders must enter one of the Year-End Flag codes for each 12th grader by using the Year-End Flag options under the Action dropdown screen in MiSiS.

Code E, F, or G may not be used for students with disabilities. Students can be given a Certificate of Completion code and may return the following year, if the intent is to continue working toward a diploma or to continue working toward Individualized Education Program (IEP) goals. Certificate of Completion Returning and Prior Completer Returning flags have been added to Year End Flag dropdown menu.

Job Aids are available with step by step instructions for both individual or mass entry of the year-end flags at http://achieve.lausd.net/Page/4596:

- [12 Grade Year End Flag (by Student)](http://achieve.lausd.net/Page/4596)
- [Mass Update for 12 Grade Year End Flags](http://achieve.lausd.net/Page/4596)

Summer School – Sending Schools Begin

Schools may now begin the MiSiS summer school enrollment process for SENDING schools. The Sending Summer School Process job aids are posted on the MiSiS website: (http://achieve.lausd.net/Page/4836)

This summer, there are three district sponsored programs that will be available:
- Credit Recovery for High Schools
- Core Waiver for Middle Schools (Elementary)
- ESY – for eligible Special Education students PreK-12

The system only allows ONE summer school enrollment. If you make an error, you can EDIT or DELETE the summer school any time *prior* to the summer school start date.

The new **Summer School Enrollment Summary** will not be ready for use. Known bugs with the Summer School Roster and Summer School Application displaying old or incorrect information should be fixed by the May 5, 2015 release.

RECEIVING SUMMER SCHOOLS – In the coming weeks, new functionality will be available to make the enrollment process easier. A new Section Editor screen has been created with a built-in screen for adding/editing summer enrollments:
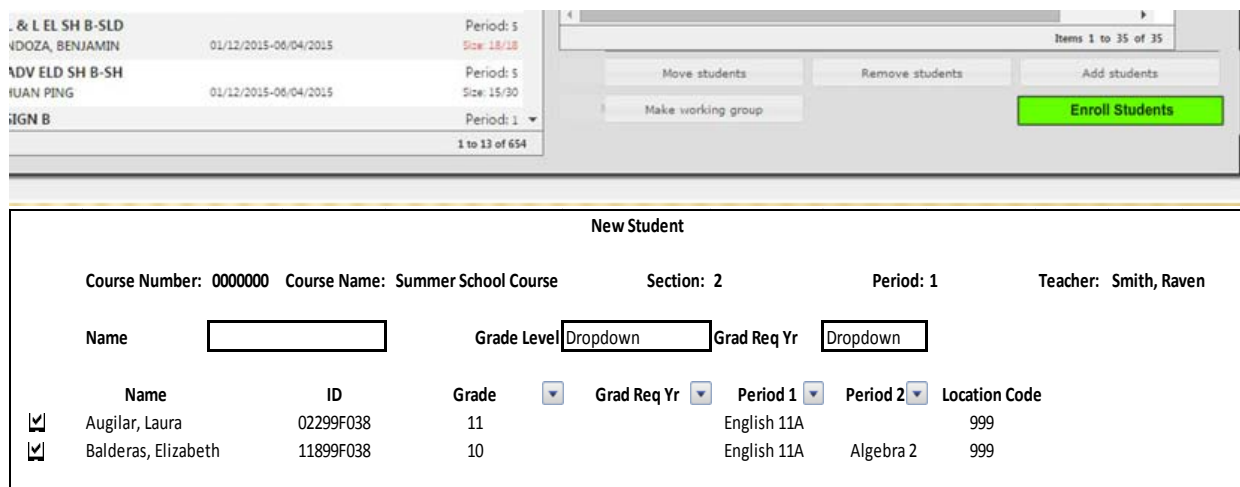
Please check the MiSiS website regularly for new job aids to be posted when this screen is ready for schools.

Transfers Screen

In MiSiS, the Transfer screen is used to indicate where Special Ed, SAS, and students with multiple middle school choices (option areas) will go for the 2015-2016 school year. A transfer is not the same as withdrawing a student, but instead allows the student to remain enrolled while the next school can prepare their enrollment and scheduling for the new school year. Transfer records are processed nightly and records will not be visible to the receiving school until the following day.

In the Scheduling screen, the receiving school will also find the student in the Master Schedule term for the new school year. This will not affect the current enrollment at your school until the school year ends. Here is a brief description of the *transfer types* available.

- **Special Ed Assignments** – The school shall enter the next school based on what the IEP states in the offer of FAPE for any students indicating a change of placement by adding the transfer record to MiSiS.
- **Schools For Advanced Studies (SAS)** – If the parent accepts the offer from a SAS for the student to attend, the SAS school will send the current school of enrollment a list of students they are accepting. The sending school will then add the transfer record to MiSiS, thus assigning the student to the SAS for the new school year.
- **Option Area** – For schools that have students with a choice of middle schools, after April 21, schools will need to print out the Resident School Report. If schools have not already done so, please notify

parents of matriculating students of their options so schools can then enter the correct option area transfer for the student. Parents can see their options by going to www.lausd.net, clicking on Find a School, and selecting Resident School Identifier (http://rsi.lausd.net/ResidentSchoolIdentifier/) to search by their home address and view the list of schools.

- *NEW* **Open Enrollment** and **Romero Open Enrollment** permits have been added to the list.

* Field Changes pending: *transfer types* will be renamed *transfer codes* later this month. School Year will also be added and default based on From School.

From the student profile, you can access the Transfers screen under the Miscellaneous menu, or from the student search results list, click on the student's Action button, and select Transfers from the dropdown menu.
Click on Add new Record to create the transfer. Enter start date for new school year, To School, and Transfer Type. Click on the Add button to save the transfer.

MiSiS Explorer Updates

Many updates were made to MiSiS Explorer to help schools access the data attributes most relevant for monitoring and placing students correctly in their classes, as well as for general planning for the matrix to get totals for grade levels, master plan data, credits, etc. To assist schools prepare for programming, several new **District Attribute Clusters** were added which have all of the data fields selected and ready for download to Excel, such as:

- **Elementary Reorganization** – Current demographic, key English Learner, and assessment data used to sort and place students for next year.
- **Programming Data** – Secondary schools can use the programming data clusters, as needed. There are multiple clusters to breakdown the data by different programs or all in one.

Current Schedules – Current section assignments can be found under *Schedule > 2014-15 Fall Secondary Schedule*. The attributes were previously mislabeled and are now currently displaying the SPRING schedule, as well as reflecting the elementary rooms and teachers in period 1 (or any other periods used).
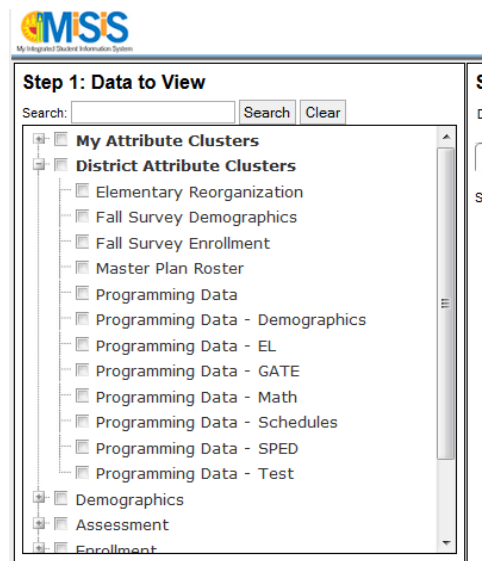
Duplicate students – In some cases, students may appear more than once if there is a field that has more than one value. Schools will need to check every column to see which field is causing the duplicate. If the attribute causing the duplicate row can be identified, remove the attribute and attempt to download the extract again. If not, please report this issue to MiSiS by creating a support ticket at http://helpdesk.lausd.net.

Attendance Reminders

Listed below are a few important reminders to ensure schools are always prepared:
- Print and save soft copies of PDF rosters on a regular basis (at least, weekly) to assist with manual attendance and for documentation, in case of a MiSiS outage.
- At the beginning of the week, run the ANS report for the *previous* week to view the teachers who did not take attendance and remind teachers to submit for the missing day(s).

Cannot withdraw a student due to "attendance submitted"? – Please note that if attendance has been submitted, the system will not allow you to withdraw students marked present after the exit date is entered. If the student was not present in the class, teachers will need to mark those days as absent-UC. Schools should then be able to proceed with withdrawing the student as of the last day of in-seat attendance.

Workaround – If the system still does not allow the back-dated withdrawal, use the current date and save. Once the current date is used, users can return to the withdraw record, click on the edit pencil, change date back to actual exit date, and re-save.

End of Year EL Monitoring and Reclassification

Recent enhancements have added the ability to use the English Learner Roster to run key reports used by schools to see which students are ready to reclassify, potential candidates for reclassification, and long term English Learners (LTEL). After the first day teachers enter grades, schools can start running the *Ready to Reclassify* option for the English Learner Roster to see if any new students meet all criteria. Once teachers have entered marks, the overnight EL reclassification process will identify all students that meet the criteria and they will be listed on this report.
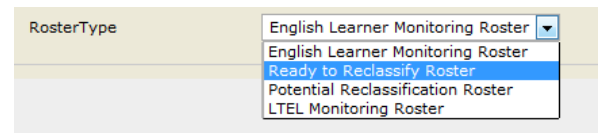
All schools are advised to reclassify students that meet criteria for this final period of the year, AS SOON AS POSSIBLE. All students qualifying must be reclassified before the last day of enrollment to be counted for this year. Schools should focus on the matriculating students first to make sure they are counted for this year.

Known Issues – Please note, there are still some issues with data from DIBELS and SRI.   Since this data from other systems is refreshed only once a week, any scores not entered in time will not be captured until the following week, thus delaying their upload into MiSiS screens and reports. Also, currently only ANNUAL CELDT scores for the past 2 years are viewable. The MiSiS team is working on more enhancements to this roster so that the most recent assessments and marks (including INITIAL CELDT) display on the roster.

MiSiS Training (Learning Zone)

Schools should check the Learning Zone frequently for new training dates and locations for Scheduling and Open House sessions.

- *Register* for classes in the Learning Zone at https://lz.lausd.net/lz/.
- **Classes for Secondary Master Scheduling** will be offered on an ongoing basis through the end of the 2014-2015 school year.
- **Open House sessions for both elementary AND secondary users** are now available. These sessions are useful for users who understand the process, but may still have some pressing questions. Many users have also found these sessions to be helpful by having a quiet place to work while also having a MiSiS expert nearby to assist.

April/May Dates to Remember

- **April 23** New Year Process Begins and continues until August
- **April 29** - Elementary Pre-commit of 2015-2016 scenario
- **April 23-May 1** – Secondary 15-week mark reporting window
- **May 1** – End Physical Fitness testing
- **May 4-15** – Advanced Placement (AP) testing
- **May 11-June 5** – Scholastic Reading Inventory Testing **May 12-13** - California High School Exit Exam (CAHSEE) Testing
- **May 13** – Administration of California Standards Test (CST), (CMA), California Alternative Performance Assessment (CAPA), and Standards-based Test in Spanish (STS)
- **May 20-June 4** – Elementary 3rd Mark reporting period window