

Welcome Back Schools!

Attendance Reminders

The five column rosters will serve as official back-up for all attendance taken by teachers in order to maintain accurate records in case of any situation where teachers cannot take attendance in the system. Students that cannot be enrolled in the system due to a MiSiS issue can then be handwritten on the roster until they are entered and the next set of weekly rosters is printed. Attendance can be taken manually until the teacher or office staff responsible, based on rules below can update the attendance in MiSiS using the roster. Specific instructions for Office Staff and Teachers, as well as directions for Substitute access can be found under MiSiS Tools and Resources > Attendance.

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Beginning 8/25 teacher attendance taking will be as follows:

- Elementary Teachers can enter and update attendance including absence, tardy, and left early reason codes for the current day plus the four previous (4) instructional days.
- Secondary Teachers can only submit attendance and enter tardy and left early reason codes for the *current day*. The attendance office must update and clear all previous.

To ensure accurate attendance records are maintained for 2016 here are some reminders:

- Ensure meeting patterns are accurate and up to date (see below)
- Teachers are to review their MiSiS class roster to ensure all students are accounted for when submitting attendance. Notify the office as soon as possible to ensure any missing students are added to the class roster.
- Take attendance in MiSiS or on the Class Roster Five Columns report during the first fifteen minutes of each class period.
- If a student's section enrollment was back dated, that teacher, course, period and dates for which attendance has not been submitted will display on the Attendance Not Submitted Report. If section start date is entered after the teacher attendance update window has closed, the office should access the attendance information and enter the students' attendance using the Update Attendance screen located in the student profile Attendance menu.
- For students who have not been scheduled into classes, attendance should be recorded via a sign-in sheet that provides spaces to record student name, date and time. After the student has been scheduled, enter their attendance in MiSiS.
- If a scheduled student is sent to the office after the student has been recorded as absent in MiSiS, the applicable absence reason code should be entered.
- At the end of each day generate the Attendance Not Submitted Report to ensure all teachers have submitted attendance.

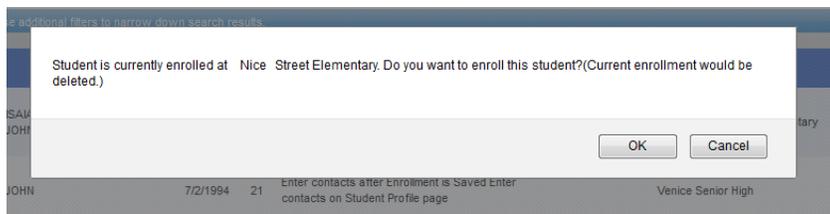
Obsolete LE Reason Codes - Left Early (LE) reason codes 6, 7, 8 have been obsoleted, the same tardy reason codes are now included in the LE dropdown menu. The reason code help link has been updated to reflect these changes.

Truancy Letters - This school year we will add the truancy letter functionality to MiSiS. The Initial Notification of Truancy (NOT) will continue to be mailed centrally and school staff can print and mail the second and third NOT letter. All comprehensive schools using negative attendance including Positive Period, Community Day Schools are included in this process. For additional information refer to REF-5464.4.

MiSiS Contact Log - Telephone conversations with a parent (or other appropriate contact) must be recorded on the MiSiS Contact Log located in the student profile.

New Enhancements: Auto-Withdrawal and No Show Screen

Auto Withdrawal - A new feature has been updated to allow easier enrollment of students. During the enrollment search, when clicking on “Enroll Student” you will be prompted when the student has a current enrollment at another school. Please double and triple check that you have searched for and have selected



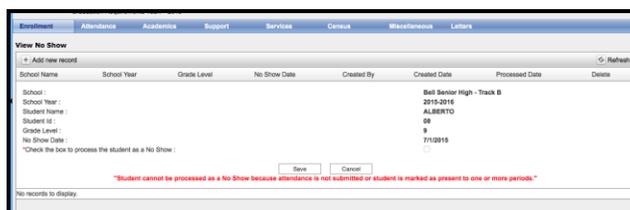
the correct student before proceeding. You can click on the Profile link to verify student and parent information if needed, birthday, language etc. Do not click OK until you are positive you have the correct student record.

When the enrollment is saved, the student will be automatically exited from the previous school with correct L code and exit date for the previous day. A new entry date will also be added for the enrollment record at the new school. If you discover you may have accidentally enrolled the wrong student record, call the previous school to have them re-enroll the student back immediately to avoid any issues. (Remove them from any sections if they have been assigned).

No Show Screen – On or after the first day of school, a new screen will be operational to provide a way to clean up and delete the 2015-2016 enrollments for students that do not “show” or return to your school—No Shows. This screen will only be necessary to remove those no show enrollments for students that do not show up anywhere in LAUSD for the school start. If a student was set to show up at your school, and enrolls at another LAUSD school, the auto-withdrawal process will clean up and delete the student from your school. Regardless, the screen will be available to you as needed.



The new job aid available under [Enrollment job aids > No Show Process](#).



After saving, you can delete the No Show, if it was done in error, but once the nightly process runs to delete the student, the no show record will be deleted too.

Automatic Withdraw Report - This report can be used to print out a list of students that were exited from your school by the auto withdraw process. If you find that a student has disappeared rosters, or a teacher reports a student has disappeared from the attendance screen, check this report before calling MiSiS Support to see if the student was (whether intentional or accidental) auto-withdrawn from your school. If this was a mistake by another school, you may then contact the school and make sure they remove the student from section(s) and or mark absent so that you can bring the student back by reenrolling the student

Some possible Withdrawal/No Show scenarios:

Withdrawing student leaving the district - Due to the new auto-withdraw process, it is no longer necessary to call the previous school to request the withdrawal of a student. However, in order to clean up 2016 enrollments, you may identify students that intended to continue (rolled-over), but will not be returning to your school. You may exit the student as of the last day of attendance in the previous school year (last day was 6-4-15 for most), and provide a transfer form (PAR) to the student if they are LEAVING LAUSD. NOTE: The PAR is no longer *required* for intra-district enrollment transfers, but may be provided upon parent request. (Please note: Be sure that no attendance has been taken, or student has been dropped from any sections. Any positive attendance will prevent withdrawal to the following day).

Delete/Remove a student that is a first school new enrollment for 2015-2016, but has been identified as a NO SHOW – On or after the first day of school, the new No-Show screen will be available to delete and document the no show enrollment. This will also allow the student’s new school to easily enroll or adjust the entry date of the enrollment at the new school to reflect correct attendance as of the first day.

Withdraw Student that attended your school last year, but going to another LAUSD school – There should be no immediate need to withdraw the student as any LAUSD school can enroll the student using the auto withdraw process. However, if the parent does in to check out a student, you can withdraw the student in the system if so desired. Be sure to drop the student from his/her section(s) or make sure any attendance is marked absent-UC, if it was already submitted. You can then withdraw as of the last day of attendance in 2014-2015, or you can also use the new No Show screen to delete the enrollment for 2015-2016.

Withdraw Student that has already started attending *this* school year, but will be exiting – If a student starts attending your school, 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. If the parent does not check out the student, and goes to the new school, the auto withdraw process will exit the student automatically at your school, and allow the new school to enroll. The enrollment screen will only allow other schools in LAUSD to enroll the student for the date *following* the exit date at your school.

Enrollment Reminders

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 can use other 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.

Students that did not pass CAHSEE: DO NOT ENROLL – High Schools should **not enroll** students who have met all course and credit requirements for graduation but did not pass the CAHSEE exam until the district receives further clarification from the California Department of Education. If you already enrolled a student meeting this criteria, they can be removed with the No Show screen on the first day of school.

Parent/Guardian Name issues – During the enrollment process, you will have to enter an address for at least one parent. Only enter one, and use the dedicated screen for Parent/Guardian Information to update. On this screen, you will always have the option to copy the student resident address (same as, yes/no radio buttons). As well as for the mailing address.

Permit Reminders – Permit reasons listed are mostly intra-district (between LAUSD schools). Specialized Program can be used for out of area students with permission to attend a program not offered at their home school (SRLDP, Dual Language and other Bilingual programs, TK expansion until a special permit is created).

Address Search Validation - The address search button will 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.

You no longer need to click the address check again after selecting the address. You will know the address has been validated correctly when you see a green message, **no** error messages are visible, and **only** the resident school(s) names display. If the address is outside the attendance area, the permit fields will be opened and will require entry of start and end dates.

NOTE: Verify resident address with the Resident School Identifier website (<http://rsi.lausd.net/ResidentSchoolIdentifier/>)

If you confirm the student is in the school's attendance area, but the address will not validate, use the Unverified Address permit code as a temporary override to allow saving of the student enrollment until permit validation issues for the address can be resolved. 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. Verify resident address with the Resident School Identifier website (<http://rsi.lausd.net/ResidentSchoolIdentifier/>)

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 2015, 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, and Pre-K students are some examples. To verify, log on as Office Manager. Click on the Admin menu and go to **Enroll Student**

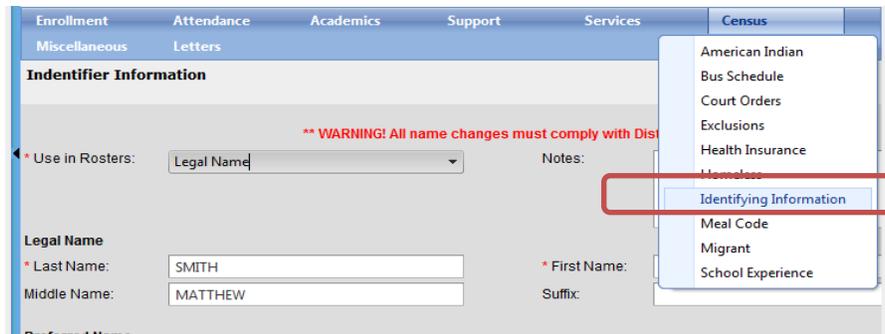
to search for, and then re-enroll the student back into your school if necessary. In some cases, families move over the summer and/or may have enrolled in another school. You will also be able to confirm this in the district-wide search.

Cannot Enroll due to missing Primary Language or Home Language Survey cannot be entered - please fax the earliest Home Language Survey to the Eva Paz, School Information Branch (213) 241-8969. Once it has been entered, you should be able to proceed with enrollment.

Updating Student Identifying Information

After completing the enrollment process, some enrollment information, like names and parent/guardian contact info must be edited from specific screens. These instructions apply to *BOTH* enrollments entered into MiSiS as well as those migrated from previous SIS systems. These fields can be viewed and edited from the following screens:

- 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. The Use in Rosters dropdown will default to Legal Name, but this screen is also used to indicate other names, such as the Preferred Name for reports.



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 2016 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 **Save**.

AcademicYear	School	SchoolName	Grade	EntryCode	EntryDate	LeaveCode	ExitDate	
2015	4260	GRANT ELEMENTARY	4	E7	08/12/2014		07/31/2099	Edit

Please use this link to make corrections to the grade level for the start of the school year. On and after the first day of school, a special grade change link will be available (see below) to make mid-year grade promotions/demotions or corrections to the current grade level displayed. If you use the grade change link, be sure to select “Grade Correction” = Yes. (Secondary schools use this function to process mid-year grade-level enrollment changes.)

- **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 the Contact information screen located under the Enrollment menu.. 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.

Elementary Schools: Pre-K, TK, K and the new TK Expansion program

As of last school year, the state of California's Kindergarten entry dates are:

- A child shall be admitted to **Kindergarten (K)** if the child will have his/her FIFTH birthday on or before SEPTEMBER 1st of the enrollment year.
- A child that has his/her FIFTH birthday from SEPTEMBER 2 to DECEMBER 2, qualifies to be enrolled as **Transitional Kindergarten (TK)**.
- If the student is not five years old by December 2, then the only option is enrolling in a either **pre-school (Pre-K) program** or **Transitional Kindergarten Expansion** program where available -- for questions and further information regarding early education programs, please contact Early Childhood Education Division – website at <http://achieve.lausd.net/Page/2822>.

Transitional Kindergarten – 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 previous 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).

Pre-K Last Year did not roll-over(SRLDP or Special Ed Programs) – Please note that Pre-K students, even at your own site, **are not** automatically placed (rolled-over) in the pre-committed Kinder section (GRADE K UNFILLED). *Only* TK students from last year rolled-over into a pre-committed Kindergarten section. If you have not already done so, Pre-K courses may need to be added to your school courses in order to create sections for Pre-K as well as for any Special Education, Pre-K programs. (110100-PRE K SRLDP or 110101-PRE K SPEC ED). 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.

Transitional Kindergarten Expansion (TE) - This new program is opening up at various elementary schools throughout the district to offset the reduction in Pre-K offering for SRLDP this year. Information regarding both the regular Transitional Kindergarten and this new TK Expansion program for 2015-2016 can be found on the Early Education Division website (<http://achieve.lausd.net/Page/2822>) -

- Schools on the TK Expansion list should see the TE grade level in dropdown on the enrollment screen. At the time this newsletter was published, users were not able to select the Pre-K E code. This should be fixed before 8/18 - **CURRENT WORKAROUND: Enroll student in grade level PK, Entry code E. For this program, the student must turn 5 after 12/2/15.** A clean-up process will be run by programmers to correct the grade code for TE students automatically sometime later this month. You may also be able to edit the grade code and E code when fixed.
- Use entry code E7-First School for valid Transitional Kinder(TK) and Kindergarten(K) students enrolling for the first time. User should only use other E codes if a Kindergarten student this year is transferring from TK at another school or district last year--**E7 is only for first school, first year only (Pre-K, and TE excluded-at this time).**
- If the student is out of area, use permit *Specialized Program* for now. A new permit will be listed for Transitional Kindergarten Expansion in August, and if another code is used for now, it will be converted later.
- TE Schools: The new TE course for elementary is GRADE EXPAN TK (110102). If you user already used the SRLDP course code for the TE class (as advised) you can leave it and a clean-up process will be run by programmers to make the grade code and course code changes for TE automatically for schools sometime later this month. You may also edit the section and change it if you do not want to wait.

Pre-K AM and PM classes at Elementary Schools – 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. Otherwise teachers may see only one roster on screen, even if they can print rosters separately. Most elementary schools are only configured with 1 period, so if other periods have not been added, the Master Scheduling screen must be used to add periods. [See Show Me tutorial under Setup > Periods under the Master Scheduling Job Aides.](#)

Also, for programs that do not meet every day, you may need to also add and configure meeting patterns for periods 3 and 4 for AM and PM classes that meet only Mon.-Thurs. only, for example. For more information about setting up meeting patterns correctly for Pre-K AM and PM classes, see the job aids [Create and Edit Period Groups and Meeting Patterns under Elementary Scheduling Job Aides](#) .

Using Section Types – Adding section types to specific sections can be useful for identifying sections quickly from both the Walk-In and Section Editor screens. Section Types 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.

New MiSiS Scheduling Guides

Secondary Schools - The following user guide has been posted to MiSiS website to support secondary schools: Online User Guide for Secondary Counseling Services: <http://achieve.lausd.net/Page/3467> - **(scroll down to the bottom of Scheduling job aids web page)**. This Online User Guide for Secondary Counseling Services is designed to assist individuals who develop and maintain Master Schedules at the secondary level. The Online Guide is organized into four sections: First Steps, Building a Master Schedule, School Information, and an Appendix. It is designed to have the user store the link on a computer desktop. When the user clicks on the link, it opens the Guide. The Guide is comprised of job aids and simulations, bulletins, references, and resources. The Online User Guide for Secondary Counseling Services will be updated and maintained by MiSiS on a routine basis.

Elementary Schools - The following guide has been posted to the MiSiS website to support elementary school personnel: <http://achieve.lausd.net/Page/5659> - **(scroll down to bottom of Elementary Scheduling page)** This Online User Guide for Elementary Administrators is designed to assist elementary school personnel in navigating MiSiS. The Online Guide is designed to have the user store the link on a computer desktop. When the user clicks on the link, it opens the Guide. The Guide is comprised of job aids and simulations, bulletins, references, and resources. The Online User Guide for Elementary Administrators will be updated and maintained by MiSiS on a routine basis.

English Learner Information Updates

Please follow the procedures outlined in the latest policy documents regarding Master Plan program placement (See Policies at <http://mmed.lausd.net>). After initial enrollment and entry of the Home Language Survey, coordinators or other personnel with the Categorical Program Coordinator role can access and update various fields necessary on the EL Services screen. For students entering school for the first time in TK, K or 1st grade, the Initial CELDT must be administered. Per requirements outlined in the **Master Plan for English Learners**, any student with a Home Language other than English must be administered the Initial CELDT within 30 calendar days. For data entry details please see the job aids at <http://achieve.lausd.net/Page/6881>.

Home Language Survey (HLS) Issues (Cannot enroll, missing mandatory data fields)– There were some issues during the summer with missing home language survey and/or primary language fields for students that had been previously enrolled. Until all the data is fixed, if you need to enroll a student missing this data, you will need fax a copy of the first home language survey (from the enrollment packet) to Eva Paz in the School Information Branch (213) 241-8969. She will update the HLS and primary language mandatory fields so that you can proceed with enrollment or updating of the enrollment record.

After administering and scoring of Initial CELDT for new enrollees, use this screen to select the **Initial Language Classification code** of **LEP** or **IFEP**, and enter the **Initial Classification date (the date tested should be used)**. For students that have English as their Primary Language (Based on Home Language Survey), the Initial Language classification code **EO** (English Only) is populated automatically with the date of enrollment. *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 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.

Special Use Case for Non-ELs - Usually this screen only applies to English Learners, but all students participating in Dual Language programs should have a Master Plan Instruction Program—EO, IFEP, RFEP or LEP.

The screenshot shows two overlapping windows from a software application. The top window is titled "English Learner Information" and contains several sections: "Home Language Survey" with dropdown menus for language use and primary language, a "Reasonable Doubt" checkbox, and a "Language Classification" section with dropdowns for initial and current classifications and dates. The bottom window is titled "Master Plan Instructional Program Information" and contains a table with columns for Program Placement, EL Services, Start Date, End Date, Initial Parent Notification Date, and Annual Parent Notification Date. The table has one row with the following data: Spanish Dual Language Program, L1 + SH-ELD, 08/12/2014, and empty cells for the other columns.

Dual Language Screen: More information will be forthcoming regarding the new Dual Language Program tab which will ONLY be used by schools that will be piloting its use this school year.

Updated & New Reports: You can find all reports and labels related to English Learners and Reclassification by logging on with the Office Manager or Categorical Program Coordinator roles, clicking on **Reports** and then selecting from the reports under the **English Learners** category. Here are some recently updated, highly-used reports for English Learners:

Master Plan Roster (used mostly by Elementary schools)— Students that still have not been assigned to a valid section for 2015-2016 will display on one roster for the room titled “NOT ASSIGNED”. A bug prevented this from working properly, but will be fixed and ready on 8/14. Elementary schools should use this report in conjunction with the English Learner Roster to verify ELs are in the correct classrooms, and classes are correctly balanced based on language classification, ELD levels, etc. The Master Plan roster can also be used to quickly identify which students have no Initial CELDT and have no language classification. These students will automatically appear as the first sort group, “floaters”, at the top of every roster.

English Learner Roster – This roster will now allow schools to see their English Learners by teacher assigned for the first day of school. All information is the most recent available. *Please note that Initial CELDTs from May-June may not be loaded yet.*

English Learner Student Schedule Summary Report – The issue with ELD levels not printing on this report is now fixed. For secondary schools, this report can be used to help verify if all your English Learners have been scheduled correctly. (ELD level should be the same as most recent CELDT level.)

CELDT Test Discrepancy Report – (COMING SOON) - On or after the first day of school, this report can be used similarly to monitor who still needs to be CELDT tested throughout the year. This report integrates both MiSiS data and data from the CELDT Tracker system implemented last year at the testing centers. When this report is operational, you will be able to view an up to date list of English Learner students, and whether they have an Initial or Annual test booklet submitted for 2015-2016.

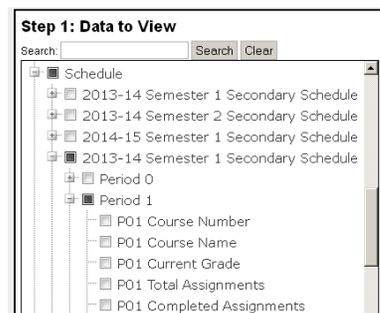
Downloading Data from MiSiS for Custom Reports, Mail Merge, labels, etc.

The MiSiS Explorer tool that can be accessed by most roles (except teacher) can be used to download the fields of your own selection, called “attributes”. Export the file to sort, view, and/or edit any way you like, using Microsoft Excel.

Job Aids with directions for MiSiS Explorer, as well as for performing a label mail merge with data from Explorer are available for download at:

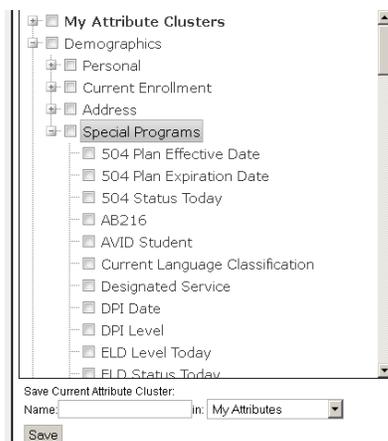
<http://achieve.lausd.net/Page/4686>.

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 > 2015-16 Semester 1 Secondary Schedule**. Elementary school sections can be found under Period 1. (If only the Elementary teacher is needed, look under **Elementary Schedule**).



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 – Fill in the date range for the day or time period you want to extract enrolled students. If you want to download the entire school and do sorting and selection in your Excel spreadsheet, you do not have to do anything else for Step 2, and you can proceed with Step 3 to download all the attributes selected for all students at your school. Even though there are three options for groups here, ***if you need to use groups DO NOT create your Static or Dynamic groups in the Explorer screen.*** Instead, it is suggested that the static groups and dynamic groups be created in the **Manage Groups** screen in MiSiS. After creating or updating your static or dynamic groups on the Manage Groups screen, you can then return to the MiSiS Explorer screen and select **Existing Groups** to use one of your school site groups.

Step 3: Export Data – Select a file name 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 save will save the selected list of attributes selected under My Attributes.

MiSiS Explorer Example: Parent Rosters for ELAC Meeting

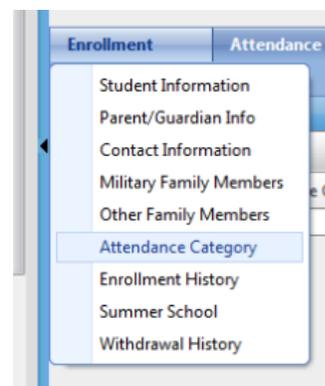
MiSiS Explorer can be used to generate a list of LEP students with parent names and phone numbers. General MiSiS Explorer directions can be found <http://achieve.lausd.net/misis> (Reporting Tools > MiSiS Explorer)

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** > **2015-16 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.

Classification Reminders & Dates

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. See Job Aid under Master Scheduling: [Entering Attendance Category for SDP Students \(Secondary\)](#)

Elementary Schools – Do not forget to set the Special Education program under the Section Attributes for each of your SDP classroom sections (see screen below). 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.



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. (see screen below)

4. Under **Special Day Program**, select the correct Special Ed program that matches with the placement of most students in that SDP classroom.

Dual Language Program schools ONLY (elementary) – You DO NOT have to create a period 5. However, you *DO* need to select the appropriate Dual Language program for the class for **Master Plan Program** on the section attributes screen show here.

Language of Instruction – This language should be selected for any course/class that is being taught in a language other than English.

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.

Other attributes should only be indicated as needed or based on program guidelines. More information will be forthcoming in the September issue focus on Fall Survey data collection.

Schedule of Capture Dates and Codes for SY 2015-16's Classification Report Data

Legend for Codes (can be selected on Classification Report)

Pre-Norm Codes/Dates:

W1 -- Week 1 – 8/21/2015

W2 -- Week 2 – 8/28/2015

W3 -- Week 3 – 9/3/2015

1 (Month 1) -- Week 4 - 9/11/2015

N – Norm Day - 9/18/2015

C—CBEDS count day (Fall Survey) – 10/7/2015

Opening Preparations Guides / Release Notes

Be sure to go to the MiSiS Release Notes website <http://achieve.lausd.net/Page/6877> to keep informed of new features and bug fixes in the weekly releases. There is no scheduled release for the first week of school.

If you have not already done so, be sure to download your copy of the school opening guide:

- [Elementary Prep for School Opening Tasks 2015-16.pdf](#)
- [Secondary Prep for School Opening Tasks 2015-16.pdf](#)