

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



February 2015 – More MiSiS Enhancements and Fabulous Fixes

Clearing the Cache (Browser History)

If you are having problems using the **Walk In Scheduler or Student Search** screens in MiSiS, clearing your cache (browser history) should resolve the issue. Please see the directions below for the different internet browsers.

- In Firefox, go to **History** and select **Clear Recent History**.
- In Safari, go to **History** and select **Clear History and Website Data**.
- In Chrome, click on Settings and select History (or CTRL-H) and click on the **Clear browsing data** button.
- In Internet Explorer, go to **Tools** and select **Internet Options**. From the **General** tab, under **Browsing History**, click **Delete**.

Note: The following web site has instructions, including screen shots, for all browsers:
<http://www.refreshyourcache.com/>

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Secondary Cumulative Record Labels

Secondary Cumulative Record Labels are ready and must be printed at the end of each semester and posted to the “paper” cumulative record folder. Secondary schools will be able to print cum labels of student’s FINAL grades for any Term and grading period selected beginning in February. Users can refer to the Job Aid in MiSiS for new Cum Label procedures. CAUTION! Selecting “ALL” from the Enrollment Status, and the CUM labels will be printed for all students that have attended their site in previous years. To avoid printing labels for students that are not enrolled at a school site (but did attend in the past) Choose “Not Enrolled” instead. This will print labels for students that started there this school year, but have checked out during the 1st semester of the 2014-2015 school year. Choosing “Currently Enrolled” should just print labels for currently enrolled students. Schools can run the E & L Report Secondary to get a list of students who may have checked out during the 1st semester and need a CUM label printed.

Process for Final Grade Changes in MiSiS

Once a mark has been issued, other than an incomplete, it may not be changed by the teacher without just cause if the grading window has closed. Any changes taking place after the close of the window must be approved by the APSCS or Administrator designee on a “Change of Final Mark Form”, in accordance with District policy. The form and policy information are available in the Cumulative Record Handbook for Secondary Schools and BUL-1353.1 (Attachment B), Marking Practices and Procedures in Secondary Schools. Users can refer to the MiSiS “Final Grade Change” Job Aid for instructions on how to do grade changes in MiSiS.

Next Year Enrollment Process & Year End Stuff

The MiSiS development team is continuing work on the plan for transferring student records from elementary to middle school and from middle school to high school during the spring semester of this school year.

More information will be forthcoming regarding rollover, setting year-end flags, and summer school in upcoming newsletters.

2015 Reclassification

The Multilingual and Multicultural Education Department continues to work closely with MiSiS to ensure reclassification of English Learners who currently meet the 2014-15 reclassification criteria. Below is an update for each grade span:

Grades 10-12

Schools with ELs in grades 10-12 who meet the 2014-15 reclassification criteria will receive a list of their eligible students. Schools will be able to reclassify these students locally in February, 2015. Please review the list and change the students' course placement immediately. Retain the list for your records ***When you have verified that these students are correctly placed, please print the a current class schedule for each affected student and fax the student schedules to the Multilingual & Multicultural Education Department at (213) 241-7561, attention Angela Sandoval, EL Programs Specialist.***

Grades 6-9

ELs in grades 6-9 will be eligible for reclassification pending a score of Basic or above on the Scholastic Reading Inventory (SRI) assessment to be administered in February, 2015. Schools will be able to reclassify these students locally in mid-February 2015.

Grades 2-5

Reclassification of eligible students in grades 2-5 is pending the availability of DIBELS 2014-15 MOY data in MiSiS. Schools with ELs in grades 2-5 who meet the 2014-15 reclassification criteria will receive a list of their eligible students once the list becomes available. Schools will be able to reclassify these students locally in mid-February 2015.

Grades K-1

Information regarding reclassification of eligible K-1 students will be sent separately.

Note: Letters and labels for 2014-15 reclassified students will be to be printed locally (school-site), in February. A MiSiS job aide will be made available to support designee in the reclassification process.

If you have any questions please contact your ESC EL Programs Coordinator or the Multilingual & Multicultural Education Department at (213) 241-5582.

MiSiS developers are working to complete the reclassification functionality for 2014-2015 assessments. With Fall grades in, and fall CELDT scores being loaded as they arrive, schools will have another opportunity to review which students are ready. Please note there have been some delays in loading of SRI and DIBELS scores, but the MiSiS team is working to improve interfaces with external systems.

The **English Learner Roster** has been modified to assist school in monitoring the multiple criteria needed for students to meet reclassification criteria. See the article (below) in this issue regarding recent enhancements to the English Learner Roster

English Learner Roster Enhancements

The *English Learner Roster* report has been enhanced to assist schools in monitoring English Learners. Schools now have the option of generating the EL roster by Student or by Teacher and Period (see below). **Known Issue: The LTEL column on the EL Roster is not indicating accurate information. Please refer to the English Learner Years column to determine a student LTEL status.**

Selecting “By Student” will generate a single list of all the English Learners in the school with their EL data, which can be viewed or downloaded as a PDF or Excel file. The spreadsheet will have a single tab containing the entire roster (see below). This is a new format for the *English Learner Roster* report. You can further filter by the specific grade level if needed. Secondary schools can now get EL data without having to print/download each period/teacher separately.

Selecting “By Teacher and Period” will generate a roster that consists of separate lists for each teacher and period at the school (see below). This report can be downloaded as a PDF or Excel file. Each teacher/period combination will display on a separate page (PDF) or in a separate tab (spreadsheet). This report may be more useful for Elementary users with one period for each teacher (this was the only option prior to the enhancement).

ALSO!!! – NEW REPORT! Secondary Schools can also now print the English Learner Student Schedule Summary Report which includes additional columns for Language Classification, Master Plan Instructional Program, ELD Level, EL Years, and the LTEL Indicator.

Student Master Plan Program Update

Students with *Alternate Curriculum (AC) for Secondary* as a Master Plan program will have their Master Plan program updated centrally by MiSiS. Master Plan program placement will be determined by the student’s ELD level (elementary) or ELD course (secondary).

Students with a Master Plan Program of *Mainstream – Withdrawn by Parent Request* will updated centrally by MiSiS. All *Mainstream – Withdrawn by Parent Request* will be ended if entered before 07/01/2014. Master Plan program placement will be determined by the student’s ELD level (elementary) or ELD course (secondary).

Upcoming Spring MiSiS Trainings – Master Scheduling and Programming

Please check the Learning Zone regularly for course offerings. A brief description of each course and the target audience follows:

- **MSN180 (MiSiS Basic Master Scheduling, 6.5 hours)** – This course provides an introduction to the MiSiS screens and reports used to setup, build, and maintain a school's master schedule. Users that are responsible for building the school master at Secondary, Span, and Options schools, and have not had any previous formal training should attend this session. This is a hands-on, instructor-led session.
- **MMS280 (MiSiS Master Scheduling Updates, 3 hrs)** – This course reviews changes and enhancements to Master Scheduling screens and reports for current secondary users. You must have an existing MiSiS user account and the Scheduling Administrator user role in order to attend this session. You must have also previously completed either course **MMS180** or **MSN180**. These sessions are facilitated Open Houses that will be supported by your local Counseling Coordinators.
- **MMC280 (MiSiS Student Programming and Analysis, 3 hrs)** – This course reviews changes and enhancements to Scheduling and Transcript screens and reports for current secondary counselors. You must have an existing MiSiS user account and either the Counselor or Counselor Plus user role in order to attend this session. You must have also previously completed either course **MMC180** or **MMS180**. This session is a facilitated Open House and **may** be supported by expert-level staff.
- **MSX999 (MiSiS Scheduling Open House – Secondary, 3 hrs)** – This course is an Open House designed for secondary users to bring their work to a computer lab and receive assistance from expert and training staff. You must have an existing MiSiS user account and the applicable user role(s) in order to attend this session. Users at **SPAN** schools should attend the Secondary Open House.
- **MES999 (MiSiS Elementary Open House, 3 hrs)** – This course reviews changes and enhancements to Master Scheduling and Enrollment screens and reports for elementary users, including the steps required to update class sections following the pre-commit process. This session is designed for users that have previously performed this process. You must have an existing MiSiS user account, and the Scheduling Administrator and Office Manager user roles in order to attend this session. This is a facilitated Open House – participants should bring their work with them to the computer lab. Users at SPAN schools should attend the Secondary courses. Users that need hands-on instruction for the Enrollment process should enroll in course **MNA180 (MiSiS Enrollment and Attendance Basics)**.

Additional offerings will be added to the course catalog, so please check regularly for updated information.

Recent MiSiS Screen Functionality Updates & Bug Fixes

The following updates and fixes to various screens have been made:

Attendance

- The Attendance Status of present or tardy/leave early will no longer accept a future date to be entered when it's not supposed to
- Schools should no longer receive an error message when attempting to update attendance.
- The last updated date will now show accurately for the attendance submitted today on Weekly Attendance.
- The Home Room number will now display in the grid when period "H" is selected for weekly attendance.
- 'Update All' option for Hours Worked/Couns. Hour on Teacher Roster Screen has been added.
- Attendance at a Glance will now display instructional days.
- Unnecessary text is no longer being shown on the Edit Attendance Alert pop-up window.

- Users can now add an attendance alert with an end date in the past. This information will now show on the screen.
- The 'Other' reason code has been removed from Alert Type in attendance alerts.
- The Edit button is now showing for future alerts.
- The user is now allowed to edit the attendance alerts which have already expired.
- Users will be taken to the Manage Student Alerts screen after clicking on Attendance Alert Screen.
- The Teacher role now has View access for Attendance alerts.
- All user roles now have read only access to Manage Attendance Alert Screen
- The Unresolved Absence screen's performance has been improved when loading.
- Under the Support tab on the Referral page, if a student has been issued a suspension a teacher can view the record but cannot make changes to it.
- For continuation schools, the Cancel button located in the Manage Teacher/Class roster screen, now redirects the user to the teacher list.

Census Screen

- Certification Date on Student Native American Indian screen will now only be allowed to save on instructional days. American Indian Certification date now has date validation. Date cannot be before student birthdate.

English Learners

- The English Learner Roster can now be viewed and printed by grade level in addition to the pre-existing options.
- A bug that was preventing Master Plan Program from showing for several students on the Master Plan Roster has been fixed so that the Master Plan Program shows for all students once again.
- The **Services** screen is available and can be edited for approximately 500 students who were previously showing a **grayed out** screen.

Enrollment

- Schools now have the ability to allow users (Office Manager, Principal) to add Exclusions when a student withdraws from school and has an active Attendance Category.-Users may now entered Exclusions (aka Directory Information) For multiple students using Advanced Search > For Selected actions
- The Attendance Category End Date will be automatically updated with withdrawal date. This will work for multiple students at once.-When a student withdraws Attendance Category will be ended with withdrawal date automatically. Not for multiple students.
- When using the Student Search, the gender field will no longer default to male. Enroll Student Search gender default has been removed. User can select Male, Female, or Both
- When a user changes a grade on the grade level change screen, the date entered needs to be an instructional day. MiSiS validates that withdrawal date on Grade Level change screen is an instructional day.
- When using the Auto Drop feature the date entered should be an instructional day. MiSiS validates that withdrawal date entered with Auto Drop feature (used at beginning of school year) is an instructional day.
- When trying to re-enroll or save existing student information through Enrollment, the information will now save even when parent information has not been entered. Bug for one school.
- The reason code AB216 has had language added for in order to provide a better description (foster care) Withdrawal Reason code AB216 is now called AB216/Foster Care
- The Permit Type dropdown menu will now show in alphabetical order.
- The Main Search screen will have improved performance.
- CALPADS accepted non-standard characters can now only be entered for legal names in MiSiS.
- Schools are able to update first US or CA School Dates.
- Clicking on the View Profile link displays the correct profile when enrolling a student.

- School specific student enrollment will now update correctly.
- Additional fields have been added to the header on the Student Profile page.
- Withdrawal date will update correctly for applicable students in Student Attendance Category.

GATE

- The GATE Category hyperlink displays in the GATE referral in the teacher portal of the GATE Summary Screen.
- The GATE data has been loaded for Highly Gifted and Highly Gifted Applicable students.

Grades

- The programming logic is now in place so that the Eligibility GPA will take into account for Annual Courses and count them as 5 attempted credits.
- Logic needs to be in place for the GPA to take duplicate courses into account and use the appropriate rule based on whether or not the course can be repeated.

Graduation Standards

- Grad standard screen should no longer be showing the same course several times.
- Grad Requirement has had a blank field for several students in MiSiS Explorer. This has been corrected.
- A **Graduation Standards** tab is available in the **Academic** drop down menu when using the Counselor role.

Health

- Student immunization duplicate records have been removed.
- Health Screening – CAP field name change displays on the screen.
- Health Screening – Additional Chest X Ray fields display on the screen.

Programs

- Linked Learning has been added to the Service Type drop down menu for secondary schools.
- Academic Intervention – The Intensive Diagnostic Education Center has been added to the **Service Type** drop down list.

Master Scheduling

- In Find Group page, the number of students in a group will no longer count students who have left the school.
- The **Meeting Patterns** screen was updated to include read only access for the Scheduling Administrator and Office Manager roles.
- Various school specific scheduling items were fixed.
- The student ID now displays correctly on the **Individual Request** screen.

Scheduling (Span Schools)

- Teacher names who moved from the secondary staff drop down menu to elementary after rollover have been corrected for Span Schools.

Student Support

- The name in the To field drop down menu on student referrals will be single select based on who it was assigned to and will populate once the referral has been saved.
- All staff fields in Student Support (Referrals, Actions Taken, Suspension) will display existing staff names even if it was created at a school where the student is no longer enrolled.

Student Testing

- The CAHSEE Coding Roster can now be viewed and printed by student group(s) in addition to the pre-existing options.

- The CAHSEE Test Discrepancy Report now displays detailed score codes that provide additional information for students that failed the Math and/or ELA section of the test.
- The Physical Fitness Test (PFT) Test Discrepancy report and Class Roster are not ready in MiSiS yet. Please refer to instructions for the back-up plan that were sent by the Student Testing Branch.

Recent MiSiS Report Updates & Fixes

Attendance

- For Elementary Schools, the **Class Attendance Totals by Date Range Report** is now displaying correct E-Dates.
- Elementary Grade Level and Room Number will now display on the **E and L report**.
- The **Class Roster 5 Column** will now generate a report for rooms whose space type is not a classroom. (for example, to display rooms such as gym.)

English Learners

- Schools have access to a new report called the **English Learner Student Schedule Summary Report**. This report is modeled after the **Student Schedule Summary Report** but with additional columns containing English Learner information.
- **English Learner Roster** will now print student names by teacher and period(see article)
- Master Plan Program will now display for students on **Master Plan Roster**.

GATE

- The Notification Letter is now available on the Reports menu.

Grades

- The **Class Assignments and Grades Report** is no longer missing period 4.
- Secondary- The **Class Assignments and Grades Report** will no longer show the overall grade of the student
- Secondary- Errors have been fixed for school specific reports
- The Staff Section End Date has been extended for grade window extension.

Secondary Report Card

- Header information will show the details for a student based on the date for which the report is printed.
- Valid courses will now display on the report card.
- Student code will be appended to student name in the Student Parameter drop down menu.
- Absence count is now correct
- The GPA calculation has been corrected and will not include courses with 'P' grades.

Scheduling

- **Student Section Report** will no longer display a section that does not exist.

Transcripts

- Ranking was being calculated by grade and will now be calculated by class of.
- Transcript report now has logic so that it grants 10 credits to total graduation credit count if Algebra is taken in Middle School for the students in the Class of 2016 and beyond.
- Grades of A, B, C, D and P will get full credits. A grade of N will no longer receive credits.
- Students who did not receive Algebra credit but should have it are now getting credit.

State Reports

- Student Monthly Attendance Summary Report (SMASR) for Elementary schools is now accessible via the State Report tab.

Student Support

- Schools can now print **Parent Notifications of the Suspension** letter.
- Elementary school attendance data will now display on the report.
- **Social Adjustment Report** will now generate.

Student Testing

- **CAHSEE Test Discrepancy Report** will display detailed score codes.
- Missing headings for Legend and Sort Order have been added to the CST Coding Roster.

Intervention Programs (Saturday School)

Schools can document intervention services using the Academic Intervention Screen (menu). Follow instructions in the Job Aid [Placement in Academic Intervention](#) at <http://achieve.lausd.net/Page/7232>

More information regarding Core Waiver intervention programs and directions for staffing as well as planning information and attendance accounting can be found in **MEM-63860. CORE Waiver Intervention Program 2014-2015**

MiSiS Focus Groups

The District is working to ensure that we deliver everything our employees need to be successful. We cannot do this without your help.

The My Integrated Student Information System (MiSiS) team is regularly conducting focus groups with employees from schools and educational service centers to provide insight and feedback on the system's ongoing improvement. Response from participants in recent sessions around the grade book, enrollment, and master scheduling has been overwhelmingly positive.

Additional sessions are always being opened. All LAUSD employees are encouraged to participate. Sign up now!



February Dates to Remember:

- **Friday, 2-16-15** -- Month 5 – Single Track Classification Electronic Capture
- **Friday, 2-23-15** -- Month 5 – Single Track Statistical Due in School Mail Bag
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- **Secondary Grading Windows**

Single Track Spring Semester	MiSiS Mark Report Window	
	First Day	Last Day
Optional Progress Report	2/5/2015	2/13/2015
Midterm Mark Report	3/12/2015	3/20/2015

4x4 Schools 1st Quarter

Single Track Spring Semester	MiSiS Mark Report Window	
	First Day	Last Day
Midterm Mark Report	2/5/2015	2/13/2015
Final Mark Report	3/12/2015	3/20/2015

- **Elementary Grading Window**
 - **2nd Reporting Period MiSiS Mark Reporting Window Dates:**
2-19-2015 to 3-6-2015

Note: Reporting windows can only be modified ahead of time by submitting the [MiSiS Grade Entry Window Change Request](#) . Please complete the form to request an extension to the grade entry window for teachers. Official dates can be found in the policy documents below. Please allow 1-2 business days for processing.

REF 4236.10 Dates for Required Reports of Marks in Secondary Schools 2014-2015 – InsideLAUSD link:

(http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_INSTRUCTIONAL_SVCS/REF-4236.10%20DATE%20FOR%20REQUIRED%20MARKS%20-%20SECONDARY%202014-2015.PDF)

MEM-5127.4 Dates For Required Progress Reports in Elementary Schools 2014-2015 – InsideLAUSD link:

(http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_INSTRUCTIONAL_SVCS/XME-M%205127%204%20%20ELEM%20MRP%202014-2015%20%282%29.PDF)

ADDENDUM (2/13/14 addition) - RELEASE NOTES 2-11-2015**Updates from the 2/10/2015 Release**

The nightly interface between MyData and MiSiS continues to produce data for all reports. If you find inaccuracies, please alert the Help Desk. A few examples of reports that can be run in MiSiS and MyData are listed below:

- Schools can identify GATE eligible students using the GATE Student Profile report in MiSiS, as well as print a list of students already classified as Gifted by printing the Gifted Students by Subgroup report in MyData.
- Schools are able to print a report listing the number and percentage of students earning marks for a class, by grading period, in MyData (Elementary Marks and Secondary Marks) instead of running the Elementary or Secondary Schools Report Card in MiSiS, which is generated for each student.
- Schools can access the High School Completion report in MyData to assist with monitoring students by grade level who are on-track to graduate, while counselors can review an individual student's overall progress towards graduation by accessing the Graduation Standards Credit Report in MiSiS.

The following fixes and enhancements have been made in MiSiS:**Attendance**

- School office staff is now able to enter an **Attendance Alert** to identify students whose parents' notes cannot be used to excuse their absences. For these students, all absence excuses must be verified through the administrator or attendance designee. The link to add this alert is located in the individual student record (Student Profile) underneath the Contact Log link. If the student has an active School Attendance Review Board (SARB) record or an Attendance Alert has been added, an "A" alert will display on the right side of the student profile.
- Attendance is now only viewable/updateable for a student during the period on which s/he is enrolled at a school.
- On the Manage Teacher/Class Attendance and Teacher Roster screens, a **Certified On** field has been added. This field captures the first date attendance was submitted/certified for the class. It remains unchanged regardless of subsequent updates to class attendance. Subsequent updates to students' attendance records will result in a change in the **Last Submitted On** date field only.
- Schools experiencing error message with Attendance at a Glance have been corrected.

English Learners

- The Master Plan Program Placement dropdown menu has been restored for magnet schools.
- The English Learner Screen has several new features:
 - English Learner Information section now displays Current Language Classification Date next to Current Language Classification.
 - Schools are now able to leave the current Master Plan Program End Date blank. The end date is not required until the school ends a Master Plan Program in order to add a new one.
 - EL Services are now automatically derived based on the Master Plan Program.
 - Only the most recent ELD level for elementary students is editable. If changes are needed for a prior ELD level, schools need to contact the Office of Data and Accountability. ELD levels for secondary students are not editable because they are automatically populated to match their most recent CELDT score.
 - Only the most recent Target Language Development level is editable for the Dual Language Program/Target Language Development section.

Enrollment

- Guardian information has been updated for specific schools.
- Missing cohort information has been corrected for student at specific schools.
- Contact Name field will now allow commas.
- Duplicate Student ID records have been removed.
- Secondary E and L Report will now display “SDP” in Attendance Category.
- 2015 Enrollment Information has been cleaned up for students at specific schools.

GATE

- GATE Report has added 2 new columns: **High Gifted** and **Highly Gifted Applicable**.

Grades

- Secondary Cumulative Label is now available and is located under the Grades tab. Users with the following roles are able to print these labels: Scheduling Administrator, Counselor, Counselor Plus, and Office Mark Reporting.
- Elem Teacher Verification of Marks Report will maintain history of Language & Program status to display in previous Grading Periods.
- The following modifications were made to Options Schools Report Card:
 - Report card will accept up to 10 Courses
 - Printing issues were corrected

Grad Standards

- IGP Report showing grades without course names has been corrected.
- Middle School Culmination screen is now calculating GPAs.
- Middle School Certificate Completion Eligibility Report is now available in the Counselor drop down menu.

Scheduling

- Walk In Screen - When user clicks the report button on the Walk In Screen, a drop down menu will display two options: existing Student Section Report and an Add/Drop Report.
- Student Course Request Summary Report - This report displays student course requests. To assist in placement and programming, the following has been added:
 - Ability to sort by course
 - Columns for English Learners, Special Education, and Gifted and Talented Education
 - Graduation year populated
 - Link to student profile from the Student ID

Transcripts

- Transcript Report can now be sorted by grade level.
- Performance Improvements have been deployed to the Transcript Report.
- The ability to select Comments or No Comments on the Transcript Report comment is now functional.
- Students not receiving Algebra credit has been corrected.
- Terms will post in correct order on the Transcript Report.
- Transcript will reflect * asterisk for non-algebra middle school courses that do not earn numerical credit.