

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



January 2015 – Spring Semester Updates and Reminders

Master Scheduling Updates

Most of these updates only apply to SECONDARY SCHOOLS, since new schedules are in for Spring Semester 2015. Elementary schools continue with the same year-long term. Here are some updates regarding recent changes to MiSiS and suggestions for users:

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- The Master Scheduling Screen will now default to the current active term. Secondary schools should default to A-Track Fall term or A-Track Spring term according to the current date, Elementary to the same term. Span schools will default to the Elementary term — Change to Spring term to access the secondary courses in the span school.
- To see a list of students at a glance that have 0 sections and no schedule, go to **Master Scheduling > Walk In** screen and sort the student list by sections. To sort, simply click on the column header “section” and any students that may still have 0 sections will appear first in the list.
- Print the **Class Enrollment Report** in Matrix view to see teacher schedules at a glance. The Teacher Sections Assignment Report was intended only for pre-committed schedule. It will not work for a committed schedule. Keep this in mind when preparing and planning for next year’s scheduling.
- Secondary schools now have an **Add/Drop Report** available under the Reports Menu. This report is printed when a student has a change in schedule. Student takes the report to dropped and added classes for teacher signature. Note that this report will show twice, as one copy should be given to the student and one should be saved for the school’s records. Click on the link to view the [Add/Drop Report](#) job aid.
- The **Student Schedule Summary Report** has been updated and now includes a parameter for campus and school. Users can now select magnet school and view the magnet students' schedule summary regardless of where they are actually taking the class.
- **Student Section Report** now includes a multi-select option for school terms. This allows the user to view off-site sections as well as home school courses in student schedules.
- When selecting the Group filter in the Find Group screen, the results now include a column to indicate the number of students in a Static group.
Click on the link to view the [Update Walk In Dates](#) job aid.

UPCOMING FIXES:

- Spring Semester data for schedules will not be available in the MiSiS Explorer until January 27th. Elementary can use Period 1 Teacher from Fall Semester data (will be as of 12-19-2014) until MiSiS Explorer is updated.
- Secondary schools will be able to print cum labels of student’s FINAL grades for any Term and grading period selected beginning January 20th.

Transcript Update (High Schools)

Final grades for the Fall Semester should now be posted to the transcript. As final marks are entered, an overnight process will take place that will post final marks to the transcript report and to the transcript history screen immediately. The nightly process will also update GPA's in the system once the marks are posted. Some important updates and fixes:

- There was an issue with class rank being miscalculated that has been resolved. Class Rank will only be calculated at the end of the semester once all grades have posted. Transcripts can be printed on or after December 19th, 2014.
- Previously, MiSiS transcript data was from 2009 and forward. MiSiS transcript data now contains data from the Legacy SIS dating back to 2006. Transcript reports now include data from 2006, 2007, and 2008.
- The problem with obsolete courses appearing when selecting "Out of District Course Entry" has been corrected. Obsolete courses will no longer appear when updating/editing student transcripts.
- The Transcript Report has been modified to designate "duplicate courses" with an asterisk (*). The credit counts in student's transcripts will NOT include the credits of courses that are designated as duplicates.
- CAHSEE results are now appearing on the transcripts.

Spring Enrollment & Attendance Reminders

Instructions have gone out to schools from the Superintendent's Office to make sure all schools follow the necessary procedures for a smooth transition for students that have enrollment changes. Most elementary schools should have minimal changes, but secondary students begin spring semester on January 12. Please withdraw all students not returning as of the last day of in-seat attendance at your school. The last day of attendance for Fall Semester was December 19, 2014. This will facilitate enrollment for the new school and prevent the student from being a no show at your school.

New Student Enrollment (Not Previously Enrolled in LAUSD):

- Search for student using **Admin > Enroll Student** search. See [Nov/Dec Newsletter](#) Issue Enrollment Review for search tips. If you do find an old enrollment when performing the new enrollment search, confirm the information to ensure it really is the same student. Verify parent information and double check you have correctly entered the birthdate.
- Complete all required enrollment information on the enrollment screen.
- Enrollment Job Aids are available on the MiSiS website: <http://achieve.lausd.net/Page/4596>

Transferring a Student Enrollment *within* LAUSD:

- Search for student using **Admin > Enroll Student** search. See [Nov/Dec Newsletter](#) Issue Enrollment Review for suggestions.
- If student has been withdrawn from previous school, complete enrollment information necessary for new enrollment, including new address, and any permit type, if necessary.

- If student has **NOT** been withdrawn from the previous school:
 - **DO NOT ENROLL AS A NEW STUDENT in MiSiS.** (Do not try to circumvent the student search to attempt this! MiSiS is monitoring which schools that re-enroll the same exact students and create duplicate records as a result)
 - You **MUST** call the previous school to request that they withdraw the student in MiSiS on the last day student attended. Refer to Student **Health and Human Services Attendance Policy and Procedures Handbook** for district policy regarding withdrawing a student.
 - After the previous school has withdrawn the student, MiSiS will allow you to complete enrollment of student by clicking on Enroll link.
 - If the previous school is not able to withdraw student immediately, provide student with a paper schedule until you can follow up with the school to ensure the student has been withdrawn.
 - Withdraw Job Aid is also under Enrollment job aids at: <http://achieve.lausd.net/Page/4596>

IMPORTANT – MiSiS Support **will not** be able to withdraw a student for you, nor can we call the other school on your behalf. Parents cannot be made to return to the previous school and a PAR/Student Transfer Form is NOT required to enroll a student. Please contact your ESC operations coordinator if requests for withdrawals to other LAUSD schools are not completed ASAP. School can still update attendance and grades for students that attended their school, so manual requirements to close cum records or collect other closing information from teachers and counselors should not delay the withdrawal of a student on the last day of in-seat attendance.

No Show Student Procedure:

- Beginning the first day of the semester, schools need to identify No Show students using the MiSiS Master Absence Report.
- Use the Groups feature of MiSiS to create a No Show group to track students.
- Follow up to determine whereabouts of No Show students. Refer to Student Health and Human Service Attendance Policy and Procedures Handbook for District policy regarding due diligence for No Show students.
- Withdraw No Show students on the last day student attended your school (last day of Fall semester: 12-19-2014).
- MiSiS **will not** automatically withdraw No Show students in Spring semester.

Adjusting Student Grade Levels Based on Credits Earned for Students in Grades 9 through 12

Promoting or demoting a student in MiSiS will create a new cohort enrollment record for that student. The MiSiS **Changing Grade Level Job Aid** describes the procedure to change a student’s grade level after the beginning of the school year. Compare student grade levels to credits earned. If a student, based on credits earned, is assigned to the wrong grade level, change the grade level in MiSiS. 11th graders may be promoted to 12th grade at the end of the fall semester if they are expected to graduate in June. Students in graduation years 2017 and beyond are required to meet “Benchmark” requirements as well as credit requirements to advance grade levels (see BUL- 6166.1 Graduation Requirements for Classes of 2017 and 2018). Below is the link to the MiSiS Changing Grade Level Job Aid.

<http://achieve.lausd.net/cms/lib08/CA0100043/Centricity/Domain/139/Changing%20Grade%20Level.pdf>

Screen Display Changes

Some additions and changes have been made to the following screens:

Student Profile

The **SSID (Statewide Student ID) number** now displays directly below the students’ district ID. Also, for secondary schools, counselor will display.



Special Alert “squares” are also displayed for the specific students attributes and conditions listed.

SMITH, WILL

[Contact Log](#)

[Attendance Alert](#)

District ID: **031006F032**

SSID: **5407108165**

School: **SOME SCHOOL**

Grade: **3**

ELD Level: **4- Early Advanced (ELEM)**

Primary Language: **SPANISH**

Language Classification: **LEP**

HR/Teacher: **Not Assigned**

- **Attendance Issue** – One or more Un-cleared absences → Check the Unresolved Absences Screen for the student.
- **At Risk** -- For secondary, denotes a student with a grade below C, and for elementary a grade below 3 in a subject area. Check the latest report card for details.
- English Learner student
- Special Education student

Note: The attribute boxes also appear on the search result screen at the end of each student row, preceding the ACTION button.

Enrollment History

There are now *two* sets of *entry* and *exit* dates for each enrollment record visible on the Enrollment History screen. Grade entry and exit dates have been added to track enrollment promotions and retentions on this screen. The school entry date should remain the same for all enrollments at a school.

	Grade	Grade Entry Date	Grade Exit Date	Entry Code	School Entry Date	School Exit Date
HIGH	10	08/12/2014	07/31/2099		08/13/2013	07/31/2099
HIGH	9	08/13/2013	06/30/2014	E2	08/13/2013	07/31/2099
OLE SCHOOL	8	08/14/2012	06/30/2013		09/13/2010	06/30/2013
OLE SCHOOL	7	09/07/2011	06/30/2012		09/13/2010	06/30/2013
OLE SCHOOL	6	09/13/2010	06/30/2011	E2	09/13/2010	06/30/2013

Attendance

In both the **Teacher Roster** and the **Manage Teacher/Class Attendance** screens, if attendance has not been submitted for a student and the default value is displayed, it will be highlighted in **yellow** (see next article). This matches the functionality seen on other attendance screens. Attendance for these students must be taken ASAP. Failure to submit attendance will impact the accuracy of all screens, reports, and District funding.

Student Support

Under the Support tab, in the Referrals, if a suspension has been appealed, an additional column has been added to view the appeal decision.

View Referrals

[Refresh](#)

Referral ID	Date/Time	Referral/Counseling Reason(s)	Referral/Discipline Reason(s)	Action(s) Taken	Formal Discipline	Appeal Decision	Follow-up Required	Follow-up Resolved	Last Updated By
+ Add new record									

Attendance Not Submitted Report Update

Currently the Attendance Not Submitted (ANS) Report displays teachers, dates, course, and periods for which attendance has not been submitted for one or more students. Although teacher may have submitted attendance for a specific date, if a student's section enrollment was changed to a previous date, the teacher, course, period and dates for which attendance has not been submitted will display on the report. For example, if a student's section enrollment was changed from 8/30/14 to 8/12/14, the teacher and period/course will appear on the report from 8/12/14 to 8/29/14.

To identify the names and number of students for which attendance was not submitted the following enhancements have been completed.

- Three additional columns have been added to the report:
 - ENR (**En**rolled): Number of students enrolled in the course
 - SUB (**Sub**mitted): Number of students for which attendance was submitted
 - ANS (**Att**endance **Not** Submitted): Number of students for which attendance was not submitted.
- To identify the students for which attendance was not submitted all attendance default values are now **highlighted in yellow** on the **Teacher and the Manage Teacher/Class screens**.
- For secondary schools, the **Update Attendance** screen includes a period link to allow the user to select the period(s) they need to enter attendance for (Enhancement 30536).
- All course sections for one period will be merged (Enhancement 36272).

Instructions for clearing the ANS Report

To submit attendance for students who appear on the ANS report follow the steps below:

Office Staff can update attendance default values highlighted in yellow for **all students in the class period** by following the procedures below:

1. Go to **Admin > Manage Teacher/Class Attendance**
2. Enter the corresponding ANS date in the **Date of Attendance** field
3. Click the **Staff ID** link
4. Click the **Period**
5. Update the status for students whose name is highlighted and does not have a date posted on the **Last Submitted** column
6. Click the **Update** button

Office Staff can update attendance default values highlighted in yellow for **less than the entire class period** by following the procedures below:

1. **Search** for the student
2. Click on the name **Link**
3. Click **Attendance > Update Attendance**
4. Enter the corresponding ANS date in the **Start** and **End** date fields
5. Update the status and click **Submit Attendance**

Teachers can update attendance default values highlighted in yellow for **all** students by following the procedures below:

1. Enter the corresponding ANS date in the **Date of Attendance** field
2. Update each student's status
3. Click **Submit Attendance**

Teachers can update attendance default values highlighted in yellow for **less than the entire class period** by following the procedures below:

1. Click on each student's profile **Action** button and select **Attendance**
2. Enter the corresponding ANS date in the **Start** and **End** date fields
3. Update the status and click **Submit Attendance**

Secondary Academic Grade Changes (Marks)

Once a grades have been issued, other than for incompletes, the grades may not be changed by the teacher without just because the grading window has closed. Any changes taking place after the close of the window must be approved by the APSCS or Administrative 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.

Grade changes for Final Fall 2014 grades will also result in an automatic update of the student's transcript. The MiSiS

How to Change an Academic Grade job aid describes the procedure for changing/editing a student's grade.

(<http://achieve.lausd.net/Page/6215>)

Users are encouraged to check the transcripts of students who have had a FINAL grade change to confirm that their transcript record reflect the grade change.

English Learner & Reclassification Updates

Reclassification for 2013-2014 – The Multilingual and Multicultural Education Office (MMED) will be generating reclassification letters and labels centrally over the next week and sending them to schools via school mail. MMED will have copies in case a duplicate is needed while MiSiS reclassification functions are being enhanced and refined.

Reclassification for 2014-2015 – Programmers are completing the reclassification functions for letters, labels and rosters to meet this year's new reclassification criteria. MMED will be forwarding information as system functionality is rolled out. Schools will then be able to print out letters and labels for eligible students. Please note the following update of system readiness by 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, and these Grades 10-12 ELs will be reclassified centrally. Please review the list and change the students' course placement as needed. Schools will have to verify that these students are correctly placed by printing the a current class schedule for each affected student and faxing 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.
- **Grades 2-5** – Local (school-site) reclassification of eligible students in Grades 2-5 is pending the DIBELS assessment data interface into MiSiS. *Please also note that the DIBELS window was extended through the end of January for 4th and 5th graders.*

Note: Additional information on whether reclassification letters and labels will be printed centrally or locally (school-site) is to be determined and will be communicated as soon as possible.

Some other updates on the English Learner Services screen in the current and upcoming release are:

- **Secondary Long Term English Learners (LTEL)**– MiSiS will begin to periodically identify students system-wide that meet the LTEL definition of having completed five full years in U.S. Schools and automatically update their Master Plan Instructional Program to ***Accelerated Learning Program for Long-Term English Learners***, and designated by a new LT code on the English Learner and Master Plan rosters.
- **ELD/ESL Levels for students in grade 6-12 will be updated automatically** - Per new policy for 2014-2015 school year, secondary ELD levels will be updated automatically to the most recent CELDT. Currently they may still be 2013 results, but in the coming month, 2014 results will be loaded as they arrive from the test vendor. Schools will no longer have to update ELD levels for these students manually.
- **Elementary schools will continue to update ELD levels for students in grades K-5.** At Elementary schools with grade 6, MiSiS will still load most recent CELDT, but physical ELD portfolio should still be maintained until the end of 6th grade (per MMED office). **Please note that only the MiSiS role: *Categorical Program Coordinator* can update ELD levels at elementary schools.**
- **Auto English Only** - Entering a Primary Language of *English* will automatically set the Language Classification to **EO**, the code for English Only. (If any previous records were not updated, you should still enter EO as the Language Classification if the Primary Language is English, and use the same date as student entry to the school.)

Uploading Out of District CELDT into MiSiS – Eva Paz will need copies of any previous CELDT results, initial and annual, for students transferring from other districts in California. The School Information Branch will then facilitate the upload of those scores in MiSiS via a nightly interface. Please call Eva Paz in the School Information Branch at (213) 241-2450 for questions regarding what documents are needed and further information.

Meeting Patterns Update

- Please note that only the MiSiS role for Principal can currently update meeting patterns. We will update schools in future issue if this changes.
- A bug has been opened to address issue with Primary Center start dates from 7-1-14 to 8-12-14.

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