The MiSiS Newsletter   November/December 2015

End of Fall Tasks & Reminders

Secondary Rollover Preparations

To ensure that all students have their classes scheduled in time for the Spring semester, all secondary schools are to follow the Master Schedule Rollover Timeline below:

Timeline	Master Schedule Task
11/4/2015 – 11/20/2015*	• Prepare Concurrent Term Editor in MiSiS to map Fall Term courses to Spring Term courses. • Use the *Concurrent Term Mapping Report* to track all mappings from Fall to Spring Term.
11/20/2015	• Commit schedule with the *Concurrent Term Editor* for the Spring Term.
11/30/2015 – 12/10/2015	• Make schedule adjustments to finalize and complete student schedules for the Spring Term using *Walk-In* or *Section Editor* screens.
12/14/2015 – 12/18/2015	• Print, post, and/or distribute Spring term schedules for students.

*Year round track schools will rollover all tracks that start in January

Open House Trainings for Rollover – Log on to the Learning Zone at http://lz.lausd.net to sign up for training on the Master Schedule Rollover. Dates are available until 11/19/2015.

Rollover Frequently Asked Questions (FAQs)

Q. Do I need to rollover my passported classes?
A. Passported classes belong to another campus. When school "A" rolls over their courses, school "B" will be able to passport classes again.

Q. When I rollover my courses, what happens to my sections?
A. The rollover process will move everything over from the Source Course to the Target Course. Teacher, period, room number, and students will remain the same.

Q. Is there a way to map all the courses over from Fall to Spring?
A. No. Each course needs to be mapped over one course at a time.

Q. Do we need to rollover our "Counselor", "Principal", and other non-class sections (Like those created for Fall Survey)?
A. Yes, these sections should rollover as well. If schools forget to roll them over, users will need to recreate them in Sections Editor.

Q. What do I do if I forget to roll over a course?
A. Once schools commit their rollover, users will have to manually create the missing course(s) using Sections Editor. Students will have to be added to the course(s) using the Walk-in scheduler.

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

Q. What is the last day for me to complete the rollover process?
A. We recommend completing the rollover process by November 20, 2015, as directed in the timeline (page 1). This will give schools time to finalize the Spring master before going on Winter break. Student schedules will also need to be printed before going off on Winter break.

A webinar, or online recorded presentation, is posted at misis.lausd.net with detailed instructions and tips for preparing for and committing the Spring term schedules. (Or, click here: http://achieve.lausd.net/Page/7429) The webinar includes important details regarding common browser issues and ensuring the Silverlight plug-in installed. Several bugs have been addressed and performance issues are being resolved.

Before beginning, be sure to print out the current term schedule (Class Enrollment Report) as a guide to help account for where each current section will be mapped to a target section in the Concurrent Term Editor. DO NOT click on the commit button until all of the sections and their corresponding target sections have been entered. Be sure to save the work regularly to avoid having to start over.

Annual Program Survey Update – *Deadline 11/20/2015*

The last day to verify student information for the Fall Survey is November 20, 2015. All instructions can be found **in Attachment A of the Annual School Program Survey Reference Guide, REF-6580**. Also, review the previous newsletter (Sept/Oct), as well as other resources available (shared also during open house sessions) found online at http://achieve.lausd.net/Page/7901.

Section Attributes - Please follow the instructions for entering/updating course section attributes that are required on page 11 of the **Attachment A, REF-6580**. There are no reports at this time that can display the section attributes for all sections — these can only be seen on the section attributes screen. From the Section Editor, users must click on the **+** (plus) button to access the section attributes screen.

Sections for Out-Of-Classroom, Certificated Staff – Please make sure that all non-classroom, certificated faculty members have had their sections added per directions on pages 12-14 of **Attachment A, REF-6580**. The following job aid provides steps for configuring these sections. Master Scheduling > Fall Survey: Assigning Sections for Out-of-Classroom Certificated Staff.

CALPADS Exception Reports – Please use the **Attachment D - Error Guides for CALPADS Reports** from the reference guide — the version that prints on the last page of the report may not be up to date. These guides will help schools interpret the CALPADS Demographics, ELAS, and Enrollment Clean-Up Reports. Please note that these reports are *exception* or *error* reports, only meant to list students that may have a data issue that requires correction. Dashes "-" are good as they indicate there is no problem with that data element in that column. What schools should look for are the *italicized* data fields explained by the error guides. In some cases, users are able to make changes or enter missing information and the error will disappear from the report. For others, as in cases with missing CELDT tests for LEP students, users will need to contact the School Information Branch (213-241-2450) for assistance. Please review the following scenarios reported frequently.

CALPADS Demographics Exception Common Report Scenarios
Missing Birth Country, State or City – Only birth country is required, but the following errors will indicate missing information needed to clear the student from the exception report. *Only students born in the US can also have birth city and state entered.* Here are some common issues:

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                213-241-4617

Other Demographic Information							
Birth Country	Birth State	Birth City	E Code	Start Date	Ethnicity	Race	Retention Indicator Last Year
UNITED STATES	Missing	LOS ANGELES	-	-	-	-	-
UNITED STATES	Missing	*PORTERVILLE,TULARE*					
MEXICO	Missing	*PUEBLA, MEXICO*					

- To fix the issue on the 1st line, enter the missing birth state (in this case, CA).
- To fix the 2nd line, enter missing birth state and only one city name. (i.e., no punctuation - no commas, periods, etc.)
- To fix the last scenario, remove the Non-US city from city field. Students NOT born in the US only need Birth County. US city and states should be entered only for US-born students. To remove the state, select blank at the top of dropdown list.

Birthdate – If the birthdate of the student is the same used in the student ID, <u>users can ignore this exception</u>. Users may have many, but *only* need to call the School Information Branch (213) 241-2450 for assistance to correct any issue with the Student ID not matching the birthdate (or gender) of the student.

Missing Ethnicity and/or Race – Enter the missing information in the Student Ethnicity section. It is located below the Home Language Survey on Student Home Language portion of the enrollment edit screen (browse to Enrollment History > click **edit** link).

Retention Indicator Last Year – This will flag students with multiple years at the same grade level in order to prompt schools to check if a retention record was entered. Records with repeat PK (Pre-school) years can be ignored. If record was not entered by teacher indicating warning retention via MiSiS, it cannot be entered now. If the student was actually retained, be sure that all documentation, including all warning notices sent home by the school, are in the students cum record folder. Schools will not be able to clear the exception.

E code (Enrollment Start Date) – Verify that the school Entry Code (E code) is correct for these students. In some cases, users may need to edit the E code, but in most cases, users will only need to *verify* that the correct code was used for enrollment to the school. The E code is linked to the enrollment year (cohort) when the student entered the school, unless the student was re-enrolled with Same School (E1) code to the school. If users need to edit, the corrected E code applies to the School Entry date and year. ***Need a list of E and L code descriptions? - Click Here***

CALPADS Enrollment Clean-up Exception Common Report Scenarios

First Day of Instruction – Users may IGNORE the Missing or other information in this column for this year. Users will notice that many of the students only have this exception. Users can ignore ALL of them this year as this is a bug in the report.

Last Date of In-Seat Attendance & Leave Date Discrepancies – These two columns indicate differences between the actual attendance taken by the teacher and the leave date used to withdraw the student from the school.

Latest School Start Date	First Day of Instruction	Last Date of In-Seat Attendance	L... D...
09/26/11	Missing	-	
09/13/10	Missing	-	
08/14/12	Missing	-	
09/20/10	Missing	-	

Latest School Start Date	First Day of Instruction	Last Date of In-Seat Attendance	Leave Date	Leave Code	Leave Reason Code	Next School Location	Active IEP (Y/N)	IEP Alternate Curriculum (Y/N)	Previous School of Graduation
-	-	10/08/15	10/09/15	-	-	-	-	-	-
-	-	Missing	09/30/15	-	-	-	-	-	-
-	-	10/29/15	8/15/15						

- For the first line, the last day marked PRESENT was 10/8, while the office withdrew the student on 10/9. To fix this exception, change the withdraw LEAVE date to match the Last Date of In-Seat Attendance.
- If the Last Date of In-Seat Attendance is *Missing*, while there is also a Leave Date, this indicates the student may have been a no show, not assigned to section, etc. If the student did not attend, edit the exit date to make it exactly the same as the entry date (i.e., 8-18-2015 to 8-18-2015). Make sure the student is also marked absent for that day if assigned to section(s). A weekly process will delete orphan, same-day enrollments.
- If the last date of in-seat attendance is AFTER the leave date, you can ignore the exception (bug in report). Verify the enrollment history—this is simply an indication the student has re-enrolled and now has attendance taken after the last withdraw.
  For more information or updates regarding Fall Survey, go to http://achieve.lausd.net/Page/7901.

Deleting Orphan Enrollments

The withdraw screen must be used to delete a NO SHOW enrollment if a student has already been withdrawn from the school. The no show screen only functions while the student is enrolled, so erroneous withdrawals or automatic withdrawal exit dates MUST be changed to meet the specific instructions below in order for these students to be automatically deleted via a nightly process.

Delete Withdraw Process – First, if the student has been assigned to section(s), make sure the student has been marked ABSENT for all days attendance has been submitted, especially for the first day (users can leave reason code UC). Withdraw the student using an **EXIT DATE** exactly the same as the student's enrollment **ENTRY DATE**.

For example, students that were enrolled to start 8/18/2015, but never actually attended, should have their withdrawal date changed to 8/18/2015, with attendance as marked ABSENT for that one day.
The SIS Branch are continuing to work with MiSiS programmers to remove and delete all of these orphan enrollments. Making sure the programmers meet these specifications will ensure these records are purged when the process starts to run on a regular basis. *Note: These students will not drop from the Demographics exception report until the process runs successfully.*

CAHSEE Updates

Classes of 2006-2014
SB 172, signed into law by Governor Brown on October 7, 2015, states that beginning with the graduation class of 2006, students are no longer required to meet the California High School Exit Examination (CAHSEE) requirements to earn a high school diploma. A person who previously failed to receive a high school diploma or was denied graduation solely for failing to meet the CAHSEE requirement may complete the following on-line application to determine the student's eligibility to receive a high school diploma. The District is in the process of developing the procedure schools will use. After the application is reviewed, former students will be contacted with next steps. If the request is approved, please allow 4-6 weeks to receive the diploma. LAUSD cannot issue diplomas until the law goes into effect in January 2016.

Class of 2015
SB 725 allows for students, who completed grade twelve in 2015 and have met all other high school graduation requirements, to receive a diploma of graduation from their high school without meeting the exit examination requirement. These students may receive diplomas now. Schools must use MiSiS to adjust leave codes and leave reasons for these students once the diploma is awarded.

Elementary ELD Subjects on Elementary Report Card

In order for MiSiS to configure English Learners progress report (and teacher's gradebook) with the ELD subjects, the student must have the Initial Language Classification "LEP" (Limited English Proficient) entered on the EL services screen along with an Initial Language Classification date. To verify all English Learners have this entered, print the Master Plan Roster. Students without a language classification will appear at the top of the roster. See the Job Aid: *English Learner > Record Initial Student Classification*. Once the Language Classification "LEP" has been entered for the student, the ELD subjects will be added to the report card subjects via an overnight process. Teachers and office staff will be able to see these subjects for entering marks on the following day.

TLA/TLD Grades for Elementary Bilingual Programs

Target Language Academic (TLA) and Target Language Development (TLD) grades are can be entered for students in specific bilingual programs and will display on the Elementary Progress Report. The grade boxes needed will be configured in MiSiS for students in these Master Plan Programs:

- Korean Dual Language, Korean Maintenance, and Korean Transitional Bilingual Programs
- Spanish Dual Language, Spanish Maintenance, and Spanish Transitional Bilingual Programs
- Mandarin Dual Language Bilingual Programs

Regardless of Language Classification, **ALL** students in **DUAL LANGUAGE** programs (including non-ELs and Former ELs: EOs, IFEPs, and RFEPs) must have a Master Plan program code on the EL Services screen.

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Based upon the student's **language classification**, the ELA/ELD and/or TLA/TLD subjects the teacher is required to enter marks for will be configured and displayed after an <u>overnight</u> process. Here are the boxes that should be available for entering the marks based on their classification:

- LEP: ELA, ELD, and TLA subjects
- EO/IFEP: ELA, TLA and TLD subjects
- RFEP: ELA and TLA subjects only
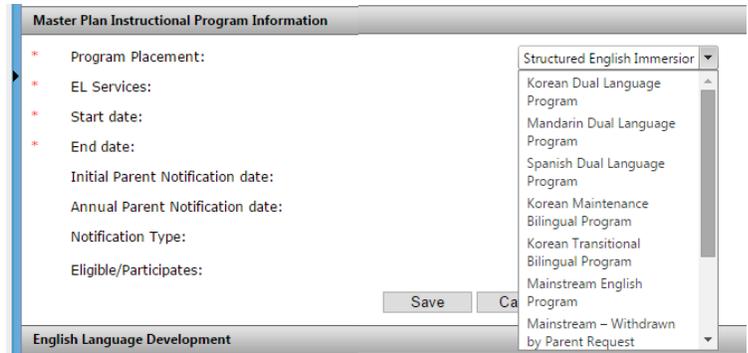
(Need to update Master Plan program? See job aid: *Update Master Plan Instructional Program*)
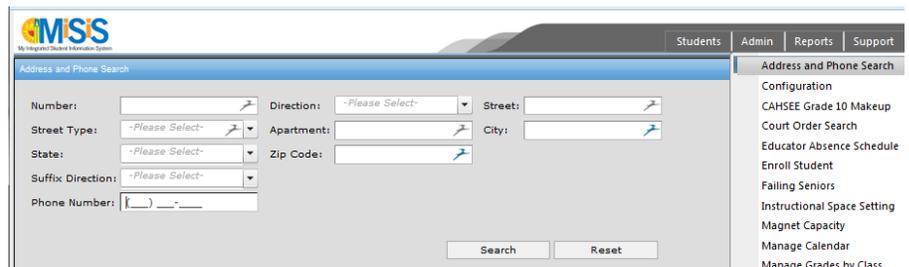
Name Change Reminder – Census Screen

Do not send faxes requesting name changes. Name changes can now be made by the Office Manager user role using the Identifying Information screen on the Census menu. Make changes to name in Legal Name fields and Diploma Name, as needed. If the student has a nickname or preferred name, the office manager user role can also enter the preference on this screen. Users also need to select Legal Name from the Use in Rosters dropdown before saving. See job Aid for directions.
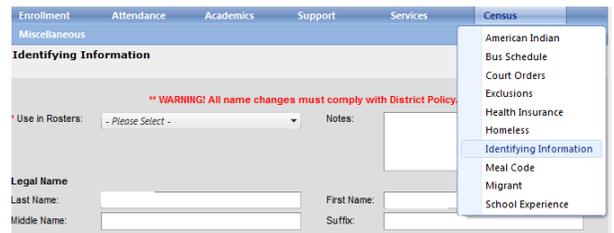
Searching for Incorrect Numbers in Blackboard Connect Calls

Occasionally, schools may receive a call from a person indicating they are receiving an erroneous automated call from the Blackboard Connect system. If users need to locate the student associated with a phone number or address, users can use the **Address and Phone Search** under the Admin menu. Office Manager user role has access to this screen.

Blackboard Connect Tips
Maintaining accurate student and employee contact information is crucial to the District's ability to communicate with parents, guardians, and employees. Follow these recommended steps to make sure all receive the proper communications.

1. Compare the students in *Blackboard Connect* with the enrolled students in MiSiS to ensure all students are included. If students are determined to be missing, request a list of students missing from the Blackboard Connect system by emailing paul.ishimaru@lausd.net or cheryl.ruiz@lausd.net.
2. Review the After Call Summary email report after sending a school-wide message paying particular attention to the reasons why calls were unsuccessful. For example, review Bad Numbers and Undeliverable calls requesting the parent/guardian provide updated information.

3. Correction of student contact information must be made in the MiSiS Enrollment>Parent/Guardian Contact Info page. Changes made in MiSiS will update *Blackboard Connect* and *Blackboard Connect for Teachers*, within 24 hours.

4. Correction of employee contact information must be made by the employee in the Employee Self Service system.

5. If an errant call is being received and users cannot find and correct the source using the steps above, call (213) 241-0875.

Further information and resources are also available at the Blackboard Connect website: (http://achieve.lausd.net/Page/632).

Adding/ Removing Favorite Reports
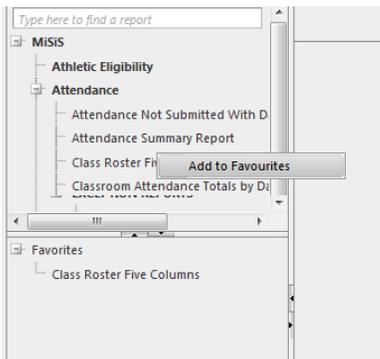
Did you know that you can save a list of reports that you use frequently in MiSiS? To add a report to the favorites section, with the mouse RIGHT-CLICK the report name and users will see an "Add to Favorites" button appear.

LEFT CLICK on it and users will see the report added in a window pane located immediately below the report list pane. Repeat this for each report you would like to add to the Favorites window.
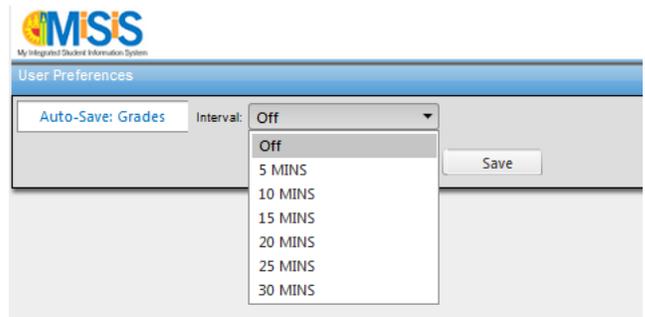
To remove, RIGHT CLICK on the report under Favorites, and LEFT CLICK on the "Remove from Favorites" button that appears.

Auto-Save Grades

The Grades by Class screen can now be set by the user to save data automatically for specific minute intervals. By default, the auto save feature is OFF. To set the Auto-Save Grades interval, select **User Preferences** from the **Admin** menu.

Select the interval of time for which MiSiS should Auto-save the grades to be entered, and click save.

The Auto-Save feature can be turned off by accessing the same screen or by changing the interval of time. If users are interrupted constantly, it may be a good idea to have this feature set to ensure the work is not lost while stepping temporarily away from the desk.

Happy Holidays!