

## *Fall Survey Data Verification and Clean-Up Time!*

### Annual School Program Survey 2015 (Fall Survey)

The Annual School Program Survey (otherwise known as Fall Survey) is now part of CALPADS (California Longitudinal Pupil Achievement Data System) Fall Census and the Master Plan Survey data capture. The Fall Census Day for CALPADS this year is October 7, 2015. Student information should be as accurate as possible by Fall Census Day. However, schools will have up until **November 20, 2015** to complete all updates and corrections needed for final Fall Census data submission to CALPADS. Step-by-step Instructions for verifying and correcting your data are provided in **Attachment A of REF-6580 Annual School Program Survey for Elementary and Secondary Schools**.

The instructions outlined in the Reference Guide will assist you in verifying your enrollment, demographics, course, program and Master Plan data is as clean and up to date as possible in preparation for CALPADS submission.

In summary, the following tasks must be completed for accurate Fall Survey data collection:

1. All full time teachers should have a full day of scheduled sections (periods) with classes – Run the **Class Enrollment Report** to verify all teachers have students. Display in Matrix view to see at a glance any missing periods for teachers in middle and high schools. Also please verify the **Students Without Schedules** report has 0 students.
2. **NEW** - All administrators should have at least one scheduled section using the 900's series, including administrators who also have sections with enrolled students. (Page 3)
3. **NEW** - All non-administrator certificated staff with out-of-classroom assignments should have one section in the 800's or 900's series for each non-register-carrying period. (Page 3)
4. All teachers of NCLB Core subjects should be highly qualified. Check the **NCLB HQT Compliance Report**.
5. All teachers should have the appropriate credentials for their assignments and EL authorizations to provide appropriate EL services. Check **the Assignment Monitoring Report** (must use Principal role to see in Reports).
6. All classes should be assigned a regular teacher or a long-term sub. Use the **Teacher Section Assignment Report** to identify Unfilled classes.

The following information will help with final enrollment and demographics information clean up. Be sure to also review special program information screens found on the Census menu (page 4).

#### *In this issue:*

- Annual School Program Survey - 1
- Withdraws & No Shows – 4
- Census Menu Screens - 4
- Non-Register/Course-carrying Personnel - 5
- Updating Years of Service - 6
- English Learner Data Clean-Up - 7
- Required Section Attributes - 8
- Individual Attendance Screen - 9
- Secondary Rollover (10 Week classes) - 9
- Mark Reporting Windows - 9
- Downloading MiSiS Reports - 10
- MiSiS Explorer - 11
- Calendar of Dates to Remember - 11

**Office of Data and Accountability  
 Student Information Systems Branch  
 LAUSD**

**Duplicate Enrollments** – Duplicates are usually created in error and can be avoided by careful use of the search parameters and taking time to investigate the student profile prior to enrolling a student. (See **Broadening the Search** below) Most common are cases where a student was enrolled previously at another school, and then mistakenly enrolled as if completely new to the district (assigned temporary ID). Good news is that this school year new enrollments are being monitored behind the scenes, and in many cases, duplicates are being merged automatically to avoid duplicate records. Lastly, if you find you have duplicate records, be sure that both the correct record, and the duplicate record have exactly the same demographic info: names, first last and middle, as well as the same gender, correct birthdate, and parent/guardian information. This helps in identifying duplicate records and facilitates the merge process.

**Broadening the Search** - During the enrollment process or simply when attempting a districtwide search from **Admin > Enroll Student**, to create a search that is broad enough to help avoid duplicates, *never completely fill all of the search parameters*. Even the slightest difference—misspelling, use of hyphen, or spaces—will cause the search to exclude students that do not meet all of the specifics. To broaden your search, enter *only* the first two or *three* letters of the Last and First names, and the birthdate—nothing more. Be sure to use the correct name spelling, or search by the name you might know was used for initial enrollment. Users have found that leaving the default gender “both” will allow you search for the correct student even if she or he was previously enrolled with the incorrect gender entered in the system. (Note: Do not worry about bad dates or genders if you think you have the correct student—Gender and Birthdates can always be corrected, which will trigger the system to re-assign a new ID.)

**Mistaken Identity Enrollment** – With so many students with similar names in a district of our size, this is a common error. If you just noticed that you created a new enrollment in error (with Temporary ID) for a student that was *previously enrolled in LAUSD*, you can use the no-show screen to delete the incorrect new enrollment overnight. You can then proceed to re-enroll the student with the correct district ID number. Please remember to also update attendance, special programs, and any other screens you may have updated with incorrect ID that now have to be updated in the record with the correct district ID. This will ensure all information for the student, including all data collected prior to this year, is preserved with the correct student ID enrollment history. It is vital that you do this now rather than later, since we are only a few months into the school year. Be sure to broaden your search as recommended above.

**District ID Assignment** – Most District IDs are assigned within 2-3 days, and will replace the temporary ID. If you have a student record enrolled for over a week that still has a temporary ID and no LAUSD ID, there is most likely a more complex issue with the ID assignment, possibly due to duplicates and ID merges that are in-process, bad interface, etc. The School Information Branch may also contact you if any documentation, such as a birth certificate or other proof of enrollment is needed to merge or correct enrollment records.

**Kindergarten and Transitional Kindergarten** –Since Transitional Kindergarten (TK) is the 1st of a 2 year kindergarten (K) program, all newly enrolled TK students for 2015-16, just as new K students, must have the **E7-First School** as the E code used during this year’s enrollment. Enter an E7 code for all new kindergartners, unless they already started K last year and are retained, or were in TK last year (E2, if attended TK last year at a different school; same school TK enrollments should have rolled over into your K, use E1 if you have to re-enroll). You will notice that Kindergarten students that attended TK last year at your school have the E7 code and E-date for last year since that was their first year in school—this is correct.

**New Transitional Kindergarten Expansion** – At the current time, students in this program have not attained 5 years of age, and will use the **Pre-K E code (E)** for enrollment. The TE grade level student enrollments have been corrected by MiSiS programmers that were previously enrolled with E7 (Do not use at this time!). Later in the year, when the student turns five years of age, a special behind the scenes process will automatically change the E code to E7 and will require no further action by the school. More information will be forthcoming.

Grade	EntryCode	EntryDate	LeaveCode	ExitDate	
2		08/12/2014		07/31/2099	<a href="#">Edit</a> <a href="#">Grade Level Change</a>
1		08/13/2013		06/30/2014	<a href="#">View</a>

**The Grade Level Change link needs to be used with caution!** - This link found on the Enrollment History screen can be used to perform mid-year grade-level promotions/demotions *OR* to make a correction if the current cohort grade was

entered incorrectly, or rolled over and needs to be changed due to retention.

Grade level changes are made for grade level promotion or demotion based on credits earned (Most commonly only in High School age students). The feature was created to easily make a MID-YEAR grade level promotion or demotion without having to withdraw the student from the previous grade level and then re-enroll the student to the new grade level. ***For these changes, the Grade Correction radio button should be “NO”. (Default)***

Grade Correction:  Yes  No  
 Current Grade Level: PK  
 \* Grade Level:

However, a change to the grade level entered initially are considered grade level **corrections** (mostly Elementary and Middle School because promotion or retention rarely takes place mid-year). ***If a correction to the current grade level is needed because it was incorrectly assigned FROM THE START of the school year, be sure to select the “Yes” radio button.***

Grade Correction:  Yes  No

You can also correct the grade level, in addition to **E code, E date, Gender, Ethnicity, Birth Country** or update other required enrollment data by clicking on the **Edit** link. Be sure to remember the following tips when editing the enrollment:

- Any field not entered or previously available in legacy SIS (i.e. Residence Verification, Birth Country) will need to be entered before the screen will close, so you may want to have the cum available
- Most student addresses should be verified by now, but if not, you may be promoted to validate the address by clicking on Address Search button, before re-saving the screen. If there is any mistake the system can find, like a missing ST or AV, you can click on the link to fix the address, or fix it manually, and then click Address Search ONE MORE TIME to validate the correctly entered address.
- Occasionally bad data or a new address is not in the system, even if it is in your attendance area. So as not to impede enrollment, if a permit type is required to save the record, you can select *Unverified Address*, otherwise add correct permit code if necessary.
- There may still be some cases where the Home Language Survey is missing and needed. You will need to fax the most recent Home Language Survey to have it entered. (See Page 7 and August Newsletter)

**Withdraw and No Show Reminders**

**Previous Year Students that did not return and other “No Shows”** – Students that have not shown up, and either have no sections assigned, or have sections with all days/periods of attendance marked absent. To delete these enrollments, if you have not already, please use the No Show screen under Enrollment to remove this enrollment. The withdraw record will be created with the previous school year end-date.

**Students with same day entry/exit dates** – In some cases, schools using the *Auto-Withdraw* feature to enroll students at their schools, left orphan enrollments at the previous school. In other cases, schools may have also exited the student with the withdraw screen instead or using the No Show screen. In all of these cases, these types of “no shows” or orphaned enrollments, will be deleted automatically daily/weekly (TBD) up until the CALPADS count day to help you clean your data since there is no feature to do this yet available in MiSiS.

**Withdraw Student that has already started attending *this* school year, but will be exiting** – Be sure attendance has been submitted for all days the student has been present at your school, and any absences are cleared. You should then proceed to withdraw the student using the last day of in-seat attendance in any period as the exit date for the student—not the date you enter the withdrawal.

**Census Menu Screens**

Some special program information screen are located under the **Census** menu. Information on the Census screen often involve data in the student record that need to be tracked district-wide, regardless of what school they are enrolled. The current school of enrollment is responsible for updating some of the screens, while others are maintained by district offices and are view-only for school users. The following screens can be used to update student data at the school site:

**Exclusions** – when selecting this, you will see a list of exclusions for the student. These correspond to the Student Directory Information and Media Release form that is found in the annual Parent/Student Handbook. Click the edit school exclusions button to open up the Student Directory information form and make any needed updates. Job Aid is available under [MiSiS Resources and Job Aides > Census > Entering Student Exclusions](#). You can also print a report, see job aid [Student Exclusions Report](#).

**Court Orders** – This screen can be used to enter any special Court Orders. Three types of court orders can be entered: Restraining Orders, Conservatorships, and Custody. Download the Court Orders Job Aid from the MiSiS Website for instructions. Job Aid is available under [MiSiS Resources and Job Aides > Census > Enter a Court Order](#).

**Health Insurance** – This is often a requirement for athletic participation. Enter all required fields.

**Homeless** – This screen is used to update Homeless student information. Adding a new record will allow you to enter/update dates and the Primary Nighttime Residence. See Annual Program Survey Instructions for details. Job Aid is available under [MiSiS Resources and Job Aids > Census > Homeless Screen](#).

The screenshot shows a web-based form titled "View Homeless Information". At the top, there is a tab labeled "Add new record" and a "Refresh" button. Below this is a table with columns: "Transportation", "Begin Date", "End Date", "Primary Nighttime Residence", "Unaccompanied Youth?", "Sibling?", and "Referrals To Agencies?". The form contains several sections with radio buttons and dropdown menus:

- Nighttime Information:** Includes "Begin Date:" and "End Date:" fields.
- Primary Nighttime Residence:** A dropdown menu with "- Please Select -".
- Unaccompanied Youth:** Radio buttons for "Yes" and "No".
- Runaway Youth:** Radio buttons for "Yes" and "No".
- Has school provided referrals to Operations School Exit, Clothes Corner, Friends of School Mental Health or other agency?:** Radio buttons for "Yes" and "No".
- Does the student have any siblings?:** Radio buttons for "Yes" and "No", with a note "(Every sibling must have an SRQ on file)".
- Program Assistance:** A dropdown menu with "- Please Select -".
- Comments/Notes:** A text area with a "(Max 500)" limit.

At the bottom of the form are "Save" and "Cancel" buttons. The status bar at the very bottom says "No records to display."

**Identifying Information (Student Name Change and Correction Screen)** – This screen is used to make changes to the Legal, Preferred, and Diploma Name for students. We get several faxes from schools requesting this change because the name fields cannot be edited when you re-open an enrollment. Schools can use this screen to make the name change when an error is found. Be sure to only use the official birth record (a copy should be kept in the cumulative record file) or other official document provided by the parents (such as an official name change) when making corrections. The screen will track the change history, and is only for audit purposes. (Note that the Diploma Name also defaults to whatever data was migrated, but can be updated as needed.) When updating Legal name, be sure to select Legal Name from "Use in Rosters" drop down. A Job Aid is posted at [misis.lausd.net](#) under [MiSiS Resources and Job Aides > Census > Student Name Correction](#). After you have made the change, please fax a copy of the Birth Certificate to the School Information Branch 213-249-8968 Attn: Margarita Zepeda so that CALPADS can be updated, along with student's school, name, and ID.

## **NEW – Reporting Certificated, Non-Register/Course Carrying Personnel**

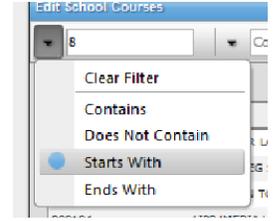
In much the same way that information was captured electronically for Fall Survey with the legacy SIS, this year, we will be using MiSiS to also collect this information by assigning all certificated, non-register/course carrying personnel (administrators, counselors, coordinators, coaches, RSP teachers, etc.) to sections using specific course codes linked to their positions.

In preparation for this, schools need to make sure they have both the course codes for the positions at their school, as well as the rooms (instructional spaces is the term used in MiSiS) configured by logging on with either the **Principal** or **Master Scheduling** roles first:

**Adding Rooms and Offices** – on Admin Menu select Instructional Space Setting. You may or may not have office spaces set up for your school on this screen. If rooms used for RSP teachers, itinerant personnel, coordinators, coaches, and other certificated personnel is not on the list, use the Add Record (+) to create a new room. You can also edit rooms with the edit pencil (scroll to the far right). You may also opt to use a room number already in the system, but be care *not* to use one already used by any instructional personnel, especially teachers.

Next go to **Admin > Master Scheduling**, and select **School Spaces** screen. You will see the new offices you created on the left. Double click or drag the rooms to the School Spaces side of the screen to add those new rooms to your school. Unless you perform this step, the new rooms will not show in the section editor room drop-down menu.

**Position “Course” Codes** – on **Admin Menu**, select **Master Scheduling**. Click on **School Courses**. Use the filter to see the available 800 and 900 codes used for position codes. For example to see the 800s, in the Course Number search, enter 8 and select the “Starts With” filter:



Double click or drag from left side to right side (course master to school courses) the codes needed for the positions at your school. Continue to do the same with the 900 codes by changing the Course Number search to codes that start with 9. Proceed to add 900 position codes as needed.

Print out the Class Enrollment Report (Reports > Scheduling > Pre-Post Commit) to see a list of current sections and teachers assigned to them. You will also be able to print this report after you have completed adding all the non-course carrying personnel to verify they have all been added.

Next, on Admin Menu, select Master Scheduling. Click on the Section Editor. To add section, click on

 button. Configure the section as follows:

- Course – Select Position Code (800 or 900 course code you added)
- Section Type – Select [None]. No section type is required or needed.
- Teacher – Select the name of the faculty member assigned to that position you selected for Course
- Room – Select the room or office where this person works.
- Spanned Period –leave as is.
- Capacity – set as 0 – No students will ever be assigned to these sections.
- Start and End Dates for the current term (i.e., 08/18/2015 to 6/10/2016, or to 12/18/2015)

### NEW – Updating Years of Service for School Staff

This year schools will also be updating the years of service part of the survey. A form to distribute to all certificated staff will be provided in the Fall Survey Reference Guide, **REF-6580**, **Attachment E** After collecting, the information can be entered under Admin > School Staff screen.

Staff Information

Employee Number: [redacted] \* Title Role: Principal/Vice Principal

Job Title: PRINCIPAL, ELEMENTARY Language Support: - Please Select -

First Name: [redacted] Number of Years at School: 10

Last Name: [redacted] Number of Years at LAUSD: 25

\* Date From: 8/31/2009 Number of Years in Education: 25

\* Date To: 6/30/2016 Hours Worked per Month: [redacted]

[Save] [Cancel]

You have successfully updated the record.

After clicking on Save button, a green message will appear to notify you the record was saved successfully but the window will not close.

Click on  or the Cancel button to close and proceed to edit next staff member.

(Hours worked per month is not required at this time).

## English Learner Data – Initial CELDT and Master Plan Program

**New - ELAS Report** – In preparation for Fall Survey CALPADS reporting of Master Plan Survey, English Learner data must also be validated and correct. This report, located under Reports > CALPADS, displays students and that have conflicting or incorrect data for key fields: Primary Language, Language Classification, etc. The last page of the report includes a legend explaining possible reasons for incorrect data and corrections needed. Once the **Initial Language Classification** is entered for all newly enrolled students that have been administered the **Initial CELDT**, or a correction has been made to primary language or other incorrect data, student names will drop from this list. The goal is to have 0 students on the ELAS report. Print this report at least monthly.

**Using the Master Plan Roster** - Print out the **Master Plan Roster** (Reports > English Learners) in order to verify key English Learner data fields for the Fall Survey. These rosters display the primary language, current language classification, Master Plan Instructional program, as well as the Initial CELDT and L1 assessment, and the most recent **ELD level now displays the most recent Annual CELDT**. The Master Plan Roster is accessible from Reports menu for Office Manager, Master Scheduling, and Categorical Program Coordinator roles. Make sure the data elements below are not blank and are up to date to the best of your knowledge for all identified English Learners (LEP):

- **Primary Language** – The Primary Language for the student is determined by the questions in the **Home Language Survey (HLS)**. The primary language can only be entered during initial enrollment. If a student is missing this and/or incorrect, you will need to find the student’s original HLS in the student’s cum record (blue folder). In some cases a warning may also prompt you (see August newsletter). Please fax the original HLS to the School Information Branch (Fax 213-241-8969) to update.
- **Initial Language Classification: INITIAL CELDT and English Learner Identification** - Per requirements outlined in the *Master Plan for English Learners*, any student with a Home Language other than English **must** also be administered the Initial CELDT within 30 days. Upon completion and scoring of Initial CELDT, under Services > English Learners, just below the HLS and primary language, select an **INITIAL** Language Classification code of **LEP** or **IFEP**. Do not select EO (English Only)—this code is automatically entered for students with a primary language of English. If CELDT was administered *only* LEP or IFEP are valid entries. For Initial Classification Date, enter the date tested. *Be careful as this selection can only be made **once*** -- Any changes will require faxing the home language survey to the School Information Branch (Fax 213-241-8969) for correction.
- **Master Plan Instructional Program** – For students missing this field on the Master Plan Roster, this field needs to be entered for the first time (Add record). For returning students, the program may remain in effect until an end date is entered. For schools with **Dual Language, Transitional, and Maintenance Bilingual** programs, please use the **Parental Exception Wavier Request** on English Learner screen to enter/update yearly required documentation for English Learners participating in these programs. Once that screen is completed, the Master Plan Instructional Program will also be updated automatically. For other students, if you need to update a program, remember to end the previous one first with an end date (usually the last day of school in the previous year is best) and new school year’s program can then be entered with the Add Record button—this will not appear unless you end the previous program first.

**ELD Levels – As of this school year, ELD levels are no longer updated by schools.** From now on, the most recent Overall Annual CELDT Proficiency level IS the student’s official ELD level. (See last month’s newsletter)

**Reclassification** - You can generate the **Ready to Reclassify** roster using the roster type parameter of the English Learner Roster. This will identify any student that currently meeting reclassification criteria. All students (except K-1) will also display on the **Mass Reclassify** screen on the Admin menu when you are ready to initiate the mass reclassification process, print letters, and labels. In order to monitor for students that may not yet currently meet reclassification criteria, but meet at least 2 of the three required criteria, select the **Potential Reclassification Roster** option on the English Learner Roster.

## Required Section Attributes

Section Attributes are required for some sections, particularly those that are used taught in a Language other than English, serve a special Bilingual Program, Special Day Program classes, and Independent Study sections.

### 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.

**Master Plan Program** – For sections containing English Learners please select the master plan instructional program the teacher is providing in this classroom.

**Language of Instruction** – (Secondary period sections only) Select the language of instruction for the section ONLY if the section is taught in a language other than English. Examples are classes offered in primary language for English Learners enrolled in bilingual programs.

**Special Day Program** – If the section is a self-contained Special Day Program class for students with disabilities, select the program being provided for these students from the drop down. This is required for Elementary school classification report.

**Paraprofessionals (EL compliance)** – If a paraprofessional is assigned to a classroom where primary language support needs to be provided because the teacher cannot provide it, you must enter the paraprofessionals name on the section attributes screen as additional educator.

**Independent Study** – If a section is for students on an Independent Study plan, be sure to check the box next to Independent Study. For more information on setting up Independent Study sections, consult the Job Aid posted at [misis.lausd.net](http://misis.lausd.net) Some helpful related Jobs Aids:

- [Entering Section Attribute for Special Day Classes \(Elementary\)](#)
- [Assign Students for Independent Study Course](#)

The screenshot shows a window titled "Add Section Attributes" for section "110111.1". It contains several input fields and checkboxes:

- Additional Educator Role: [Text Field]
- Additional Educator Name: [Text Field]
- Daily Hours: [Text Field]
- SLC/Magnet: [Text Field]
- Master Plan Program: [Text Field]
- Language of Instruction: [Text Field]
- Special Day Program: [Text Field]
- English Learner Service: [Text Field]
- RSP:
- GATE:
- Core:
- Exclude Attendance:
- Exclude Grades:
- Independent Study:

Buttons for "Save" and "Cancel" are located at the bottom of the dialog.

## Individual Student Attendance Screen – Caution!

You can update the attendance for individual students by searching and selecting the student, then click on **Attendance menu > Update Attendance**

**USE WITH CAUTION** - The screen was recently updated to add a two week advance backward or forward button. While the system should disallow specific attendance taking in the future, use of this new feature can accidentally allow the user to view a two week period including future days, and accidentally submit attendance ahead of time. Pay attention to the dates being updated, and use the begin and end date parameters to isolate only the days you want to update.

## Secondary Rollover for 10-week classes

Schools should follow the instructions for using the Concurrent Term Editor to rollover classes for 10 week classes, for 4X4 schools, as well as all secondary schools needing to prepare for the rollover to the Spring semester. **IMPORTANT – DO NOT CLICK COMMIT UNLESS YOU HAVE FINISHED ENTERING ALL OF THE COURSES YOU WANT TO ROLLOVER.** There are two new Job Aids with helpful tips to avoid issues, as well as instructions for using the Concurrent Term Editor for the rollover process. First, make sure you have your browser up to date (Firefox recommended) and the Silverlight plugin. In the Job Aids section, under Master Scheduling:

- [Master Scheduling Rollover](#)
- [Rollover Tips](#)

In preparation, be sure to make all B classes (2<sup>nd</sup> semester) or other classes not yet in your course master, available for use. To do this, on the Master Scheduling screen, click on School Courses. You can add B courses by dragging them from the left side to the right side on the School Courses screen. *(Hint: It is not recommended you drag ALL the courses, only those being offered. More school courses will only make course selection drop downs longer and more cumbersome.)*

## Mark Reporting Policy

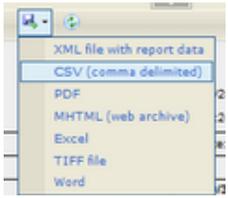
Detailing information regarding district policy and Mark Reporting for Secondary and Elementary schools can be found in the two documents below (links to documents in E-library).

- [REF-4236.11 Dates for Required Reports of Marks in Secondary Schools 2015-2016](#)
- [MEM-5127.5 Dates For Required Progress Reports in Elementary Schools 2015-2016](#)

Secondary schools that wish to extend their grading window may do so using the form available under **MiSiS Resources and Job Aids > Forms > MiSiS Grade Entry Window Change Request**. Please note that the only restriction is that grade periods cannot overlap, so it will not be possible to extend the window past a future window start date.

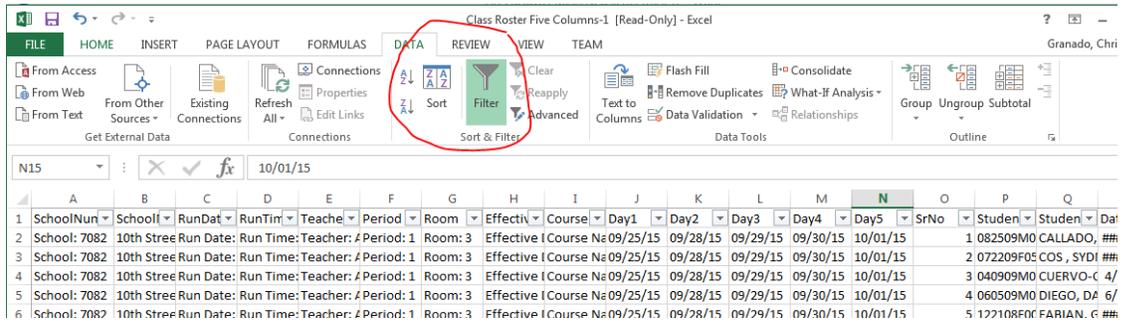
Be sure to download the latest job aids for teachers located on the MiSiS website under **MiSiS Resources and Job Aids > Grades > Entering Grades by Teacher – Elementary** or **Entering Grades by Teacher – Secondary**.

## Downloading Data from MiSiS Reports to Excel: Sorting and Filtering Data



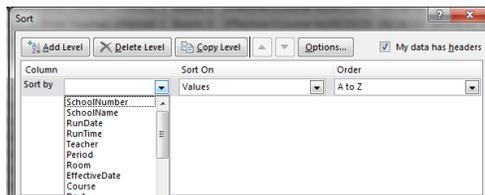
Most commonly MiSiS reports are designed to be printed via PDF. MiSiS also allows you to download to Excel file, but this format often displays classrooms on separate sheets within the Excel file. Similar to PDF, the Excel format preserves the formatting of the report. However, if the purpose of the report download is to work with the raw student data, it may be more useful to download using the **CSV (comma delimited)** format. For example, you can download the Five Column Roster to CSV. If you have Microsoft Excel installed on your computer, you will be prompted to open the file in MS Excel or to save the file.

If you open the file in Excel, you will notice all of the data is downloaded into columns (see right) without any formatting. Some columns do not have useful information or



repeat the same information in each row. Some of this data is used for formatting (report date and teacher name, section, for headers and footers, etc.) You will also see all of the key data elements of the report displayed in the formatted version: name, ID, grade, teacher, etc. You may also select to hide or delete columns that you do not need to create a customized report. Before working with the data, make sure the data is one large table--some reports may have blank rows between classes/sections, so scroll down the entire sheet to check. If necessary, you can sort the entire sheet to eliminate the blank rows (blanks sort last).

**Sorting** – Select all of the columns you want to sort by clicking and holding mouse button to select column headers (column letters A, B, C, etc) and dragging to the right until you have reaching the last row of the table. (Select *all* columns or you risk mis-matching rows) Then click on the **Data** menu, and select **Sort**. A dialog box

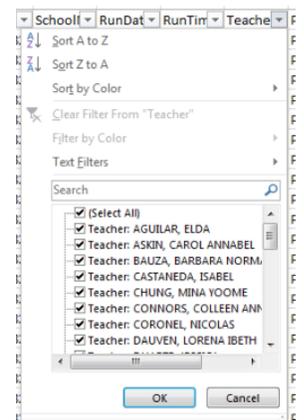


will pop up and prompt you with sort criteria by column headings. Common sorts, by room, then by last name and first name. For Master Plan roster, you may want to sort first by Language Classification, then by program, if you are checking for missing classifications and program codes.

**Filtering** – The Auto-Filter function in Excel is a quick way to see data by column attributes. As long as the data is continuous and there are no rows with gaps, clicking on **Data** menu and selecting **Filter** will add a drop down selector menu to each header row. For example, I can select the Teacher and only her/her students. Check or uncheck boxes to filter the spreadsheet (see example to right). You can even filter multiple columns if needed. You will know that a filter is applied when the dropdown arrow is replaced with this icon on the column header:



(You can turn off the Auto-Filter by clicking on **Data** menu and un-selecting **Filter**)



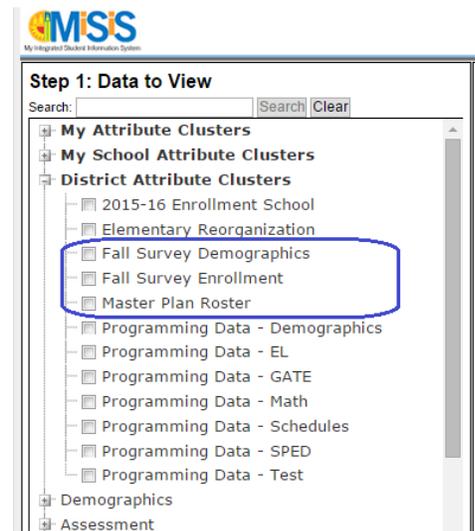
## MiSiS Explorer – District Attribute Clusters

In the MiSiS Explorer, there are several ready to select groups of attributes located under District Attribute Clusters. This month, in preparation for Fall and Master Plan Survey data capture, there are a few attribute clusters that can be helpful for identifying missing or incorrect enrollment, demographic, and master plan information.

**Fall Survey Demographics** – Displays First, Middle and Last Names, Date of Birth, Ethnicities (includes the Hispanic, if Yes/No and, semicolon, Race), Birth City, Birth State, Birth Country, and Home Education Level (If parents have different levels, student will appear with duplicate rows, and each parent’s level in this column). Look for students missing this information.

**Fall Survey Enrollment** – Displays Enrollment data that needs to be verified accurate: Date First Enrolled the U.S., Grade Level, School Entry Date and Entry Code. You should look for missing 1<sup>st</sup> U.S. Enrolled Dates, mainly for all students newly enrolled to the district.

**Master Plan Roster** – Note, the master plan roster can be downloaded to Microsoft Excel using the actual report, or this version can also be downloaded directly, and customized as needed. Known Issue: Students will display in duplicate lines if they have more than one Master Plan Program on the English Learner screen. This is a bug—should only display the most recent, but currently is not. However, primary concern should be English Learners (students with Language Classification of LEP) that are MISSING data in this column.



## Calendar of Dates to Remember

- **Oct 7 -- Fall Census – CALPADS data capture**
- **Oct 8-16 – Secondary Fall Midterm Progress Report Window**
- **Oct 29-Nov 13 – First Elementary Mark Reporting Window**
- **Nov 5-13 – Secondary Fall Progress Report Window**
- **Nov. 20 – Final Fall Survey data correction deadline**
- **Nov. 24 to 28 - School are closed (Nov. 27 Thanksgiving Holiday)**