

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



## Master Scheduling – Rollover Preparations

**Secondary** – Training is being offered for a variety of audiences this year. A full day course, *MiSiS Master Scheduling Basics (MSN180-R)*, will take users from the beginning to the end of building a master and scheduling students. A version of this course is also being offered for **Options Schools (MSN180-O)**. Other courses will include a shorter course to focus on new features, *Master Scheduling Updates (MMS280)*, as well as a course for counselors, *Student Programming and Analysis in MiSiS (MMC280)* and a new *Introduction to Excel Basics Using MiSiS (MXL180)*. Open House sessions will also be made available. Currently available courses are posted on the Learning Zone (<http://lz.lausd.net>); we advise all user to check the site often. A Master Schedule building guide is also available on the Master Scheduling Job Aids page, which is available at: <http://achieve.lausd.net/site/handlers/filedownload.ashx?moduleinstanceid=21085&dataid=22158&FileName=Master%20Schedule%20Building%20on%20MiSiS.pdf>

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This is also a good time for schools to print out the current year master schedule for review (**Reports > Master Scheduling > Class Enrollment Report**, – this can be run in either list or matrix view). There will be a new import function to copy the existing master to the future year, if schools choose to. Reviewing the current schedule to see how much it will change will help schools to determine if the import function will be a good option for the school, or if schools should begin to plan on creating a new master for next year. Be advised that once the school decides to use the import function, schools cannot go back. Schools will need to make all corrections manually in Section Editor. Also, be warned that if schools accidentally COMMIT any schedule, it can take up to 7-10 working days for MiSiS to help un-commit the schedule.

**Elementary** – Schools may expect their students to be pre-committed for 2015-2016 to the UNFILLED 25, grade level sections on the Master Scheduling screen, in April. Schools will then be able to go in and create sections for next year and assign teachers and students. More information regarding the Master Scheduling process and any changes will be forthcoming in a MiSiS update with more details in the April newsletter. Training for Elementary will also be available in the Learning Zone (<http://lz.lausd.net>).

## Concurrent Term Editor Reminder (4x4 schools)

**Error messages due to incorrect course mapping** – Please be sure that all source course sections are not mapped to multiple target course sections, or that multiple source course sections are not mapped to the same target course section. Schools will need to clean up the mappings so that each source course section is mapped to only one target course section for rollover to the new schedule.

## New Year Enrollment Process

[REF-6646 2016-2017 New Year Enrollment for All Students](#) is now available online. Schools will find updated instructions on the matriculation process, including how to process student transfers, both school initiated and via special programs (such as special education, magnets, zones of choice, etc.). The MiSiS New Year Enrollment process has two parts:

- **New Year Enrollment, Part1 (NYE1)** – This part of the process will create 2016-2017 enrollments for all students currently enrolled in your school that are expected to return next year. This part has already started for Grades 6 and above, and will be run for the remaining grades in mid-late March (with NYE2).
- **New Year Enrollment 2, Part 2 (NYE2)** – This part of the process will move matriculating students to their new school locations and increase their grade level. The new 2016-2017 enrollment is created at the *next school* according to the student’s residence address as it appears on the Student Profile page of MiSiS (under Student Information). This part will begin running at the end of March.

Beginning in late March/early April and until June 30, 2016, files will be processed that create 2016-2017 enrollments for students that will attend Magnets (MAG) and Zone of Choice programs (ZOC). Schools will see these enrollments get created automatically as schools are selected via those programs. The NYE process will continue to run until the end of June. Once these enrollments are also loaded, the next school will be able to see the students using advanced search with future entry date, as well as begin planning for and scheduling of the students.

**Students with More than One Resident School: Option Attendance Areas** – Schools will need to enter transfer records for students who live in *option attendance areas*. These are areas where there is more than one choice of schools for the next grade level.

- Print the **Resident Schools Report** – This report will provide a list of all students selected and will list one line for each school associated with the resident address. The focus should be on the “Next” column. Refer to the job aid on the MiSiS website, listed under Training > Job Aids > Enrollment for assistance in running the report. *Tip: It is best to download this report into Microsoft Excel, and use the Auto Filter to see just the “Next” column.*
- After the NYE2 process has started, run the **Next Year Enrollment Error Report** – This report will provide a list of students who could not be processed by the Next Year Enrollment process and the reason the student was not processed. The report will also tell you which students are in an Option Area.
- Send home letters for students with multiple attendance areas so that they may select their option for next year and return that to the school. Schools can use the letter and form, **Matriculation – Withdraw/Transfer Form**, found in REF-6646.
- Use the Transfer Screen to enter the school selected on the form returned by the student. **(Miscellaneous menu and click on Transfers)**

Schools will also be notified by central office of students that need a transfer entered for these additional programs:

- Schools of Advanced Studies (SAS)
- Open Enrollment ([See REF-6470.1-Open Enrollment Transfers Timeline for K-12 Students for 2016-2017](#))
- Permits with Transportation (PWT)
- Public School Choice (PSC)
- CORE Waiver Public School Matriculate Choice (PSMCP)
- Other Transported Students (OTS)
- Special Education

The following job aids, and more, are available on the MiSiS website at <http://achieve.lausd.net/Page/8061>:

- [Generate Student Permit List Report](#) (It is recommended for schools to start updating permits.)
- [Mass Update Student Transfer](#) – When schools are ready to enter any matriculating students requiring that schools enter transfer. To view or enter an *individual* transfer, go to **Miscellaneous** menu and click on **Transfers**
- [Generate Student Resident Schools Report](#)

### Enrollment and Withdraw Reminders

**New Student Enrollment** – Schools may begin to pre-enroll students entering the district in 2016-2017 for the first time, or returning after leaving the district in the past. On the Enrollment screen, be sure to select the school year dropdown carefully as users can enroll students for both the current and next year.

**Returning Student Enrollment** – The NYE1 process mentioned on page 2 will “rollover” the continuing students to the new school year automatically by generating the 2017 enrollment (visible on the enrollment history screen). Schools can update student information as needed, but only for currently enrolled students in 2015-2016. *Do not edit records for new students coming to the school for 2016-2017.* If returning students leave before the last day of school, DO NOT withdraw these students. Any students that “leave early” but will be technically returning for the 2016-2017 school year should simply be **marked absent with reason code 5** until the end of the school year in order to ensure that the NYE process creates a 2017 enrollment for the student.

**Withdraws** – Student should only be withdrawn if they are leaving the district and will NOT BE RETURNING for the new school year. Students going to magnets or matriculating will also be automatically withdrawn by the NYE process so there is no need to withdraw these students. High schools will also be able to process 12<sup>th</sup> grade withdraws with a newly developed 12<sup>th</sup> Grade Mass Withdraw screen to be released to coincide with the opening of the final grading window in May.

### Enrollment Data Corrections

Schools can make corrections to most key data fields on the enrollment screen, such as gender, birthdate, phone, address, etc. For example, if the student was assigned an ID number with the incorrect birthdate or

gender, users can correct the birthdate and/or gender on the enrollment screen. When a new number has been generated, it will be replaced behind the scenes.

***NEVER re-enroll a student due to errors—once an enrollment has been created, it can only be deleted using the NO-SHOW screen. If schools do enroll a student in error, DO NOT WITHDRAW—Use the No Show screen instead to delete the enrollment completely from the school record. (NO SHOW PROCESS IS CURRENTLY SUSPENDED DUE TO A KNOWN BUG---THESE WILL BE PROCESSED ONCE THE BUG IS FIXED)***

**Student Names** – To make corrections to the students’ legal name, DO NOT create a new enrollment. Schools should use the **Census > Identifying Information screen**, as noted in the [Entering Student’s Preferred Name](#) job aid. **Note:** The change will not be seen on the current or any open pages. In order to verify if the name changed, users will have to start a new search for the student to see the updated name.

**Entry and Exit Dates** – Entry Dates are updated on the **Enrollment** screen. Users will need to call the MiSiS help desk if schools need to change or delete previous entered enrollment information and the student is already enrolled at another school. Exit dates are entered and edited via the **Withdrawal History** screen.

**Permit Information** – *At this time there is no way to REMOVE a permit code and/or date for students that do not require one (future enhancement). Schools can add or update fields for students that are missing the information.*

**“Primary” Parent Guardian** – Functionality for report cards, address labels, and other reports that use parent guardian information require that there is a “primary” parent guardian record indicated. This field is needed to generate mailing address labels and to indicate the parent guardian correspondence language for the report card and other centrally mailed district documents.

### Meeting Patterns Issues

To ensure school staff has the ability to enter attendance each day for classes that are in session, users can check the accuracy of the Meeting Patterns by going to **Admin > Configuration > Period Groups > Meeting Patterns**. Schools can update any changes in the schedule to future dates. Schools should ensure schedules for testing, including finals, are up to date to avoid incorrect Blackboard Connect calls.

*Please note that per ED code, future absence reason codes that count as present, such as FT: Field Trip or TP: Testing Program, should not be entered, as attendance must be taken on the day of instruction/current date.*

Errors in meeting patterns will impact all attendance screens and reports, especially the Attendance Not Submitted Report. Instructions for setting up meeting patterns can be found by clicking on the link to the job aid below:

[http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/139/jobaids/Period%20Groups%20and%20Meeting%20Patterns\\_Secundary.pdf](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/139/jobaids/Period%20Groups%20and%20Meeting%20Patterns_Secundary.pdf).

If corrections for meeting patterns are needed for past dates, please contact MiSiS Support at 213-241-5200 or the SIS support numbers listed on the bottom of the page for assistance.

## Graduation Requirements

Senior high schools should be checking the IGP reports and screens for 12<sup>th</sup> grade students and 11<sup>th</sup> grade demotes. If an 11<sup>th</sup> grade demote is on track to graduate, a grade level change to Grade 12 must occur *before* year end and reason codes are posted since students in 11<sup>th</sup> grade cannot be flagged as graduates.

Non course requirements, such as **Service Learning** and **Career Pathway**, must be entered for students. Pathways must be offered to students based on the courses offered at the school. If courses are not offered to support the Pathway, a student must select a new Pathway. Pathways are entered by student on the **Graduation Standards** screen under **LAUSD Requirements**. Schools should run the **Graduation Eligibility Status for 2016 & Beyond** report to monitor the eligibility and progress of students working toward graduation.

## Reclassification Reminders

EL Designees are to use MiSiS tools to monitor English Learners progress towards Reclassification. The Mass Reclassify screen in MiSiS is available to reclassify English Learners in grades 2-12 who met the multiple data criteria. Additional CELDT scores have been uploaded to MiSiS. Reclassification letters and labels are also available in MiSiS and are to be generated for each reclassified student. For step by step instructions on how to reclassify English Learners in MiSiS, please refer to the updated job aid, [English Learner Reclassification Process \(End to End\)](#).

Please refer to [BUL-5619.3, Reclassification of English Learners](#) for additional information on reclassification.

Some things to keep in mind regarding current assessment information:

- Additional CELDT scores have been uploaded to MiSiS.
- Scholastic Reading Inventory (SRI) scores are posted to MiSiS for English Learners in grades 6-12.
- BOY, MOY, and EOY DIBELS scores for English Learners in grades TK-5 are posted to MiSiS on a weekly basis. Only MOY and EOY will be considered for reclassification.

## Grade 7 Tdap (Pertussis Vaccine)

The California Health and Safety Code Section 120335, which became operative on July 1, 2012, states that all schools (public and private) “shall not unconditionally admit or advance any pupil to the 7th grade unless the pupil has been fully immunized against pertussis.” Please see **REF-6300.2 Compliance with 7th Grade Pertussis (Whooping Cough) Booster Immunization also known as “Tdap”** for detailed information on roles and responsibilities of schools to address this issue with current 6<sup>th</sup> grade students.

Schools must use **Welligent** to generate the “Tdap compliance report” to identify 6<sup>th</sup> graders without Tdap on file (Not in MiSiS). MiSiS is only used to enter and/or update immunizations. Instructions to update the MiSiS screen are included in the Reference Guide, or can be found on the MiSiS Job Aids page under Health link: <http://achieve.lausd.net/Page/6233>

## Summer School

Summer School programs are being offered for 2016 through the Beyond the Bell Branch.

- **Core Waiver Summer Program for Grades K-8** – June 21 to July 15, 2016 – See **MEM 6640.0** for a list of participating schools, time task calendar, forms, instructional guides, and other information.
- **High School Summer Term for Grades 9-12 (Credit Recovery)** – June 27 to July 29, 2016 – See **MEM-6628.0** for a list of schools, time task calendar, forms, instructional guides, and other information.
- **Special Education ESY (Extended School Year) Program** – Tentative dates for K-12 ESY summer programs are June 27 to July 22, 2016. See **MEM-6614.1** for list of sites.

More information regarding the summer programs, including the administration assignment and application process, can be found on the Beyond the Bell website at <http://btb.lausd.net/Information/ELibrary/SummerSchool.aspx>

## Dates to Remember:

**March 12 to March 20** – Midterm Mark Report (Also 4x4 1st Quarter Final Mark Report)

**March 9 to June 10** – Smarter Balanced Testing window opens for Elementary and Middle school grades (Grade 11 will begin April 27)

**March 18** – Statistical Data Capture, School Month 7

**April 15** – Statistical Data Capture, School Month 8

**Open Enrollment Timeline: Monday, May 2 through Friday, May 20, 2016** – (See REF-6470.1 for details)