

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



May/June 2016 – End of Year & Summer School

MiSiS Next Year Enrollment (NYE) Process Continues

The Next Year Enrollment process has begun and will continue until June 30, 2016. New 2016-2017 enrollments cannot be edited until July, but future schools can see their incoming students and begin scheduling. The NYE process does the following:

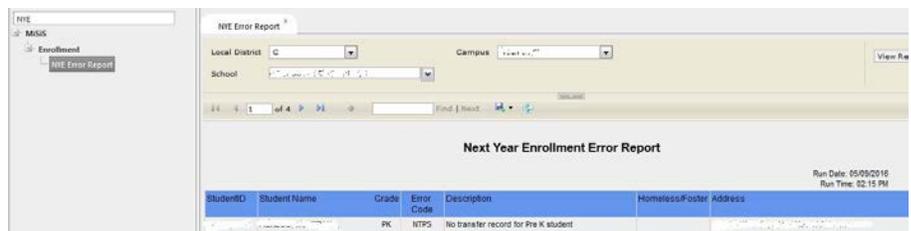
- For students continuing at the same location, a new 2016-2017 enrollment for the next grade level should be visible on the Enrollment History screen.
- For matriculating students that have only one school in their attendance area, 2016-2017 enrollment records will be created based on their home address. For students that live in an option area, schools need to enter the student’s choice using the transfer function (see article below). If errors in address are corrected or any update to the address changes the resident school, the overnight NYE process will also update the future enrollments accordingly (see below).
- Students that are accepted by magnet schools, ZOC (Zones of Choice), and Open Enrollment are also being loaded into MiSiS by the NYE process. This will also update/create 2016-2017 records as the data comes in. For example, the next school may already reflect the attendance area school, but if the student is accepted to a magnet, the 2016-2017 record is updated overnight.

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The MiSiS Next Year Enrollment nightly process may not be able to generate 2016-2017 enrollments for some students due to incorrect or missing data. To assist schools with resolving these exceptions, download or print the **NYE Exception Report**. The report will list the names of students that the MiSiS NYE process was not able to complete due to an incorrect or out of boundary address, a grade level that does not exist at the other school, multiple transfers to different schools, etc. See the table of errors below with corresponding actions to fix the error, where possible.

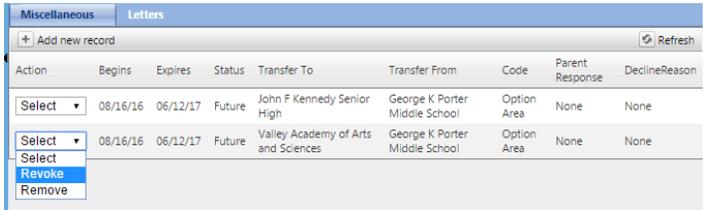
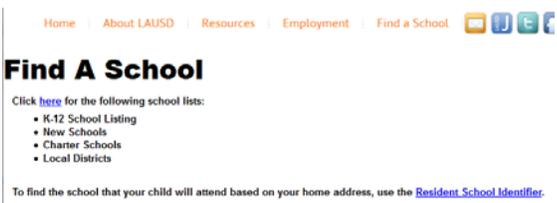
Look for “NYE Error Report” under Reports to find the Next Year Enrollment Error Report. Below, users will also find a table of common errors indicated by the report and what actions can be taken to correct the errors.



More information can be found on the MiSiS website at: <http://achieve.lausd.net/Page/4596>

See the following table of errors and actions to resolve:

Table of NYE Errors

NYE Error	Action to Resolve
Multiple Boundary Schools	See REF-6646 for sample letter to send home to matriculating students with an option area. To see the multiple school options students have, see the Next Year column on the Student Resident Schools report. Click here for Student Resident Schools job aid .
Multiple Transfer Schools	More than one transfer has been entered accidentally into MiSiS for these students. There can be only <u>ONE TRANSFER</u> per student. Decide which is the incorrect transfer and under the Action column select “Revoke” (example) 
No Boundary Schools	Verify that the student address is within the school/district boundaries. Sometimes the address may have been entered incorrectly (missing zip, ST instead of AV, etc.). Users can go to the Resident School Identifier link found at LAUSDnet (www.lausd.net) under Find a School to verify the address is within the school’s boundary, as well as find the <i>next</i> school in the student’s area and enter it on the transfer screen under Miscellaneous > Transfers . If users have many, click here for the Mass Transfers Job Aid . 
No Transfer Record for Pre-K Student	Users DO NOT have to enter transfers for Pre-K students – no action is required and schools can ignore the Pre-K. Tip, to avoid seeing this, pull this report by grade level.
No Record in Student Year End	This error should be cleared by entering the year end code for returning seniors or by entering correct Exit Code for graduates and completers – see page 8 for more information. However, all non-returning 12 th grade students will still show error—no action is needed.
Transfer School does not support the Next Grade level	The grade level this student will be in for 2016-2017 is not available at the school the transfer record indicates. Revoke the transfer and re-enter the transfer for the correct school if needed.

Matriculation Update

Sending Schools

Schools are now able to print the [Resident School Report \(click for Job Aid\)](#), which lists students with their next school, as well students with an option area and will need to select a school. For students that have more than one option for their next school, please enter the school selected by the student on the transfer screen. A process is run nightly that will transfer the student record to that school for the 2016-2017 school year. (See transfers below).

DO NOT REQUEST PARs FROM ELEMENTARY AND MIDDLE SCHOOLS – There is no need for schools to generate a Pupil Accounting Report (PAR) for every student because their enrollments automatically end on 6-10-16. Even if students exit early, middle schools and high schools can already view these student records for correct

programming into classes. PARs only need to be printed for students exiting the district, so they have some basic information to take with them to the new school.

Receiving Schools

Schools can see their incoming enrollments via the advanced student search by using the start date of the new school year, 8-16-16. Schools are also able to download data for students using the MiSiS Explorer tool by also using the future start date. To print the report for the incoming students, remember to use the 8-16-16 for the “as of” date.

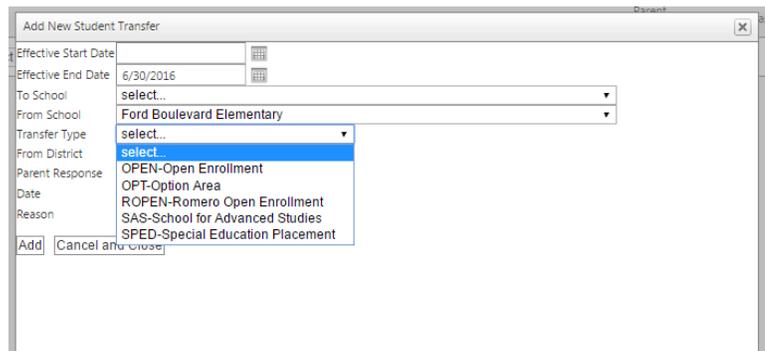
Transfers Screen

Students that will be enrolling at a school in the new school year that is not their resident school based on address can be transferred. A transfer is not the same as withdrawing a student, but instead allows the students to remain enrolled and create a 2016-2017 enrollment at the new school so they can begin scheduling. Transfer records are processed nightly and records will not be visible to the receiving school until the following day. The following transfer types are available:

- **Special Ed Assignments** – The school shall enter the next school based on what the IEP states in the offer of FAPE for any students indicating a change of placement by adding the transfer record to MiSiS.
- **Schools For Advanced Studies (SAS)** – After parents have accepted the offer from a SAS school, the SAS school will send the current school of enrollment a list of students they are accepting. The sending school should then add the transfer records to MiSiS, thus assigning the students to the SAS for the new school year.
- **Option Area** – For schools with matriculating students that have a choice of middle schools, use this option when entering the selected middle school. If schools have not already done so, please notify parents of matriculating students of their options so schools can then enter the correct option area transfer for the student. See the **March/April MiSiS Newsletter** and **REF-6646 2016-2017 New Year Enrollment for all students** for more information. **NEW THIS YEAR** – Use OPT for Dual Language School transfers, see new guide below for details.
- **Open Enrollment and Romero Open Enrollment** transfer type should only be used for students accepted to these schools under open enrollment permits.

Job Aids are available with step by step instructions for both screens at <http://achieve.lausd.net/Page/4596>:

- [NEW: User Guide: Next Year Enrollment \(NYE\) and Transfer Records for All Schools](#)
- [Mass Update Student Transfers Job Aid](#)



Enrollment for 2016-2017

Schools may now begin entering student enrollments for the 2016-2017 school year. Please be very careful when entering school year and grade before saving since office users will not be able to edit the new enrollment until July. Here are some tips to remember:

School Year – Be careful in verifying whether the student is getting enrolled for the correct school year. If the office user selects 2016-2017, the August start date should populate automatically. If the office user sees the current date, the user may have selected 2015-2016 by mistake. DO NOT enroll students for the current year unless the student will be attending school and classes from now until the end of the school year in June. Also, do not enroll students in order to include them in summer school. (See Summer School article below for summer enrollment.)

Address Search – When clicking on the Address Search, verification of the address is still based on current year school boundaries. Once new boundary data has been loaded into MiSiS from the demographics office, addresses will be verified for the new year. Keep the following in mind:

- If the address check for the student to be enrolled does not recognize the address, verify the street suffix (ST, AV, BLVD) and zip code, or other address information is correct.
- If there is a suggested address in the error message, clicking on the [corrected address](#) will fix the address fields for the user.
- If the address does validate with an error message or attendance area school names, check that the address is correct and click on Address Search *one more time*. (This is a good practice after updating or correcting any student address information.)
- If the address is not recognized, but is known to be valid, select UNVERIFIED ADDRESS as permit, so that the user can enroll the student. Otherwise, select the student's valid permit and enter start and end dates as required.



Permits – This field is only required when the student resident address does not validate and may be out of the school's attendance area. For continuing students, permit codes should rollover, but will require that dates be updated in order to remain valid. Do not confuse *Special Ed* and *Special Program*. *Special Ed* is used as a permit only for students assigned to a school out of their attendance area due to IEP placement needs. *Special Program* applies when the student is accepted to a school with a special program offered, such as dual or foreign language programs. The system will allow users to enroll magnet, Pre-K, and options school students without a permit since the attendance area does not apply to enrollment in these cases.

Mandatory Fields – When enrolling students, either new to the district or from another school, there are always required fields. On the Enrollment screen, there are several panels with a red asterisk next to all required data fields. It is also required to click on Address Check to validate the address and enter a permit, if needed. As a reminder, at least one parent/guardian is needed.

Enter Parent/Guardian Information

Please enter atleast one Parent/Guardian

+Add Parent/Guardian

To ensure a smoother process, be sure to review all required fields on the enrollment forms were completed, such as the home language survey section (i.e., only one language per question, as indicated); previous school information; parent addresses; phone numbers; etc.

Common Enrollment Issues – The following are some scenarios to avoid during the enrollment process and what to do to fix the issues:

- **Accidentally enrolled a student multiple times (has multiple temp IDs)** – Make sure that all of the demographic student information on the Student Information Screen are ALL identical (access via [edit](#) link on Enrollment History screen): All Names, Gender, Birthdate, Birth country. If users must assign class(es), use the first temp # as this is the one that will be assigned the District ID. The duplicate records will be deleted automatically.
- **Accidentally enrolled a student as *new* to district that was *previously* enrolled with the district** – Most likely the school will not know of this issue, but the School Information Branch will flag the student when attempting to assign an ID. If the school has already assigned the student to class(es) and started taking attendance, continue to do so. The Student Information Branch will attempt to merge the new enrollment to the existing record, so **DO NOT re-enroll** the student with the correct ID to avoid possible delay to the merge process.
- **Accidentally enrolled a new student using a previous BUT DIFFERENT student’s ID** – There are many students with the same name in our district, so it is crucial to remember when performing the enrollment search to verify that the user has found the *same exact* student by verifying the student profile data: *Check last, first AND middle name spellings, birthdate, parent & contact names, and any available profile data to compare and validate the correct student was identified.* Was the incorrect student accidentally enrolled but the error was caught before assigning the student to section(s) and taking attendance? If so, the office user can enroll the student with the correct district ID and assign classes on the correct record. If many weeks have already passed, then *do not* re-enroll the correct one, but report the issue immediately to the MiSiS help desk. The School Information Branch will contact the school to assist in separating the students and correcting any information that may have been altered for the wrong student record. If this error is committed, please report it to the MiSiS help desk immediately.

No Show Screen Reminders – *Remember that in order for an enrollment to be deleted by the No Show screen, ALL attendance must be invalidated by making sure Absent-UC is selected for any and all days. To prevent the teacher from taking attendance again after selecting Absent-UC for all the dates needed, drop the student from the section(s) by entering end date in the Walk-In screen—DO NOT WITHDRAW the student.*

Secondary Scheduling Reminders

The 2016-2017 Calendar and term dates have been set up. Schools should be actively working on using MiSiS to program students for the Fall semester. Schools can use the Import button if they want to copy last Fall’s master schedule for next year’s Fall semester. If schools opt for this, ensure that all of the courses, periods, section types, rooms, and meeting patterns are also configured. If schools used the section types from last year, for example, make sure to use the same, or make sure new requests include the section types schools are using this year. Some reminders of helpful reports and screens for Secondary Master Scheduling this year:

Reports

- Master Scheduling Reports Menu displays sub categories, such as Pre-commit, Post-Commit, and others, to help the user easily distinguish reports.
- Pre-Commit Reports:
 - Potential Conflict Matrix Report – a report that will assist the scheduling administrator in determining the potential student conflicts that may occur when placing singletons and doubletons in master schedule.
 - Counseling Planning Sheet – a report that will help with the articulation process between schools as it displays pertinent student information needed for programming.
 - Scheduler Course Request Summary Report – lists the courses and number of requests for each course.
 - Course Request Not Scheduled Report – displays number of students by course that did not get scheduled after a scheduling engine run.
 - Student Request Not Scheduled – displays additional columns for grad year and special education to support programming and placement of students.
 - Teacher Section Assignments Report – displays the teacher schedule.

Screens

- Scheduling Engine Run Error Messages display specific messages under the Error tab in the schedule scenario details section. Use this information to identify the section that may have a missing teacher, room, or period.
- The Course Request screen has been modified to allow the school user to multi-select students using control click while adding multiple course requests. This will help schools work with multiple students at the same time.
- The Scheduling administrator role can edit the period groups and meeting patterns screens. Read access was given to the office manager, counselor, counselor plus, and school full read roles.
- Courses screen will reflect experimental courses for specific schools only.
- Both the Section Assignments and Sections Editor give the user the ability to add multiple courses for students instead of adding courses individually.
- The Mass Request Editor gives users the ability to add multiple courses for students instead of adding courses individually.

The attributes below are in the MiSiS Explorer Ad-Hoc Reporting tool that will assist users with their programming:

- Service learning data under Counseling – Student Support
- Computer literacy data under Counseling – Student Support
- Last School under Enrollment – Last Enrollment
- **District Attribute Clusters** to help with programming and placement, including: *EL, GATE, Schedules, SPED, Testing, and Elementary Reorganization*

Elementary Scheduling Reminders

Pre-committing the master schedule 2016-2017 scenario for the new school year was successfully run for all elementary schools during the first week of May. This process scheduled all of the returning students into the next grade level course section with UNFILLED 25 as the teacher—essentially the same default template used last year. After the schedule has been pre-committed in MiSiS, schools may begin using the Sections Editor screen to create the grade level

course sections they will need for the new school year. For additional assistance, please review the **Elementary Rollover and Scheduling Process guide and/or the Elementary Rollover** PowerPoint posted on the MiSiS website at <http://achieve.lausd.net/Page/5659> (misis.lausd.net-> Training -> Job Aids -> Elementary Scheduling -> MiSiS Scheduling Articles).

Schools can print out the current Class Enrollment Report and make notes regarding which teachers will remain in the same grade and/or same room, teachers that will be making changes, and any new teachers. Schools can use this as a visual aid when creating the 2016-2017 sections in section editor. As a new feature this year, schools can now run the Elementary Reorganization Report. This is the MiSiS version of the legacy “Reorganization Cards”. In addition to the reports above, schools can download the student information using MiSiS Explorer.

IMPORTANT REMINDERS:

- To see the year, users must select new School year (indicated on screenshot below).
- *New* – Dual Language schools should log onto the Scheduling Admin role for the Dual Language school to specifically schedule students in those classes, which are now separate from the main school.
- The pre-commit process places student in the next grade level UNFILLED 25 section *ONLY* for the students enrolled *AT THE TIME OF THE PRE-COMMIT PROCESS*. For students that enroll after the pre-commit, use the Walk In Scheduling screen to schedule those students individually.
- Students who will be enrolled into a school for 2016-2017 via the transfer, magnet, Special-Ed, or other centralized process will also *ONLY* be visible for scheduling into sections from the Walk-In screen, and will not be placed in the pre-committed sections.
- For new teacher sections, select a unique UNFILLED (any from 01-24) for each new classroom position until the teacher is available in the system. These serve as temporary “placeholders” for a teacher not yet in the system. After the teacher has been processed and granted access to the school (new teachers should apply at ezaccess.lausd.net), users can then go back and replace the UNFILLED selection with the correct teacher name.
- Pre-K SRLDP will not rollover into a pre-committed section. Students in Pre-K this year *must be re-enrolled* into the school they are entering for Kindergarten or Transitional Kindergarten. Since these students must remain enrolled and cannot be transferred, school users cannot enroll them for next year at this time. ***Please note: School users may enroll Pre-K students for 2016-2017 only after the July 1, 2016.***
- This year’s Transitional Kindergarten students are pre-committed to the GRADE K section.
- When moving students into the new sections, be sure to move them as of the 8-16-16 start date. This is particularly important to remember after the first day of school to make sure section entry dates match student enrollment dates.

12th Grade Year-End Coding – New Screens!

Beginning with the start of the last grade reporting period, high schools must use these new screens to mass enter year-end return codes for 12th graders. Please refer to ***REF-6501.2 - 2015-16 Year-End Coding for All 12th Grade Students*** for details regarding this new process.

Mass Leave Reason Entry Screen – This screen should be used for recording leave reasons for all seniors that will not be returning for 2016-2017. The screen can be accessed via the Admin menu. See the reference guide above for details on how this screen automatically selects default codes to assist users. School users will be able to select other valid codes based on the student’s attributes. Entry for all senior leave reasons is due by June 10, 2016.

Year-End Flag Screen – This screen will be used for Completers or Graduating students returning next school year, as well as for students that need to complete requirements.

Job Aids and a new guide are available with step by step instructions for both screens at <http://achieve.lausd.net/Page/4596> , or click on links below:

- [NEW: User Guide: Next Year Enrollment \(NYE\) and Transfer Records for All Schools](#)
- [Mass Leave Reason Entry Screen Job Aid](#)
- [Update Year End Flag Information Job Aid](#)
- [PowerPoint: Year End Coding 12th Graders](#)

Summer School

Schools may now begin the MiSiS summer school enrollment process for SENDING schools. All Summer School job aids are posted on the MiSiS website: (<http://achieve.lausd.net/Page/4836>), including those for sending multiple or individual students. See [Sending Multiple Elementary](#) or [Sending Multiple Secondary](#).

This summer, there are three district sponsored programs that will be available:

- Credit Recovery for High Schools
- Core Waiver for Middle Schools (Elementary)
- ESY – for eligible Special Education students PreK-12 – **PLEASE NOTE THAT THIS YEAR, ESY WILL BE ENROLLED AUTOMATICALLY BY CENTRAL – Sending schools do not have to enter ESY enrollments**

The system only allows ONE summer school enrollment. If users make an error, the user can EDIT or DELETE the summer school any time *prior* to the summer school start date.

Receiving Schools – The summer school counselor role is needed in order to access and maintain the summer school functionality in MiSiS. For details, refer to the job aids for [Receiving Summer School Process – Elementary](#) or [Receiving Summer School Process - Secondary](#). There is also a Summer School Webinar (video) for the receiving process posted at <http://achieve.lausd.net/Page/7429>. Open house sessions will also be available soon on the Learning Zone at <https://lz.lausd.net/lz/>.

Home Language Survey (New Enrollments to District)

In order to facilitate correct entry of the student’s primary language (also known as the student’s home language), special programming will automatically select the primary language based upon the first three home language survey questions. If the primary language *is not* English, the student will need to be tested for English Proficiency within 30 calendar days and the Initial Language Classification can then be entered on the English Learner screen. However, if the primary language *is* English, the student will be automatically classified as **EO**.

Once the home language survey has been saved during the first enrollment to MiSiS, changes to the home language survey can only be made by the School Information Branch. If a change is needed, fax the *original* home language survey – the very first, even if from Pre-K—to the School Information Branch (Attn. Eva Paz; Fax 213-241-8969).

Student Home Language

Home Language Survey:

- * Which language did this student learn when he/she first began to talk? SPANISH
- * Which language does this student most frequently use at home? SPANISH
- * Which language do you use most frequently to speak to this student? SPANISH
- * Which language is most often used by the adults at home? SPANISH

Reasonable Doubt:

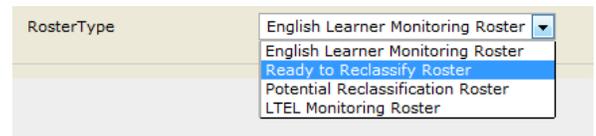
* Student's Primary Language: SPANISH

* Has this student received any formal English language instruction (listening, speaking, reading, writing)? Yes No

Schools may encounter the occasional student record with one or more of the Home Language Survey (HLS) questions answered, but the Student’s Primary Language is missing, and schools cannot change it. If this is the case, schools can re-enter or complete any missing entries for the four survey questions above. This should trigger the correct primary language to populate (it should still be grayed out). Make sure the correct selection is made and save the enrollment.

End of Year EL Monitoring and Reclassification

After teachers have started entering the final marks, schools can start running the *Ready to Reclassify* roster type option on the **English Learner Roster** report to screen for any new students that may have met the reclassification criteria. Once teachers have entered marks, the overnight EL reclassification process will identify all students that meet the criteria and the students will be listed on this report for schools to verify the following morning.



All schools are advised to reclassify students that meet criteria for this final period of the year, AS SOON AS POSSIBLE. All students qualifying must be reclassified before the last day of enrollment to be counted for this year. Schools are advised to focus on the matriculating students first to make sure these students are counted correctly for the current school year.

Known Issues – Please note there are still some issues with data from DIBELS and SRI. Since this data from other systems is refreshed only once a week, any scores not entered in time will not be captured until the following week, thus delaying their upload into MiSiS screens and reports.

Final Submission of Statistical Reports – Months 1-10, Due June 22

Statistical reports for months 1 through 10 will be due to the Attendance & Enrollment Section by Wednesday, June 22, 2016.

Central Office will generate the final set of statistical reports for school year 2015-2016 on the weekend of June 18th. With the school year ending on June 10, 2016 for the majority of District schools’, clerical staff will have one week to make final corrections or updates to students’ enrollment and attendance records, including clearing of absences, before Central Office generates the statistical reports for months 1 through 10 on Saturday, July 2nd. To help ensure that the statistical reports are as complete as possible, schools should expect and ensure that 100% of their teachers submit/certify attendance for each of their classes daily through the end of the school year. In addition, school staff should review and resolve the statistical reports’ exceptions, as necessary. For assistance with the exceptions, contact the MiSiS Help Desk. Additional information on the submission of the statistical reports will be made available in the next issue of the LAUSD Brief. If users have any questions, contact the Attendance & Enrollment Section, 213-241-2196.

MiSiS Training (Learning Zone)

Register for classes in the Learning Zone at <https://lz.lausd.net/lz/>. Log on to see class dates and locations.

- **Classes for Secondary Master Scheduling** will be offered on an ongoing basis through the end of 2015-2016.

- **Open House sessions for both elementary AND secondary users** are now available. These sessions are useful for users who understand the process, but may still have some pressing questions. Many users have also found these sessions to be helpful by having a quiet place to work while also having a MiSiS expert nearby to assist.
- **Introduction to Excel Basics**
- **Summer School Open House**