

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

## The MiSiS Newsletter

My Integrated Student Information System

### January/February 2016 – Spring Semester Updates and Reminders

#### Year End Flags (12<sup>th</sup> graders only)

This year, MiSiS will change to require a Year End Reason Flag to be entered. Year End flags can only be entered for 12<sup>th</sup> grade students. Schools with students in 12<sup>th</sup> Grade must enter a Year End Reason for each student. The Year End flag screen for 2016-2017 seniors will be open during the same time the final grading period window for Spring semester is open. More information will be available in the next newsletter.

#### Classification and Statistical Reports Update

As we continue to address bugs related to classification and statistical reports, and to improve the accuracy and completeness of the reports, submission of the statistical reports will be ***postponed until school month 6***. Signed statistical reports for months 1 through 6 will be due to Attendance & Enrollment Section by Friday, February 26, 2016.

In the meantime, schools are expected to review their statistical report and SMASR, and clear exceptions accordingly. For assistance with the exceptions, please contact MiSiS HelpDesk.

#### Transcript Update (High Schools)

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

- Class Rank is only calculated at the end of the semester once all grades have posted. Transcripts can now be printed for 1<sup>st</sup> semester.
- Obsolete courses should no longer appear when updating/editing student transcripts.
- The Transcript Report designates “duplicate courses” with an asterisk (\*). The credit counts in student’s transcripts will NOT include the credits of courses that are designated as duplicates.
- CAHSEE results are now appearing on the transcripts.
- MiSiS transcript data contains data entered via the MiSiS rollout in addition to data from the Legacy SIS system back to 2006.

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## Spring Enrollment & Attendance Reminders

Students who are not returning *as of the last day of in-seat attendance* to the school site need to be withdrawn from the system. The last day of attendance for Fall Semester was December 18, 2015; however, schools need to verify the last date of attendance using the **Attendance At a Glance** screen. Enrollment job aids are available in the following link on the MiSiS website: (<http://lausd.schoolwires.net/Page/4596>)

### Spring Semester No Show Procedure:

- Beginning on the first day of the semester, schools need to identify No Show students using the MiSiS Master Absence Report.
- Schools can use the Groups feature in MiSiS to create a No Show group to track students.
- Schools will need to follow up to determine the whereabouts of No Show students. Refer to **Student Health and Human Service Attendance Policy and Procedures Handbook** for District policy regarding due diligence for No Show students.
- Withdraw No Show students with date of last day student attended the school (last day of Fall semester: December 18, 2015).
- MiSiS *will not* automatically withdraw No Show students for the Spring semester.

### Previously Withdrawn Students Returning to the School:

- Returning students must be re-enrolled via the **Admin > Enroll Student** search. Use the student's district ID to search for the same student and avoid creating a duplicate enrollment. **NEVER search for and edit the enrollment date for withdrawn students to try and "bring" the record back. This will cause users to lose access to the student record (current bug).**
- Enroll as of the enrollee's *new* start date with the appropriate E code. If the student did not attend any other school, or the user (or an auto-withdraw) accidentally exited the student, use the E code E1-Same School to re-enroll.

### New Student Enrollment (Not Previously Enrolled in LAUSD):

- Search for student using **Admin > Enroll Student** search. (See Sept/Oct Newsletter, Page 2 "Broadening the Search"). If a previous enrollment is found when performing the new enrollment search, confirm the information in the student profile to make sure the correct student is identified. School users will need to verify the parent information and that the birthdate was entered correctly.
- Complete all required enrollment information on the enrollment screen.

### Transferring a Student Enrollment within LAUSD:

- Search for student using **Admin > Enroll Student** search. (See Sept/Oct Newsletter, Page 2 "Broadening the Search"). If the student has not been withdrawn from the previous school, users will receive a message asking whether to continue. Please note that this will auto-withdraw the student from the previous school. Unless the student will be enrolling the same day, or the next day, it is recommended for schools to contact the previous school first to ensure that the previous school is aware of the need to withdraw the student from their school. It is recommended for schools to contact the previous school to enable that school to update the withdraw screen and other records prior to proceeding with the enrollment and auto-withdrawing the student.
- Complete enrollment information necessary for new enrollment, including new address, and permit type, if necessary.
- If student has **NOT** been withdrawn from the previous school:
  - The student may still be enrolled if they are going to attend the school that day and the auto-withdraw feature in MiSiS should allow the enrollment to proceed.

- It is recommended for schools to call the previous school to let them know of the auto-withdraw so the previous school can update their records and the withdraw record, as needed. The previous school will still have access to the student for attendance and grade entry for the time they were enrolled. (Use Advanced Search to find students by date enrolled.)
- Refer to **Student Health and Human Services Attendance Policy and Procedures Handbook** for district policy regarding withdrawing a student.
- The Withdraw a Student job aid can be found under Enrollment on the MiSiS website at:  
<http://achieve.lausd.net/Page/4596>

### Attendance Not Submitted Follow Up

The Attendance Not Submitted (ANS) Report displays teachers, dates, course, and periods for which attendance has not been submitted for one or more students. Use this report to identify the names and number of students for which attendance was not submitted:

- These three columns provide summary information:
  - ENR (**Enrolled**): Number of students enrolled in the course
  - SUB (**Submitted**): Number of students for which attendance was submitted
  - ANS (**Attendance Not Submitted**): Number of students for which attendance was not submitted.
- To identify the students for which attendance was not submitted, all attendance default values are **highlighted** in yellow on the **Teacher** and the **Manage Teacher/Class** screens, as well as on individual student **Update Attendance** screen.
- The **Update Attendance** screen includes a period link to allow the user to select the period(s) they need to enter attendance for.

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

- **Office Staff** can update attendance default values highlighted in yellow for **all students in the class period** by following the procedures below:
  1. Go to **Admin > Manage Teacher/Class Attendance**
  2. Enter the corresponding ANS date in the **Date of Attendance** field
  3. Click the **Staff ID** link
  4. Click the **Period**
  5. Update the status for any student whose name is highlighted and does not have a date posted on the **Last Submitted** column
  6. Click the **Update** button
- **Office Staff** can update attendance default values highlighted in yellow for **less than the entire class period** by following the procedures below:
  1. **Search** for the student
  2. Click on the name **Link**
  3. Click **Attendance > Update Attendance**
  4. Enter the corresponding ANS date in the **Start** and **End** date fields
  5. Update the status and click **Submit Attendance**
- **Teachers** can update attendance default values highlighted in yellow for **all students** by following the procedures below:
  1. Enter the corresponding ANS date in the **Date of Attendance** field
  2. Update each student's status
  3. Click **Submit Attendance**

- **Teachers** can update attendance default values highlighted in yellow for **less than the entire class period** by following the procedures below:
  1. Click on each student’s profile **Action** button and select **Attendance**
  2. Enter the corresponding ANS date in the **Start** and **End** date fields
  3. Update the status and click **Submit Attendance**

### Secondary Academic Grade Changes (End of Semester Final Marks)

Once grades have been issued, other than for incompletes, the grades may not be changed by the teacher once the grading window has closed. Any changes taking place after the close of the window must be approved by the APSCS or Administrative designee on a “Change of Final Mark Form”, in accordance with District policy. The form and policy information are available in the **Cumulative Record Handbook for Secondary Schools** and **BUL-1353.1 (Attachment B), Marking Practices and Procedures in Secondary Schools**.

Please refer to the [Entering Grades by Office Staff](#) job aid for instructions on how to update grades. Schools are encouraged to check the transcripts of students who have had a FINAL grade change to confirm that the transcript record reflects the grade change. Grade changes for final Fall 2015 grades will also result in an automatic update of the student’s transcript.

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

Promoting or demoting a student in MiSiS will create a new cohort enrollment record for that student. The MiSiS **Changing Grade Level job aid** describes the procedure to change a student’s grade level after the beginning of the school year. Schools should compare a student’s grade levels to credits earned before proceeding. If a student, based on credits earned, is assigned to the wrong grade level, users will need to change the grade level in MiSiS. Students in 11th grade may be promoted to 12th grade at the end of the Fall semester, if they are expected to graduate in June. Students in graduation years 2017 and beyond are required to meet “Benchmark” requirements, as well as credit requirements to advance grade levels. (See BUL-6166.1 Graduation Requirements for Classes of 2017 and 2018.) The Changing Grade Level job aid can be found on the MiSiS website at:

<http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/Domain/139/Changing%20Grade%20Level.pdf>

### Intervention Programs (Saturday School)

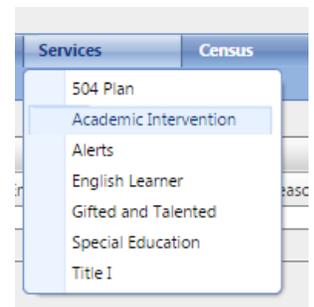
Schools can document intervention services using the Academic Intervention Screen, under the Services menu. (This screen is different from the Intervention screen for Behavior, under Student Support.)

Follow instructions in the [Placement in Academic Intervention](#) job aid at:

<http://achieve.lausd.net/Page/7232>.

More information regarding Core Waiver intervention programs and directions for staffing, as well as planning information and attendance accounting, can be found in:

- [MEM-6575.0 CORE Waiver Intervention Programs 2015-2016, Grades K-8](#)
- [MEM-6586.0 CORE Waiver High School Credit Recovery and Intervention Program 2015-2016](#)

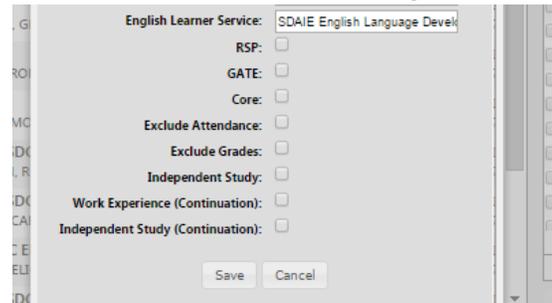


## English Learner Data Update

### English Learner Service Reporting for CALPADS

Per inter-office correspondence from the Multilingual and Multicultural Education Department (MMED) (e-mailed to principals on January 7, 2016), schools must update section attributes for those sections that contain English Learners in order to reflect services provided to ELs for reporting to CALPADS by January 31, 2016. If schools have any questions regarding this requirement, call MMED at 213-241-5582.

Using the Principal's Portal, Principals have access to a database of sections that your school needs to verify. Using that list, schools can then update the appropriate section attribute for EL services from the cross icon  on the affected sections using the section editor screen (Admin > Master Scheduling > Sections Editor button or link).



See the [Section Attribute Guidelines](#) job aid for step-by-step directions on updating the section attributes screen. (SSO may be required to download.)

**Reprinting Reclassification Letters** – Schools should be able to print or reprint reclassification letters for students that have been reclassified by the school using the MiSiS application (last two years). If the reclassification was approved centrally by MMED (as required with LAT process), *only* MMED can print or reprint a letter.

**Uploading Out-of-District CELDT into MiSiS** – The School Information Branch (SIB) will need copies of any previous CELDT results, initial and annual, for students *transferring from other districts in California*. Write the student's district ID clearly on the CELDT score page and fax your request to SIB at 213-241-8969. SIB will facilitate the upload of those scores into MiSiS via a nightly interface.

**2015 Initial and Annual CELDT Results** – The Student Information Systems Branch is still waiting for these to arrive. The results will be uploaded into MiSiS as they are received from the vendor over the next few months. Check MiSiS release notes weekly for updates.

### Recently Added New Features:

- A new **Long Term English Learner (LTEL) Goals report** is now available for elementary and secondary schools to use when discussing goals with LTEL students.
- **Quick link to English Learner Profile Page** – A hyperlink has been added to the student ID on any of the English Learner Rosters, RFEP Monitoring Roster, Master Plan Roster, and EL Student Schedule Summary, which, when clicked, will open a new tab and display the student's English Learner profile page.
- The **Reclassification Letter** has also been recently modified to display SRI results when no passing CAHSEE results are available.

## Secondary Cumulative Record Labels

**Secondary Cumulative Record Labels** must be printed at the end of each semester and posted to the "paper" cumulative record folder. Secondary schools will be able to print cum labels of student's FINAL grades for any term and grading period selected beginning in February. Users can refer to the job aid in MiSiS for new Cum Label procedures. Users should be aware that selecting "ALL" from the Enrollment Status will result in the CUM labels for all students that have attended their site in previous years to be printed. To avoid printing labels for students that are not enrolled at a

school site, but did attend in the past, choose “Not Enrolled” instead. This will print labels for students that started at the school site this school year, but have checked out during the 1st semester of the 2014-2015 school year. Selecting “Currently Enrolled” should only print labels for currently enrolled students. Schools can run the E & L Report Secondary to get a list of students who may have checked out during the 1st semester and need a CUM label printed.

### Clearing the Cache (Browser History)

If users are having problems with some screens not refreshing in the browser correctly, it is a good practice to try clearing the browser *cache*, also known as *browser history*, to help resolve the issue. Please see the directions below for the different internet browsers.

- In Firefox, go to **History** and select **Clear Recent History**.
- In Safari, go to **History** and select **Clear History and Website Data**.
- In Chrome, click on Settings, then select History (or CTRL-H), and click on the **Clear browsing data** button.
- In Internet Explorer, go to **Tools** and select **Internet Options**. From the **General** tab, under **Browsing History**, click **Delete**.
- Note: The following web site has instructions, including screen shots, for all browsers:  
<http://www.refreshyourcache.com/>

### Dates to Remember:

- **Signed statistical reports for months 1 through 6 are due on February 26, 2016.**
- **New Year Enrollment (NYE) Processes (more information in next newsletter)**
  - **Part 1** – next grade level, 2017 enrollment created for *continuing* students at your school – Late February/Early March
  - **Part 2** – next grade level, 2017 enrollment created for *matriculating* students, magnet students, and transfers – should begin by mid/late March and continue through end of June.
- **Secondary Mark Reporting Window Dates for Spring Semester (4x4 school, same dates used):**
  - Optional Progress Report: 2/4/2016 – 2/12/2016
  - Midterm Mark Report: 3/10/2016 – 3/18/2016
  - Progress Report: 4/21/2016 – 4/29/2016
  - Final Mark Report: 5/18/2016 – 6/10/2016
- **Elementary Mark Reporting Window – 2<sup>nd</sup> Reporting Period (11/09/2015 to 2/26/2016):**
  - Mark Entry: 2/18/2016 – 3/4/2016

**Note: Reporting windows can only be modified ahead of time by submitting the [MiSiS Grade Entry Window Change Request](#).** Please complete the form to request an extension to the grade entry window for teachers. Official dates for this school year can be found in the policy documents (links) below. Please allow 1-2 business days for processing. *Also, grading periods cannot overlap; grading windows may not be extended past a future grading window start date.*

Detailed 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](#)