

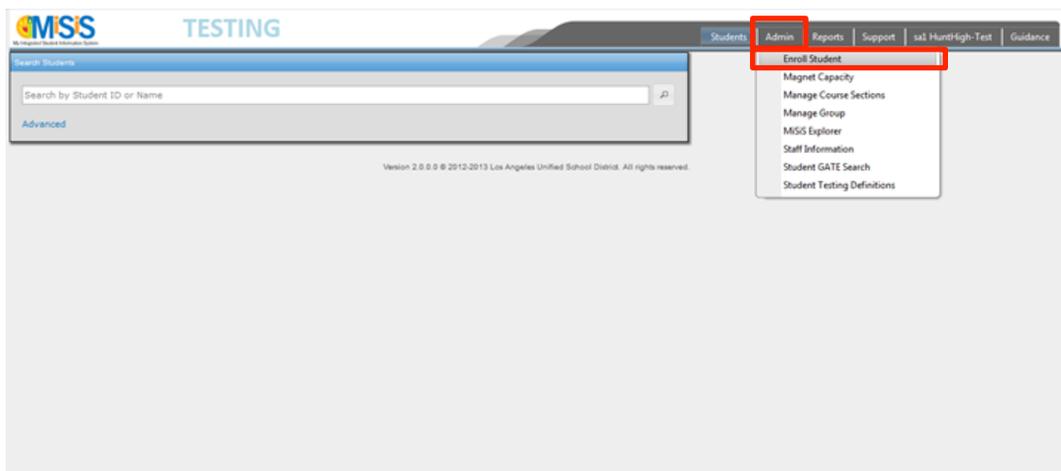
MiSiS – My Integrated Student Information System

New Student Enrollment

3/10/2014

This job aid describes the enrollment process for a student who has never attended a school in LAUSD.

Step 1 Log onto the MiSiS homepage at <http://misis.lausd.net> using your single sign-in (SSO) Hover the mouse over **Admin** tab and click **Enroll Student**.



Step 2 Enter the student name.
Step 3 Click **Search** to determine whether the student has ever attended a school in LAUSD.

A screenshot of the 'Student Search for Enrollment' form. The form includes fields for 'Student ID', 'Last Name' (filled with 'Campos'), 'First Name' (filled with 'Fred'), and 'Middle Name'. There are radio buttons for 'Gender' (Male selected) and a 'Date of Birth' field (filled with '6/23/2009'). A 'Search' button is highlighted with a red box. A 'Step 2' callout box points to the 'First Name' field, and a 'Step 3' callout box points to the 'Search' button. Below the form, it shows '0 Students returned' and 'No students matched search'. At the bottom, there is a 'New Student' link.

Step 4a If an existing student record appears, click the **Enroll** link and update the student record.

Student Search for Enrollment

Student ID: Last Name: Campos First Name: Jorge Middle Name:

Gender: Male Female Date of Birth: 1999

Step 4a

1 Student returned

Photo	Student Code	Last	First	Middle	DOB	Age	Parent	Enrollment Status / Exit Date	Last School	Last LAUSD Grade Level
	1424010	Campos	Jorge		6/23/1999	14		Currently Enrolled	HUNTINGTON PARK SENIOR HIGH	09

[Enroll](#) [View Profile](#)

Step 4b If you receive the message **No students matched search** click on the **New Student** button to enroll the student.

Student Search for Enrollment

Student ID: Last Name: Campos First Name: Fred Middle Name:

Gender: Male Female Date of Birth: 6/23/2009

0 Students returned

No students matched search

Step 4b

Step 5 On the **Student Enrollment Information** screen, enter all required fields * Enter student enrollment per the District’s policy and procedures. Click **Save**, to access the next screen.

Student Enrollment Information - Quick Enrollment

* Enrollment School: HUNTINGTON PARK SEN * for school year: 2013-2014 Student ID:

* Entry Date: 3/4/2014 * Entry code: First School * Grade: 9

* Last Name: Campos * First Name: Fred Middle Name:

Alias/Nickname: Suffix: -Please Select- * Date Of Birth: 6/23/1999

* Gender: M F * Twin: Yes No * Birth Verification: Birth Certificate

* Home Phone Number: (213) 241-5000 CapID#:

Student Residence:

* Number: 6022 Direction: -Please Select- * Street: Miles

* Street Type: AVE Apartment: * City: Huntington Park

* State: CALIFORNIA * Zip Code: 90255 Zip +4:

Birth City: Rosarito Birth State: -Please Select- * Birth Country: MEXICO

* School Of Residence: HUNTINGTON PARK SENIOR HIGH * Residence Verification: Utility Service Bills(Gas,W) Transportation Program: -Please Select-

Step 5

Entry Codes

- E1** Same School
- E2** Other LAUSD School
- E3** Public School Outside District
- E4** Non Public School
- E5** Public School Outside California
- E7** First School

Step 6

Click **Address Search** and the application will verify whether the student's home address is within the school boundary

Step 6

Address Search

boundary Schools:

- GAGE MIDDLE SCHOOL
- HUNTINGTON PARK SENIOR HIGH
- LINDA ESPERANZA MARQUEZ SENIOR HIGH HPIAM
- LIBRA ACADEMY AT MARQUEZ SENIOR HIGH
- LINDA ESPERANZA MARQUEZ SENIOR HIGH SOCIAL JUSTICE
- PACIFIC BOULEVARD SCHOOL

Step 7 On the **Parent/Guardian Information** screen, enter all required fields *, Click **Save**, to access the next screen.

Step 7 → **Save** Cancel

Step 8 On the **Student Home Language** screen, enter all required fields *, Click **Save**, to access the next screen.

Step 8 → **Save** Cancel

Step 9 On the **Student Educational Information** screen, enter all required fields *
Click **Save**, to access the next screen.

Student Educational Information

Special Services:

- * Was this student receiving special education services at his/her previous school? Yes No
- * Did this student have a current Individualized Education Plan(IEP) at the previous school? Yes No
- * Did this student have a section 504 Plan at his/her previous School? Yes No
- * Does this student have difficulties that interfere with his/her ability to go to school or to learn? Yes No
- * Has this student been identified for gifted and talented edicational services(GATE)?" Yes No

Step 9 → **Save** Cancel

Step 10 On the **Previous School Information** screen, enter all required fields *
Click **Save**, to access the next screen.

Previous School Information

Previous School:

- * Did you attempt to enroll the child in a different school in Los Angeles County for the current or preceding year? Yes No
- * If yes, what was the outcome?
- * Is this student currently under an expulsion order? Yes No
- * Date of first U.S. school enrollment excluding preschool.
- * Date of first California school enrollment excluding preschool.

Step 10 → **Save** Cancel

Step 11 As required, add new records for the following screens:

**Additional Correspondence, Additional Contacts,
and Additional Contacts Screens**

Step 12 Click on the “**Enroll**” button to save the student record

Step 12

Enroll Back

- Student Enrollment Information - Quick Enrollment
- Enter Parent/Guardian Information
- Student Home Language
- Student Educational Information
- Previous School Information
- Additional Correspondance**
- Additional Contacts**
- Other Family Members**

Enroll Back

Step 13 The confirmation message **Student enrolled successfully** will display.

The Student Record is NOT retained until this message displays.

The screenshot shows the MiSiS interface with a 'TESTING' banner. Below the banner is a 'Back' button and a 'Step 13' label. A red box highlights the text 'Student enrolled successfully' with a red arrow pointing to it from the 'Step 13' label. Below this is the 'Student Enrollment Information - Quick Enrollment' form. The form contains the following fields:

* Enrollment School:	HUNTINGTON PARK SEN	* for school year:	2013-2014	Student ID:	
* Entry Date:	3/4/2014	* Entry code:	First School	* Grade:	
* Last Name:	Campos	* First Name:	Jorge	Middle Name:	
Alias/Nickname:		Suffix:	-Please Select-	* Date Of Birth:	