

MiSiS – My Integrated Student Information System

GENERATE A MIDDLE SCHOOL TRANSCRIPT REPORT

JOB AID
5/6/15

This job aid is designed to provide instruction in the process to **generate** and **print** a **Middle School transcript report** for one or more students.

Users with the **Principal, Scheduling Administrator, Counselor Plus, and Counselor** roles will be able to perform the tasks in this document. This job aid was created using the **Counselor** role at a **middle school**.

Step 1 Log into MiSiS with the following URL:
<http://misis.lausd.net/start>, from your internet browser,
using your single sign-on (SSO) user ID and password.

1



Step 2 Select the correct **user role** from the landing page, as required (Example: Counselor).

2



Hello , please login with one of the roles below, or click here to [Sign Out]

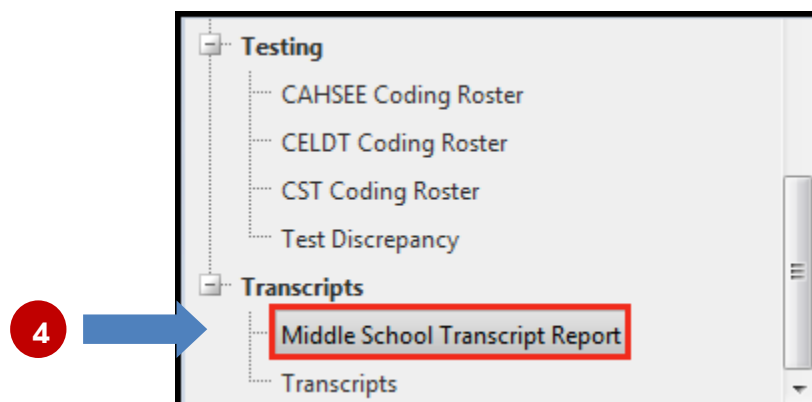
Select	User Role	School	Status	Access Type
	counselor	clinton		
Select	Counselor	WILLIAM JEFFERSON CLINTON MIDDLE SCHOOL	Active	Read/Write
Select	Summer School Counselor	WILLIAM JEFFERSON CLINTON MIDDLE SCHOOL	Active	Read/Write

Step 3 Click the **Reports** menu button.

NOTE: It is suggested that you open the Reports menu in a new tab (Right-click on the Reports tab, select Open Link In New Tab), so that you can toggle between multiple pages.

Generate a Transcript Report

Step 4 Reports are listed in alphabetical order by module. Locate the **Transcripts** module and select the **Middle School Transcript** report link.



The **report parameter screen** and the **prepopulated default values** are displayed below. Additional values become available as parameter selections are made.

Educational Service Center:	<Select a Value>	Campus:		View Report
School:		School Year:	2014-2015	
Enrollment Status:	Currently Enrolled	Small Learning Community:		
Grade Level(s):		Student(s):		
Transcript Status:	Transcript is official when signed	Report Options:	LAUSD Middle School GPA, Total Cre	
Testing Information:		Sort By:	Alpha	
Banner Page:	No			

A brief description of each field follows, in the order of selection:

- **Educational Service Center (ESC)** – Select the **ESC** that the school is located in.
- **Campus** – Select the **home** campus.
- **School** – Select the appropriate **school** or **magnet**.
- **School Year** – Select based on the **enrollment year**. The default value is **2014-2015**; update as needed.
- **Enrollment Status** – Select **All**, **Currently Enrolled** (default), or **Not Enrolled**.
- **Small Learning Community (SLC)** – Select the **SLC** (will populate based on School parameter value – select specific name, or No SLC Assigned).
- **Grade Level(s)** – Select one or more **grade levels** (will load students in selected grade[s] based on enrollment year defined).
- **Student(s)** – Select one or more students, or check Select All
- **Transcript Status** – Select a value from the drop down list, which will print on the transcript report.

- **Report Options** – Select a value from the drop down list, which will populate list values for other parameters based on selections made
 - **Select All**
 - **None**
 - **Comments Box**
 - **Courses in Progress**
 - **LAUSD Middle School GPA** – System default
 - **MS GPA, Rank by School**
 - **MS GPA, Rank by School & Campus**
 - **Total Credits** - System default
 - **Testing Information** – Will load applicable values in the Testing Information parameter
- **Testing Information** – Select a value(s) from the drop down list, or check Not Applicable. Do not check Select All. Limit of 10 tests. If more than 10 are selected, an error message will display and prevent the report from running.
- **Sort By** – Select Alpha, Counselor, or SLC
- **Banner Page** – Select Yes or No

Make sure to enter the parameters from **left to right**, and **top to bottom** – this allows the values in the drop-down menus to populate accurately.

Please note that as selections are made from a parameter drop-down list, users may need to either **click on the corresponding drop down arrow** or **click anywhere within the gray parameter window** to collapse a list.

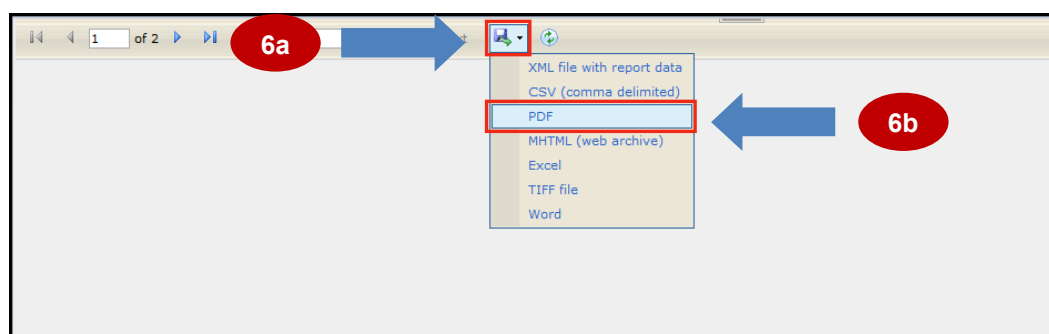
Step 5a Complete the **parameters** as required. A completed sample is shown below.

Step 5b Click the **View Report** button.

The screenshot shows a web form for generating a transcript report. It contains several dropdown menus and text fields. A red circle labeled '5a' points to the 'Educational Service Center' dropdown, which is set to 'E'. Another red circle labeled '5b' points to the 'View Report' button on the right side of the form. The form includes fields for School, Enrollment Status, Grade Level, Transcript Status, Testing Information, Banner Page, Campus, School Year, Small Learning Community, Student(s), Report Options, and Sort By.

Step 6a The preview page appears blank. This is because a “Control Sheet” is the first page of the report. Click on the **Export** icon to export data.

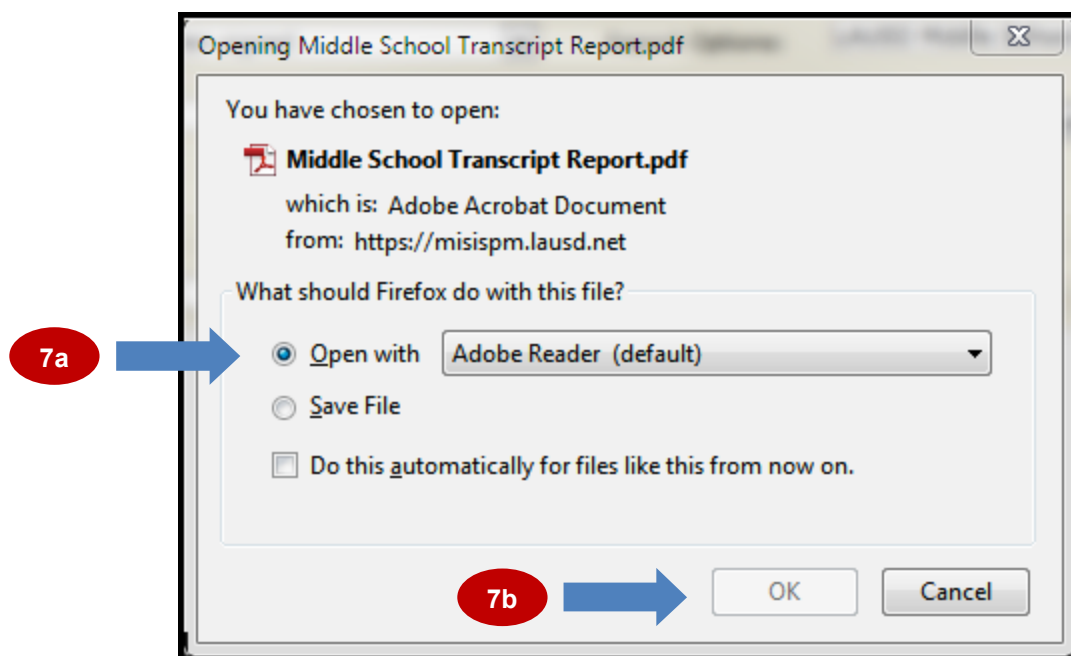
Step 6b Select a **file type**. In this example, **PDF** was selected.



Generate a Transcript Report

Step 7a Select the radio button option to **open the file**. Please note that the pop-up window display may vary, depending on the Internet browser used.

Step 7b Click the **OK** button.



Step 8 Click on **File** from the Menu toolbar or select the **Print icon** from within the application to print the transcript. In this example, the **Print icon** was selected.

LOS ANGELES UNIFIED SCHOOL DISTRICT

Student Name: SMITH, JOHN DAVID
 Date Of Birth: 02/25/01 Gender: M Grade Level: 8
 Location Code: 1806201
 Parent/Guardian Name: SMITH, MARY JANE
 School Name: WILLIAM JEFFERSON CLINTON MIDDLE SCHOOL
 333 S BEAUDRY AV
 3500 S HILL ST
 LOS ANGELES, CA 90013873
 LOS ANGELES, CA 90007
 Home Phone: (213) 241-1000
 Tel: (323) 235-7200
 Student ID: 022501M000 StateID:
 CDS Code: 112011
 Principal: Counselor:

Crs ID	Course Title	Mark	Credit
180103	INTRO COMP	D	5.0
230101	ENGLISH 6A	A	5.0
231121	ACAD LIT MS 6A	D	5.0
310101	MATH 6A	C	5.0
310231	MTH TU LB MS A	C	5.0
330101	BEG PE A	A	5.0
360101	SCI/HLTH 6A	C	5.0
370121	WHG: ANC CIV A	C	5.0
420103	HOMEROOM	C	1.0
Cmp: 41			

Crs ID	Course Title	Mark	Credit
230103	ENGLISH 7A	B	5.0
230209	CREAT WRT MS A	B	5.0
260101	HEALTH JH	A	5.0
310103	MATH 7A	B	5.0
310231	MTH TU LB MS A	B	5.0
330101	BEG PE A	A	5.0
370123	WHG: MED/MOD A	C	5.0
420103	HOMEROOM	N	0.0
460301	LIB PRAC JH A	A	5.0
Cmp: 40			

Crs ID	Course Title	Mark	Credit
230105	ENGLISH 8A	D	5.0
230209	CREAT WRT MS A	D	5.0
310231	MTH TU LB MS A	C	5.0
310337	CC MATH 8A	C	5.0
330103	INT PE A	F	0.0
360105	SCIENCE 8A	D	5.0
370125	US HIST G&C A	B	5.0
420103	HOMEROOM	M	0.0
420203	COLLEGE EDS	B	5.0
Cmp: 35			

Crs ID	Course Title	Mark	Credit
200102	GENERAL ART B	C	5.0

Crs ID	Course Title	Mark	Credit
230104	ENGLISH 7B	B	5.0

GPA and Credit Summary	
GPAName	GPA
LAUSD Middle School	2.224
GPA	