This job aid is designed to provide instruction with the process to generate a Retention Warning.

Users with the Office Manager, Counselor and Principal roles will be able to perform the task outlined in this document. The job aid was created using the Office Manager role.

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

**Step 2** Select the correct user role from the landing page, as required.

**Step 3** To initiate a student search, type in the student’s name and click the Search icon.

The Search Results display below.

**Step 4a** Click the Action button and the menu displays below.

**Step 4b** Click on Retention Warnings.
Step 5  The Student Profile window displays. Click the + Add new record link.

The View Retentions Warning Notices screen displays below. A brief description of each field follows.

- **School Term** – Select the appropriate School Term
- **Grading Period** * – Select the appropriate Grading Period
- **Warning Notice Sent** – Select the Warning Notice Sent Date
  - **Note:** Warning Notice needs to be entered for Grading Period 2 for school to be able to enter Retention in Grading Period 3.
- **Retained** * – Select the appropriate Warning Notice
  - For **Grading Periods 1 and 2**, the Retained dropdown contains **May Be Retained**.
  - For **Grading Period 3**, the Retained dropdown contains **Will Be Retained**.
  - **Note:** Will Be Retained will activate the **Retention Date, Grade, and Reason** fields.
- **Retention Date** – Select the Retention Date
- **Retention Grade** – Select the Retention Grade
- **Retention Reason** – Select the Retention Reason

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Step 6  Complete the parameters as needed. A completed sample is shown below.

Step 7  After completing the data entry, click the Save button.

Step 8  The Retention Warning record will display in a list. Click the edit icon to edit the information.

Note: If multiple records have been entered, you have the ability to sort entries ascending or descending by clicking on the column headers.