

MiSiS – My Integrated Student Information System

UPDATE STUDENTS YEAR END FLAG INFORMATION

JOB AID
9/17/14

This job aid is designed to provide instruction on retrieving a list of students with incomplete year end flag information and editing the year end flag information.

The Principal, and authorized MiSiS Office Manager role will see a new link named **High School L Code reason Update Report** under the MiSiS menu.

This job aid was created using the **Office Manager** role at a senior high school.

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



Log in to LAUSD EZ Access Request Application System

Username:

Password:

Session times out after 30 minutes.

If you forgot your password or need to activate your LAUSD Single Sign-On account, click here - SSO.lausd.net.

EZ access assistance visit the ITD Customer Self-Service Website http://helpdesk.lausd.net/service_request.htm or call the ITD Help Desk at (213) 241-5200

[Return to Main Menu](#)

Step 2 Click the **LAUSD Employees** link.



Los Angeles Unified School District
EZ Access Request System

EZ Access - Main Menu

Please click on the application that you would like to complete.

Account Request For LAUSD Employees

[LAUSD Employees](#)

Step 3 From the EZ Access (LAUSD) – Main Menu click the **MiSiS Application** option.

3 **MiSiS Application**
User Access Request Form

Step 4 From the MiSiS Main Menu click the **High School L Code and Reason Update Report** link.



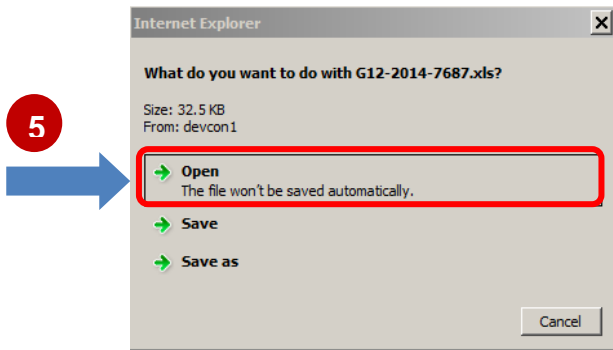
Los Angeles Unified School District
EZ Access Request System

MiSiS Main Menu

[MiSiS - User Access Request Form](#)
[Application Status](#)
[Quick Guide - Applying for Access](#)
[Quick Guide - Approving Requests for Access](#)
[MiSiS Backup School Reports](#)
[Approval List](#)
[MiSiS Manual User Input](#)
[High School L Code and Reason Update Report](#)
[High School L Code and Reason Update Report](#)

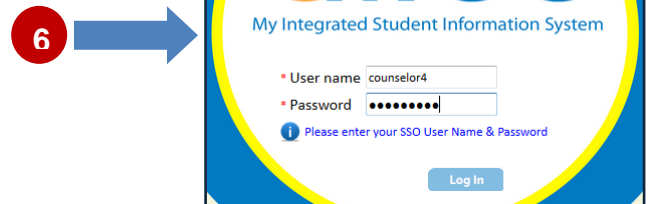
Step 5 Click Open to link to download the Excel file.

Sample of the report.

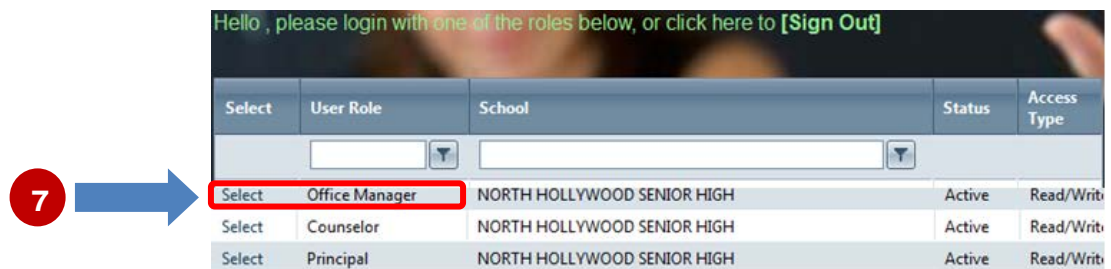


1	2	3	4	5	6	7	8	9	10
			SSTS						
			LOCAL	YEF	LEAVE	LEAVE			
			(MISIS)	CD	RSN	LDATE	LOCN		
1	DIST_ID	STUDENT LAST NAME	STUDENT FIRST NAME	ID					
2	111095F035	JOHNSON	ANDREA	147	7	6/30/2014	8888		
3	070889M010	THOMPSON	SEBASTIAN	150	7	6/30/2014	8888		
4	091695F134	PETERSON	NUNE	272	7	6/30/2014	8888		
5	120699M072	ROBINSON	BRANDEN	500	7	6/30/2014	8888		
6	080999M090	KNOTT	BRAND	481	7	6/30/2014	8888		
7	060894F010	JORDAN	KARINA	135	7	6/30/2014	8888		
8	122595F150	BARA	MICHELLE	326	7	6/30/2014	8888		
9	103096F057	REYNA	TSABEL	71	7	6/30/2014	8888		
10	050895M084	MARTINEZ	DANIEL	153	7	6/30/2014	8888		
11	042895M014	VALDEZ	ANTONIO	348	7	6/30/2014	8888		
12	041396F027	MONTANO	CHRISTINA	154	7	6/30/2014	8888		
13	072599M009	JAMES	JESSE	61	7	6/30/2014	8888		
14	111599M038	MARTINEZ	RICKY	116	7	6/30/2014	8888		
15	051196F015	WILLIAMSON	VANESSA	280	7	6/30/2014	8888		

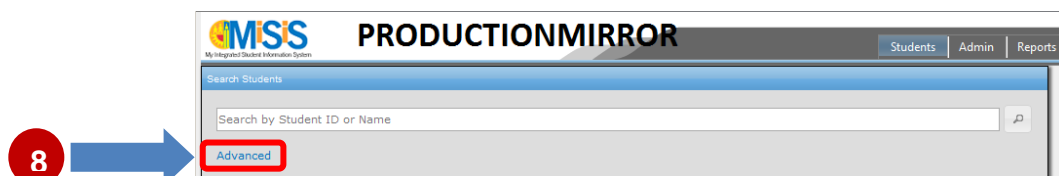
Step 6 Log into MiSiS with the following URL: <http://misis.lausd.net/start>, from your internet browser, using your single sign-on (SSO) user ID and password.



Step 7 Select the correct **user role** from the landing page, as required (Example: Office Manager).



Step 8 Click the **Advanced** link.



Step 9 Click the calendar icon to select date or type the date of 06/05/2014 for the Enrolled as of date.

9

Search Students

General Information

Enrolled as of: 6/5/2014

Step 10 Enter the **Student ID** or **Last Name** and **First Name** to search for student.

10

Student ID: Last Name: First Name:

Step 11 Scroll to the bottom of the search student screen and **click** the **Search** button.

11

Search

Step 12a Click the **Action** button.

Step 12b Select **Withdrawal History** form list.

12b

12a

1 student returned

#	Last Name	First Name	Student Code	Home Room	Grade	Date of Birth	Gender	Home School	Overall Attendance	GPA	Home Phone
1	BURKE	RAYBURN	091096M013		12	09/09/96	M	NORTH HOLLYWOOD SENIOR HIGH	A/D T/O	0.00	(818) 361-5790

Transfers
Transcripts
Withdrawal History
Year End Fl
Edit Sched

Action

Step 13 Student profile screen displays, click the **Edit** button.

13

RAYBURN BURKE

Student Code: 1472854
School: Unspecified
Grade: 12
ELD Level: M
Gender: M
DOB: 07/25/2004
HLS Date:

Emergency Contact:
Guardian Information:
(P) Ray Burke - Father

Enrollment Attendance Academics Support Services
Census Miscellaneous Letters

View Withdrawal History

+ Add new record Refresh

Withdrawal Date	Withdrawal Code	Reason	School	Grade
06/05/2014	Graduated or Certificate		NORTH HOLLYWOOD SENIOR HIGH	12
06/05/2010			OLIVE VISTA MIDDLE SCHOOL	8

The **View Withdrawal History** screen displayed below.

Enrollment	Attendance	Academics	Support	Services	Census	Miscellaneous	Letters								
View Withdrawal History															
+ Add new record Refresh															
Withdrawal Date	Withdrawal Code	Reason	School	Grade											
06/30/2014	Graduated or Certificate		NORTH HOLLYWOOD SENIOR HIGH	12											
Submit Withdrawal															
* Withdrawal Date:	6/30/2014		* Future Residence:												
* Withdrawal Type:	Graduated or Certificate														
* Withdrawal Reason:	- Please Select -		Comments:												
* Future School:															
<input type="button" value="Save"/> <input type="button" value="Cancel"/>															
<table border="1"> <tr> <td>06/18/2010</td> <td></td> <td></td> <td>OLIVE VISTA MIDDLE SCHOOL</td> <td colspan="4">8</td> </tr> </table>								06/18/2010			OLIVE VISTA MIDDLE SCHOOL	8			
06/18/2010			OLIVE VISTA MIDDLE SCHOOL	8											

Update the following fields:

- **Withdrawal Type** – select appropriate type for example: **Graduated or Certificate**.
- **Withdrawal Reason** – select appropriate reason for example: **Diploma – passed course requirements and passed CAHSEE**.
- **Future School** – enter a school name or **unknown**.
- **Future Residence** – enter **Same**
- **Comments** – enter date **updated 09/17/20XX**

Step 14 Click the **save** button.

Enrollment	Attendance	Academics	Support	Services	Census	Miscellaneous	Letters								
View Withdrawal History															
+ Add new record Refresh															
Withdrawal Date	Withdrawal Code	Reason	School	Grade											
06/30/2014	Graduated or Certificate	Diploma – passed course requirements and passed CAHSEE	NORTH HOLLYWOOD SENIOR HIGH	12											
Submit Withdrawal															
* Withdrawal Date:	6/30/2014		* Future Residence:	same											
* Withdrawal Type:	Graduated or Certificate														
* Withdrawal Reason:	Diploma – passed course requirements and		Comments:	updated 09/17/2014											
* Future School:	unknown														
14 ➔ Save <input type="button" value="Cancel"/>															
<table border="1"> <tr> <td>06/18/2010</td> <td></td> <td></td> <td>OLIVE VISTA MIDDLE SCHOOL</td> <td colspan="4">8</td> </tr> </table>								06/18/2010			OLIVE VISTA MIDDLE SCHOOL	8			
06/18/2010			OLIVE VISTA MIDDLE SCHOOL	8											

Step 15 Click the **OK** button.

Withdraw BURKE, RAYBURN {091096M013}?

15
➔
OK

**** Updated view.**

Enrollment	Attendance	Academics	Support	Services	Census	Miscellaneous	Letters
View Withdrawal History							
+ Add new record Refresh							
Withdrawal Date	Withdrawal Code	Reason	School	Grade			
06/30/2014	Graduated or Certificate	Diploma – passed course requirements and passed CAHSEE	NORTH HOLLYWOOD SENIOR HIGH	12			
06/18/2010			OLIVE VISTA MIDDLE SCHOOL	8			