

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.

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Login to LAUSD EZ Access Request Application System

Username: Enter your Single Sign-On(e-mail) username and password to Log In.
eg. (mary.smith@lausd.net, msmith@yourcharter.com)
• Do not add domain name (@lausd.net, @lausd.k12.ca.us).
• Non-LAUSD Employees may have a different Username than e-mail

Password: Log In

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.



EZ Access - Main Menu

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

Account Request For LAUSD Employees

2

[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.



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](#)

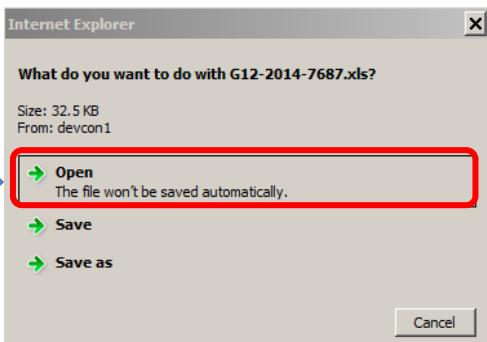
[MiSiS Manual User Input](#)

[High School L Code and Reason Update Report](#)

4 [High School L Code and Reason Update Report](#)

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

Sample of the report.

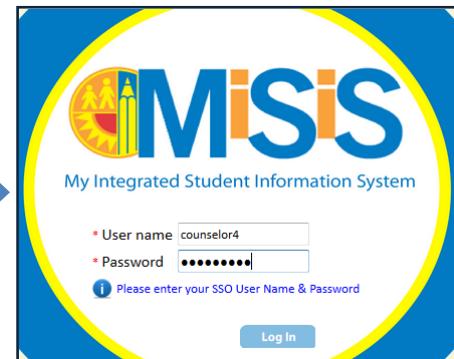


A screenshot of an Excel spreadsheet titled 'G12-2014-7687.xls'. The spreadsheet contains 15 rows of data with columns for DIST_ID, STUDENT LAST NAME, STUDENT FIRST NAME, LOCAL YEF (MISIS), LEAVE_CD, LEAVE_RSN, LDATE, and LOCN. The data includes student names like Johnson, Peterson, Robinson, and Martinez, along with their respective local IDs and leave information.

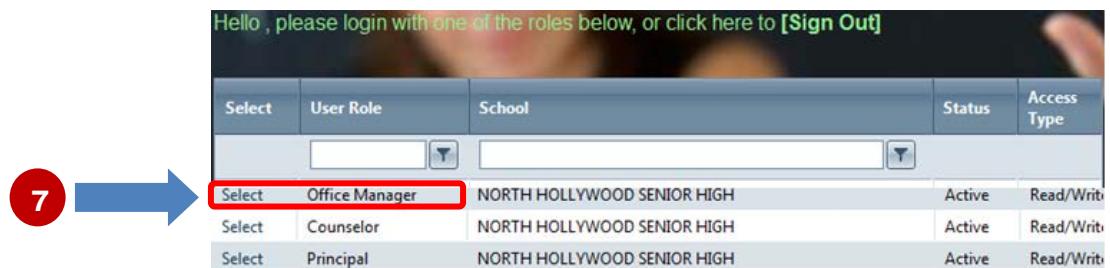
	DIST_ID	STUDENT LAST NAME	STUDENT FIRST NAME	LOCAL YEF (MISIS)	LEAVE_CD	LEAVE_RSN	LDATE	LOCN
2	111095-F035	JOHNSON	ANDREA	147	7		6/30/2014	8888
3	070495R010	THOMPSON	SEBASTIAN	150	7		6/30/2014	8888
4	091495F134	PETERSON	NUNE	272	7		6/30/2014	8888
5	120499R072	ROBINSON	BRANDEN	500	7		6/30/2014	8888
6	080499R090	KNIGHT	BRANDO	481	7		6/30/2014	8888
7	060398F010	JORDAN	KARTINA	131	7		6/30/2014	8888
8	122395-F100	BANA	MICHELLE	126	7		6/30/2014	8888
9	103095F057	RYNA	TSABEL	71	7		6/30/2014	8888
10	050495M084	MARTINEZ	DANIEL	153	7		6/30/2014	8888
11	042495M014	VALDEZ	ANTONIO	348	7		6/30/2014	8888
12	041396F027	MONTANO	CHRISTINA	154	7		6/30/2014	8888
13	072598M009	JAMES	JESSE	61	7		6/30/2014	8888
14	111398M038	MARTINEZ	RICKY	116	7		6/30/2014	8888
15	051196F015	WILLTAHSON	VANESSA	280	7		6/30/2014	8888

Step 6 Log into MiSiS with the following URL:

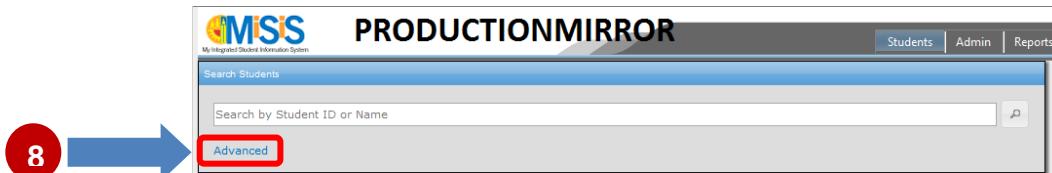
<http://misis.lausd.net/start>, from your internet browser, using your single sign-on (SSO) user ID and password.



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.

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

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

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

The View Withdrawal History screen displayed below.

Enrollment	Attendance	Academics	Support	Services	Census	Miscellaneous	Letters
View Withdrawal History							
<input type="button" value="Add new record"/> <input type="button" value="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 <input type="button" value="..."/>	* Future Residence:					
* Withdrawal Type:	Graduated or Certificate <input type="button" value="..."/>						
Withdrawal Reason:	- Please Select - <input type="button" value="..."/>						
* Future School:							
Comments: <input type="text"/>							
<input type="button" value="Save"/> <input type="button" value="Cancel"/>							
06/18/2010		OLIVE VISTA MIDDLE SCHOOL		8			

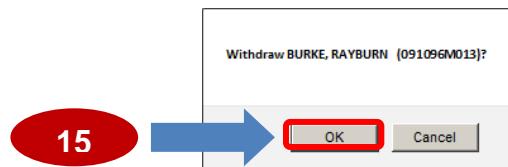
Update the following fields:

- 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							
<input type="button" value="Add new record"/> <input type="button" value="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 <input type="button" value="..."/>	* Future Residence:					
* Withdrawal Type:	Graduated or Certificate <input type="button" value="..."/>						
Withdrawal Reasons:	Diploma – passed course requirements and <input type="button" value="..."/>						
* Future School:	unknown <input type="button" value="..."/>						
Comments: <input type="text" value="updated 09/17/2014"/>							
<input type="button" value="Save"/> <input type="button" value="Cancel"/>							
06/18/2010		OLIVE VISTA MIDDLE SCHOOL		8			

Step 15 Click the **OK** button.



** Updated view. 

Enrollment	Attendance	Academics	Support	Services	Census	Miscellaneous	Letters
View Withdrawal History							
<input type="button" value="Add new record"/> <input type="button" value="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			