



5-1-2015

# LOS ANGELES UNIFIED SCHOOL DISTRICT

An Online Users  
Guide for  
Elementary School  
Administrators

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## PREPARATION PROCEDURES FOR THE FIRST SCHOOL DAY 2015-16

### ELEMENTARY SCHOOLS CHECKLIST

#### MiSiS Procedures for Finalizing Class Schedules

Completion Date	Work Area
	Ensure each Teacher is assigned to a class section in “Sections Editor”.
	Ensure that all Attributes have been applied to each class section via the Section Attributes screen in “Sections Editor”. <ul style="list-style-type: none"> <li>○ Identify Paraprofessional</li> <li>○ Indicate Master Plan and Special Day Programs, and English Learner service</li> </ul>
	Ensure that all Students have been moved from a committed <u>section</u> into the correct class in “Sections Editor”.
	Ensure that all Students, including late enrollees, are properly assigned a class in “Walk In” Scheduler.

#### Reports to Be Printed in Preparation Before the Opening Day

Completion Date	Task	MiSiS Report to Run
	Print at least 2 copies of 5-Column Rosters (One for the teacher of record, and one for back-up).	Log in as Office Manager to run the “Class Roster Five Columns” Report.
	Print multiple copies of alphabetical students rosters for distribution.	Office and administrative staff can generate the “Elementary Alphabetical Roster” Report.
	Print at least 2 copies of Class Rosters (One for the teacher of record, and one for back-up).	Office and administrative staff can generate the “Elementary Class Roster” Report.
	Print copies of the Meal Roster for the Cafeteria Manager and the office staff.	Log in as Office Manager to run the “Meal Program Roster” Report.
	Print out copies of Master Plan data for each teacher and office staff.	Office and administrative staff can generate the “English Learner” Report (users must identify language designation; currently no ALL option).
	Provide key staff members with a copy of student emergency contact information.	Office and administrative staff can generate an extract of Emergency Contact Information via the MiSiS Explorer.

\* To report issues with MiSiS, please call 213-241-5200

## Applying for MiSiS Access

[Apply for Access to MiSiS](#)

[Access Request Form for Solo Administrators or Charter Schools \(Only\)](#)

## Creating an Elementary Master Schedule

### Process

[Flowchart of Elementary MiSiS Scheduling](#)

### Job Aids

[Master Scheduling Basics in MiSiS](#)

Provides users with a quick reference tool to manage a school's master schedule in MiSiS.

School-based staff members are able to perform various actions to update and create elements of their master schedules. Areas of focus include **Section Types**, **Sections Editor**, and **Walk-In**.

[Guidelines for Section Attributes](#)

Section Attributes allows users the ability to differentiate between course sections (classes) that require select students to be monitored. Examples of reasons to create section attributes include:

- Identifying English Learner classes
- Services for English learners
- Special Day Program classes
- Identifying Resource Specialists for special education classes
- Identifying Paraprofessionals

[Elementary Period Groups and Meeting Patterns](#)

This job aid will show the process to create and edit **Period Groups and Meeting Patterns**. Users with the **Principal** and **Scheduling Administrator** roles will be able to perform this function.

[Update Class Section Details](#)

Users with the **Principal** and **Scheduling Administrator** roles will be able to perform the tasks outlined in this document. It is designed to provide **elementary** users with the process to perform the following tasks:

- Update sections (classes) assigned to an unfilled position with the correct teacher name.
- Move students between class sections.
- Close a class section (e.g., when a school is below norm).

[Assign Students for Independent Study Course](#)

Users with the **Principal** and **Scheduling Administrator** roles will be able to perform the tasks outlined in this document. It is designed to provide users with the process to perform the following tasks:

- Create a **section type** to identify Independent Study class sections.
- Create a **class section** for Independent Study and identify the **section attribute**.
- **Assign a student** to an Independent Study class section.

## Student Enrollment

### [Quick Guide to Enrollment Steps](#)

Provides step-by-step directions for enrolling a student

### [Enroll Student and Assign Classes](#)

This job aid is designed to provide instruction in the process to **enroll students** into your school and **assign class sections**. Users with the **Office Manager** and **Principal** roles will be able to perform the tasks outlined in this document.

### [Class enrollment report](#)

This job aid is designed to provide elementary users with the process to generate the **Class Enrollment Report**, which identifies the assigned teachers, rooms, sections, current class enrollment, and class capacity. Users with the **Office Manager, Principal, Counselor,** and **Scheduling Administrator** roles will be able to perform the tasks outlined in this document.

### [Update Student Information](#)

This job aid is designed to provide instruction in the process to **update** information on a student's enrollment record. Users with the **Office Manager** and **Principal** roles will be able to perform the tasks outlined in this document.

### [Edit Parent/Guardian Information](#)

This job aid will demonstrate how to update Parent/Guardian information for a student for an **Office Manager**.

### [Update Student Home Language](#)

This job aid is designed to provide instruction in the process to update the **Student Home Language** and **Student Ethnicity** survey questions on a student's enrollment record. Users with the **Office Manager** role will be able to perform this function.

### [Entering Section Attribute for Special Day Classes \(Elementary\)](#)

Designed to provide **elementary** users with the process to perform the following tasks:

- Follow the **guidelines** for use of Section Attributes to differentiate between class sections that require select students to be monitored or tracked
- Identify **Special Day Program (SDP)** class sections with the correct section attribute

### [Change a Student Grade Level](#)

This job aid is designed to provide instruction in the process to change students' grade level

### [Withdraw a Student](#)

This job aid is designed to provide instruction in the process to withdraw a student from your school. Users with the **Office Manager** role will be able to perform this function.

### [Edit an Existing Withdrawal Record](#)

This job aid is designed to provide instruction in the process to **edit an existing withdrawal record**. Users with the **Office Manager** role will be able to perform this function.

### [Student Transfer Form](#)

This job aid is designed to provide users with the process to generate a **Student Transfer Form (PAR-Pupil Accounting Report)**. The student must be withdrawn first in order to use this job aid (see Job Aid "Withdraw a Student"). This job aid is designed to provide multiple **users at elementary and secondary schools** with the process to enter transfer data and print the PAR.

## Other Helpful Job Aids & Links

### Enrollment

[Enrollment Packet Forms & MiSiS Screens](#)

[Legacy student Enrollment Form & MiSiS Screens](#)

[School Enrollment Codes \(“E” and “L” codes\)](#)

[Generate Elementary Cumulative Record Labels](#)

[Office Guide for Immunizations \(BUI-1660.6 Attachment D\)](#)

[Grade Placement Chart](#)

[Printing an Emergency Card](#)

[Generate Student Permit List Report](#)

[Generate Missing Country of Birth Report](#)

[Generate Missing Address Report](#)

[Age Calculator](#)

### RELATED RESOURCES

- [BUL-4926.2 Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools](#)
- [BUL-5708.1 Transitional Kindergarten, Kindergarten, and First Grade Entrance Age Requirements, Verification of Birth Date, and Placement Forms \(May 13, 2013\)](#)
- [BOARD APPROVED STAFFING RATIOS FOR 2015-16](#)
- [School Boundary Changes](#)

### Census/Demographics

[View Student Bus Schedule](#)

[Filtering Meal Code Roster Data](#)

[Entering Court Order](#)

[Entering Information on Homeless Screen](#)

[Entering Student Exclusion](#)

[Entering Information on Homeless Screen](#)

[Generate Meal Program Roster](#)

[View Student Meal Code Plan](#)

[Correcting Student Name](#)

[Generate Missing US Start Date Report](#)

[Generate Student Exclusion Report](#)

### Health

[Enter Immunization](#)

This job aid will demonstrate how users with the **Office Manager** and **School Nurse** user role can create and/or edit immunization records for elementary and secondary students.

[Updating Health Screening Information](#)

The purpose of this job aid is to provide instruction on how to access and update **Health Screening** information for a student. Users with the **School Health Office** and **Office Manager** roles are able to perform this function.

## RELATED RESOURCES

- [BUL-1660.6 Immunization Guidelines for School Admission \(Jan. 17. 2012\)](#)
  - *Requirements of school Entry*
  - *Exemptions to the immunization requirement.*
  - *Conditional Admission*
  - *Exclusion from school*
  - *Office Guide for Immunizations (Attachment D)*

### **Academic Intervention**

#### [Placement in Academic Intervention](#)

This job aid is designed to provide instruction on how to place a student in **academic intervention services**.

## RELATED RESOURCES

- [REF-6366.0 Locally Designed and Funded Intervention Programs \(Oct. 1, 2014\)](#)
- [MEM-5738.2 Elementary Guidelines for Reading Assessment and Screening Procedures for Intensive \(tier 3\) Instruction and Intervention at Grades 4, 5, and 6 \(April24, 2014\)](#)

### **Report Cards**

#### [Entering Grades by Teacher](#)

This job aid provides instructions on the process for the **Teacher** at the elementary schools to enter Grades for the grading periods.

#### [Teacher Verification of Marks - Elementary](#)

Steps to Generate the Teacher Verification Report

#### [Entering Elementary Grades by Principal](#)

This job aid provides instructions on the process for the **Principal** role at the elementary schools to enter Grades by Class during an inactive grading period window.

#### [Enter Retention Warning by Teacher](#)

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

Users with the **Teacher** role will be able to perform the task outlined in this document.

#### [Entering Retention Warning by Office](#)

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.

## [Printing Report Cards](#)

MiSiS allows authorized staff the ability to print report cards. This job aid will walk users through the processes of entering report parameters and printing the report card(s) via the **Admin portal**.

## RELATED RESOURCES

- [MEM-5127.4 Dates For Required Progress Reports in Elementary Schools 2014-2015](#)
  - [Reporting Periods and MiSiS Access Dates](#)
  - [Parent conferences](#)
  - [Standards Based Promotion Policy \(includes recommended retention criteria\)](#)
- [BUL- 1926.0 Request to Change a Pupil Grade \(Nov. 7, 2005\)](#)

## Attendance

### [View Attendance At-a-Glance](#)

1. Log into MiSiS at <https://misis.lausd.net/start>, using your single sign-on (SSO) account.
2. Select the appropriate **user role** from the landing page as required (example: *Office Manager*).
3. Type the student name or ID number in the **Search Students** field.
4. Click the **Search** icon.
5. Click the student's name to display the **Student Profile**.

### [Update Individual or Group Attendance for School Office](#)

This job aid is designed to provide instruction on how to update *individual* or enter *group* attendance as a **school office user** for elementary and secondary schools

### [Manage Teacher/Class Attendance](#)

This job aid is designed to provide instruction on how to **manage teacher/class attendance** as a **school office user** for elementary and secondary schools.

## Other Helpful Attendance Job Aids & Links

[Steps to Clearing Unresolved Absences](#)

[Generate Attendance Not Submitted Report](#)

[Generate Master Absence Report](#)

[Classroom Attendance Totals by Date Range](#)

[Manage Educator Absences and Generate Substitute Slips](#)

[Generate a Classification Report](#)

[Attendance Summary Report](#)

[Class Roster Five Column Report](#)

[MiSiS No Show Process](#)



#### RELATED RESOURCES

- [BUL-4926.2 Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools](#)
- [A Leader's Resource Guide: Effective Supervision & Support for employee development](#)
- [REF-5464.3 Initial Notification of Truancy \(1st NOT\) Report Central Automation and School Generated \(2nd and 3rd NOT\) Procedures \(August 25, 201\)](#)

### **Student Testing**

[Generate CELDT Coding Roster](#)

#### RELATED RESOURCES

- [2014-2015 Testing Calendars](#)
- [Student Testing Branch](#)
- [REF-6420 LAUSD Accessibility And Accommodations Guidelines For Smarter Balanced Assessments](#)

### **MiSiS Explorer (Ad Hoc Reporting)**

[Ad Hoc Reporting](#)

This job aid will focus on building a report using filters and expressions

[Generating Mailing Labels using MiSiS Explorer](#)

This job aid will focus on building a report for mailing labels using filters and expressions

[Creating a Mail Merge and Printing Mailing Labels](#)

This job aid will focus on creating a label mail merge document in Microsoft Word, using saved data from MiSiS Explorer and printing the labels. (This document is a continuation of the Generating Mailing Labels using MiSiS Explorer (Ad Hoc Reporting) process job aid and picks up with the saved spreadsheet from that job aid.)

[Generate Student Addresses with MiSiS Explorer](#)

School Office users can generate a list of student addresses using MiSiS Explorer. General MiSiS Explorer directions can be found at [\*\*http://achieve.lausd.net/misis\*\*](http://achieve.lausd.net/misis) (MiSiS Resources and Job Aids > MiSiS Explorer)

### **MiSiS Reports**

**MiSiS reports are accessible by following the steps below:**

**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. (Example: Office Manager)

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

**Step 4** From the menu on the left, select the report link you desire. It may be necessary to scroll the list of available reports.

The **default** report parameter screen will display. A brief description of each field follows:

- **Educational Service Center** – Select the **ESC** that the school is located in
- **Campus** – Select the school **campus**
- **School(s)** – Select the appropriate **school, magnet, small learning community**, etc.
- **Date** – Select the **run date** for the roster
- **Teacher (s)** – Select **one or more teacher(s)** to generate a report for

**Step 5a** **Complete the parameters** as needed. Enter values from top to bottom, and left to right.

**Step 5b** Click the View Report button. A report/roster displays. Use the scrolling arrows in the header to view additional pages. The report data can now be downloaded.

**Step 6a** Click the Export icon to export report data via the preferred file type.

**Step 6b** Select a file type. (E.g. PDF)

**Step 7a** Click the **Open with** radio button. This may display differently, based on your internet browser.

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

**Step 8** Use Print Button or icon from the **Internet browser** to print the report/roster(s).

❖ <b>Attendance</b>
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**Attendance Not Submitted With Date Range:** This report will produce a list of teachers who have not submitted their period attendance for their scheduled courses/sections for selected periods within a specified date range.

**Attendance Summary Report:** This report is used to identify students who exceed a user defined minimum number of full day absences within a selected date range. The report lists absences (excused, unexcused, uncleared, non-compliant, suspension, makeup days), tardies, partial days, total days present, total days absent and an attendance percentage for each student. A total attendance percentage for the selected group is also included at the bottom of the report.

**Class Roster Five Columns:** The purpose of this report is to produce a five/ten-column worksheet listing all students currently enrolled in a class (course and section). The report may be used by substitute teachers to take roll, etc.

**Classroom Attendance Totals by Date Range:** This report will display daily attendance information for each student enrolled in a class during a specified date range.

**Master Absence Report:** This report produces a list of students who are considered to have a full day of absence for the selected previous instructional day. It will calculate the number of consecutive full and partial day absences prior to the current day, unless the user selects a previous as of date. If a teacher

does not submit attendance for a student with cumulative absences, the student will remain on the report and the ANS days will be displayed.

#### ❖ CALPADS - Exception Reports

**Demographics:** This report is designed to identify students with missing or discrepant data related to student demographic information.

**ELAS Report:** This report is designed to identify students with missing or discrepant data related to student primary language, language classification, and Initial CELDT.

#### ❖ Census

**Court Order:** This report will list students with active court orders.

**Meal Program Roster:** This report shows all students in a school (as selected by the user parameters) and the student's meal codes as well as other roster data.

**Student Exclusion:** Provides detailed information about a student's Exclusion

#### ❖ English Learner

**Annual English Learner Letter:** The Annual English Learner Letter is sent to parent/guardian of Limited English Proficient students every year.

**CELDT Labels:** Labels with the initial CELDT test results are generated based upon a user entered start date. These labels are placed on each student's "Cumulative Record Card."

**English Learner Roster:** This roster provides a list of students' English Learner information including language classification, master plan program, most recent CELDT and CST scores, ELD Level, Long Term English Learner status, and years as an English Learner

**English Learner Student Schedule Summary Report:** Generate the English Learner (EL) Enrollment by Teacher Report.

**Master Plan Labels – Elementary:** Master Plan Labels are generated for currently enrolled students. Selection parameters are grade level, teacher, and/or student.

**Master Plan Roster:** This report shows a teacher's roster according to the student's master plan including English Only (EO), Initially Identified Fluent English Proficient (IFEP), Limited English Proficient (LEP), Reclassified Fluent English Proficient (RFEP), and students missing language class codes.

**Reclassification Label:** Labels are generated for students that meet the eligibility requirements for the reclassification of English learners. These labels are 4" wide x 1.5" high and configured as 2 columns of 7 labels in Standard Letter size (8.5" x 11") portrait orientation.

**Reclassification Letter:** Generate reclassification letters for Elementary and Secondary grade level students.

**RFEP Monitoring Letter – Elementary:** Letter sent annually to parents who have reclassified for two years after reclassification date. Letter prints in English and/or home language.

**RFEP Monitoring Roster:** Roster used for elementary and secondary students to monitor the progress of students with a Language Classification equal to RFEP

❖ Enrollment
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**Comprehensive Student List:** Report lists students who are enrolled at a given school and provided with specific services, for the chosen service(s), and any parameter filters users chose.

**Cum Record Label – Elementary:** Cumulative Record labels are generated on Laser Avery 5162 label stock. This label is used when creating new folders containing a student's cumulative record. The label contains several of the mandatory data elements required for the cumulative record. These labels are 4" wide x 1.5" high and configured as 2 columns of 7 labels in Standard Letter size (8.5" x 11") portrait orientation.

**E and L Report Elementary:** This report generates a list of students who enrolled or withdrew from the school during a selected time period. It also provides a summary total by E Code and L Code. Users have the option of sorting the report by date or student name.

**ELD Progress Profile Letter:** The ELD Profile Letter is sent to parent/guardian to know progress for English Language Classification of students for current year.

**Elementary Alphabetical Roster:** Prints an alphabetical roster of currently enrolled students for an elementary school

**Elementary Class roster:** This report prints a roster of currently enrolled students by teacher. Students may be selected by track or grade level and the report generates by classroom teacher. The report can be sorted by Student Name or Gender.

**Emergency Card Report:** Report displays the Emergency Contact Information for students. The report provides the emergency contact information for all students enrolled in current school year at the Preferred Location/District/Education service Center level.

**Emergency Roster Report:** This report displays the emergency roster information for students and provides the emergency contact information for all students enrolled in current school year at the Preferred Location/District/ESC

**English Learner Enrollment by Teacher Report:** Designed to provide instruction in the process to generate the English Learner (EL) Enrollment by Teacher Report.

**Next Year Enrollment:** Report generated to determine where currently enrolled students at a selected school will be enrolled the next school year; where currently enrolled students at a selected school will be enrolled for summer school/intersession; which students will be enrolled at a selected school the next school year.

**Student Mailing Label:** Student mailing labels are generated on Laser Avery 5160 label stock. There are two basic address labels: (1) addressed to the student and (2) addressed to the parent or guardian of the student.

**Student Permit List:** Report to list students with Permits or Expiring Permits

**Student Transfer Form:** This report helps to identify and provide information regarding secondary students who have recently transferred to a specific school within the Los Angeles Unified School District

**Title 1 Student Identification WorkSheet:** This report lists students Eligible for Title I and the Instructional and Intervention Services they were deemed Eligible for the academic year, for the chosen Targeted Assistance Schools (TAS).

❖ GATE
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**GATE Notification Letter:** This letter is sent to parents who are identified as GATE High Ability or Specific Academic Ability. Letter format is different for elementary and secondary students.

**GATE Student Profile – Elementary:** Reports are generated as part of the process of screening and referral of potentially gifted elementary students in the High Achievement Ability (HAA) and Specific Academic Ability (SAA) categories. The reports identify students as either Eligible (Meets Criteria) or as Potential candidates for these categories:

2 Year Meets Criteria - Identifying gifted students - High Achievement (Meets Criteria)

2 Year Potential - Identifying gifted students - High Achievement (Potential)

3 Year Meets Criteria - Identifying gifted students - Specific Academic Ability (Meets Criteria)

### 3 Year Potential - Identifying gifted students - Specific Academic Ability (Potential)

**GATE Student Roster:** Report displays an alphabetical list of students with one or more GATE Identification Categories. The report provides student's GATE Identification Category, Eligibility Date, Language Classification, and Home Language.

#### ❖ Gradebook

**Class Assignments and Grades Report-Detail-Elem:** This report will generate a student class roster report, of the selected teachers and subjects, that includes the assignments with the details of each student's scores, grades, and averages within a desired date range.

**Class Assignments and Grades Report-Summary-Elem:** This report will generate a student class roster report, of the selected teachers and subjects, which includes each student's overall percent and grade within a desired date range.

**Student Assignments and Grades Report-Elem:** This report will generate an individual student report that displays the assignments, scores, grades, averages, and comments, within a desired date range, of selected teachers and subjects.

#### ❖ Grades:

**Elementary Schools Report Card:** A report card will be generated listing a student's courses for the semester with grades and attendance for courses taken, as well as the grades and attendance for courses taken at any other schools within the semester.

**Teacher Verification of Marks – Elem:** This report will allow an Admin user or a teacher to generate and print a teacher verification report. The report will return class rosters of students and their marks entered for the Subjects associated to them for the selected grading period. The report will have the option to return comment codes and attendance entered for the students in the selected grading period.

#### ❖ MAPS

**Traveling Students:** This report provides information for magnet schools to track students by transportation program including a count of student by ethnicity.

#### ❖ Master Scheduling

**Fall Survey - Teacher/Paraprofessional:** This report lists teacher and paraprofessionals assigned to a school

❖ Post-Commit

**Special Education Placement Exception:** The Special Education Placement Exception Report provides a list of currently enrolled students and details each student's IEP Eligibility Category, IEP Program Type, Section Program Type, and schedule. The report indicates an exception if the student's IEP Program Type and Section Program Type do not match. Counselors and Special Education administrators may use the report to review student's placement in appropriate class sections.

**Student Schedule Summary Report:** This report allows a counselor to run a list of student schedules by a certain group or by a certain course or class in the current school year. The counselor can see all courses for each student in one report.

**Student Sections:** This report allows a counselor to run a list of student schedules by a certain group or by a certain course or class in the current school year. The counselor can see all courses for each student in one report.

❖ Pre/Post-Commit

**Class Enrollment Report:** This report is used during the school year to keep track of class size and balance classes.

❖ Pre-Commit

**School Courses:** Summarize count of sections by course

**School Spaces:** Summarize classroom space utilization at a school site

**Teacher Section Assignment:** Summarize teacher assignments to include sections, periods, spaces, and constraints

**Elementary Reorganization Sheet:** Provides information for schools to use to place students in appropriate instructional programs for the next academic year

**Counseling Planning Sheet:** Provides information for middle schools to use to place culminating elementary school students into appropriate instructional programs and classes for the next academic year.

## ❖ Programs

**American Indian Schools Student Roster:** This report is used mostly by the American Indian Office to identify students that are in Program and Non-Program Schools. School Administrators and ESC Offices may use the report as well.

**Homeless Student Roster:** The Homeless Student Roster provides a list of homeless students by school or local district. . The report includes a summary count by house, school, and local district.

**Incomplete Intervention Service Records:** Report prints a list of students with a record for selected services during a user selected date range. This report is able to:

- a. List all students belong to each service.
- b. List all incomplete intervention services.
- c. List all the services belong to each student by export data to Excel.

## ❖ Staff Information

**NCLB HQT Compliance Report:** NCLB (No Child Left Behind) Teacher Assignment Monitoring Report is a roster of teachers at a school including information about courses taught, credentials, number of English Learner students, and NCLB Highly Qualified Status. This report is used by school administrators to ensure teachers are properly assigned to courses and to teach English Learners

**NCLB Parent Notification Letter:** The Parent Notification letter is generated for any student enrolled in courses identified as “NCLB Core” where the staff member is not NCLB compliant and has been providing instruction or services for 20 consecutive instruction days from the effective date of this letter.

**NCLB Parent Right To Know:** This report generates letters to students’ primary caretakers who have requested to see the Credential status and NCLB Highly Qualified Status of Teachers under the NCLB Parents Right to know provision. There are two letters for each student: one in English and a second in the home correspondence language of the primary caretaker.

**Security Audit Report:** Security Audit report is intended for school administrators to review Staff member’s access to the applications

## ❖ State Reports

**Statistical – Elementary:** This report is printed monthly by school to capture attendance.

**Student Monthly Attendance Summary – Elementary:** This report is used to identify students who exceed a user defined minimum number of full day absences within a selected date range. The report lists absences (excused, unexcused, uncleared, non-compliant, suspension, makeup days), tardies,



partial days, total days present, total days absent and an attendance percentage for each student. A total attendance percentage for the selected group is also included at the bottom of the report.

**Classification – Elementary:** This report is printed monthly by school to capture attendance.

❖ Student Support

**Counseling Communications:** This report generates a list of students for whom a contact record was created. This report may be used by teachers, counselors, and administrators to view student contacts.

**Parent Notification of Student Suspension:** This report must be utilized to comply with the legal mandate of notifying the student’s parent/guardian of a student suspension (class, in - school, school). It generates the Suspension Letter, which includes suspension details and information regarding the scheduled parent/guardian conference.

**Social Adjustment Report:** This report generates a comprehensive list of a student’s discipline referrals indicating the date, specific Referral reason(s), and formal discipline action(s) taken for each referral. The report is divided into two sections, the first of which documents all incidents and interventions occurring during the student’s current enrollment location. The second documents all incidents and interventions that occurred during the student’s prior enrollment locations.

**Student Referral:** This report may be generated and used to review school-wide student discipline information and assist when making recommendations for targeted interventions.

**Student Suspension Report:** This report generates a list of students for whom a suspension was issued, and provides dates of suspension including a cumulative total within the school of enrollment and District for the current school year.

❖ Summer School

**Class Enrollment - Summer School:** This report prints a roster of currently enrolled students by teacher. Students may be selected by track or grade level and the report generates by classroom teacher. The report can be sorted by Student Name or Gender.

**Class Roster Five Columns:** The purpose of this report is to produce a five/ten-column worksheet listing all students currently enrolled in a class (course and section). The report may be used by substitute teachers to take roll, etc.

**Student Section - Summer School:** This report provides a receiving school with a list of incoming students from another school and/or your own students that will attend summer school at your location. This job aid provides instruction on creating a student section

[Summer School Application](#): This report prints a summer program student application letter to the parents/guardians of the selected students with the information about summer school program courses related to the student. For sending school, this job aid is designed to provide instruction in the process to complete the following tasks:

- Assigning multiple students
- Assigning individual students
- Printing a summer school application

**Summer School Confirmation Letter**: Letter to parent/student with location of summer school, courses enrolled in, dates, times, or wait list information. Letter should be print in English or Spanish, based on home correspondence language. The Secondary/Middle schools will have a different version of the letter from the Elementary Schools.

[Summer School Report Card](#): MiSiS allows authorized staff the ability to print report cards. This job aid will walk users through the processes of entering report parameters and printing the report card(s) via the *Admin portal*.

**Summer School Roster**: This report is for counselors to identify students who are assigned to summer school.

❖ Testing
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**CELDT Coding Roster**: The CELDT Coding Roster is used to prepare the CELDT answer booklet for students without barcode labels. The codes printed on this roster are the codes used on the CELDT answer document.

**CST Coding Roster**: This report provides elementary and secondary schools with student data needed to bubble in student CST answer sheets.

**Physical Fitness Test (PFT) Class Roster**: The purpose of this report is to produce a roster of students to take the Physical Fitness Test.

**Test Discrepancy**: Test Discrepancy Report lists students who were enrolled at a given school with incomplete test scores, for the chosen test(s), testing year, and any parameter filters users chose.