

We are stressing to every school the importance of taking and reporting attendance. Providing complete and accurate data to the State by April 30 is vital to collect funding based on Average Daily Attendance (ADA), which represents the largest portion of LAUSD's annual budget. Our call to schools is twofold:

First, employees should be taking attendance for every period every day. While we continue to address technical issues with MiSiS, the system is supporting accurate attendance taking and should be used as the sole source for inputting attendance. School employees who experience any technical problems taking attendance—or experiencing any problems at all—should [contact the IT HelpDesk](#); we are allocating as many resources as possible to respond to these calls quickly. We know employees are still running into issues, and we need to hear about them right away so that we can take the appropriate action.

Second, many of our schools have a backlog of attendance data following technical problems at the beginning of the year. These data records must be input into MiSiS in order to count. Using the *Attendance Not Submitted Report* enables schools to identify any student attendance records that are missing from the system; it is critical that these records be input retroactively. Remember: every time a student's attendance is not counted in MiSiS means the District loses money it needs to continue educating that student.

We continue to do all we can to support schools. This week, we completed delivery and installation of over 2,000 new computers at over 700 schools to help employees who were relying on aging and non-functioning equipment. We are also sending MiSiS technicians to help where the largest backlogs of data exist.

Working together, we will ensure that all of our student attendance information is accurate and complete so that we can claim every dollar we need to support our students in achieving to their potential.

Superintendent Ramon C. Cortines

Key Updates and Highlights

English Learners

- The team fixed a program bug that was preventing Master Plan Program data from displaying for some students on the Master Plan Roster.
- The Office of Data and Accountability is still finding inaccuracies in English Learn counts; the team is working with that department as well as Multilingual and Multicultural Education to identify and correct the inaccuracies.

Enrollment

- A bug in the system has allowed parents to be linked incorrectly to as many as 80,000 students; using a combination of automated tools and manual processes, the team reduced the number to about 300 and are working on getting the number as close as possible to zero.

- Unlike the prior systems, MiSiS does not allow a student to be enrolled at two LAUSD schools at once, meaning a new school cannot enroll a student if that student hasn't yet been released from the previous school; we are partnering with Pupil Services and Attendance to develop a process that would allow a school to release a student while still holding that student accountable for any unresolved issues (e.g., textbooks not returned) so the student can be enrolled and in class at a new school without creating any duplicate records.

Attendance

- Our schools are reminded to submit attendance daily in alignment with [District Policy](#). The *Attendance Not Submitted Report* is functioning correctly and can identify missing attendance records with precision.

Scheduling

- Employees at some schools are incorrectly assigning students to non-instructional courses such as teacher conference periods, which can result in displays of unnecessary information in grade reports and transcripts. We are assisting schools with identifying where this is happening so we can rectify the problem swiftly and working on an enhancement that will prevent this practice in the future.

Upcoming Milestones

- **February 1** – Graduation standards are needed to begin February-March matriculation activities
- **February 1** – Five-week grades for secondary schools
- **February 1** – Physical fitness testing
- **February 3** – California High School Exit Exam (CAHSEE) administration
- **February 19** – Second reporting period for elementary grades
- **March 1** – Begin master scheduling for 2015-16
- **March 6** – Certification deadline for California Longitudinal Pupil Achievement Data System (CALPADS)