The purpose of this document is to provide an overview of the reports related to Master Scheduling. It is designed to assist the user in understanding the purpose and use of particular reports.

MiSiS Reports Used for Master Scheduling



All master scheduling reports can be found in the Reports menu under the Master Scheduling category. The reports are divided into categories such as Pre, Pre/Post, and Post-Commit. Scheduling Administrator, Counselor, Counselor Plus and Principal Roles are needed to access the reports. Names of students and ID numbers have been blocked out for privacy. Reports in other categories are also used to assist with the master scheduling process.

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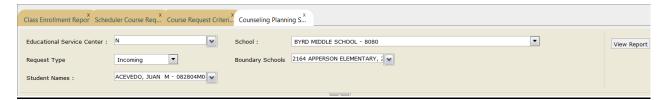
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Pre-Commit Reports

Counseling Planning Sheet

This report is run to review a list of either incoming or outgoing students. This report may be used during the articulation visits that schools conduct on a yearly basis to determine the tentative number of students scheduled to attend the matriculating school.



Use the following parameters:

Local District : select the appropriate District	School: select your school
Request type: select incoming or outgoing	Boundary Schools : select one or multiple schools
Student Names: select one or multiple students	

Elementary Reorganization Report

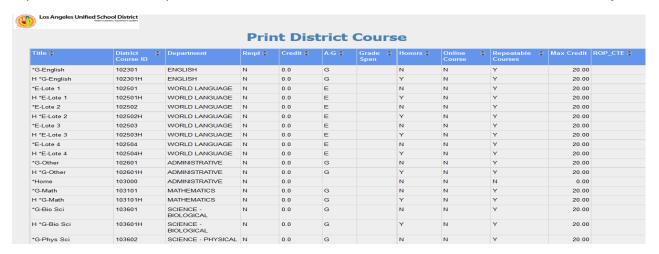
This report is run to assist teachers during the classroom reorganization process as students matriculate from one elementary grade to the next.

Local District select the appropriate District	School: select your school
Teacher : select one or multiple teachers	Student Names: select one or multiple students



District Course

This report is run to review a list of official LAUSD-approved courses. School users may use this report to determine which courses are appropriate for their school-level configuration. This report will automatically run when selected. **We've added the max credit column to this report.**



School Courses

This report is run to review the courses a school user has selected in the School Courses tab and will offer based on grade levels and school configuration. It has columns for Course Number, Course Name, A-G, Grade-Span, Credits, Honors, Online Course, ROP-CTE, and Repeatable Courses. **We've added the department and max credit columns to this report.**

School ID: select your school	School Term: 2015-2016 A-Track Fall
Scenario: select "Active" scenario	Click "View Report"

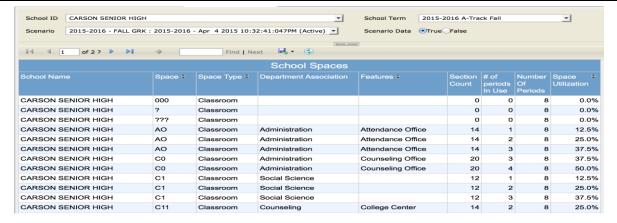
	School Courses - Ulysses S Grant Senior High												
Course = Number	Course Name \$	Department	A-G	Grade Span	Credits	Honors	Online Course	ROP-CTE	Repeatable Courses	Max Credit	Scenario \$ Sections	Committed Sections	\$
105020	*College Class	ADMINISTRATIVE			0.0	N	N		Y	20.00	8	3	8
103000	*Home	ADMINISTRATIVE			0.0	N	N		N	0.00	8	3	8
330301	ADAP PHYS ED	PHYSICAL EDUCATION		06-12	5.0	N	N		Y	99.00	1		1
321107	ADV BAND A	MUSIC	F	09-12	5.0	N	N		Y	20.00	•	ı	1
360705	ADV BIO A	SCIENCE- BIOLOGICAL	D	11-12	5.0	N	N		N	5.00	(0
360706	ADV BIO B	SCIENCE- BIOLOGICAL	D	11-12	5.0	N	N		N	5.00	(0
330205	ADV COND	PHYSICAL EDUCATION		10-12	5.0	N	N		Y	20.00	•	3	6
170511	ADV ELD SH 2A	BILINGUAL/ELD	В		5.0	N	N		Y	10.00	4		4
170507	ADV ELD SH A	BILINGUAL/ELD	В	09-12	5.0	N	N		Y	10.00		2	2
330105	ADV PE 1A	PHYSICAL EDUCATION		09	5.0	N	N		Y	20.00	7		6

School Spaces

This report is run to determine which classrooms/offices, etc. are being utilized at a school site as well as the percentage of use.

Use the following parameters:

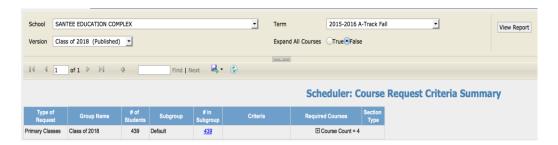
School ID: select your school	School Term: 2015-2016 A-Track Fall
Scenario: select "Active" scenario	Scenario Data: True
Click "View Report"	



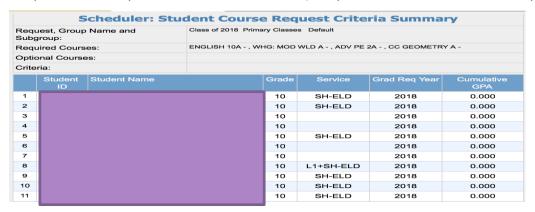
Course Request Criteria Summary

This report may be used if Request Generator was used to create course requests for students via groups. School users may choose to print this report for every version created prior to and after publishing requests.

School: select your school	Term: 2015-2016 A-Track Fall
Version: select a version	Expand All Courses : selecting "False" will not expand all course details. Selecting "True" will expand all course details.
Click "View Report"	



When you click on the "# in subgroup" you will be directed to the sub-report displaying individual student requests for that particular version selected (Sample screen shot is on the next page).



Repeating Courses (NEW) Grades 9-12

The report may be used at any time during the creating or editing of students' requests/schedules. This report will display students who have existing course requests or enrolled in courses they've passed. Based on the data in this report, the scheduler or counselor may make adjustments to students' requests/schedules. The report may be sorted by Grad Year, Counselor or Course.

Campus: select your school	School: select school(s) of your choice- main school or magnet school(s)
School Term: 2015-2016 A-Track Fall	Grade Level: select the grade level(s) of your choice
Group Category : select All, Counselor, SLC, Others or No Groups Assigned	Groups: select based on the group category
Sort By : select by Course, Grade Level, Grad Year, Counselor, Student Name or School Number	Click "View Report"

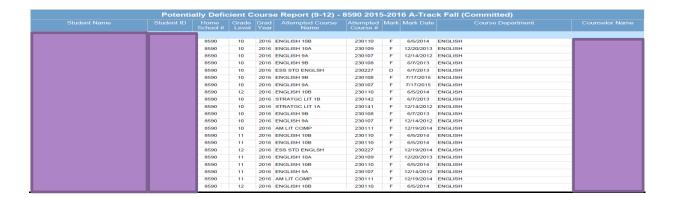
			Repeating Course								
Requested CourseName	Requested Course Number	Max Credit		School Number	Grade Level	Grad Year		Mark	Completed Course Name	Completed Course #	
DVIS LF SK A	420111	2.5		8210	10	2017	12/19/2014	Α	ADVIS LF SK A	420111	No Counselor Assigned
DVIS LF SK A	420111	2.5		8210	11	2017	12/19/2014	В	ADVIS LF SK A	420111	No Counselor Assigne
DVIS LF SK A	420111	2.5		8210	10	2018	12/19/2014	Α	ADVIS LF SK A	420111	No Counselor Assigne
DVIS LF SK A	420111	2.5		8210	12	2016	12/19/2014	A	ADVIS LF SK A	420111	No Counselor Assigne
DVIS LF SK A	420111	2.5		8210	10	2017	12/19/2014	A	ADVIS LF SK A	420111	No Counselor Assigne
DVIS LF SK A	420111	2.5		8210	11	2017	12/19/2014	A	ADVIS LF SK A	420111	No Counselor Assigne
DVIS LF SK A	420111	2.5		8210	10	2018	12/19/2014	В	ADVIS LF SK A	420111	No Counselor Assigne
DVIS LF SK A	420111	2.5		8210	10	2017	12/19/2014	В	ADVIS LF SK A	420111	No Counselor Assigne
DVIS LF SK A	420111	2.5		8210	10	2018	12/19/2014	В	ADVIS LF SK A	420111	No Counselor Assigne
DVIS LF SK A	420111	2.5		8210	10	2018	12/19/2014	В	ADVIS LF SK A	420111	No Counselor Assigne
DVIS LF SK A	420111	2.5		8210	12	2016	12/20/2013	В	ADVIS LF SK A	420111	No Counselor Assigne
DVIS LF SK A	420111	2.5		8210	12	2016	12/19/2014	В	ADVIS LF SK A	420111	No Counselor Assigne
DVIS LF SK A	420111	2.5		8210	11	2017	12/19/2014	D	ADVIS LF SK A	420111	No Counselor Assigne
DVIS LF SK A	420111	2.5		8210	12	2016	12/19/2014	Α	ADVIS LF SK A	420111	No Counselor Assigne
DVIS LF SK A	420111	2.5		8210	11	2017	12/19/2014	A	ADVIS LF SK A	420111	No Counselor Assigne
DVIS LF SK A	420111	2.5		8210	12	2016	12/19/2014	Α	ADVIS LF SK A	420111	No Counselor Assigne
DVIS LF SK A	420111	2.5		8210	10	2018	12/19/2014	Α	ADVIS LF SK A	420111	No Counselor Assigne
DVIS LF SK A	420111	2.5		8210	10	2017	12/19/2014	В	ADVIS LF SK A	420111	No Counselor Assigne
DVIS LF SK A	420111	2.5		8210	10	2018	12/19/2014	A	ADVIS LF SK A	420111	No Counselor Assigne
DVIS LF SK A	420111	2.5		8210	10	2016	12/19/2014	Α	ADVIS LF SK A	420111	No Counselor Assigne
OVIS LF SK A	420111	2.5		8210	12	2015	12/19/2014	С	ADVIS LF SK A	420111	No Counselor Assigne
DVIS LF SK A	420111	2.5		8210	10	2018	12/19/2014	A	ADVIS LF SK A	420111	No Counselor Assigne

Potential Course Deficiency (NEW) Grades 9-12

The report may be used at any time during the creating or editing of students' requests/schedules. This report will display students who have not passed courses and do not have existing course requests or enrolled in courses generated by the report. Based on the data in this report, the scheduler or counselor may make adjustments to students' requests/schedules if there is a potential course deficiency for those listed. The report may be sorted by Grad Year, Counselor or Course.

Use the following parameters:

Campus: select your school	School : select school(s) of your choice- main school or magnet school(s)
School Term: 2015-2016 A-Track Fall	Grade Year: select the grad year of your choice
Grade Level(s) : select particular grades or all grades corresponding to the selected grad year	Group Category: select group category of your choice
Groups : depending on group category selected- make the appropriate choices based on the parameters	Department: select department
Sort By: select sort option	Click "View Report"

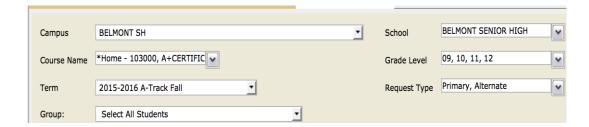


Student Course Request Summary

This report may be used after counselors complete individual student course requests. The school user may choose to run this report for all courses being offered or by specific courses. This report will help the master scheduler determine if students are requesting appropriate courses based on grade level or ability.

Use the following parameters:

Campus: select your school	School: select school(s) of your choice- main school or magnet school(s)
Course Name: select course(s) of your choice	Grade Level: select the grade level(s) of your choice
Term: 2015-2016 A-Track Fall	Request Type: select either or both of the two choices (primary or alternate course requests)
Group : If school user created groups, you may choose to run report by groups or select all students	Click "View Report"



Report sample:

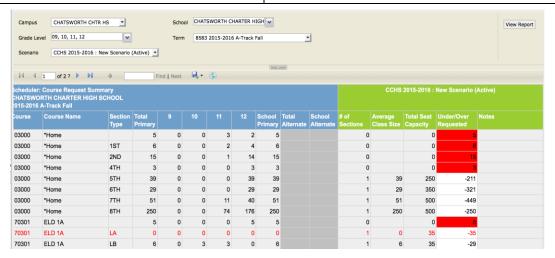


Scheduler Course Request Summary

This report, which contains the grade level breakdown for each course, may be used after counselors and the master scheduler add course requests in Course Request or Mass Request Editor screens. This report will assist the master scheduler in reviewing course tallies that may be used to create the matrix.

Use the following parameters:

Campus: select your school	School: select school(s) of your choice- main school or magnet school(s)
Grade Level: select grade level(s) of your choice	Term : (location code of your choice if you have various schools on your campus) 2015-2016 A-Track Fall
Scenario: select "Active" scenario	Click "View Report"

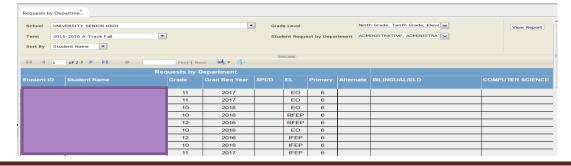


This report displays course requests with and without sections. This will help the user determine if more sections need to be created for a particular course, or if there are too many sections for the requests.

Requests by Department

This report contains requests for each course by department. This report may be used by the master scheduler to review student requests by particular department(s).

School: select school	Grade Level: select grade level(s) of your choice
Term: 2015-2016 A-Track Fall	Student Request by Department: select particular departments or all departments
Sort By: Student Name	Click "View Report"

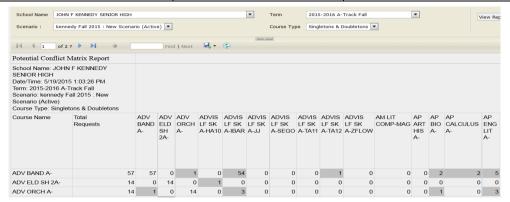


Potential Conflict Report

This report will assist the master scheduler to see potential course conflicts based on singletons and doubletons. This report will assist the user in placing courses on the master schedule by periods in Section Assignments to minimize conflicts between courses in the master schedule.

Use the following parameters:

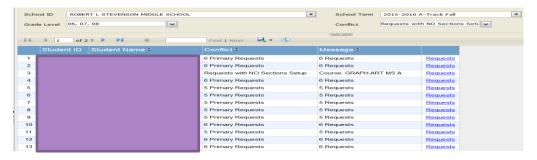
School Name: select school	Term: 2015-2016 A-Track Fall	Scenario: select "Active" scenario
Course Type: select "Singletons" or "Singletons & Doubletons"	Click "View Report"	



Student Conflict Analysis

This report will assist counselors or the master scheduler in identifying which students don't have enough requests. This report will help the school user make the necessary adjustments to students' schedules so that when the scheduling engine is run, students will have more requests fulfilled. When you click on "Requests" you will have access to the sub-report showing all requests for each student.

School ID: select school	School Term: 2015-2016 A-Track Fall
Grade Level: select appropriate grade levels	Conflict: Choose all or a particular number of requests
Click "View Report"	

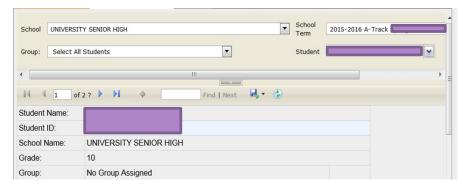


Student Requests

This report should be run prior to a scheduling run and may be used by the counselor to review course requests with his/her students. It may be run by groups to review student requests in a batch or it may be run for individual students.

Use the following parameters:

School: select school	School Term: 2015-2016 A-Track Fall
Student: select all students or some	Group : you may select group of students, all students or no students assigned to a group
Click "View Report"	



Student Request Options

This report may also be used by the counselor to review individual student schedule placements after running the scheduling engine. The user can see patterns of where students are not being placed into sections. The counselor has the option to run this report by groups or by individual students.

Campus: select your school	School: select school(s) of your choice- main school or magnet school(s)
Scenario: select "Active" scenario	Term : (location code of your choice if you have various schools on your campus) 2015-2016 A-Track Fall
Student: select all students or some	Group : you may select group of students, all students or no students assigned to a group
Click "View Report"	

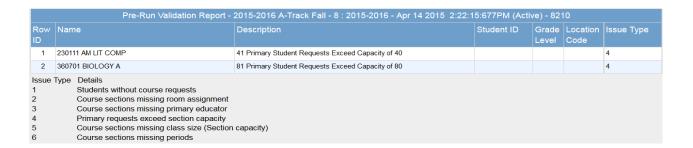
Torup - Select All Students							
Course Name	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
230107 ENGLISH 9A		3 Sections 95 / 97 2 - Available	2 Sections 62 / 64 2 - Available Student Assigned	1 Sections 31 / 32 1 - Available	2 Sections 63 / 64 1 - Available	1 Sections 31 / 32 1 - Available	
230207H H ADV COMP	1 Sections 33 / 36 3 - Available	1 Sections 33 / 36 3 - Available Student Assigned	1 Sections 33 / 36 3 - Available		1 Sections 31 / 34 3 - Available		
370603 PRIN AM DEMOCR	2 Sections 35 / 70 35 - Available	2 Sections 35 / 70 35 - Available	1 Sections 0 / 35 35 - Available	1 Sections 0 / 35 35 - Available	1 Sections 35 / 35 0 - Available	1 Sections 0 / 35 35 - Available	
664555 SPTS THERAPEU				1 Sections 32 / 36 4 - Available Student Assigned	1 Sections 31 / 36 5 - Available	1 Sections 31 / 36 5 - Available	
310607 STAT & PROB A		1 Sections 24 / 36 12 - Available	1 Sections 24 / 36 12 - Available	1 Sections 24 / 36 12 - Available	1 Sections 24 / 36 12 - Available	1 Sections 23 / 36 13 - Available Student Assigned	
460203 YEARBOOK SH A		1 Sections 18 / 33 15 - Available					

Pre-Run Validation

This report should be used prior to a scheduling run to determine any potential issues such as: students with no requests, course sections missing room assignments, course sections missing teachers, course sections missing class size, course requests that exceed section capacity, and course sections missing periods. **We've added student ID, Grade Level and Location code columns to this report.**

Use the following parameters:

Campus: select your school	Term: (location code of your choice if you	Scenario: select "Active" scenario
	have various schools on your campus) 2015-2016	
	A-Track Fall	



Teacher Section Assignment

This report may be used to review each teacher's schedule. The school user may make adjustments in the Section Assignments screen. When the necessary adjustments are made, the report may be run again to verify changes.

Use the following parameters:

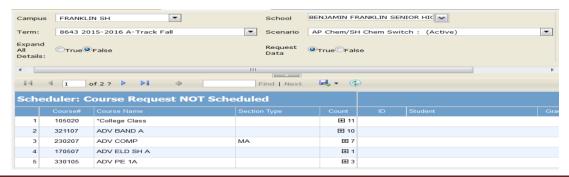
Campus: select your school	School: select school(s) of your choice- main school or magnet school(s)
Term : (location code of your choice if you have various schools on your campus) 2015-2016 A-Track Fall	Scenario: select "Active" scenario
Teacher: select all teachers or some	Click "View Report"

Teacher Name	Staff ID	Department	ROOM	Periods Availibilty	# of Periods	Period Section Assignment	# of Constraint s	Constraint Description
			1 - 1-230 2 - 1-230 3 - 1-230 4 - 1-230 6 - 1-230 H - 1-230	All Available	6	1 (boked) - CC GEOMETRY A 310423 1 (Singleton) 2 (boked) - CO ALGEBRA 1 310422 2 3 (boked) - CONFPREP PER 910203.98 (looked) - CO ALG 3 TUT LAB A 312913 1 (Singleton) 6 (boked) - CC ALGEBRA 1 (ELD 1/2) 310342.3 (Singleton) H (boked) - ADNS LF SK A 42011.1	9	9 Total Constraints # of periods unavailable = 0 # of sections locked to a period = 6 # of sections linked = 0 # of sections combined = 0 # of sections on that are singletons = 3
			1 - 1-101 2 - 1-101 3 - 1-101 4 - 1-101 5 - 1-101 6 - 1-101	All Available	6	1 (ocked) - SERVICE SH 400113.1 2 (ocked) - SERVICE SH 400113.2 3 (ocked) - SERVICE SH 400113.3 4 (ocked) - SERVICE SH 400113.4 5 (ocked) - SERVICE SH 400113.5 6 (ocked) - SERVICE SH 400113.5	6	6 Total Constraints # of periods unavailable = 0 # of sections locked to a period = 6 # of sections linked = 0 # of sections combined = 0 # of sections that are singletons = 0
			1 - 1-235 2 - 1-235 3 - 1-235 4 - 1-235 5 - 1-235 6 - 1-235 H - 1-235	All Available	7	1 (locked) - COMFIPREP PER 910203.100 2 (locked) - HEALTH SH 260103. ((Singleton) 3 (locked) - INTCOOR SCI 1A (ELD 1/2) 390121.4 (Singleton) 4 (locked) - BLOCKOY A 380701. (Singleton) 10 (locked) - LEADER SH A 460003.1 (Singleton) 6 (locked) - LEADER SH A 460003.1 (Singleton) 14 (locked) - AUDIS IS SK A 42012.	11	11 Total Constraints # of periods unavailable = 0 # of sections locked to a period = 7 # of sections linked = 0 # of sections combined = 0 # of sections that are singletons = 4
			1 - 1-226 2 - 1-226 3 - 1-226 4 - 1-226 5 - 1-226 6 - 1-226 H - 1-226	All Available	7	1 (ocked) - WHG: MOO WLD A 370127.1 (Singleton) 2 (ocked) - WHG: MOO WLD A 120127.2 (Singleton) 3 (ocked) - PRIN AM DEMOCR 370903.1 (Singleton) 4 (ocked) - CORPETER PER BY 10023.102 5 (ocked) - USHPFREP PER BY 10023.102 5 (ocked) - USHPFREP PER BY 10023.102 5 (ocked) - USHPFREP PER BY 10023.102 6	10	10 Total Constraints # of periods unavailable = 0 # of sections locked to a period = 7 # of sections linked = 0 # of sections combined = 0 # of sections that are singletons = 3

Course Request NOT Scheduled

This report may be used after a scheduling run to determine which student courses were not scheduled. When selecting the "count" column, this will expand to show students who were not scheduled into courses.

Campus: select your school	School: select school(s) of your choice- main school or magnet school(s)
Scenario: select "Active" scenario	Term : (location code of your choice if you have various schools on your campus) 2015-2016 A-Track Fall
Request Data: True	Expand All Details : Selecting "False" will not expand the course information details (school user would have to click on the "count" to expand manually) or selecting "True" will expand the course details and school user will not have the need expand manually.
Click "View Report"	

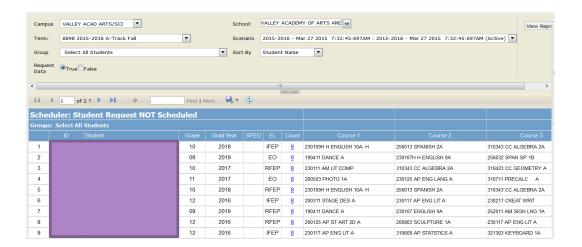


Student Request NOT Scheduled

This report may be used after a scheduling run to determine which courses were not scheduled (at the individual student level). When selecting the "count" column, the school user will be directed to a sub-report showing all course requests (scheduled or not scheduled-the unscheduled courses will be bolded).

Use the following parameters:

Campus: select your school	School: select school(s) of your choice- main school or magnet school(s)
Term : (location code of your choice if you have various schools on your campus) 2015-2016 A-Track Fall	Scenario: select "Active" scenario
Group : you may select group of students, all students or no students assigned to a group	Sort By : Student Name, Student ID, Count (by ascending or descending order)
Request Data: True	Click "View Report"

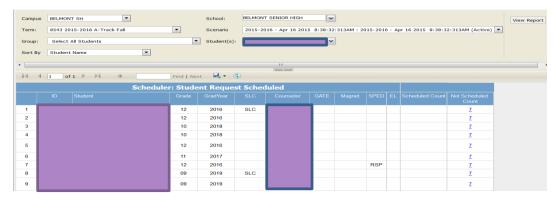


Student Request Scheduled

This report may be used after a scheduling run to determine which courses were scheduled (at the individual student level). When selecting the "Not Scheduled Count" column, the school user will be directed to a sub-report showing all course requests (scheduled or not scheduled-the unscheduled courses will be bolded).

Use the following parameters:

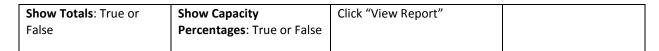
Campus: select your school	School: select school(s) of your choice- main school or magnet school(s)
Term : (location code of your choice if you have various schools on your campus) 2015-2016 A-Track Fall	Scenario: select "Active" scenario
Group : you may select group of students, all students or no students assigned to a group	Students: select all or some
Sort By : Student Name, Student ID, Not Scheduled Count (ascending or descending), Scheduled Count (ascending or descending)	Click "View Report"

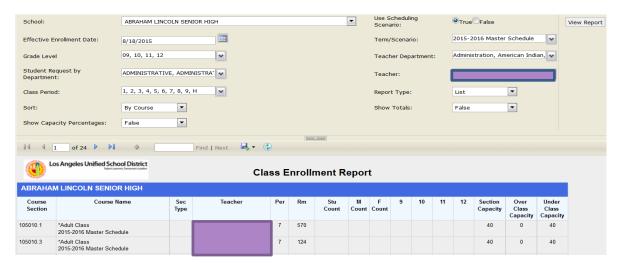


Class Enrollment Report

This report may be used after a scheduling run, prior to committing the master schedule, to see the number of students that were placed in courses. The report is broken down by gender and grade level. Because the report is being used as a pre-commit report at this stage, make certain to select "True" under "Use Scheduling Scenario," set "Effective Enrollment Date" as appropriate and select the most active "Term/Scenario" in order to get most up-to-date information. This report may also be run post-commit (see post-commit report section for more details).

School: select school	Use Scheduling Scenario: True (pre-commit)	Effective Enrollment Date: for future year select 8-18- 15	Term/Scenario : select appropriate scenario
Grade Level: select grade level(s) of your choice	Teacher Department: select department(s) of your choice	Student Request by Department: select department(s) of your choice	Teacher: select teacher(s) of your choice
Section Type: select section type(s) of your choice	Class period: select period(s) of your choice	Report Type: List or Matrix view	Sort: By Course, By Room or By Teacher

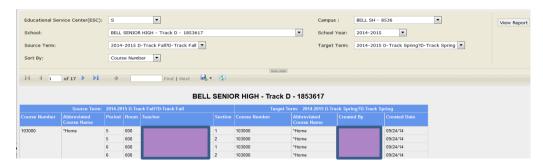




Concurrent Term-Course Mapping

This report may be used pre-commit prior to rollover either from fall to spring or between half terms. As course mappings are being generated in the Concurrent Term Editor Screen, scheduling administrator may choose to run this report to determine if course mappings are accurate.

Local District: select the appropriate District	Campus: select school	School Name: select school(s) of your choice- main school or magnet school(s)	School Year: select the appropriate school year
Source Term: current term	Target Term: future term for mappings	Sort By: sort by course number or course name	Click "View Report"



Post-Commit Reports

Student Schedule Summary Report

This report may be used after committing the master schedule to review student schedules. It is a useful report and can be run by grade level, teacher and period. Additional student identifying data columns have been added to the report such as GATE, SPED, EL and Grad Year.

School Year : 2015-2016	Local District select the District	Campus: select your school
School : select school(s) of your choice- main school or magnet school(s)	As Of Date: choose date or leave default date of when report is being run	Grade Level(s): select grade level(s) of your choice
Schedule Status: you may choose all students, students with full or partial schedules or no schedules	Sort By: Alpha, Group, Grade, Teacher or Teacher-Period	Students Group(s): if you select by Group (choose group or no group) if sort by teacher was selected then this is "Not Applicable"
Teacher : select teacher(s) of your choice	Period: select period(s) of your choice	Click "View Report"

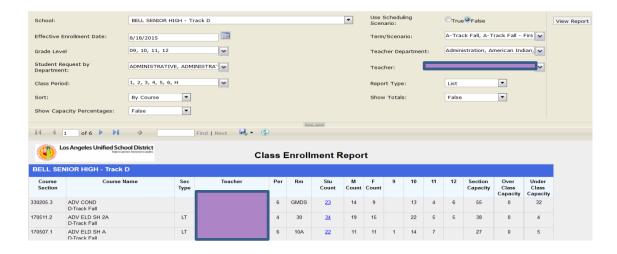


Class Enrollment Report

This report may be used post-commit to see the number of students placed in courses. The report is broken down by gender and grade level. Because the report is being used as a post-commit report at this stage, make certain to select "False" under "Use Scheduling Scenario," set "Effective Enrollment Date" as of "8-18-15," and select the "Term/Scenario" as "A-Track Fall" or the most appropriate term for your school in order to get most up-to-date information.

Use the following parameters:

School: select school	Use Scheduling Scenario: False (post-commit)	Effective Enrollment Date: defaults to today's date
Term/Scenario : select appropriate term (as it relates to the date)	Grade Level : select grade level(s) of your choice	Teacher Department: select department(s) of your choice
Student Request by Department: select department(s) of your choice	Teacher : select teacher(s) of your choice	Section Type: select section type(s) of your choice
Class period : select period(s) of your choice	Report Type: List or Matrix view	Sort : By Course, By Room or By Teacher
Show Totals: True or False	Show Capacity Percentages : True or False	Click "View Report"

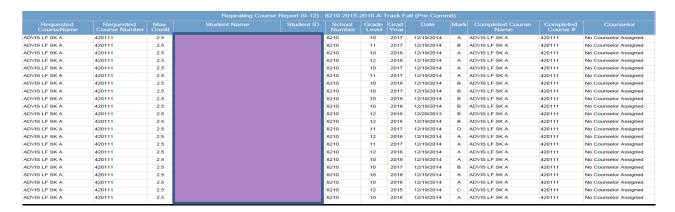


Repeating Courses (NEW) Grades 9-12

The report may be used at any time during the creating or editing of students' requests/schedules. This report will display students who have existing course requests or enrolled in courses they've passed. Based on the data in this report, the scheduler or counselor may make adjustments to students' requests/schedules. The report may be sorted by Grad Year, Counselor or Course.

Use the following parameters:

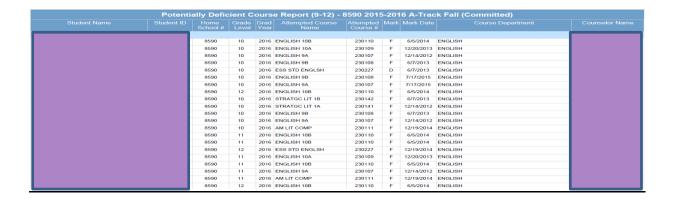
Campus: select your school	School: select school(s) of your choice- main school or magnet school(s)
School Term: 2015-2016 A-Track Fall	Grade Level: select the grade level(s) of your choice
Group Category : select All, Counselor, SLC, Others or No Groups Assigned	Groups : select based on the group category
Sort By: select by Course, Grade Level, Grad Year, Counselor, Student Name or School Number	Click "View Report"



Potential Course Deficiency (NEW) Grades 9-12

The report may be used at any time during the creating or editing of students' requests/schedules. This report will display students who have not passed courses and do not have existing course requests or enrolled in courses generated by the report. Based on the data in this report, the scheduler or counselor may make adjustments to students' requests/schedules if there is a potential course deficiency for those listed. The report may be sorted by Grad Year, Counselor or Course.

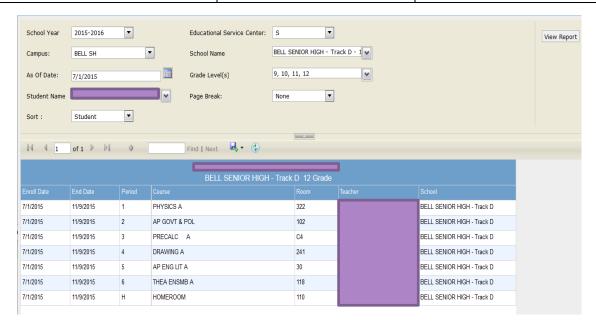
Campus: select your school	School: select school(s) of your choice- main school or magnet school(s)
School Term: 2015-2016 A-Track Fall	Grade Year: select the grad year of your choice
Grade Level(s) : select particular grades or all grades corresponding to the selected grad year	Group Category: select group category of your choice
Groups : depending on group category selected- make the appropriate choices based on the parameters	Department: select department
Sort By: select sort option	Click "View Report"



Student Sections

This report may be used post-commit to see an individual student's schedule. These may be distributed to students on the first day of the semester.

School Year: select 2015-2016	Local District :select the appropriate District	Campus: select school
School Name: select school(s) of your choice- main school or magnet school(s)	As of Date: choose date or leave default date of when report is being run	Grade Level(s): choose grade level(s) of your choice
Student Name: select students	Page Break: 1, 2 or None	Sort : Student or selected period
Click "View Report"		



Add/Drop Report

This report may be used post-commit to note changes to students' classes. School user must enter a drop date for one class on day one and start the begin date of the new class on day two. This report may also be used to view a student complete add/drop history.

Use the following parameters:

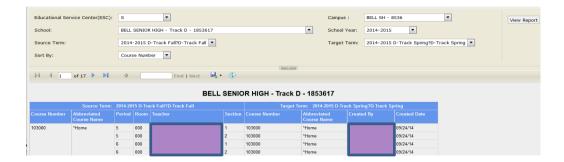
Local District : select the appropriate District	Grade Level: select grade level(s) of your choice	From: drop date of previous class
Campus: select school	Counselor(s): select counselor or no counselor	To: new date of class enrollment
School Name: select school(s) - main or magnet school(s)	Student(s): select student(s)	Click "View Report"

						Add/Dro	p Rep	ort					
Couns	elor:									Run Date	: 5/25/2015		
Schoo	I: BEI									Run Tim	9: 08:45 PM		
Stude	nt: BL												
Stude	nt ID:									Grade: 1	2		
										SLC:			
				DROP							ADD		
Period	Course No.	Course Name	Room	Drop Date	Teacher Name	Teacher Signature	Period	Course No.	Course Name	Room	Add Date	Teacher Name	Teacher Signature
2	611570	WOODWK MACH	85	02/18/15			2	460404	TUTOR SH B	\$4	02/19/15		
		OP					3	460404	TUTOR SH B	127	01/08/15		
3	310506	TRG/MATH AN B	C6	01/07/15			4	380502	THEA ENSMB B	118	01/08/15		
4	460404	TUTOR SH B	MO	01/07/15									

Concurrent Term-Course Mapping

This report may be used post-commit prior to roll-over either from fall to spring or between half terms. As course mappings are being generated in the Concurrent Term Editor Screen, scheduling administrator may choose to run this report to determine if course mappings are accurate.

Local Distirct: select the appropriate District	Campus: select school
School Name: select school(s) - main or magnet school(s)	Source Term: current term
School Year: select the appropriate school year	Target Term: future term for mappings
Sort By: sort by course number or course name	Click "View Report"



Special Education Placement Exception

This report may be used post-commit prior to see students' schedules for students who have IEP's for a particular selected teacher. This report is helpful to see how students are programmed based on types of special education eligibilities.

Use the following parameters:

Local Distirct: select the appropriate District	School: select school			
Date: select current date or date of your choice	Teacher: select a teacher			
Grade Level(s): select grade level(s)	Active IEP: select YES, NO or BOTH			
Click "View Report"				

Teacher Section Assignment

This report may be used to review each teacher's schedule. We've added an additional data column to display if an additional educator, such as an RSP teacher has been assigned through Sections Attribute for a particular course.

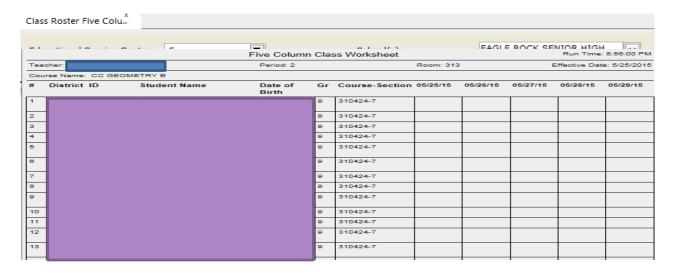
Campus: select your school	School : select school(s) of your choice- main school or magnet school(s)
Term : (location code of your choice if you have various schools on your campus) 2015-2016 A-Track Fall	Scenario: select "Committed" scenario
Teacher: select all teachers or some	Page Break: select either No, Yes for 1 or 2 teachers
Click "View Report"	

	Teacher Name	Staff ID	Department	ROOM	Periods Availibilty	# of Periods	Period Section Assignment	Period Section Assignment With Additional Educator	# of Constraint s	Constraint Description
1				All Available		Period Unassigned - INT PE A 330103.19 Period Unassigned - BEG PE A 330101.22 Period Unassigned - BEG PE A 330101.23 Period Unassigned - BEG PE A 330101.24 Period Unassigned - BEG PE A 330101.25 Period Unassigned - BEG PE A 330101.25		0	0 Total Constraints # of periods unavailable = 0 # of sections linked = 0 # of sections combined = 0 # of sections that are singletons = 0	
2			Preferred Room - 3101 1 - 3101 2 - 3101 3 - 3101 4 - 3101 5 - 3101 6 - 3101 H - 3101	All Available	7	1 - COORD, ESUEL (Coord - ESL) 910104.3 2 - COORD, ESUEL (Coord - ESL) 910104.1 3 - COORD, ESUEL (Coord - ESL) 910104.4 4 - COORD, ESUEL (Coord - ESL) 910104.7 5 - COORD, ESUEL (Coord - ESL) 910104.6 6 - COORD, ESUEL (Coord - ESL) 910104.5 H - COORD, ESUEL (Coord - ESL) 910104.5		0	0 Total Constraints # of periods unavailable = 0 # of sections linked = 0 # of sections combined = 0 # of sections that are singletons = 0	
3		Other	Preferred Room - 2122 1 - 1211 2 - 1211 3 - 1211 4 - 1211 5 - 1211 6 - 1211 H - 1211	All Available	7	1 - CC MATH &A (8th gr Core 3 SH) 310111.9 (Singleton) 2 - CAREER AWARE A (8th gr Core 3 SH) 404809.1 (Singleton) 3 - SCIH-LTH &A (8th gr Core 3 SH) 380101.5 (Singleton) 4 - CC MATH &A (8th gr Core 3) 310111.10 (Singleton) 5 - SCIH-LTH &A (8th gr Core 3) 310111.10 (Singleton) 6 - CONF/PREP PER (8th gr Core 3) 910203.5 (Singleton) H - HOMEROOM (8th gr Core 3) 420103.57 (Singleton)		7	7 Total Constraints # of periodo unavailable = 0 # of sections linked = 0 # of sections combined = 0 # of sections that are singletons = 7	
4			Preferred Room - 1220 1 - 1220 2 - 1220 3 - 1220 4 - 1220 5 - 1220 6 - 1220 H - 1220	All Available	7	1 - CC MATH A6 (Mag 6th Honors 1) 310111.15 (Singleton) 2 - CONF/FREP FER (Magnet bith) 91203.01 3 - H SCI/HLTH 6A (Mag 6th Honors 1) 380101H.7 (Singleton) 4 - CC MATH 6A (Mag 6th Reg 1) 310111.18 (Singleton) 5 - CC MATH 6 TUT LAB A (Mag 6th Reg 1) 312007.4 6 - CC MATH 6A (Mag 6th Reg 1) 312007.4 H - HOMEROOM (Magnet 6th) 420103.1		5	5 Total Constraints # of periods unavailable = 0 # of sections linked = 0 # of sections combined = 0 # of sections that are singletons = 5	
5			Preferred Room - ARCE 1 - ARCE 2 - ARCE 3 - ARCE 4 - ARCE 5 - ARCE 6 - ARCE 6 - ARCE 6 - ARCE 6 - ARCE 6 - ARCE 6 - ARCE	All Available	9	1 - INTRO PEA (INTRO - PHYS ED) 330110.7 2 - INTRO PEA (INTRO - PHYS ED) 330110.27 3 - BEO PEA (BEO - PHYS ED) 330101.21 3 - BEO PEA (BEO - PHYS ED) 330101.31 5 - INT PEA (INT - PHYS ED) 330103.25 6 - INT PEA (INT - PHYS ED) 330103.25 6 - INT PEA (INT - PHYS ED) 330103.21 6 - BROP PEA (Adapt. Phys Ed) 330110.21 (Singleton) 6 - BEO PEA (Adapt. Phys Ed) 330110.31		0	Total Constraints # of periods unavailable = 0 # of sections linked = 0 # of sections combined = 0 # of sections that are singletons = 0	
6			Special Education	1 - RSP 2 - 3127 3 - RSP 4 - RSP 5 - 3127 6 - RSP	All Available	7	1 - RESOURCE TCHR (Sp. Ed Arco) 800008.7 2 - RESOURCE TCHR (Sp. Ed Arco) 800006.8 3 - RESOURCE TCHR (Sp. Ed Arco) 800008.8 4 - RESOURCE TCHR (Sp. Ed Arco) 800006.10 5 - CONF/PREP PER (Sp. Ed Arco) 910033.65 6 - RESOURCE TCHR (Sp. Ed Arco) 910030.60		2	2 Total Constraints # of periods unavailable = 0 # of sections linked = 0 # of sections combined = 0 # of sections that are singletons = 2

Other Reports

Class Roster Five Column

This report allows the user to view a list of students assigned to a teacher's class. This report can be found under the Attendance Category.



English Learner Monitoring Roster

This report allows the user to view a list of EL students to monitor for appropriate placement. This report can be found under the English Learner Category.



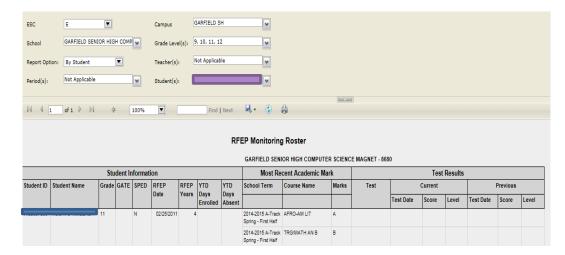
Master Plan Roster

This report allows the user to view a list of the Master Program for EL students. This report can be found under the English Learner Category.



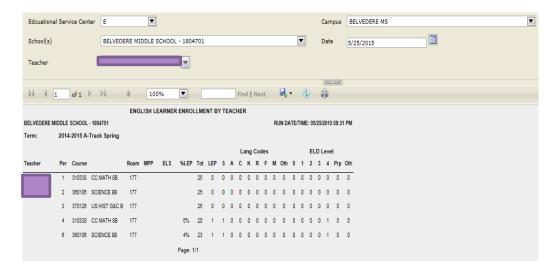
RFEP Monitoring Roster

This report allows the user to view a list of RFEP students for monitoring purposes. This report can be found under the English Learner Category.



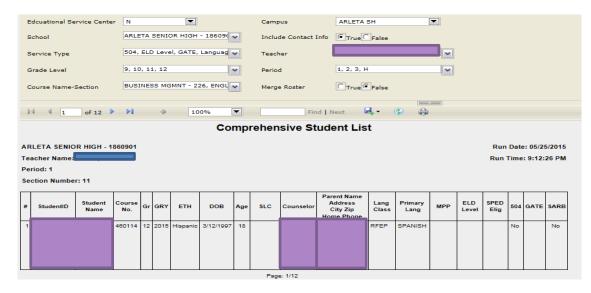
English Learner Enrollment by Teacher

This report allows the user to view a list of EL students in a particular teacher's class for monitoring purposes. This report can be found under the English Learner Category.



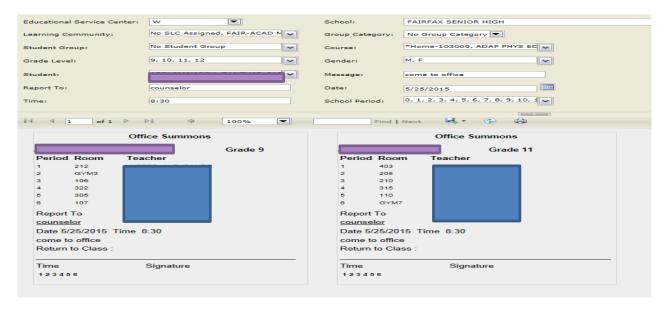
Comprehensive Student List

This report allows the user to view a list of student information for demographic and programming purposes. This report is found under the Enrollment Category. It may be run by teacher, period or student.



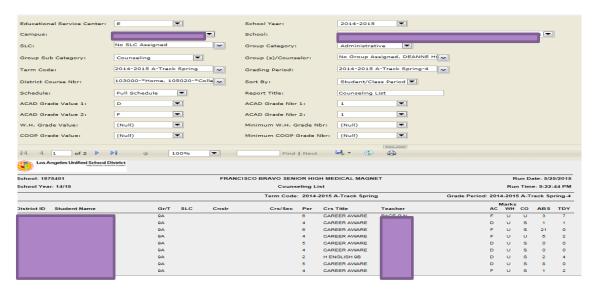
Office Summons

This report allows the user to select a list of students to summons from class. This report is found under the Enrollment Category. It may be run by group or student.



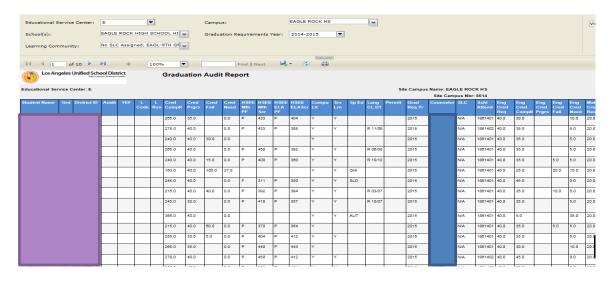
Counseling List

This report allows the user to select a list of students and view marks according to a particular mark or set of marks. This report is found under the Grades Category. It may be run by group or student.



Graduation Audit

This report allows the user to select a list of students by class and view completed graduation requirements. This report is found under the Grades Category.

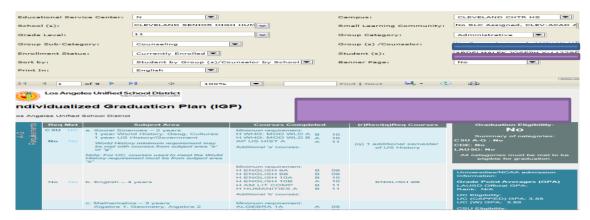


Graduation Progress

This report allows the user to select a list of students by class and view graduation requirement progress. This report is found under the Grades Category.

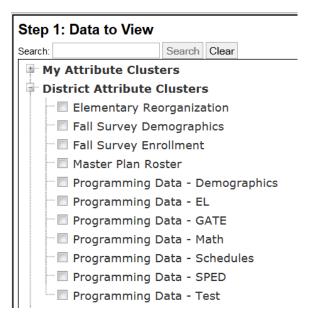
Individual Graduation Plan

This report allows the user to select a list of students and view graduation requirement progress. This report is found under the Grades Category.



MiSiS Explorer: District Attribute Clusters

District clusters were created with various data in order to help in the programming of students such as EL, special education, GATE, etc.



MiSiS Explorer: Assessment

DIBELS and MPT (math placement test) data is available to assist you in placement of students. DIBELS 2015 data will provide the following information: test score, test performance and test purpose.

Math Placement Test 2015 will provide the following information: Algebra 1 Summative and Grade 6 Math data. The Dynamic Group Filter also gives you the option to download the "MPT Performance Level" based on criteria selected.

