



MiSiS Opening of the School Year Checklist 2023-2024



Access
<ul style="list-style-type: none"><input type="checkbox"/> For teachers and school administrators at new locations, request access at the new locations via oneAccess. Failure to do this will result in:<ul style="list-style-type: none">• Inability to submit attendance• Teachers will not appear in the Master Schedule Sections Editor• Administrators will be unable to approve access for school staff<input type="checkbox"/> Principal/Administrative Designee: monitor staff access. Refer to the oneAccess Staff Management Guide. Generate the Security Audit Form in MiSiS found under Reports > Staff Information > Security Audit Form to review staff access and user roles.
Attendance
<ul style="list-style-type: none"><input type="checkbox"/> Set-up Period Groups and Meeting Patterns to reflect schedule to be implemented.<ul style="list-style-type: none">• Failure to do this will result in an inability to submit attendance• Elementary schools must create Period Groups for AM/PM classes and those classes that do not meet every day and apply them to the Meeting Patterns• New Dual Language cost centers must set up their own Period Groups and Meeting Patterns (Meeting Patterns of the host school will NOT automatically apply to the new Dual Language cost center)<input type="checkbox"/> Once all scheduled changes have been completed, print, and distribute the Five Column Roster Report for all teachers and classes.<input type="checkbox"/> If unable to submit attendance in MiSiS, record attendance on a printed Five Column Roster Report, adding the names of any students not listed, and crossing out the names of any dropped students; be sure to sign and date it. If attendance is not submitted in MiSiS by the teacher on the same instructional day, the paper record must be retained in the office for five (5) years.<input type="checkbox"/> If teachers are absent, generate temporary user IDs and passwords for substitutes using the Educator Absence Schedule screen.
English Learner
<ul style="list-style-type: none"><input type="checkbox"/> Generate the Master Plan Roster to view students that need to be assigned a Master Plan Program to ensure appropriate English Learner placement.<input type="checkbox"/> For new enrollees: verify the enrollment packet from the previous school to determine if the home language survey matches with MiSiS, if it doesn't, contact the previous school.<input type="checkbox"/> Generate and review the ELPAC Coding Roster to identify students that need an initial ELPAC assessment in preparation for ELPAC Testing.<input type="checkbox"/> Generate and review the EL Student Schedule Summary Report to determine the appropriate placement of EL students.
Enrollment
<ul style="list-style-type: none"><input type="checkbox"/> Refer to REF-6554 Enrollment and Attendance Procedures, issued by Student Health and Human Services<input type="checkbox"/> Determine school procedures for enrolling new students<input type="checkbox"/> When enrolling students, verify the correct student is being enrolled. Search for a student using Enroll Student Search, check the birthdate, parent information, prior school enrollment, and complete name.
<p><u>Health Information</u></p> <ul style="list-style-type: none"><input type="checkbox"/> To enter Immunization data students must first be enroll enrolled<input type="checkbox"/> The following students are not required to provide address verification:<ul style="list-style-type: none">• Returning from a previous school• Matriculating from a local feeder school• Verifications are only required for students who have recently moved into the school area to determine their school of residence. Refer to the reference guide REF 6554for the most updated information on Registration and Enrollment Procedures.



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Enrollment Cont.

Transitional Kindergarten Expansion

- Student must turn 5 after certain date to be eligible. Please see REF–12350 Universal Transitional Kindergarten Implementation.
- Enroll student in Grade Level **TE**. Enrolling in another grade will cause **Statistical Report** errors.

Transitional Kindergarten

- Student birthdate should be between certain dates to be eligible. Please see reference guide. Please see REF–12350 Universal Transitional Kindergarten Implementation.
- Enroll student in grade level **TK**.

No Show

- Identifying No Show Students
 - Generate the **Attendance Not Submitted Report** to verify all teachers have submitted attendance for all students
 - Verify students who did not pick-up their schedule are marked absent with UC reason code
 - Generate the **Master Absence Report** to view a list of absent students
 - **Secondary schools:** Generate the **Teacher Discrepancy Report** to identify students marked absent by all teachers except one. In these cases, students were marked present, tardy, left early, or absent with a reason code that equals present or attendance was not submitted.
 - Mark students who are absent on the first day of school as **No Show**, refer to the [No Show Process](#) Job Aid.
- Every night, beginning on July 1st, a nightly process runs to remove No Show students. Only students marked absent every period will be processed as No Shows. Students with Attendance Not Submitted or marked present will not be processed.
- The **No Show Screen**, located under the Enrollment tab, and the **No Show Report** display a Processed Date. If the student has a processed date, then the No Show record cannot be deleted.
- Students returning to school after being processed, will need to be re-enrolled and re-scheduled. Use the **No Show Student Schedule Summary Report** to view a no show student's schedule.
- Generate the **No Show Report** to identify students processed and not processed as No Shows. Resolve any issues with No Show students not processed.
- As a best practice, create a No Show group and use the **Mass No Show** functionality located on the Advanced Search Action menu.

Auto Withdrawal

- Use the **Automatic Withdrawal** screen to enroll a student currently enrolled at another LAUSD school. A pop up message displays "Current Enrollment would be deleted" and asks if you want to proceed. Click Ok to proceed with enrolling the student at your site. The record is not deleted, it simply transfers to your school. The Student Enrollment information display automatically and may be updated as needed.
- Generate the **Automatic Withdrawal Report** to identify students' auto withdrawn by another school.
- Update Withdrawal Codes, Reasons, and Dates, as needed.
- Generate the **E Cast vs. Actual Enrollment Report** to determine E Cast Enrollment numbers.
- Generate the **Emergency Roster**
Update Parent/Guardian and Emergency Contact information for students based on new emergency card information.



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Grades
<ul style="list-style-type: none"><input type="checkbox"/> Ensure all grades are entered for all students that completed Summer Term courses.<input type="checkbox"/> Ensure Pressure Sealer forms are ordered from the district warehouse, if needed, to be used for Secondary School Report Cards and other correspondence. (SKU: 966-12-20814)<input type="checkbox"/> Ensure that any required maintenance to the Pressure Sealer machine is performed. Refer to LAUSD Mass Mail and Pressure Sealer webpage.
Graduation Standards
<ul style="list-style-type: none"><input type="checkbox"/> Generate the Graduation Eligibility Status for 2016 & Beyond Report to:<ul style="list-style-type: none">• Identify students that need to be promoted or demoted - export to Excel add filters to identify students by virtue of credit count, grade level, and graduation year• Identify students that are missing any graduation requirements<input type="checkbox"/> Generate Hight School IGP Report by Grad Year and review to identify students that require additional coursework. In lieu of printing hard copies, download in PDF to search for specific students.
Student Support
<ul style="list-style-type: none"><input type="checkbox"/> Assign staff to receive automatic emails when referrals are submitted by using the Referral E-Mail Set-up screen
State Reporting
<ul style="list-style-type: none"><input type="checkbox"/> Ensure all teachers submit attendance for all students; generate the Attendance Not Submitted and Classification Reports to ensure accurate enrollment counts.<input type="checkbox"/> Generate the Classification Report on a daily basis until Norm Day to monitor enrollment counts
Scheduling
<p>Elementary</p> <ul style="list-style-type: none"><input type="checkbox"/> Generate the Elementary Class Roster, and ensure all students are assigned the correct grade level class<input type="checkbox"/> Check the Walk-In Scheduler for students with a “0” in the Sections column. Students must be scheduled or marked as No Shows<input type="checkbox"/> Generate the Elementary Alpha Roster, and ensure all students have been assigned to the correct grade level<input type="checkbox"/> Ensure active teachers are assigned to all sections; if no teacher, use an unfilled position number<input type="checkbox"/> Ensure all Section Attributes are appropriately marked:<ul style="list-style-type: none">• English Learners - Master Plan Program, English Learner Service• Dual Language Program - Master Plan Program, Primary language• Generate the Section Attributes Report to verify the proper selection of the section attribute<input type="checkbox"/> Delete all classes with teacher assignment of “unfilled 25”. If students are still in these classes, they need to be moved to another section before deleting the class.<input type="checkbox"/> Assign certificated out-of-classroom personnel a course that represents the position they serve, i.e., principal - 900101 <p>Secondary</p> <ul style="list-style-type: none"><input type="checkbox"/> Generate the School Courses Report to review courses to check for:<ul style="list-style-type: none">• Correct A-G category• Credits• Grade level span• Obsolete courses



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Scheduling Cont.

- Review Sections in **Sections Editor**
 - Generate the **Sections Attribute Report** and ensure all section attributes are appropriately marked
 - English Learners - Master Plan Program, English Learner Service
 - Dual Language Program - Master Plan Program, Primary language
 - Generate Master Plan Roster to verify
 - Location - add the magnet location for sections belonging to a particular magnet location
- Generate the **Teacher Section Assignment Report** by matrix view review teacher schedules and check for:
 - Appropriate assignment and alignment with credential
 - Missing classes
 - Periods assignment for Conference and Auxiliary (if any)
 - Assign certificated out-of-classroom personnel a course that represents the position they serve, i.e., sec counselor – 930304
- Review Student Schedules and check for:
 - Students with “0” schedules, partial schedules, and incorrect schedules
 - Use the **Walk-In Scheduler** to check for the total number of sections assigned to students in the “Sections” column by clicking the Sections title in blue to sort by ascending/descending order
- Generate the **Student Schedule Summary Report** and review the schedules
 - Review updated grades from summer school, adult school, community college, etc., and make changes as necessary to student schedules (secondary schools only)
- Generate and review the **Repeating Courses Report**
 - Check for students taking courses that already have been passed
- Generate and review the **Course Deficiency Report**
 - Check to determine if students have not passed a required course
 - Terms - if using both 10-week and 20-week terms, check the above for each term
- Generate the **Student Schedule Summary Report** by report type “**Room Finder**” to post students’ classroom numbers by period on the first day of school.

Transcripts

- Transcripts can only be updated by user with the Principal, Scheduling Admin, Counselor Plus roles:
To update student transcripts, navigate to Academics >Transcripts >Transcript Detail for:
 - Students that are transferring from other school districts -in State or out of State.
 - To enter foreign transcripts for any students enrolling from out of the country, please refer to Bul-1545.1
- For students no longer enrolled and requesting transcripts, generate the **Transcript Report** and be sure to select the School Year in which student was enrolled and for Enrollment Status be sure to select All or Not Enrolled.

Groups

- Ensure all students are assigned to a counseling group in the **Manage Groups screen**
- Ensure students are assigned to a learning community group in the **Manage Groups screen** (optional)
- Ensure Official Athletic Team (OAT) groups are used for all athletic teams



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Student Photos

- The [LAUSD Photo Portal](#) is the repository of all student photos. Schools and photo vendors with access may upload student photos into the Portal. All Principals and Assistant Principals have access to the [LAUSD Photo Portal](#). Principals may identify a school staff member to be a Designee in the Portal. Refer to “[Granting Access to Photo Vendors and Designee](#)” job aid.
- Beginning July 1, a principal may assign a new or extend access to an existing Photo Vendor to the school in the LAUSD Photo Portal. Refer to “[Granting Access to Photo Vendors and Designee](#)” job aid.
- Refer to the [Student Photos Checklist](#) for additional information about activities throughout the school year.

MiSiS Job Aids

- Access the [MiSiS Job Aids](#) to review updated job aids in all areas