



**EXPLANATION OF NEW STUDENT ENROLLMENT FORM**

**OFFICE USE ONLY SECTION**

**Enrollment Date/Code:**

Enter both the enrollment date and the enrollment code (E-code). E Codes indicate where a student is enrolling from:

**E1:** Within District – Same School

**E2:** Within District – Different School

**E3:** Public School in California

**E4:** Non-Public/Private School in California

**E5:** Other state in USA and out of USA (Includes non-public schools outside of California)

**E7:** First time enrollment

**LAUSD/State Student ID Number:**

Write the LAUSD student ID number in this space and if the student is transferring and has a CA State Student ID number (SSID), record that number as well.

**A. STUDENT INFORMATION**

**Preferred Name**

As of February 3, 2014, nicknames and preferred names are to be entered in the Preferred Name field in the Student Information System. In addition, the student's gender identity is to be entered in the Gender field if applicable. Doing so causes the desired name and gender to appear on teacher rosters, but not on official records and documents such as cumulative files, report cards and transcripts. For more information refer to BUL-5703, Name and/or Gender of Pupils for Purposes of School Records and BUL-6224, Transgender Students-Ensuring Equity and Nondiscrimination. Go to <https://achieve.lausd.net/misisjobaids> > Census to access the MiSiS job aid for entering a student's preferred name.

**Legal sex:** Non-Binary and Intersex options have been added.

This field has been added in compliance with the *Gender Recognition Act (SB-179, October 2017)*. This legislation makes it significantly easier for all transgender people who are living in or were born in California to obtain identity documents that reflect their genders and makes California the second state in the country to offer a standard path to obtaining a nonbinary gender marker on state documents.

**Gender:** Non-binary option has been added.

This field has been added in compliance with the *Gender Recognition Act (SB-179, October 2017)*. This legislation makes it significantly easier for all transgender people who are living in or were born in California to obtain identity documents that reflect their genders and makes California the second state in the country to offer a standard path to obtaining a nonbinary gender marker on state documents.



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**Place of Birth:** Question has been removed.

Due to Senate Bill 699, Educational Equity: Immigrant and Citizenship Status (AB 699) October 2017. Education Code section 234.7 limits the collection of information or documents regarding citizenship or immigration status of students or their families to only information required by state or federal law. Therefore, the gathering of national origin-related information required for Title III programs will be collected by school personnel on a separate form as part of the enrollment packet. The Title III Immigrant Education Program Questionnaire Form is to be included in the school's enrollment packet for parents/guardians of students who are initially enrolling to complete and return to the school. For information on procedures and to access this questionnaire please refer to REF-062703, Title III Immigrant Education Program Identification Procedures for Eligible Students.

## **B. PARENT/LEGAL GUARDIAN/CAREGIVER**

Caregiver has been added to this section. In addition, MiSiS now allows for the entry of up to two Primary Parent/Guardians.

The form has a place for four (4) parents/legal guardians/caregivers. MiSiS allows for the entry of up to two (2) Primary Parent/Guardians. If a new student's parents are separated or divorced, encourage the caregiver who is registering the student to include the address and contact information of both parents unless there is a court order restricting access.

For students who reside with someone other than a parent or legal guardian, the Caregiver's Authorization Affidavit may be used. Please reference the REF-6554 Enrollment and Attendance Procedures: Supplemental Guide and Updates for more information.

### **Home Correspondence Language:**

This refers to the language in which the caregiver would like to receive written correspondence, such as letters and report cards. However, when school personnel call home, they should attempt to communicate in the indicated language. The Blackboard Connect Notification System translates messages into the nine (9) languages listed on the Enrollment Form.

### **Highest Level of Education Completed:**

Parent level of education is required for State reporting.

## **C. HOME LANGUAGE AND ETHNICITY INFORMATION**

Please address questions on this topic to the State Reporting Services Branch (213) 241-2450.

When completing the Race/Ethnicity/Cultural Heritage questions of this section, the caregiver must first answer if the student is Hispanic or Latino.

The parent/legal guardian/caregiver must then refer to the Race/Ethnicity/Cultural Heritage List (Attachment D) to enter the corresponding code and text for the student's race(s)/ethnicities/cultural heritages. A maximum of five races(s)/ethnicities/cultural heritages may be entered.



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For questions regarding Race/Ethnicity/Cultural Heritage student data please contact the Office of Data and Accountability (213) 241-2460

## **D. STUDENT EDUCATION INFORMATION**

This section gathers information regarding Special Education, educational history, and GATE.

Please see the *Office Checklist for Student Enrollment* (Attachment C) for instructions on asking parents of special education students follow-up questions regarding prior schools of attendance and reasons for withdrawal from magnet or charter schools.

Please see the *Office Checklist for Student Enrollment* (Attachment C) for instructions on notifying the Division of Special Education Fiscal and Program Accountability Office via fax regarding the responses to the follow-up questions.

### **Additional Student Information**

#### **Court Orders:**

The existence of a court order can only be acknowledged if a copy of it has been provided to the school. The school shall then enter the court order in MiSiS. Court orders are kept on file at the school, and any questions are to be directed to the Office of the General Counsel. Go to <https://achieve.lausd.net/misisjobaids> > Census to access the MiSiS job aid for entering a court order.

## **E. SCHOOL AGED CHILDREN LIVING IN HOUSEHOLD WITH SAME PARENT(S)/ LEGAL GUARDIAN(S)/CAREGIVER**

This section requests basic information regarding other school-aged children residing in the home (e.g., brothers, sisters, and cousins).

## **F. EMERGENCY CONTACT INFORMATION**

This section provides space to list two (2) additional emergency contacts who are permitted to pick up the student.