

Los Angeles Unified School District Office of Data and Accountability



WHY DATA ACCURACY?

- Accurate student data is important for:
 - Program placement
 - Services
 - Assessment
- Used for accountability and funding purposes

HOW WILL THIS WORK?

1. Streamline communication to schools
2. Single source of contact for data errors
3. Reports being sent directly to schools, no need to run exception reports
4. Don't have to pull staff to attend training
5. Status update on errors in one place – data verification scorecard

How is LAUSD Funded?

3

Factors primarily
determine
funding

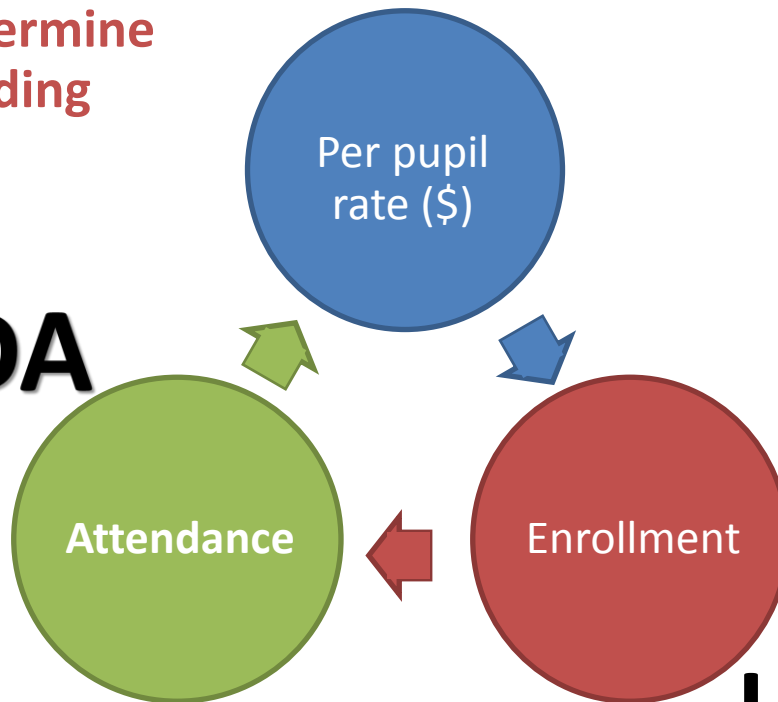
ADA

Attendance

Per pupil
rate (\$)

Enrollment

LCFF





IMPORTANT DATES



LAUSD

Student

Records

(Accurate)



Norm

Day

(September 16, 2016)



IMPORTANT DATES



**LAUSD
Student
Records
(Accurate)**



**Fall
Census
Day
(October 5, 2016)**

Fall Census Date: Oct. 5, 2016

- Students enrolled on Census Day determine the following official counts:

- ✓ K-12 Enrollment count

- ✓ English learner count

- ✓ Free/Reduced Price Meal count

- ✓ Foster, Homeless, Migrant student counts

LCFF
(Unduplicated
Count)



- Reclassification count will be determined by students reclassified from 10/8/2015 – 10/5/2016.

Census Date & All Year

- Students' scheduled classes on Census Day determine the following:
 - ✓ EL service(s) provided to ELs
 - ✓ Teacher assignment monitoring
- Students' scheduled classes all year determine the following:
 - ✓ ADA
 - ✓ Chronic Absenteeism (accountability)





Accurate Reporting

- Funding
- Accountability

Accurate Input

- Enrollment
- Demographics
- Schedule
- Attendance



Appropriate

- Placement
- Service
- Assessment
- Monitoring





OFFICE OF DATA & ACCOUNTABILITY



Examples of Key Demographic & Enrollment Information

- Critical data for district ID and accountability.

- > Student Name
- > Birth Date
- > Gender
- > Birth Country (State/City)
- > Ethnicity & Race
- > Student Address
- > Parent/Guardian Information
- > Grade
- > Entry Code and Date
- > Section Enroll/End Dates
- > Withdrawal Code
- > Withdrawal Reason
- > Withdrawal Date

- E and L Dates must match in-class attendance

- > E date is the first day of in-class attendance.
- > L date is the last day of in-class attendance.
- > Monitor no-shows.
- > Resolve overlapping enrollments.





Where Does the Key Demographic & Enrollment Information Come from?

- A. Follow enrollment policies and procedures outlined in 2016-2017 Opening Day Procedures (REF-6554.1)
- B. Enrollment Forms
 - 1. Office Checklist for Student Enrollment
 - 2. Enrollment Document Checklist

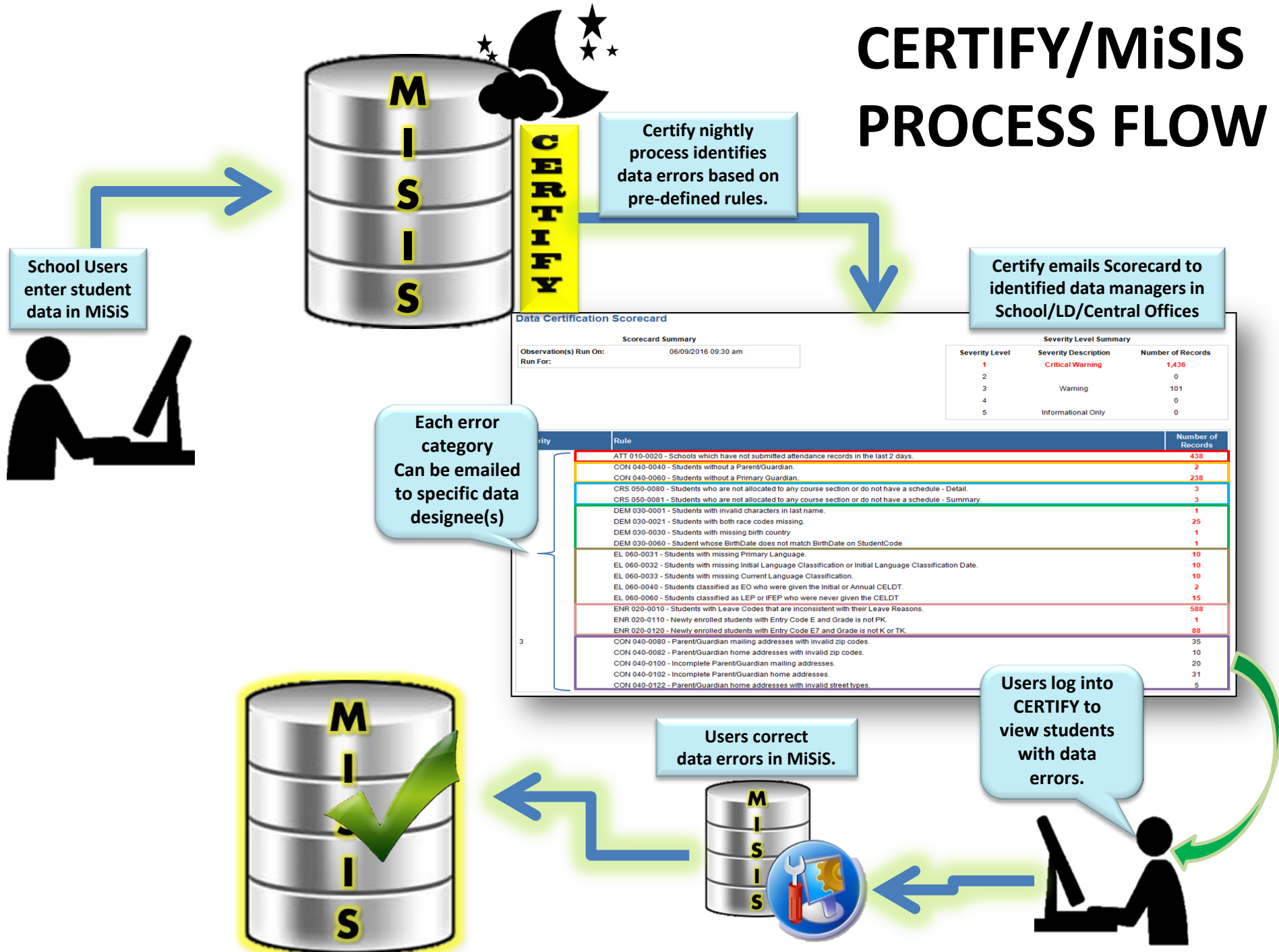


Certify

- A data tool to help schools detect data errors in MiSiS in the following areas:
 - Enrollment and demographics
 - Scheduling
 - Attendance
 - English Learner issues
- Emails with a scorecard & error list will be sent to principals and data designees.
- Principal-selected data designees will be responsible for checking and correcting the data in MiSiS.

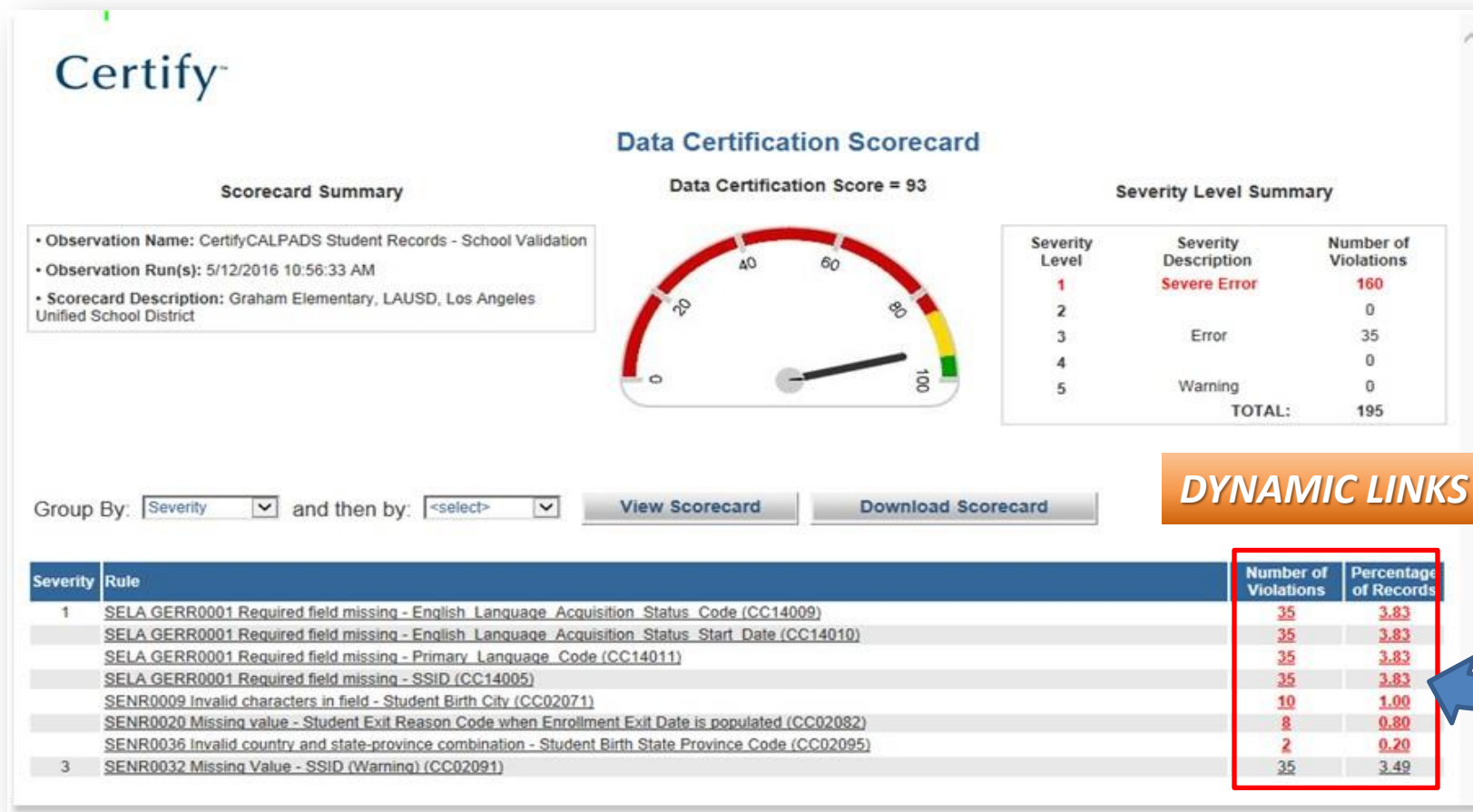


CERTIFY/MiSIS PROCESS FLOW



SAMPLE

Certify Scorecard & Error List







My Integrated Student Information System

Data Designees?

**You want me
to do WHAT
now?**





From: ☐ Certify@LAUSD-MiSiS <CertifyDoNotReply@lausd.net>
To: ☒ Davis, Tosha
Cc:
Subject: Certify "MiSiS Alerts for Pilot Schools" Results for Tosha Davis



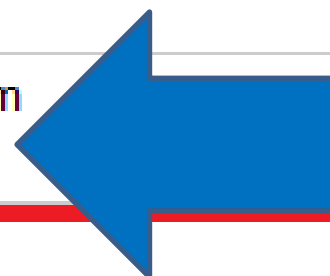
Dear Tosha Davis

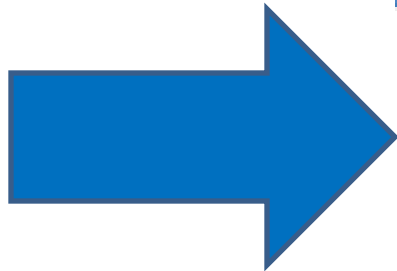
Your Certify "MiSiS Alerts" Scorecard contains one or more alerts.
Please click [here](#) to view the scorecard and detailed results.

Data Certification Scorecard

Scorecard Summary

Observation(s) Run On:	07/18/2016 09:30 am
Run For:	Tosha Davis

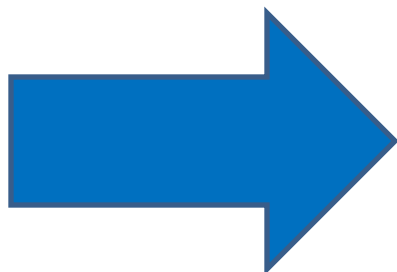




Type your **User Name** and **Password**, then click the **Login** button

User Name: [Forgot Your User Name?](#)

Password: [Forgot Your Password?](#)



Key **User Announcements** and the system **Status** will display here

User Announcements

Certify helps schools review and correct data issues in MiSiS.

Thank you for participating in the Certify pilot.

Status: **Certify is currently available.**

Scorecard Summary

- Observation Name: MiSIS Alerts
- Observation Run(s): Roll-up of 2 runs ranging from 7/18/2016 9:30:29 AM to 7/18/2016 9:32:09 AM

Data Certification Scorecard

Severity Level Summary

Severity Level	Severity Description	Number of Records
1	Critical Warning	1,774
2		0
3	Warning	2
4		0
5	Informational Only	0
TOTAL:		1,776

A data designee with access to more than one school location will see a count in the **Observation Run** area of the **Scorecard Summary** section

Home

Reporting

Tools

Help

Logout

Scorecard

Trend Report

Hover over the **Reporting** menu and select **Scorecard**

There are multiple ways to access scorecard data errors:

- Select one or more checkboxes to view data
- Enter a value in the Filter Run List data entry window to refine list
- Select the Advanced Options button for additional selections

Once selections are complete, click the View Current Scorecard button to view the refined results

Scorecard Options

Observation: MiSiS Alerts ▼

[View Current Scorecard](#)

[Advanced Options](#)

Runs to Include: Filter Run List

[\[check all\]](#) [\[uncheck all\]](#)

☐ 7/18/2016 9:30:38 AM

WONDERFUL PLACE SENIOR HIGH HUMANITIES MAGNET, All Rules

☐ 7/18/2016 9:30:29 AM

WONDERFUL PLACE CHARTER HIGH SCHOOL, All Rules

[View Current Scorecard](#)

[Advanced Options](#)

The numeric value in each corresponding row displays the **total count** of records with the rule error – those displayed in red are **SEVERITY 1**

Number of Records
<u>2</u>
<u>615</u>
<u>1</u>

CON 040-0060 - Students without a Primary Guardian.

Each **business rule** is a clickable *hyperlink* – select to see additional information

5	Informational Only	0
TOTAL:		618

Group By: Severity ▾ and then by: <select> ▾ [View Scorecard](#) [Download Scorecard](#)

Severity	Rule	Number of Records
1	CON 040-0060 - Students without a Primary Guardian.	<u>2</u>
	CRS 050-0000 - Students who are not allocated to any course section or do not have a schedule - Detail.	<u>615</u>
	CRS 050-0081 - Students who are not allocated to any course section or do not have a schedule - Summary.	<u>1</u>

Rule: EL 060-0060 - Students classified as LEP or IFEP who were never given the CELDT

Severity:

1

Rule Description:

No description.

Close

Click on the **Run Description** hyperlink to see the *prescription details*

Rule: CON 040-0060 - Students without a Primary Guardian.

Severity:

1

Rule Description:

[Click here to see the Prescription for this Rule](#)

Close

A sample of a job aid prescription is displayed below. Job Aid instructions will assume that users will know how to log into MiSiS, select the appropriate user role, and access the default home page (Simple Search screen)



My Integrated Student Information System

Update Parent/Guardian Information

July 21, 2015

Update Parent/Guardian Information

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

Step 1 Search for the student.

Step 2 On the student profile, select **Parent/Guardian Info** on the Enrollment menu.

[Redacted]	[Redacted]
Student Code: [Redacted]	Emergency Contact: [Redacted]

Search Students

student

Advanced

1 - 1

For Selected: Action

#	☐	Last Name	First Name	Middle Name	Student Code	Grade	Date of Birth	Gender	Home School	Overall Attendance	GPA	Home Phone	Action
1	☐	STUDENT	NEW		010110F999		01/01/10	F	Coldwater Canyon Elementary	A:0 T:0	0.00	(818) 241-1000	- Alerts - Assessments - Attendance - Census - Demographics - Enrollment - Graduation Standards

Enrollment Attendance Academics Support

Student Information

Parent/Guardian Info

Contact Information

Military Family Members

Other Family Members

Name	Grade	Grade Entry Date	Grade
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View Parent/Guardian Information

+ Add new record Refresh

Parent/Guardian Name	Relationship	Legal Guardian?	Primary?	Lives With?	Home Correspondence Language	Phone	Address	
STUDENT, FORMER	Foster/Group Home	Yes	No	Yes	ENGLISH	(818) 241 - 1000	333 S Beaudry Avenue #7, North Hollywood, CA 91605-	

Locate the **Primary Guardian** option and select the **Yes** radio button. When there is only one Guardian identified on the enrollment record, this field is **REQUIRED**.

Click the **Save** button to save the data entry.

* Relationship: Foster/Group Home

Verified as Legal Guardian?: ☒ Yes ☐ No

Primary Guardian?: ☐ Yes ☒ No

Lives With?: ☒ Yes ☐ No

* Home Correspondence Language: ENGLISH

Highest Educational Level: Some College Incl AA Degree

	Attendance	Emergency	General	Send Texts?
	☐	☐	☒	N/A
	☐	☐	☐	N/A
	☒	☐	☐	☐

Same as Student Address?: ☒ Yes ☐ No

Apt#: #7

* City: North Hollywood

* State: CALIFORNIA

* Zip Code: 91605-

Same as Mailing?: ☒ Yes ☐ No

Apt#: #7

+ City: North Hollywood

+ State: CALIFORNIA

+ Zip Code: 91605-

Save Cancel



Training | Sessions, Resources, and Support

Learning Zone (Classes available for registration):

Registration information: To register for MiSiS sessions, log into LAUSD's Learning Zone (<http://lz.lausd.net>) and complete the following steps:

- Click on the **COURSES** tab
 - Click on **CLASS OFFERINGS**
 - Select **MiSiS** under **PROGRAM** and click **SEARCH**
 - Scroll and select the course specific to your needs
 - Click on the orange **ENROLL NOW** button
- Look for an **email confirmation** for session information

Front Office Staff Hands-on instruction in performing key front office tasks using MiSiS (Elementary and Secondary schools)	Course ID: MNA180 – School Front Office Procedures in MiSiS (8 hours ILT) Ongoing ➤ Enrollment ➤ Assigning students to class sections ➤ Attendance ➤ State Reports ➤ Record Maintenance ➤ Mail Merge
Certify Data Designees	Course ID: MDV100 (30-minute online course) Available Now ➤ Daily emails ➤ Log in to Certify



LET'S GO

1. **Who identifies the Certify data designee(s)?
How many?**
 2. **What are LAUSD's sources of state funding?**
 3. **When is the 2016 Census *Capture* Date?**
 4. **Where online are Certify scorecard errors corrected?**
 5. **Why is accurate data entry so important to LAUSD? (4 possible answers)**
- BONUS: What is a "prescription" and how is it accessed online?**

THANK YOU FOR YOUR TIME

