

TITLE:	Fall Census for Elementary and Secondary Schools	ROUTING Region Administrators Principals Assistant Principals EL Coordinators Data Designees School Administrative Assistants
NUMBER:	REF-6906.6	
ISSUER:	William R. Johnston, Executive Director Office of Data and Accountability	
DATE:	September 11, 2023	
PURPOSE:	<p>This reference guide provides instructions for the 2023-2024 Fall Census, also known as Count Day, which collects student and staff information as of Fall Census Day for mandated state, federal and other reporting.</p>	
MAJOR CHANGES:	<p>This reference guide updates REF-6906.5, <i>Fall Census for Elementary and Secondary Schools</i>, dated August 29, 2022, issued by the Office of Data and Accountability (ODA). Major changes include:</p> <ul style="list-style-type: none"> • The 2023-24 Fall Census Day is October 4, 2023. This data will be used to complete the CALPADS and CBEDS data reports required by the California Department of Education and the Civil Rights Data Collection mandated by the Office of Civil Rights. • In order to comply with Every Student Succeeds Act (ESSA) Section 1112(b)(2) requirement, staffing information for itinerant teachers at elementary schools (a similar process is already in place for secondary schools) is now part of the Fall Census data submission. It is imperative that these assignments are entered correctly to avoid mis-assignments. The general procedures are outlined in Attachment E. • Principals should update their Elevate Data Quality (Elevate) data designees, via the Principal’s Portal, to ensure Elevate emails are received by the appropriate staff. Principals who do not identify a data designee will, by default, receive all emails from Elevate. • The “ENROLLED_COUNT_DAY” flag will be turned on in Elevate reports beginning October 5, 2023. • Concurrent Enrollment Errors, overlapping enrollments with other LEAs, Elevate Rule number CCE 100-0010, should be resolved as soon as possible as these may prevent us from taking ownership of the student record and may impact funding, testing and accountability. • Sign Language and Kazakh have been added to the Home Language Survey dropdown menu in MiSiS. 	

INSTRUCTIONS: I. BACKGROUND

Fall Census is conducted annually to report information for students and certificated staff with active enrollments or assignments, respectively on Fall Census Day (**October 4, 2023**) for submission to the CDE via the California Longitudinal Pupil Achievement Data System (CALPADS).

It is critical that schools schedule all students into the correct courses and provide the mandated program services, i.e., gifted, special education, from the beginning of their enrollment. For English Learners (EL), schools must administer initial ELPAC assessments to eligible students, place EL students in the appropriate English Learner Master Plan Program, and indicate the EL services provided. Failure to do so may result in serious compliance violations.

Based on Fall Census data in CALPADS, the CDE determines official counts which are used to allocate funding i.e., Local Control Funding Formula and Title III, monitor compliance, teacher mis-assignments and generate accountability reports. These official counts, include:

- Grades TE-12 enrollment by grade, ethnicity/race and other subgroups;
- Enrollment by program such as Free/Reduced Price Meal (FRPM), Foster, Homeless, Migrant, Gifted and Talented (GATE), Military Families, Special Education;
- Number of graduates, completers and dropouts;
- Number of English Learners (ELs) by program and by services received;
- Number of students reclassified from July 1 to June 30 and reclassification rates;
- Enrollment by course;
- Number of teachers providing EL services;
- Teachers with subject matter competence (replaced Highly Qualified);

To prepare for the Fall Census data collection, schools are asked to review Elevate emails and correct all necessary data in MiSiS. While Elevate identifies most errors, there are some data items which *require* manual review (See Attachment A). These processes ensure that data reported to the state and federal government is accurate and complete.

II. PRINCIPAL'S RESPONSIBILITIES

Maintaining accurate and up-to-date data entails a concerted team effort from school staff. It is recommended that principals:

1. Establish ongoing procedures and processes to review and validate student and staff data throughout the school year.
2. Assign qualified staff to conduct the Fall Census and assign them as Data Designees in the Principal's Portal, *School Data Designee Form*, to receive Elevate emails in the following five areas: Enrollment/Demographics, Scheduling, Attendance, English Learner Master Plan and Discipline. Data Designees should be knowledgeable in using MiSiS and must also review and update the additional data not identified by the Elevate Data Quality application. (See Attachment A).
3. Ensure that the responsible staff for the Fall Census review the Elevate training video, read this reference guide (including all attachments), related Data Points newsletters, and job aids for instructions to enter and update all required staff and student data in MiSiS.
4. Ensure that all students are properly identified at enrollment, scheduled and all teachers are properly assigned.

III. 2023-2024 FALL CENSUS PROCEDURES

Elevate emails identify most data errors relative to Census Day and Data Designees should review the identified errors and make the necessary corrections in MiSiS. See Attachment A for data not captured by Elevate which staff need to review manually.

Changes made in MiSiS will be submitted to CALPADS throughout the school year; schools should continue to update MiSiS to ensure that the data is accurate and up to date for state assessments and other purposes.

Timeline

- Fall Census Day is **October 4, 2023**.
- Schools will have until 5:00 p.m. on **November 13, 2023** to review and update Census Day data in MiSiS.
- **On November 14, 2023**, data for students enrolled and staff assigned on Census Day will be captured for CALPADS submission.
- Fall Census Day data corrections/updates made in MiSiS after **November 14, 2023** will be submitted to CALPADS during the

data amendment window in December 2023. *Schools are to maintain accurate data throughout the school year.*

Census Procedures

- Verify student enrollments, eliminate duplicate enrollment records and resolve concurrent enrollments. Resolve errors on Elevate Data Quality reports.
- Review student demographic and program information and enter missing data.
- Validate student class schedules and student section enrollment dates.
- Enter applicable course section attributes, especially Special Day Program sections and sections taught in the primary language.
- Enter applicable EL Services for all courses where one or more English Learners are enrolled. Once entered in MiSiS, EL Service attributes should not be changed.
- Confirm teachers' subject matter competence/ authorizations for their assignments (curricular and EL).
- Review and update prior year 12th grade students' exit information as necessary.

RELATED RESOURCES:

- Data Points Newsletters (available at <http://achieve.lausd.net/Page/11618>)
- REF-6885.6, *Elevate Data Quality* Data Tool Policy and Procedures, issued by the Office of Data and Accountability.
- REF-6569.3, *More Than a Meal* Campaign for Local Control Funding and Title I Consolidated Collection, issued by Food Services Division.
- MiSiS Job Aide, *Itinerant Course Assignments*.

ATTACHMENTS:

- Attachment A – 2023-2024 Fall Census Instructions
- Attachment B – Languages List
- Attachment C – Leave Codes and Leave Reason Codes
- Attachment D – Initial English Language Proficiency Assessments for California (ELPAC) Process Outline
- Attachment E – Itinerant Course Assignments

ASSISTANCE:

- MiSiS Support, 213-241-4850.
- Elevate Data Quality concerns call State Reporting Support, 213-241-2081, option 1.
- Census questions, call State Reporting Services Branch, 213-241-2450.
- Student ID corrections, fax requests to Student ID Unit, 213-241-8969.

Language classification concerns, call State Reporting Services Branch, 213-241-2450.

Master Plan Programs and reclassification, call Region EL Program staff.

ELPAC Assessment questions, call Student Testing Unit, 213-241-4104.

Teacher Subject Matter Competence, call respective Credential and Contract Specialist.

Gifted and Talented (GATE) Office, 213-241-6500.

Homeless Education Office, 213-202-7581.

Migrant Student Office, 213-241-0510.

Office of Data and Accountability
2023-2024 FALL CENSUS INSTRUCTIONS

This attachment lists the data sets to be reported to CALPADS. Although most student records with errors will be identified by Elevate Data Quality a small portion of data needs to be manually reviewed and verified in MiSiS. The procedures for manual review and verification are listed in section 2 below.

1. ELEVATE DATA QUALITY EMAIL EXCEPTION REPORTS

Elevate reports are organized into these areas:

- Enrollment and Demographics
- Scheduling
- Attendance
- English Learner
- Discipline

Data designees are to address the discrepancies identified in Elevate reports as soon as possible. Please prioritize errors with critical or urgent severity levels for students flagged as enrolled on Census Day. The “ENROLLED_COUNT_DAY” flag will be turned on in the Elevate Data Quality reports beginning October 6, 2023. As deadlines approach, the number of errors should show a significant decrease and all data errors for students flagged as enrolled on Count Day must be resolved. Additionally, accuracy of all student data must be maintained throughout the school year.

2. MANUAL DATA REVIEW

The information listed below is not captured in the Elevate exception reports and needs to be reviewed and updated using the procedures outlined later in this section.

Student Information

- Students in Independent Study
- Homeless Students
- Bilingual Paraprofessionals Providing Primary Language Support
- 2023-2024 Grade 12 Students

Certificated Staff Information

- Teacher Schedules
- Administrator Positions
- Out-of-Classroom (Non-Register Carrying) Certificated Assignments
(Elevate Data Quality rule, **SCH 070-0370 - Out-of-classroom certificated**)

staff missing a section—recently added to help manual review of this data)

A. STUDENT CLASS SCHEDULE

All enrolled students should have a full day of classes. Students who are scheduled in invalid classes, Homeroom, Home, service-like classes (Dept. 46), or placeholder classes only, will not be reported to CALPADS. Students without classes or missing classes must be scheduled immediately.

1. Students in Independent Study

Follow the instructions in Job Aid, “Assign Students for Independent Study Course” found in the Master Scheduling Job Aid section to schedule students in sections marked as Independent Study section.

B. SECTION ATTRIBUTES

Appropriate section attributes must be entered for select course sections. Follow the instructions below to access the Section Attributes screen.

Step 1: Log in with the “Scheduling Administrator” role.

Step 2: Select “Master Scheduling” under Admin menu.

Step 3: Select the correct term (e.g., 2023-2024 Elementary – Single Track A)

Step 4: Click the “Section Editor” button.

Step 5: Hover over the course section to be checked and click on the “+” sign to access the attribute screen.

Ensure the following course sections have the appropriate section attributes:

1. Sections Taught by Two Teachers

For class sections with two teachers, select “Teacher” in the “Additional Educator Role” and select the name of the teacher from the drop down in the “Additional Educator Name” box.

2. Sections with 1 or more English Learners

Schools must indicate the appropriate EL Service section attribute when one or more EL are enrolled in the course. Select the “EL Service” provided in the course.

3. Alternative/Dual Language Education Programs

For Alternative and Dual Language Education Programs., e.g., Newcomer, One-Way Immersion and Two-Way Immersion, schools should indicate the master plan program, language of instruction, Target Language Teacher, and EL Services when one or more EL are enrolled in the course.

- Select the corresponding Master Plan Program from the “Master Plan Program” drop down box.
- Select ‘Yes’ or ‘No’ for Target Language Teacher
- Select the Language of Instruction from the “Language of Instruction” drop down box.
- Select the appropriate “EL Service” (only when one or more English Learner are enrolled in the course).

4. Sections with Bilingual Paraprofessionals Providing Primary Language Support

For sections with bilingual paraprofessionals assigned to provide primary language support to ELs, select “Paraprofessional” from the “Additional Educator Role” box and select the name of the paraprofessional from the drop down in the “Additional Educator Name” box. Do not enter the language of the bilingual paraprofessional in the “Language of Instruction” box.

5. Special Day Program (SDP) Sections

Select the specific SDP program name from the drop down in the “Special Day Program” box if the section is designated for SDP students.

6. RSP Sections – Secondary Schools

Click the “RSP” box if the course section is designated for RSP students.

7. Gifted and Talented (GATE) Sections

Click the “GATE” box if the course section is designated for Gifted and Talented (GATE) students.

8. Coring Sections (Middle Schools)

Click the “Core” box if the course section is a coring class.

9. Independent Study Sections

For each section designated for Independent Study, click the “Independent Study” box or “Independent Study (Continuation)” box.

3. CERTIFICATED STAFF INFORMATION

The state collects certificated staff demographic information (ethnicity, race, gender, education level) and assignment information in the Fall Census data collection. To ensure accuracy of the data, schools must enter the required information for all certificated staff assigned to the school. Please note that 'Years of Service' is now collected centrally.

A. Unfilled Positions

All classes should have been assigned a regular teacher or a long-term substitute teacher. On Census Day enter the certificated substitute's name. Unfilled classes will result in the section being reported as providing no EL service to students. Follow these steps to obtain two reports that can be used to check for unfilled classes:

Step 1: Log in with the appropriate role (e.g., Office Manager, Scheduling Administrator) and select Reports.

Step 2: Under Master Scheduling, select Class Enrollment Report or Teacher Section Assignment Report in the Pre/Post-Commit section.

Step 3: Select the appropriate School, Term and other parameters:

- Effective Enrollment Date: Use default date or Fall Census Day
- Grade Level, Teacher Department, Student Request by Department, Teacher, Section Type, and Class Period: Select All
- Report Type: Matrix or List (check both types as needed)
- Sort: By Teacher
- Use the Class Enrollment Report to identify unfilled classes with enrolled students. Look for classes with "Unfilled" as the teacher name.
- Use the Teacher Section Assignment Report to identify other unfilled or unassigned classes without students. Look for "Not Assigned" or "Unfilled" under the Teacher Name column.

Additionally, Elevate rule SCH 070-0200 - Lists courses that are assigned to unfilled teacher positions, schools should provide the necessary data.

4. TEACHER SCHEDULES

All full-time teachers should have a full-day of scheduled sections. For example, if the school has a 6-period day, every full-time teacher should have a 6-period schedule (including conference period). For schools with a 4x4 schedule, the full-time teacher should have a 4-period schedule. Additionally,

except for 800 and 900 courses, all scheduled sections should have enrolled students.

Use the Class Enrollment Report in List format to check for classes without any students, but that should have students. Use the report in Matrix format to check for teachers without a full schedule.

5. ADMINISTRATOR POSITIONS

All administrators, including administrators with register-carrying periods, should have one section scheduled using the appropriate course code in the 900 series (see page 5 for codes).

6. OUT OF CLASSROOM (NON-REGISTER CARRYING) CERTIFICATED ASSIGNMENTS

All non-administrator certificated staff with out-of-classroom assignments should have one section scheduled in the 800 or 900 series for each non-register-carrying period.

Elevate Data Quality Rule, **SCH 070-0370 - Out-of-classroom certificated staff missing a section**, will also help identify these staff.

Follow these steps to add 800/900 courses:

Step 1: Log in as Scheduling Administrator.

Step 2: Select Master Scheduling under the Admin menu and click on School Courses.

Step 3: For the window on the left under Edit School Courses, select Start With from the dropdown, then 8 to see the 800 classes and 9 to see the 900 classes.

Step 4: Drag the needed courses from the Course Master table to the School Courses table.

Step 5: Once the courses are in the School Courses table, proceed to create the sections. Room numbers are required to schedule sections. If the school has not added the offices to the school's room list, the offices can be added from Admin > Instructional Space Setting screen. The Office Manager Role can add/edit/delete rooms as needed. A job aid is available, see Master Scheduling.

Create the sections at the assigned location only (e.g., schedule the section of a magnet coordinator at the magnet location, not at the main location). If an appropriate 800 or 900 course number is not found, contact Elevate Data Quality support at 213-241-2081, option 1, or State Reporting Services Branch at 213-241-2450 or the MiSiS Helpdesk at 213-241-5200.

A. Elementary Schools:

For staff with only one type of out-of-classroom assignment (e.g., EL Coordinator), create one section in period 1 using the appropriate course number. See example below:

Assignment	Section Location	Period	Course Number
Magnet Coordinator	Superior Elementary	1	910107

For staff with more than one type of assignments (e.g., 50% math coach, 50% EL coordinator), create two sections, starting with period 1, each using the appropriate course number. See example below:

Assignment	Section Location	Period	Course Number
EL Coordinator	Wonderful Elementary	1	910104
Math Coach	Wonderful Elementary	2	800203

For staff assigned to more than one location, each location will need to create one section. See example below for staff assigned to two positions at two locations. (Exception: If the main school and magnet center share one joint master schedule, then both sections will be scheduled under the main school.)

Assignment Location and Assignment	Section Location	Period	Course Number
Magnet Center – Magnet Coor.	Magnet Center	1	910107
Main School – EL Coordinator	Main School	1	910104

Frequently used out-of-classroom assignment course numbers are listed in the table below:

Activity Code and Position
800102 Computer Lab
800104 Library/Media Lab
800202 Literacy Coach
800203 Math Coach
800206 Resource Teacher

Activity Code and Position
900101 Principal
900102 Assistant Principal
910109 Coor. Special
910101 Coor. Categorical
910102 Coordinator,

Activity Code and Position
800214 Title III Coach
800215 TSP Adviser
800301 RSP Teacher (Sp.
800310 Inclusion Teacher
800217 SPED Tchr ETK/PCC*

Activity Code and Position
910104 Coordinator, ESL/EL
910105 Coordinator, Gifted
910107 Coordinator, Magnet
930102 Dean
900104 Other Administrator

*All students in a TE/PCC class must be assigned to a General Education teacher, who is the register-carrying teacher. A course/section must not be created for the special education teacher providing support to the PCC students. Doing so would result in the TE/PCC class to be reported as two separate classes. For the TE/PCC teacher providing support, create one section period using activity Code 800217.

B. Secondary and Span Schools:

Enter one section for each non-register-carrying period. A full-time non-classroom staff in a 6-period school should have 6 sections with the appropriate 800 or 900 course numbers.

Example: A full-time dean.

Assignment	Section Location	# Of Periods	Course Number
School A - Full-time Dean	School A	6	930102

For staff that assigned to more than one location, each location should schedule one period for each 15%-20% of time assigned at that location.

Example 1: A math coach who is assigned 50% at School A and 50% at School B.

Assignment	Section/ Location	# Of Periods	Course Number
School A - Math Coach	School A	3	800203
School B - Math Coach	School B	3	800203

Example 2: A math coach who is assigned 60% at School A and 40% at School B.

Assignment	Section/ Location	# Of Periods	Course Number
School A - Math Coach	School A	4	800203

Assignment	Section/ Location	# Of Periods	Course Number
School B - Math Coach	School B	2	800203

7. ASSIGNMENT MONITORING

Per the provisions of Assembly Bill (AB) 1219 (Chap. 782, Stats. 2019), the Commission on Teacher Credentialing (CTC), through the California State Assignment Accountability System (CalSAAS), annually reviews all course sections submitted to CALPADS to identify potential teacher mis-assignments. All teachers should have the appropriate credentials and/or authorizations for their assignments and to provide EL services, depending on setting. Use the MiSiS Assignment Monitoring Report to identify teachers who are mis-assigned prior to Census Day, **October 4, 2023**. In addition, schools should run the report on Census Day to identify substitute teachers assigned to vacant positions. Please note that vacant positions should be covered by an appropriately credentialed substitute teacher while an appropriately authorized teacher is hired. You can contact your personnel specialist for a list of credentialed subs in the specific area. If no credentialed subs are available in the specific area of the assignment, every effort should be made to secure the appropriate authorization for the substitute teacher by contacting the Credentials, Contract and Compliance Services Unit.

Step 1: Log in with the Principal role and select Reports.

Step 2: Scroll to Staff Information, click on the Assignment Monitoring Report.

Step 3: Select the appropriate parameters and click View Report button.

The report displays one certificated staff at a time. You will see their credential and/or authorization information at the top and their schedule at the bottom. The schedule will evaluate whether the staff member is properly authorized (OK) or not (NOT OK). There are three areas (under Status section) where the OK and NOT OK evaluation can display. For special education assignments, you will need to look under the Special Ed and EL Service columns. For general education assignments, you will see the evaluation under Curriculum and EL Service.

Important Columns Related to Assignment Monitoring:

1. Curriculum: Does the certificated staff member have the proper credential for the class assigned?
2. Special Ed: Does the certificated staff member have the proper credential for the Special Day Program class assigned?
3. EL Service: Does the certificated staff member have the proper EL authorization to provide the designated EL service?

Check for teachers with “Not OK” in any of the three columns and contact [your Human Resources Credentials and Contract Specialist](#) for immediate assistance: <https://achieve.lausd.net/Page/7694>.


Teaching assignments are submitted to CALPADS and CDE validates these with the Commission on Teacher Credentialing’s California Statewide Assignment Accountability System (CalSAAS) to identify misassignments. Misassignments are then published on the School Accountability Report Card (SARC). EL services or the lack of services in each class with ELs are identified in the same manner and are also published on the SARC. ELs in classes taught by teachers without EL authorizations are considered “Not receiving any services.”

As mentioned above, vacant positions receive additional scrutiny and schools should:

1. Make every effort to fill the position with a fully credentialed teacher by Census Day (First Wednesday in October).
2. If no permanent teacher can be hired to fill a vacant position, make every effort to secure the services of a long-term substitute who is appropriately authorized.
3. If no permanent teacher or long-term substitute is assigned to a vacant position, principals are asked by the Human Resources Division to track the day-to-day substitutes for a week beginning Census Day (**October 4, 2023**) and to report the substitute teacher who provided services to students in the vacant position on October 4 or the teacher on leave, if applicable, whose assignment is vacant. Please note that day-to-day substitutes who only serve one day will be counted as misassignments. Also, please note that the site must comply with all ESSA parent notification requirements for the Title I sites if a non-properly authorized substitute carries a roster for 20 days (see REF-097901.2).

8. UPDATING WITHDRAWAL DATA

MiSiS users with Office Manager role can edit the withdrawal record of any student that is attending or has previously attended the school.

1. Search for the student and select the Withdrawal History screen.
2. Click on the Edit icon: 
3. Make corrections to Withdrawal Type and/or Reason as needed.
4. If required, enter the Future School (school that followed withdrawal).
5. Enter Future Residence, if known, otherwise enter “N/A”.

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6. Use comments box to document information from parents and/or other LEAs when attempting to find out the whereabouts of students that may be potential dropouts.

Languages List

**LANGUAGE
AFRO-ASIATIC
LANGUAGES***

AFAR*
GURAGE LANGUAGE*
HAUSA*
KABYLE*
MATLTSESE*
OTHER AFRO-ASIATIC
LANGUAGE*
RIFFIAN*
SHILHA*
TIGRE*
TIGRINYA

AFGHAN

AFRIKAANS
ALBANIAN

AMERICAN SIGN
LANGUAGE (ASL)
AMHARIC
ARABIC

ARMENIAN

ASSAMESE*
ASSYRIAN
BENGALI

BERBER LANGUAGE*
BOSNIAN
BULGARIAN
BURMESE
CAMBODIAN (KHMER)
CATALAN; VALENCIAN*

CENTRAL AMERICAN
INDIAN LANGUAGE*
CHALDEAN

**LANGUAGE
HMONG**

HUNGARIAN
ICELANDIC*
IBO; IGBO*
INDONESIAN
IRANIAN LANGUAGE*
IRISH*

ITALIAN
JAPANESE
JAVANESE
KANJIJOBAL/KANJOVAL*
KANNADA
KASHMIRI
KAZAKH
KHMU
KIKUYU (GIKUYU)

KONKANI*

KOREAN
KURDISH
(KURDI/KURMANJI)
LAHU

LAO
LATVIAN
LITHUANIAN

MALAY
MALAYALAM*
MARATHI
MARSHALLESE

MAYAN LANGUAGES*

AKATECO
AWAKATEKO*

**LANGUAGE
MELANESIAN**

MIEN (YAO)
MIXTECO
MONGOLIAN
NAHUATL LANGUAGE*

**NATIVE AMER.
LANGUAGES**

APACHE
CHEROKEE
CHOCTAW
CREE
CROW
HOPI

NAVAJO; NAVAHO*
OTHER NATIVE AM.
LANG

NEPALI
NORTH AMERICAN
INDIAN LANGUAGE*
NORWEGIAN

ORIYA*
OTHER, NOT LISTED
PAMPANGA;
KAPAMPANGAN*
PASHTO

PHILIPPINE LANGUAGES

ILOCANO
OTHER PHILIPPINE
PILIPINO
(TAGALOG/FILIPINO)
VISAYAN (CEBUANO)

LANGUAGE	LANGUAGE	LANGUAGE
CHINESE LANGUAGES	CH'OL*	POLISH
CANTONESE	CHONTAL*	PORTUGUESE
CHIU CHOW	CH'ORTI*	PUNJABI
MANDARIN	CHUJ	ROMANY
OTHER CHINESE	ITZAJ*	RUMANIAN
TAIWANESE	IXIL*	RUSSIAN
TOISHANESE	KAQCHIKEL*	SAMOAN
	K'ICHEE; K'-ICHE'*	SERBIAN
	LAKANTUN*	SERBO-CROATIAN
	MAM	SINHALA; SINHALESE*
		SIGN LANGUAGE
CREOLES AND PIDGINS, ENGLISH BASED*		SLOVAK
CREOLES AND PIDGINS, FRENCH-BASED*	MOCHO*	
CROATIAN		SOMALI
CZECH	MOPAN*	SPANISH
	OTHER MAYAN LANGUAGE*	
DANISH	POPTI	SWAHILI
DUTCH	POQOMAM	SWEDISH
	(POQOMJO)*	
ENGLISH	POQOMCHI*	TAMIL
ESTONIAN	Q'ANJOB'AL;	TARASCAN
	KANJOVAL*	
FARSI (PERSIAN)	Q'EQCHI*	TELUGO
FIJIAN	SAKAPULTECO*	THAI
FINNISH	SIPAKAPENSE*	TONGAN
FLEMISH	TEKTITEKO (TEKO)*	TURKISH
FRENCH	TOJOLAB'AL*	TWI*
GERMAN	TZELTAL*	UKRANIAN
GREEK	TZOTZIL*	URDU
GUAMANIAN	TZ'UTUJIL*	UZBEK
(CHAMORRO)		
GUJARATI	USPANTEKO*	VIETNAMESE
HAWAIIAN	WASTEKO*	YIDDISH
HEBREW	YUKATEKO*	YORUBA
HINDI		ZAPOTECO

(* Indicates new language and/or language description)

Withdrawal Types and Reasons

Appropriate Withdrawal Types and Withdrawal Reasons must be entered in MiSiS for students who withdraw from the school. Select only the applicable Withdrawal Reason for each corresponding Withdrawal Type.

Withdrawal Type	Applicable Withdrawal Reason	Validation Documentation
L1 Same School	Other (23) Special Education Assignment (03) 12 th grade returning for an additional year (24)	Not applicable
L2 Other LAUSD School	LAUSD Adult School Diploma/HiSET Program / ACCT (28) LAUSD Adult School Non-Diploma/Non-HiSET Program (29) Affiliated Charter School (E46) Expulsion Recommendation (19) Expulsion Reinstatement by Board Action (21) Inaccurate Residence (02) Intra-District Permit, Not PWT (12) Magnet Assignment (05) Not Recommended for Expulsion by Expulsion Review Committee (33) Opportunity Transfer (18) Option School (27) Other (23) Other District Expulsion Pending Board Action (34) Permit Termination (17) Permit With Transportation (PWT) (04) Public School Choice (44) Residence Change (01) Return to Home School from Options/ Alternative School/ Independent studies (59) Special Education Assignment (03) Special Education Non-Public School (Sp Ed NPS) (39)	K-12 -MiSiS Verification (Positive attendance at a K-12 LAUSD school) Enrollment Verification Letter

Withdrawal Type	Applicable Withdrawal Reason	Validation Documentation
L3 California Public School Outside LAUSD	Non-LAUSD Adult School Diploma/HiSET (31) Non-LAUSD Adult School Non-Diploma/Non-HiSET (42) College (Working towards AA or BA) (47) Expulsion to LACOE by Board Action (35) Inaccurate Residence (02) Inter-District Permit (09) Juvenile Detention (45) Other (23) Other District Expulsion Pending Board Action (34) Permit Termination (17) Residence Change (01) Independent or Non-LAUSD Charter School (54)	Enrollment Verification Letter Class schedule or Official Transcripts Records Request from the new school Enter the Records Request in MiSiS.
L4 California Private School	Private School (38)	Copy of CA Private School Affidavit Enrollment Verification Letter Records Request from the new school Enter the Records Request in MiSiS
L5 School Outside California	Moved to Another Country (37) Moved to Another State (36)	Parent Assurance Letter (PAL) <i>Enter the PAL in the Withdrawal History section in MiSiS</i> Enrollment Verification Letter Records Request from the new school Enter the Records Request in MiSiS

Withdrawal Type	Applicable Withdrawal Reason
L7 Graduated, Matriculated, SpEd Certificate of Completion, CHSPE, HiSET (GED)	California High School Proficiency Examination (CHSPE) (93) Diploma (90) Diploma, Exemption from LAUSD Graduation Requirements (97) High School Equivalency Tests (HiSET/GED) (94) Matriculated, Not 12 th Grade (99) Special Education Certificate of Completion (92) Special Education Prior Completer (95)

Withdrawal Type	Applicable Withdrawal Reason	Validation Documentation
L8 Unknown or Other	Adult Incarceration (63) Deceased (65) Did Not Meet Graduation Requirements(82) Not Attending (80) Other (23) Serious Personal Illness (62) Whereabouts Unknown (64) Work (57)	Parent Assurance Letter (PAL) <i>Enter the PAL in the Withdrawal History section in MiSiS</i> Obituary or Death Notice

Initial English Language Proficiency Assessments for California (ELPAC) Process

The initial ELPAC must be administered within 30 days of enrollment or two weeks after the beginning of the school year to every student whose primary language is not English or American Sign Language and do not have an official English Language Acquisition Status (ELAS), also known as language classification, of EL or IFEP.

Summative ELPAC assessments are administered in the spring to all English Learners and are part of a separate process. The Student Testing Branch will provide guidance to schools in the spring. Students enrolling during the second semester with an ELAS of “To Be Determined” (TBD) will need to be administered an initial ELPAC, followed by the summative assessment.

The process that student data with an ELAS of TBD must go through prior to the students’ initial language assessment becoming official is outlined below along with a description of what is required of the State Reporting Services Branch (SRSB) and those of schools with students with ELAS of TBD.

English Language Proficiency Assessments for California (ELPAC) Cycle

SRSB will:

- 1) Submit enrollment records on or after July 1, 2023 to CALPADS with the student’s actual start date (or expected first day of school for “pre-enrolled” students). Once submitted, CALPADS will generate a nightly extract of students with an English Language Acquisition Status (ELAS) of “To Be Determined” (TBD) and the corresponding 2023-24 enrollment record (this includes a pre-enrollment) to the Test Operations Management System (TOMS), administered by the Educational Testing Service (ETS). ETS administers the Initial English Language Proficiency Assessments for California (ELPAC) and TOMS, and based on the data loaded from CALPADS, will maintain an *Initial Eligible Student List* viewable by schools, which lists all eligible students who will be assessed with the Initial ELPAC.
 - a) A Student English Language Acquisition (SELA) record will be created for students with the following:
 - i) An LAUSD ID
 - ii) An SSID (First-time students will be assigned an SSID)
 - iii) An ELAS of “TBD”
 - iv) An ELAS Start Date for the current school year
 - v) A primary language other than English or American Sign Language
- 2) Upload student records to CALPADS so that student information appears on the TOMS Initial Eligible Student List. This typically takes 48 hours and longer if the student needs to be assigned an SSID.

Schools will:

- 3) Administer the Initial ELPAC or Alternate Initial ELPAC to eligible enrolled students within 30 days of enrollment or two weeks after the beginning of the school year.
- 4) Enter scores for each domain, depending on the grade level, in the appropriate online application.
- 5) The score will be calculated automatically once the scores for each domain are entered in the appropriate application in TOMS; schools no longer calculate scores.

Itinerant Course Assignments

The California Commission on Teacher Credentialing (CTC) partnered with CDE to review CALPADS teacher assignment data and validate these assignments for all schools to determine if mis-assignments exist. This review will encompass all teaching assignments and will include itinerant teaching assignments, both push-in and pull out. In order to provide accurate data, MiSiS has developed a scheduling enhancement to allow elementary schools to enter Itinerant Teacher assignments (a similar process is already in place for secondary schools). It is important to note that assignments as of Count Day, Wednesday, October 4, 2023, will receive special scrutiny from CDE.

TIMELINE

Below is a summary of the data submission and validation timeline.

- March 2024 – Data are certified by the District
- Mid-April 2024 – Data are sent to CTC
- Late-April 2024 – Questionable assignments identified
- May 2024 - June 2024 – Districts have 60 days to justify questionable assignments
- End of July 2024 – Los Angeles County Office of Education has 30 days to send final justifications to CTC
- Mid- to Late-August 2024 – Misassignment file sent to CDE

ENTERING AN ITINERANT COURSE ASSIGNMENT

Please refer to the MiSiS Job Aide, *Itinerant Course Assignments*, for step-by-step directions.

Below is a summary of the steps school staff will take to enter itinerant assignments:

1. Enter itinerant staff employee number and the name will auto-populate.
2. Select the appropriate course.
3. Enter English Learner Services.
4. Enter course start and end date.
5. Enter number of minutes per week itinerant staff is assigned to the school.

In order to facilitate creating a course for an itinerant teacher following either the push-in or pull-out model, school staff will have the option of selecting all the students in the regular teacher's class or a handful of students.

Please note that courses are to be created by student grade level and it may be necessary to create several courses for the same itinerant staff. For example, if an itinerant dance teacher has a pull-out class of 30 students, ten students in grade 3, ten students in grade 4 and ten students in grade 5, school staff will create three courses, one for each grade.