



2018-2019 School Administrative Assistants Meeting



TK/Kindergarten Enrollment

- CDE Kindergarten Continuance Form

Q: When do I need this?

A: When a Kindergarten student is repeating Kindergarten *or* when a student is of Kindergarten age and the parent requests TK placement.


Certify

- Designees – Please remind your Principal to use the Principal Portal to enter Designees for 18-19. All designees from 17-18 have been removed. *REF-6885.1 Certify Data Tool policy and procedures.*
- Certify Rule Inventory (<https://lausd.sharepoint.com/sites/oda/student-information-support/SitePages/Home.aspx>) on our support website.
As new rules are added, or retired, we keep the list for users so they have easy access to the job aid associated with each rule. Additionally, when there are issues (like bugs!) or if the rule has special conditions of any kind (data refresh date, with some CALPADS rules), we post that info there for all users to see.
- Scorecards – Delivery will begin on August 1 (Primarily Scheduling).
 - Enrollment and Scheduling Scorecards have been combined. If you are listed as the Enrollment Designee, you will get Scheduling Rules and vice versa
 - Data Points Newsletter: The August 2018 is posted. Access it by going to the Certify Log In page



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

Password: [Forgot Your Password?](#)



User Announcements

[Latest Newsletter: - May/June 2018 Data Points \(PDF version\)](#)

6/15/2018

- Have a great summer recess!
- For detailed information and release notes see [Certify Support](#).

Elementary Cumulative Record Handbook – The new August 2018 version has been published

Enrollment – Be sure to always search for the student before you enroll. This will cut down in the assignment of District ID's.

Date to Remember:

Norm Day - September 9, 2018 (enrollment for teacher counts)

2017-2018 Graduate information must be in MiSiS to be counted for the state's accountability dashboard – September 10, 2018

Fall Census – October 3, 2018 *Ref-6906.1, Fall Census for Elementary and Secondary Schools*

Every district in the state reports student demographics used to allocate funding, monitor compliance and generate accountability reports.

Deadline to have all required CBEDS data updated/corrected in MiSiS – December 15