



Student Information Year-End Processes

Office of Data & Accountability
Student Information Support Branch



Local District Senior Administrative Assistant Meetings Spring 2019

NYE – REF Guide for 2019-2020 is pending from Student Health and Human Services

This is for ALL schools with grades PK-11

Processes from 2018-2019 are for the most part unchanged

- Next Year Enrollment 1 (NYE) ran in early March – this added a 2020 enrollment line to all students grade 6-11 at the same school and next grade level.
- NYE 2 ran in late April – this added a 2020 enrollment for all TE/TK, K – 5 students at the same school and the next grade level. It will also process all Unified Enrollment files and will place the appropriate 2020 enrollment at the school of choice in the next grade level
 - All PK students must have a transfer record entered. If the student will be 5 on or *before* Sept. 1, NYE will create a new enrollment at the “To School” in grade Kindergarten. If the student is turning 5 *after* Sept 1, NYE will create an enrollment at the “To School” in grade PK
 - TE students will have an enrollment line created in Grade K at the same school. If the student will transfer, the school must enter a transfer record.
 - TK students will have an enrollment in Grade K at the same school. If the student will transfer, the school must enter a transfer record.



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- MiSiS Reports and Job Aids to use after NYE2 is run
 - Student Resident Schools Report
 - Next Year Enrollment Error Report
 - Enrollment and Transfer Records
 - Unverified Address Report
 - School Address Range Report
- Focus Report – Local District Reports
 - NYE Student Report
 - NYE Exception Details
 - Incoming Student Details
 - Incoming High School Student Marks
 - Incoming Middle School Student Marks
- Certify Rule
 - ENR 020-0290 Matriculating students with Missing Transfer Record begins 5/13/19
 - ENR 020-0300 12th grade students missing leave reason codes or year-end flags begins 5/13/19



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Year End coding for 12th graders – REF-6501.5 Year End Coding for All 12th Grade Students – This is for ALL schools with 12th graders

The Mass Entry Screen will open when your school's GP4 grading window opens (Around 5/16/19).

All 12th graders must have a leave reason and code or a retention flag (the retention flag would be to keep an enrollment for a current student at the same grade level)

- Mass Entry Screen for 12th grade students leaving and not returning – No 2020 Enrollment line will be created.
- Year-End Flag Screen for 12th graders returning due to IEP indications, students returning for 1 semester to complete requirements, 5th year seniors. A 2020 enrollment will be created with current grade level.
- Students with disabilities should be given a Certificate of Completion at the end of their 4th year of high school. If the student will go to another school for the following years, be sure to enter a transfer record.
- For early grads, do not adjust the grade level. Enter a grad code and reason on the withdrawal screen on the last day of present attendance. Their graduation calculation with CALPADS will count in their original cohort year (not the actual year of graduation).



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Certify – Log directly into Certify using **datatool.lausd.net**. Check to see if any of the following rules are on your scorecard. If so, correct the data – this will help with correct year-end entry and CALPADS data submissions

- ATT 010-0600 Graduates and Grade 7-12 Drop Out, Four Year.
- ENR 020-0150 Students previously reported as graduates
- ENR 020-0270 Student with Special Education Alt Curriculum but not exited with an L7 92 or 95
- ENR 020-0300 12th grade students missing leave reason codes or year-end flags
- SCH 070-0220 Monitoring 12th grade promotions
- SENR Invalid student age for Adult Ed/GED exit to completion code.



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

Password: [Forgot Your Password?](#)

Welcome to Certify

User Announcements

Need Help? Certify Support -> <https://bit.ly/ODA-SIS>

Latest Newsletter: --> [May/June 2019 Data Points](#)

Previous Newsletter: --> [April 2019 Data Points](#)

Support Contact Information

If you have any questions about Certify, please contact the MIS Help Desk at (213) 241-5200, option 5. Or you can open a ticket in Remedy [here](#)

If you would like to view the Certify Training video, you can access it at [Certify Training Video](#)

For current news and information regarding data cleanup and Certify support, see the [Data Points Newsletters](#)



ITD UserVoice



Search Students

Local District

Select a Local District

Selected Filters: None

Student Information

First Name

Grade Level

Select Grade

Caretaker First Name

Feedback browse ideas

It would be very helpful to have the current d...
UNDER REVIEW · 11 supporters · 4 comments

Emergency
UNDER REVIEW · 6 supporters · 1 comment

Keep the main search bar for students
4 supporters · 0 comments

Long Date Format
4 supporters · 1 comment

Student Registration Feature
UNDER REVIEW · 4 supporters · 0 comments

BLUE OR DARKER BACKGROUND
UNDER REVIEW · 3 supporters · 0 comments

Immunization date format & tab function
UNDER REVIEW · 2 supporters · 0 comments

different slots to enter attendance
UNDER REVIEW · 2 supporters · 1 comment

Give feedback


How can we improve MiSiS?

Enter your idea

Category

Describe your idea... (optional)

Sign in to give feedback:

 Sign in with Los Angeles Unified School District

Post idea



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For questions regarding year end processes, please contact your local district Certify contact as indicated below.
Certify Point of Contact:

Local District	Support Team Representative	Phone Number	E-mail
Northeast	Jackie Peterson	213-241-2593	jpeter4@lausd.net
Northwest and XS	Chris Granado	213-241-2449	chris.granado@lausd.net
West	Margarita Sanchez	213-241-4294	mxs9513@lausd.net
Central	Vicki Gonzales	213-241-4861	vicki.gonzales@lausd.net
East	Samuel Nunez	213-241-6731	samuel.nunez@lausd.net
South	Margarita Rosales	213-241-5391	mxr1377@lausd.net

Student Information Support Website – <http://bit.ly/ODA-SIS>

Chris Granado - 213-241-2449 - chris.granado@lausd.net

Vicki Gonzales - 213-241-4861 - vicki.gonzales@lausd.net