

Local District School 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.
- 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

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 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).

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.

The April Data Point newsletter is posted, the May/June one is being updated and will be available soon. It can be viewed by accessing the link on the Certify log in screen.



CERTICA SOLUTIONS

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User Name: Forgot Your User Name?

Password: Forgot Your Password?

[Login](#)

Welcome to Certify

User Announcements

[Certify Support -> \(https://bit.ly/ODA-SIS\)](#)

[Latest Newsletter: NEW -> March 2019 Data Points.](#)

3/20/19 - CTE Course related rules, SCH 070-0290, SCH 070-0330, and SCH 070-0350 have been disabled for the rest of the semester. These rules will reappear at the end of the semester to assist in correctly Scheduling for the Fall.

Support Contact Information

If you have any questions about Certify, please contact the MiSiS 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](#)

MiSiS will soon be validating all contact addresses (Student Resident Address, Parent mailing Address, Emergency Contact Address)

There will be 3 new rules to address addresses that will not validate (coming in mid-late May)

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

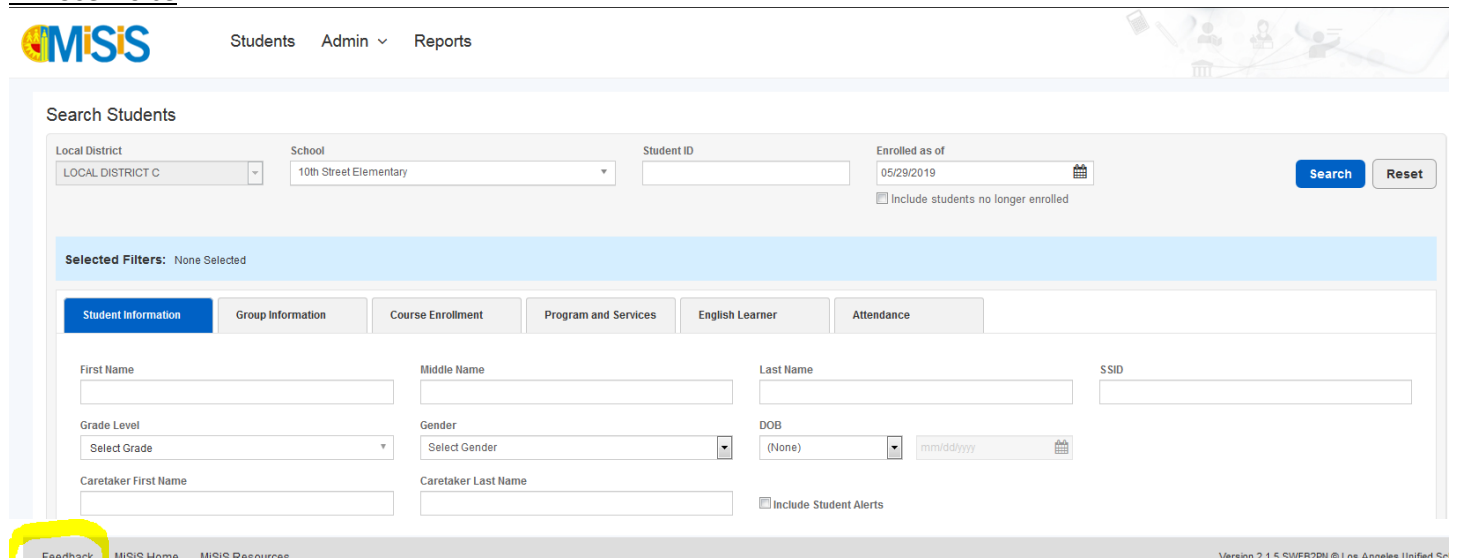
Certify Point of Contact

Local District	Support Team Representative	Phone Number	Email
Northeast	Jackie Peterson	213-241-2593	jpeter4
Northwest and XS	Chris Granado	213-241-2449	chris.granado
West	Margarita Sanchez	213-241-4294	mxs9513
Central	Vicki Gonzales	213-241-4861	vicki.gonzales
East	Samuel Nunez	213-241-6731	samuel.nunez
South	Margarita Rosales	213-241-5391	mrxr1377

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

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

ITD UserVoice



MiSiS Students Admin Reports

Search Students

Local District: School: Student ID: Enrolled as of:

☐ Include students no longer enrolled

Selected Filters: None Selected

Student Information Group Information Course Enrollment Program and Services English Learner Attendance

First Name: Middle Name: Last Name: SSID:

Grade Level: Gender: DOB:

Caretaker First Name: Caretaker Last Name:

☐ Include Student Alerts

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