



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Secondary Official Roll Book

NUMBER: REF-6294.3

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P-12 Instruction

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DATE: September 14, 2017

ROUTING

Local District Superintendents
Administrators of Instruction
Administrators of Operations
Directors
PreK-12 Counseling Coordinators
Principals
Assistant Principals
Assistant Principals, SCS
Counselors
Teachers

PURPOSE: The purpose of this Reference Guide is to provide the definition of a roll book and all of its required components for the Los Angeles Unified School District (LAUSD). Included are procedures for inputting student marks in the Learning Management System (LMS) and verifying course records within My Integrated Student Information System (MiSiS). Procedures for properly saving and destroying documents are detailed.

MAJOR CHANGES: This Reference Guide has been revised to update the criteria required for the LAUSD Secondary Roll Book. Schoology online gradebook has replaced the MiSiS online gradebook. This Reference Guide replaces REF-6294.2 of the same title published July 11, 2016.

GUIDELINES: The following guidelines apply:

I. INTRODUCTION

The Secondary Roll Book consists of a collection of both electronic data and paper documents and is a legal document used by teachers for recording marks and other information required for the proper operation of the District's schools.

II. PARTS OF ROLL BOOK

- A. There are two components to the Secondary Roll Book.
 - 1. Schoology online gradebook (<https://lms.lausd.net>)
 - 2. Paper verification documents (“Teacher Verification of Marks” in MiSiS Reports)
- B. Attachment A lists all of the components to be included in the Secondary Roll Book.



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- C. Principal/Administrative Designee Role and Responsibility
 - 1. It is the responsibility of the principal or designee to monitor and ensure that the Secondary Roll Books are accurate and complete.
 - 2. An administrator can review class assignments and marks by accessing the teacher's Schoology gradebook.

- D. Teacher Role and Responsibility
 - 1. Each roll-carrying staff member must keep a Schoology online gradebook for each class taught accessible at <https://lms.lausd.net>.
 - 2. The following requirements must be met:
 - a. Assignments, a minimum of one per week for each course
 - b. Marks earned by each student on each assignment, minimum one per week.
 - 3. At the conclusion of each semester, roll-carrying personnel shall turn in the Secondary Roll Book to the appropriate administrator (please reference Attachment A for more detail):
 - a. Course syllabus
 - b. Dates when unsatisfactory progress notifications are sent to parents
 - c. Log of parent/guardian contacts
 - d. Secondary Roll Book Review (Attachment A)
 - e. Roll book Certification form (Attachment B), signed and dated by the teacher indicating that all marks are accurate and a true reflection of the students' demonstration of mastery of course standards
 - f. Explanation of marks: definition of mark values and weights, criteria for academic marks, work habits and cooperation

III. CERTIFYING STUDENT MARKS AND COURSE RECORDS

At the end of each semester of the course, the teacher is responsible for certifying that all marks issued to students are accurate and a true reflection of the students' demonstration of mastery of course standards. Teachers will use the Roll book Certification form (Attachment B). The school principal or designee shall provide teachers with Attachment B during the roll book submission period.

IV. SAFE STORAGE AND DESTROYING OF ROLL BOOKS

Administration shall make arrangements for safe storage of roll book documents at the school site for a period of five years or one year after the students enrolled in the course have graduated, whichever is longer. Whenever possible, these documents shall be kept in a locked room not readily accessible by students or school personnel. When the documents are ready to be destroyed, the principal shall make arrangements for proper shredding of the documents.



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RELATED RESOURCES: BUL-1353.1, *Marking Practices and Procedures*, dated January 20, 2006.

BUL-6887, *Pupil Records: Access, Confidentiality, and Notice of Educational Rights*, dated August 17, 2017.

Schoology Home: <https://lms.lausd.net/home>

MISIS Home: <http://achieve.lausd.net/misis>

ASSISTANCE: For assistance or further information about the Secondary Roll Book, please contact Jesus Angulo, Director, Academic and Counseling Services at (213) 241-7510 or jangulo@lausd.net.

For assistance or further information about the Learning Management System, please contact Paulina Rock, Interim Director, Personalized Learning Systems, at (213) 241-3017 or pxr2844@lausd.net.

For technical support call the ITD Help Desk at (213)-241-5200.



SECONDARY ROLL BOOK REVIEW

Parts included in Schoology Gradebook are identified with an asterisk (*).

- | | | |
|---|---|---|
| <p>Schoology Gradebook
Paper copy not required for
Roll Book Submission</p> | { | <p>I. Assignments*</p> <p> ___ Assignments identified, minimum of one per week</p> <p> ___ Title and date of assignment</p>
<p>II. Marks*</p> <p> ___ Marks entered for each student, for each assignment,
 minimum of one per week</p> |
| <p>Paper Documents
Paper copy required for
Roll Book Submission</p> | { | <p>III. Communication with Parents/Guardians</p> <p> ___ Log of dates when unsatisfactory notes were sent home</p> <p> ___ Log of parent/guardian contacts made</p>
<p>IV. Course Syllabus</p> <p> ___ Course syllabus for each course</p>
<p>V. Explanation of Marks</p> <p> ___ Criteria for academic marks, work habits, and cooperation</p>
<p>VI. Certification Pages</p> <p> ___ Certification Page signed and dated by the teacher in ink</p> <p> ___ Teacher Verification (“Teacher Verification of Marks” in MiSiS Reports)</p> |



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ROLL BOOK CERTIFICATION PAGE

SCHOOL: _____

TEACHER: _____

DEPARTMENT: _____ TERM ENDING: _____

CERTIFICATION

The following certification statement shall be signed at the end of the semester by the teacher assigned responsibility for the classes referenced below:

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

To the best of my knowledge and belief, Schoology Gradebook has been kept as required by California Education Code, instructions of the Superintendent of Public Instruction, and the policies and instruction of the Los Angeles Unified School District.

(Signed) Teacher or Authorized Employee

Date