

PURPOSE

School staff must ensure that school site annually identifies all students experiencing homelessness. This document includes steps for generating a Homeless Student Roster. Students with Active and/or Inactive homeless records will display on the report.

To create a homeless record go to Student Profile > Census > Homeless (refer to job aid "[Homeless Screen](#)").

WHO CAN PERFORM THIS TASK

Users with Counselor, Office Manager, Principal, Pupil Services–School Based, and Scheduling Administrator role can perform this task. The Office Manager role at an elementary school was used for this job aid.

LOG IN

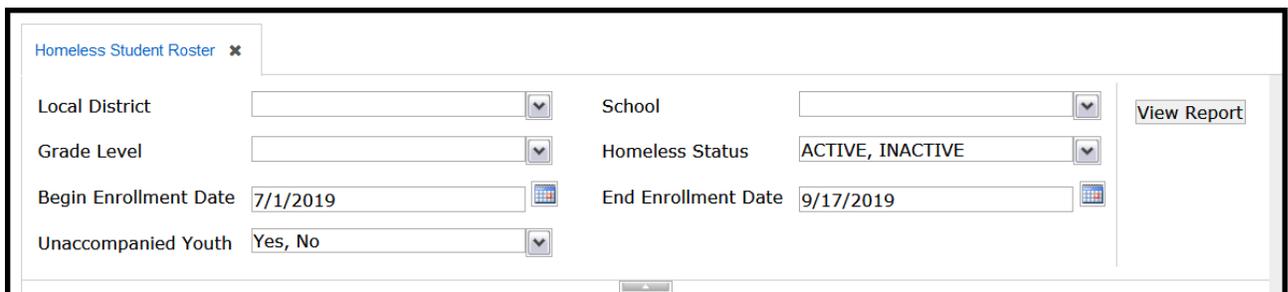
1. Log in to MiSiS at <http://misis.lausd.net/start>, using your single sign-on (SSO).
2. Select the correct user role from the landing page

MENU PATH

Reports > Programs > Homeless Student Roster

PROCEDURE

Step 1 The **default** report parameter screen is displayed below. A brief description of each field follows.



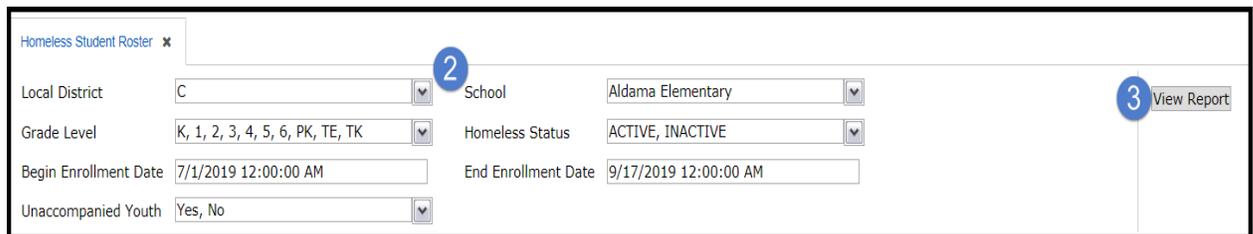
- **Local District** – Select the Local District for the school
- **School (s)** – Select the school, magnet, etc. (only schools in the selected LD will display)
- **Grade Level** – Select the grade levels (grade levels for selected school will automatically display)

My Integrated Student Information System

- **Homeless Status** – Select the status (defaults to both active and inactive homeless records)
- **Begin Enrollment Date** – Defaults to 1st day of school year
- **End Enrollment Date** – Defaults to current date
- **Unaccompanied Youth** – Defaults to both yes and no

Step 2 Complete the parameters as needed. A completed sample is shown below.

Step 3 Click the **View Report** button.



Homeless Student Roster x

Local District: C School: Aldama Elementary

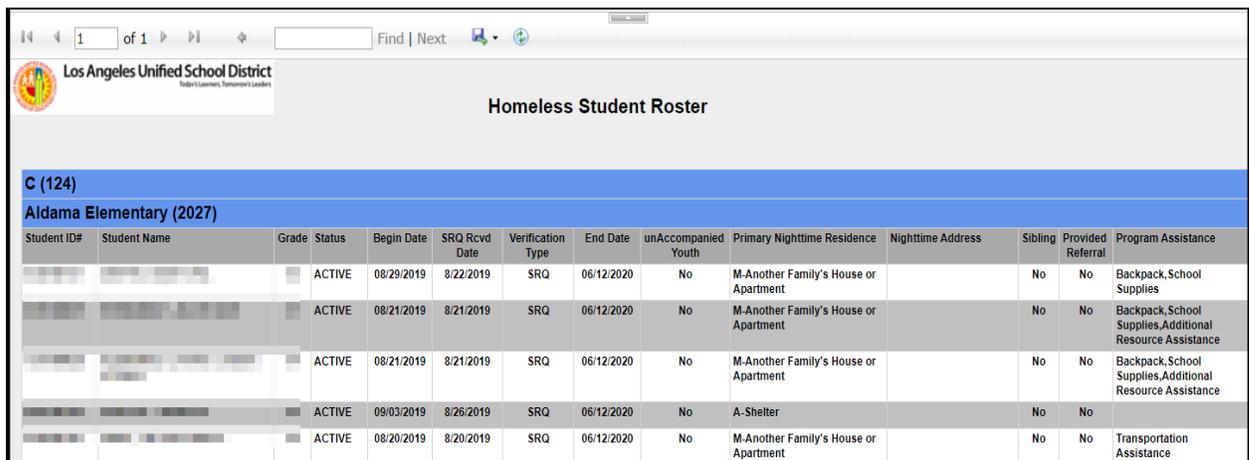
Grade Level: K, 1, 2, 3, 4, 5, 6, PK, TE, TK Homeless Status: ACTIVE, INACTIVE

Begin Enrollment Date: 7/1/2019 12:00:00 AM End Enrollment Date: 9/17/2019 12:00:00 AM

Unaccompanied Youth: Yes, No

View Report

The report displays.



Los Angeles Unified School District
Today's Learners, Tomorrow's Leaders

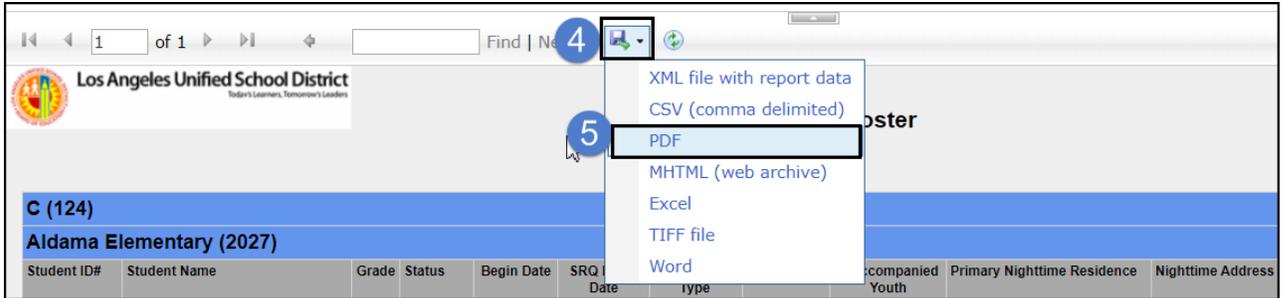
Homeless Student Roster

C (124)
Aldama Elementary (2027)

Student ID#	Student Name	Grade	Status	Begin Date	SRQ Rcvd Date	Verification Type	End Date	unAccompanied Youth	Primary Nighttime Residence	Nighttime Address	Sibling	Provided Referral	Program Assistance
			ACTIVE	08/29/2019	8/22/2019	SRQ	06/12/2020	No	M-Another Family's House or Apartment		No	No	Backpack, School Supplies
			ACTIVE	08/21/2019	8/21/2019	SRQ	06/12/2020	No	M-Another Family's House or Apartment		No	No	Backpack, School Supplies, Additional Resource Assistance
			ACTIVE	08/21/2019	8/21/2019	SRQ	06/12/2020	No	M-Another Family's House or Apartment		No	No	Backpack, School Supplies, Additional Resource Assistance
			ACTIVE	09/03/2019	8/26/2019	SRQ	06/12/2020	No	A- Shelter		No	No	
			ACTIVE	08/20/2019	8/20/2019	SRQ	06/12/2020	No	M-Another Family's House or Apartment		No	No	Transportation Assistance

Step 4 Click on the **Export** menu icon to display a list of file formats available.

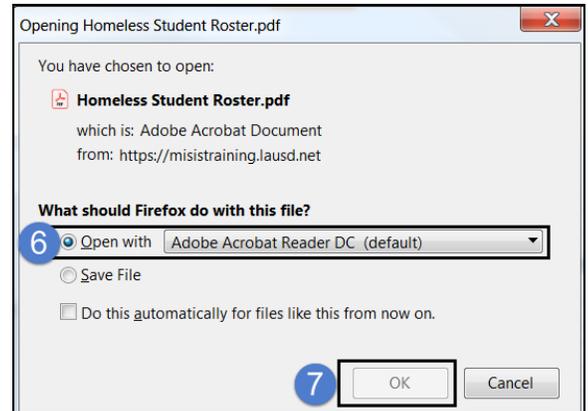
Step 5 Select the file type. In this example, **PDF** was selected.



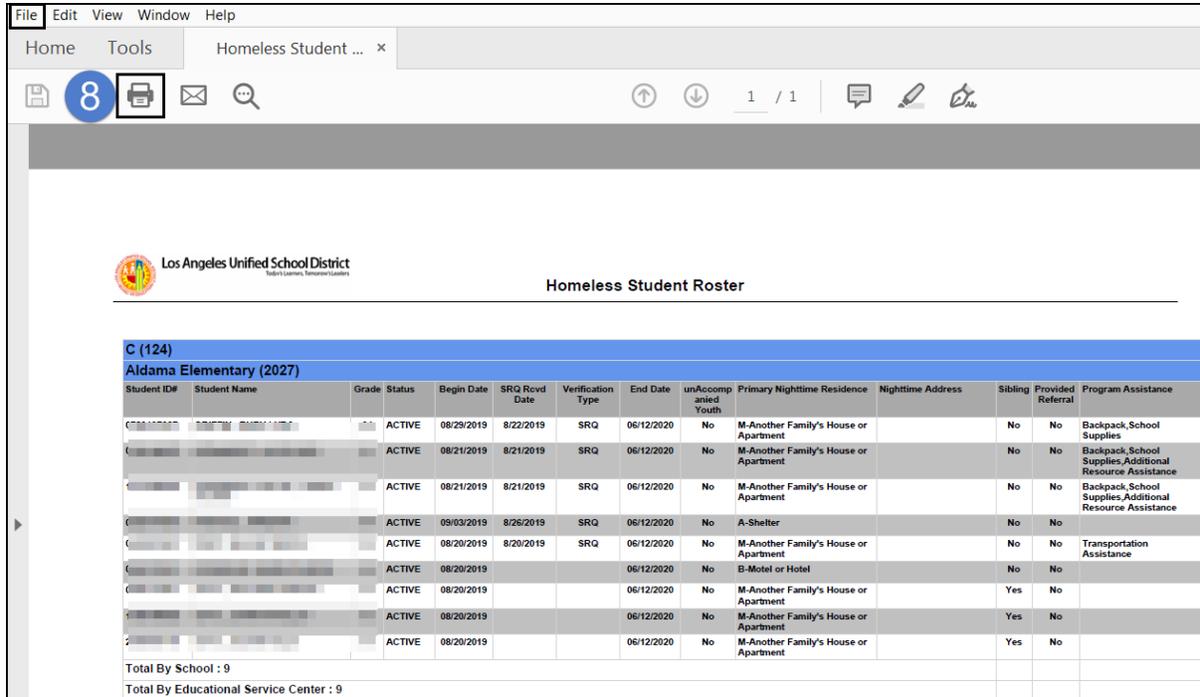
A dialog box will display.

Step 6 Click in the **Open with** radio button to select it.

Step 7 Click the **OK** button to display the report in a PDF window



Step 8 Click **print icon** or **File menu** to display the printer settings; confirm and/or select the correct settings to print the report.



Student ID#	Student Name	Grade	Status	Begin Date	SRQ Rcvd Date	Verification Type	End Date	unAccompanied Youth	Primary Nighttime Residence	Nighttime Address	Sibling	Provided Referral	Program Assistance
			ACTIVE	08/29/2019	8/22/2019	SRQ	06/12/2020	No	M-Another Family's House or Apartment		No	No	Backpack, School Supplies
			ACTIVE	08/21/2019	8/21/2019	SRQ	06/12/2020	No	M-Another Family's House or Apartment		No	No	Backpack, School Supplies, Additional Resource Assistance
			ACTIVE	08/21/2019	8/21/2019	SRQ	06/12/2020	No	M-Another Family's House or Apartment		No	No	Backpack, School Supplies, Additional Resource Assistance
			ACTIVE	09/03/2019	8/26/2019	SRQ	06/12/2020	No	A-Shelter		No	No	
			ACTIVE	08/20/2019	8/20/2019	SRQ	06/12/2020	No	M-Another Family's House or Apartment		No	No	Transportation Assistance
			ACTIVE	08/20/2019			06/12/2020	No	B-Motel or Hotel		No	No	
			ACTIVE	08/20/2019			06/12/2020	No	M-Another Family's House or Apartment		Yes	No	
			ACTIVE	08/20/2019			06/12/2020	No	M-Another Family's House or Apartment		Yes	No	
Total By School : 9													
Total By Educational Service Center : 9													