MiSiS Opening of the School Year Checklist  
2023-2024

### Access
- For teachers and school administrators at new locations, request access at the new locations via [oneAccess](#). Failure to do this will result in:
  - Inability to submit attendance
  - Teachers will not appear in the Master Schedule Sections Editor
  - Administrators will be unable to approve access for school staff
- Principal/Administrative Designee: monitor staff access. Refer to the oneAccess Staff Management Guide. Generate the Security Audit Form in MiSiS found under Reports > Staff Information > Security Audit Form to review staff access and user roles.

### Attendance
- Set-up **Period Groups** and **Meeting Patterns** to reflect schedule to be implemented.
  - Failure to do this will result in an inability to submit attendance
  - Elementary schools must create **Period Groups** for AM/PM classes and those classes that do not meet every day and apply them to the **Meeting Patterns**
  - New Dual Language cost centers must set up their own **Period Groups** and **Meeting Patterns** (Meeting Patterns of the host school will NOT automatically apply to the new Dual Language cost center)
- Once all scheduled changes have been completed, print, and distribute the **Five Column Roster Report** for all teachers and classes.
- If unable to submit attendance in MiSiS, record attendance on a printed **Five Column Roster Report**, adding the names of any students not listed, and crossing out the names of any dropped students; be sure to sign and date it. If attendance is not submitted in MiSiS by the teacher on the same instructional day, the paper record must be retained in the office for five (5) years.
- If teachers are absent, generate temporary user IDs and passwords for substitutes using the Educator Absence Schedule screen.

### English Learner
- Generate the **Master Plan Roster** to view students that need to be assigned a **Master Plan Program** to ensure appropriate English Learner placement.
- For new enrollees: verify the enrollment packet from the previous school to determine if the home language survey matches with MiSiS, if it doesn’t, contact the previous school.
- Generate and review the **ELPAC Coding Roster** to identify students that need an initial ELPAC assessment in preparation for ELPAC Testing.
- Generate and review the **EL Student Schedule Summary Report** to determine the appropriate placement of EL students.

### Enrollment
- Refer to REF-6554 Enrollment and Attendance Procedures, issued by Student Health and Human Services
- Determine school procedures for enrolling new students
- When enrolling students, verify the correct student is being enrolled. Search for a student using Enroll Student Search, check the birthdate, parent information, prior school enrollment, and complete name.

### Health Information
- To enter Immunization data students must first be enroll enrolled
- The following students are not required to provide address verification:
  - Returning from a previous school
  - Matriculating from a local feeder school
  - Verifications are only required for students who have recently moved into the school area to determine their school of residence. Refer to the reference guide REF 6554 for the most updated information on Registration and Enrollment Procedures.
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<table>
<thead>
<tr>
<th>Enrollment Cont.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transitional Kindergarten Expansion</strong></td>
</tr>
<tr>
<td>❑ Student must turn 5 after certain date to be eligible. Please see REF–12350 Universal Transitional Kindergarten Implementation.</td>
</tr>
<tr>
<td>❑ Enroll student in Grade Level TE. Enrolling in another grade will cause <strong>Statistical Report</strong> errors.</td>
</tr>
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</table>

| **Transitional Kindergarten** |
| ❑ Student birthdate should between certain dates to be eligible. Please see reference guide. Please see REF–12350 Universal Transitional Kindergarten Implementation. |
| ❑ Enroll student in grade level TK. |

| **No Show** |
| ❑ Identifying No Show Students |
| • Generate the **Attendance Not Submitted Report** to verify all teachers have submitted attendance for all students |
| • Verify students who did not pick-up their schedule are marked absent with UC reason code |
| • Generate the **Master Absence Report** to view a list of absent students |
| • **Secondary schools**: Generate the **Teacher Discrepancy Report** to identify students marked absent by all teachers except one. In these cases, students were marked present, tardy, left early, or absent with a reason code that equals present or attendance was not submitted. |
| • Mark students who are absent on the first day of school as **No Show**, refer to the **No Show Process** Job Aid. |
| ❑ Every night, beginning on July 1st, a nightly process runs to remove No Show students. Only students marked absent every period will be processed as No Shows. Students with Attendance Not Submitted or marked present will not be processed. |
| ❑ The **No Show Screen**, located under the Enrollment tab, and the **No Show Report** display a Processed Date. If the student has a processed date, then the No Show record cannot be deleted. |
| ❑ Students returning to school after being processed, will need to be re-enrolled and re-scheduled. Use the **No Show Student Schedule Summary Report** to view a no show student’s schedule. |
| ❑ Generate the **No Show Report** to identify students processed and not processed as No Shows. Resolve any issues with No Show students not processed. |
| ❑ As a best practice, create a No Show group and use the **Mass No Show** functionality located on the Advanced Search Action menu. |

| **Auto Withdrawal** |
| ❑ Use the **Automatic Withdrawal** screen to enroll a student currently enrolled at another LAUSD school. A pop up message displays “Current Enrollment would be deleted” and asks if you want to proceed. Click Ok to proceed with enrolling the student at your site. The record is not deleted, it simply transfers to your school. The Student Enrollment information display automatically and may be updated as needed. |
| ❑ Generate the **Automatic Withdrawal Report** to identify students’ auto withdrawn by another school. |
| ❑ Update Withdrawal Codes, Reasons, and Dates, as needed. |
| ❑ Generate the **E Cast vs. Actual Enrollment Report** to determine E Cast Enrollment numbers. |
| ❑ Generate the **Emergency Roster** Update Parent/Guardian and Emergency Contact information for students based on new emergency card information. |
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### Grades
- Ensure all grades are entered for all students that completed Summer Term courses.
- Ensure Pressure Sealer forms are ordered from the district warehouse, if needed, to be used for Secondary School Report Cards and other correspondence. (SKU: 966-12-20814)
- Ensure that any required maintenance to the Pressure Sealer machine is performed. Refer to LAUSD Mass Mail and Pressure Sealer webpage.

### Graduation Standards
- Generate the **Graduation Eligibility Status for 2016 & Beyond Report** to:
  - Identify students that need to be promoted or demoted - export to Excel add filters to identify students by virtue of credit count, grade level, and graduation year
  - Identify students that are missing any graduation requirements
- Generate **High School IGP Report** by Grad Year and review to identify students that require additional coursework. In lieu of printing hard copies, download in PDF to search for specific students.

### Student Support
- Assign staff to receive automatic emails when referrals are submitted by using the Referral E-Mail Set-up screen

### State Reporting
- Ensure all teachers submit attendance for all students; generate the **Attendance Not Submitted** and **Classification Reports** to ensure accurate enrollment counts.
- Generate the Classification Report on a daily basis until Norm Day to monitor enrollment counts

### Scheduling
**Elementary**
- Generate the **Elementary Class Roster**, and ensure all students are assigned the correct grade level class
- Check the **Walk-In Scheduler** for students with a “0” in the Sections column. Students must be scheduled or marked as No Shows
- Generate the **Elementary Alpha Roster**, and ensure all students have been assigned to the correct grade level
- Ensure active teachers are assigned to all sections; if no teacher, use an unfilled position number
- Ensure all Section Attributes are appropriately marked:
  - English Learners - Master Plan Program, English Learner Service
  - Dual Language Program - Master Plan Program, Primary language
  - Generate the **Section Attributes Report** to verify the proper selection of the section attribute
- Delete all classes with teacher assignment of “unfilled 25”. If students are still in these classes, they need to be moved to another section before deleting the class.
- Assign certificated out-of-classroom personnel a course that represents the position they serve, i.e., principal - 900101

**Secondary**
- Generate the **School Courses Report** to review courses to check for:
  - Correct A-G category
  - Credits
  - Grade level span
  - Obsolete courses
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Scheduling Cont.

- Review Sections in Sections Editor
  - Generate the Sections Attribute Report and ensure all section attributes are appropriately marked
    - English Learners - Master Plan Program, English Learner Service
    - Dual Language Program - Master Plan Program, Primary language
    - Generate Master Plan Roster to verify
    - Location - add the magnet location for sections belonging to a particular magnet location
  - Generate the Teacher Section Assignment Report by matrix view review teacher schedules and check for:
    - Appropriate assignment and alignment with credential
    - Missing classes
    - Periods assignment for Conference and Auxiliary (if any)
    - Assign certificated out-of-classroom personnel a course that represents the position they serve, i.e., sec counselor – 930304

- Review Student Schedules and check for:
  - Students with “0” schedules, partial schedules, and incorrect schedules
  - Use the Walk-In Scheduler to check for the total number of sections assigned to students in the “Sections” column by clicking the Sections title in blue to sort by ascending/descending order

- Generate the Student Schedule Summary Report and review the schedules
  - Review updated grades from summer school, adult school, community college, etc., and make changes as necessary to student schedules (secondary schools only)

- Generate and review the Repeating Courses Report
  - Check for students taking courses that already have been passed

- Generate and review the Course Deficiency Report
  - Check to determine if students have not passed a required course
  - Terms - if using both 10-week and 20-week terms, check the above for each term

- Generate the Student Schedule Summary Report by report type “Room Finder” to post students’ classroom numbers by period on the first day of school.

Transcripts

- Transcripts can only be updated by user with the Principal, Scheduling Admin, Counselor Plus roles:
  - To update student transcripts, navigate to Academics >Transcripts >Transcript Detail for:
    - Students that are transferring from other school districts -in State or out of State.
    - To enter foreign transcripts for any students enrolling from out of the country, please refer to Bul-1545.1
  - For students no longer enrolled and requesting transcripts, generate the Transcript Report and be sure to select the School Year in which student was enrolled and for Enrollment Status be sure to select All or Not Enrolled.

Groups

- Ensure all students are assigned to a counseling group in the Manage Groups screen
- Ensure students are assigned to a learning community group in the Manage Groups screen (optional)
- Ensure Official Athletic Team (OAT) groups are used for all athletic teams
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## 2023-2024

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<th>Student Photos</th>
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<tbody>
<tr>
<td>☐ The <a href="#">LAUSD Photo Portal</a> is the repository of all student photos. Schools and photo vendors with access may upload student photos into the Portal. All Principals and Assistant Principals have access to the <a href="#">LAUSD Photo Portal</a>. Principals may identify a school staff member to be a Designee in the Portal. Refer to “Granting Access to Photo Vendors and Designee” job aid.</td>
</tr>
<tr>
<td>☐ Beginning July 1, a principal may assign a new or extend access to an existing Photo Vendor to the school in the LAUSD Photo Portal. Refer to “Granting Access to Photo Vendors and Designee” job aid.</td>
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<tr>
<td>☐ Refer to the <a href="#">Student Photos Checklist</a> for additional information about activities throughout the school year.</td>
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<td>☐ Access the <a href="#">MiSiS Job Aids</a> to review updated job aids in all areas</td>
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