



This job aid provides instructions on updating the student chosen name and gender in MiSiS. This task requires the Office Manager user role. Directions include:

- Entering Chosen Name Using the Identifying Information screen.
- Entering Chosen Name Using the Enrollment screen.
- Updating Student Gender
- Request Change to Student Email Address

A chosen name/gender is the name a student wishes to be consistently known by instead of their legal name/gender. The MiSiS field for chosen name is labelled "Preferred Name." An unofficial name or gender change can be made in MiSiS with parent permission. Legal/official name or gender changes require a court document.

Once a chosen name is entered, this name must be used to search for the student. The student's legal name is retained in MiSiS and displays in the legal name field on the enrollment and identifying information screen.

The chosen name will display on the student profile, teacher's roster, and selected MiSiS reports. A "(P)" will display after the chosen name. The following MiSiS reports display the chosen name with the (P):

- Five Column Roster
- Class Roster with Bar Code
- CELDT Coding Roster
- Meal Program Roster
- Comprehensive Student List
- Office Summons
- Secondary Alpha Roster

The District is phasing out the use of gender markers on all District IDs. If the student's District ID contains an M or F, the gender marker will be automatically updated to "X" when the student gender is changed in MiSiS.

RELATED JOB AIDS

- [Manage the LAUSD Photo Portal for Schools](#) – Provides directions for changing the student photo.

BEFORE YOU GET STARTED

- Refer to Bulletin 5703.2 Name and/or Gender of Pupils for Purposes of School Records.
- Refer to Bulletin 6224.0 Transgender Students – Ensuring Equity and Nondiscrimination.

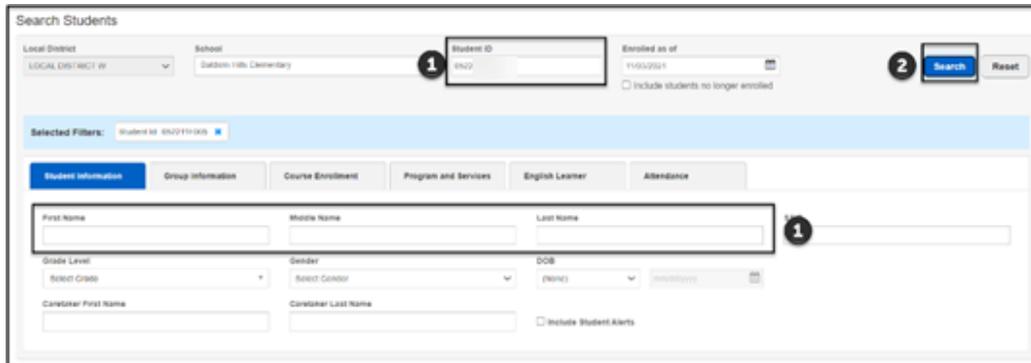
LOG IN

Log in to MiSiS at <http://misis.lausd.net/start>, using your single sign-on (SSO).

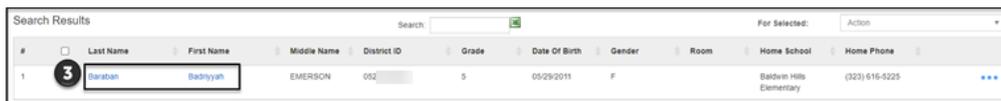
ENTER CHOSEN NAME USING IDENTIFYING INFORMATION SCREEN

Step 1 Search using the student name or District ID number.

Step 2 Click **Search**.



Step 3 Click the student name to open the **Student Profile**.



#	Last Name	First Name	Middle Name	District ID	Grade	Date Of Birth	Gender	Room	Home School	Home Phone
1	Wardlaw	Madelyn	EMERSON	052	5	05/29/2011	F		Baldwin Hills Elementary	(323) 616-5225

Step 4 On the **Census** menu, select **Identifying Information**.



- Census
- American Indian
- Bus Schedule
- Court Orders
- Exclusions
- Health Insurance
- Homeless
- Identifying Information
- Meal Code
- Migrant
- Out-of-Home Care
- School Experience

Step 5 Enter **Preferred First Name** and **Legal Last Name**.

Step 6 Enter **Use in Rosters= Preferred Name**.

Step 7 Click **Save**.

Identifying Information

-- WARNING! All name changes must comply with District Policy --

Use in Rosters: Preferred Name 6 Notes:

Legal Name

Last Name: Baraban First Name: Badriyyah
 Middle Name: EMERSON Suffix:

Preferred Name

Last Name: Baraban First Name: Brandon 5
 Middle Name: Suffix:

Diploma Name

Last Name: Baraban First Name: Badriyyah
 Middle Name: EMERSON Suffix:

7

A confirmation message displays and the Legal Name Audit History updates.

Student Identifier Information Saved Successfully						
Legal Name Audit History						
Last Name	First Name	Middle Name	Suffix	Last Updated By	Last Updated On	
Baraban	Badriyyah	EMERSON		Chieu Bodkins [46066]	11/03/2021	

Refresh the screen using the browser controls to display the Preferred Name on the Student Profile.



District ID: 05
[Contact Log](#)
[Attendance Alert](#)

Brandon Baraban (P)

05

School: Baldwin Hills Elementary

Performance Level:

Home Room - Teacher: NOT ASSIGNED

Counselor:

Emergency Information

Account Information

Grade: 5

Primary Language: ENGLISH

SLC:

Graduation Requirements Year: 0

Date of Birth: 05/29/2011

SSID: 4319349028

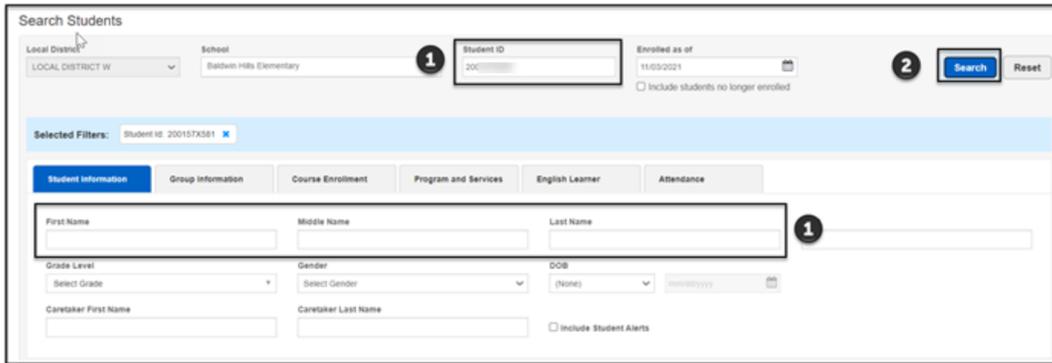
Language Classification: EO

Alerts:

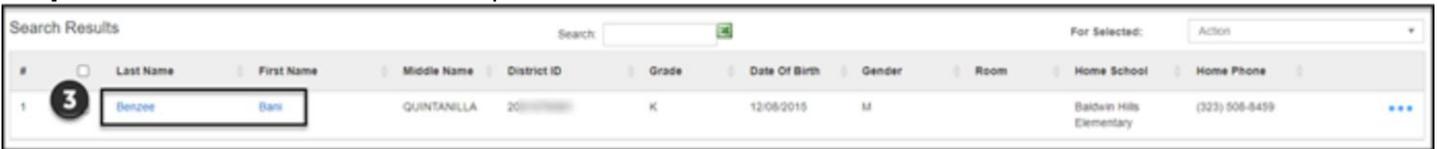
ENTER CHOSEN NAME USING ENROLLMENT SCREEN

Step 1 Search using the student name or District ID number.

Step 2 Click **Search**.

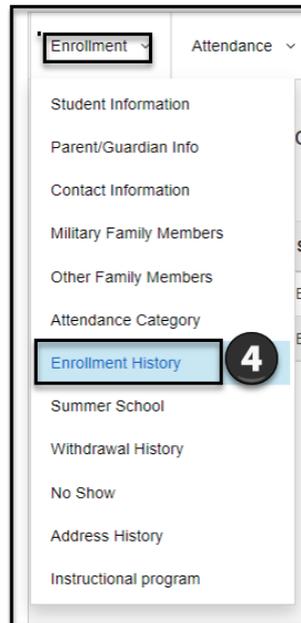


Step 3 Click the student name to open the **Student Profile**.

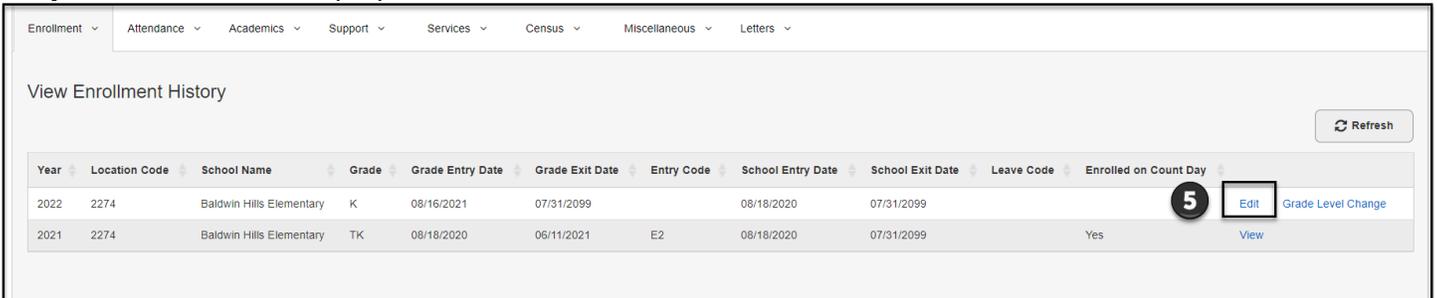


#	Last Name	First Name	Middle Name	District ID	Grade	Date Of Birth	Gender	Room	Home School	Home Phone
1	Benzee	Bari	QUINTANILLA	20157X581	K	12/08/2015	M		Baldwin Hills Elementary	(323) 508-8459

Step 4 On the **Enrollment** menu, select **Enrollment History**.

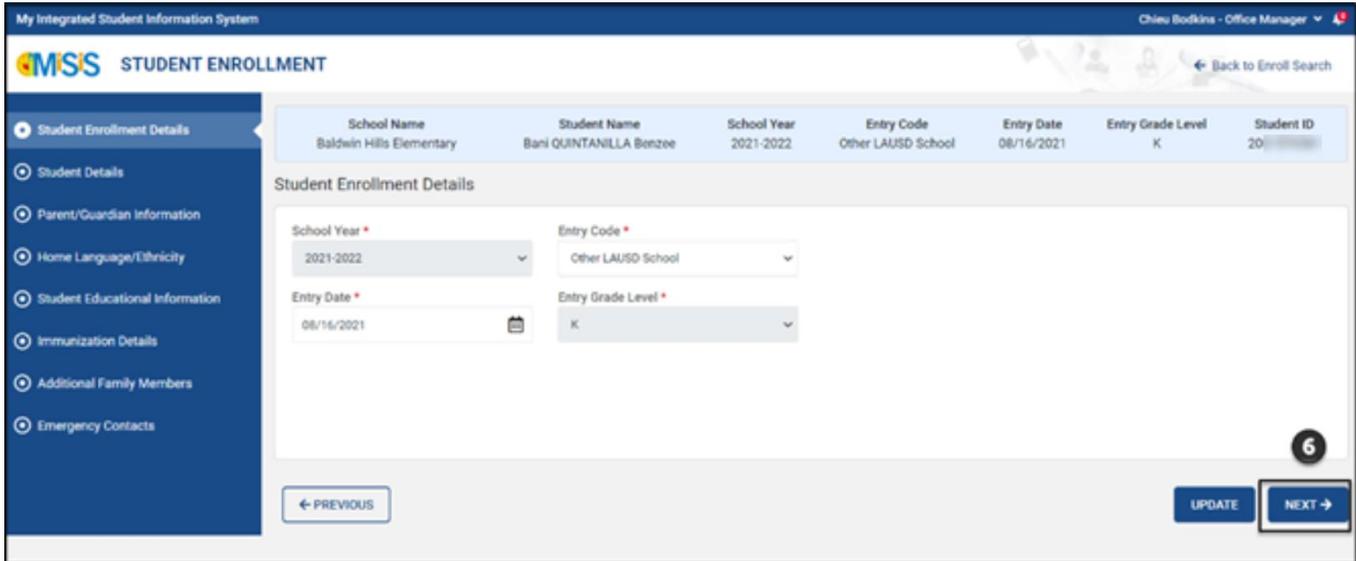


Step 5 Click **Edit** to display the current student enrollment information.



Year	Location Code	School Name	Grade	Grade Entry Date	Grade Exit Date	Entry Code	School Entry Date	School Exit Date	Leave Code	Enrolled on Count Day
2022	2274	Baldwin Hills Elementary	K	08/16/2021	07/31/2099		08/18/2020	07/31/2099		
2021	2274	Baldwin Hills Elementary	TK	08/18/2020	06/11/2021	E2	08/18/2020	07/31/2099		Yes

Step 6 Click **Next** at the bottom of the screen.



My Integrated Student Information System

Chieu Bodkins - Office Manager

MiSiS STUDENT ENROLLMENT

← Back to Enroll Search

School Name	Student Name	School Year	Entry Code	Entry Date	Entry Grade Level	Student ID
Baldwin Hills Elementary	Bani QUINTANILLA Benzee	2021-2022	Other LAUSD School	08/16/2021	K	20[REDACTED]

Student Enrollment Details

School Year *
2021-2022

Entry Code *
Other LAUSD School

Entry Date *
08/16/2021

Entry Grade Level *
K

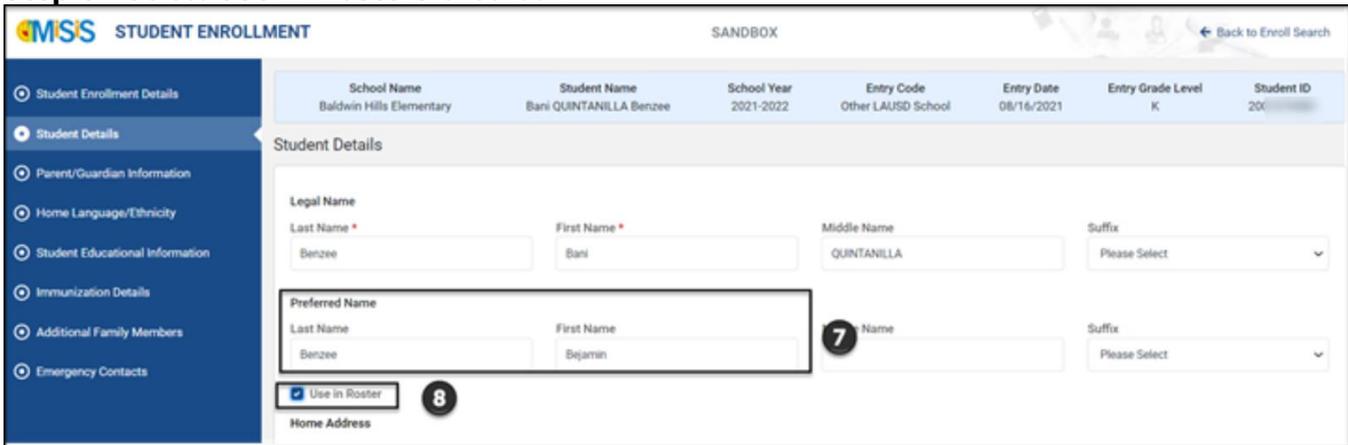
← PREVIOUS

UPDATE

6 NEXT →

Step 7 Enter the **Preferred First Name** and **Legal Last Name**.

Step 8 Select **Use in Rosters** checkbox.



My Integrated Student Information System

SANDBOX

MiSiS STUDENT ENROLLMENT

← Back to Enroll Search

School Name	Student Name	School Year	Entry Code	Entry Date	Entry Grade Level	Student ID
Baldwin Hills Elementary	Bani QUINTANILLA Benzee	2021-2022	Other LAUSD School	08/16/2021	K	20[REDACTED]

Student Details

Legal Name

Last Name *
Benzee

First Name *
Bani

Middle Name
QUINTANILLA

Suffix
Please Select

Preferred Name

Last Name
Benzee

First Name
Bejamin

7 Middle Name

Suffix
Please Select

Use in Roster **8**

Home Address

Note: The student's Gender may also be changed before the next step. See step 7 in the next section.

Step 9 Click **Update** at the bottom of the screen.

Student Details

Legal Sex * Gender * Date of Birth * Twin

Home Phone * Birth Verification * Cap ID#

9

A confirmation message displays.

MISS STUDENT ENROLLMENT																					
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Student Enrollment Details <input checked="" type="checkbox"/> Student Details <input checked="" type="checkbox"/> Parent/Guardian Information 	<table border="1"> <thead> <tr> <th>School Name</th> <th>Student Name</th> <th>School Year</th> <th>Entry Code</th> <th>Entry Date</th> <th>Entry Grade Level</th> <th>Student ID</th> </tr> </thead> <tbody> <tr> <td>Baldwin Hills Elementary</td> <td>Bani QUINTANILLA Benzee</td> <td>2021-2022</td> <td>Other LAUSD School</td> <td>08/16/2021</td> <td>K</td> <td>20157X581</td> </tr> </tbody> </table>	School Name	Student Name	School Year	Entry Code	Entry Date	Entry Grade Level	Student ID	Baldwin Hills Elementary	Bani QUINTANILLA Benzee	2021-2022	Other LAUSD School	08/16/2021	K	20157X581	Student Enrollment information updated successfully					
School Name	Student Name	School Year	Entry Code	Entry Date	Entry Grade Level	Student ID															
Baldwin Hills Elementary	Bani QUINTANILLA Benzee	2021-2022	Other LAUSD School	08/16/2021	K	20157X581															

UPDATING STUDENT GENDER

Step 1 Search using the student name or District ID number.

Step 2 Click **Search**.

Search Students

Local District: LOCAL DISTRICT WV School: Baldwin Hills Elementary 1 Student ID: 20157X581 2 Enrolled as of: 11/03/2021

Selected Filters: Student ID: 200157X581

1

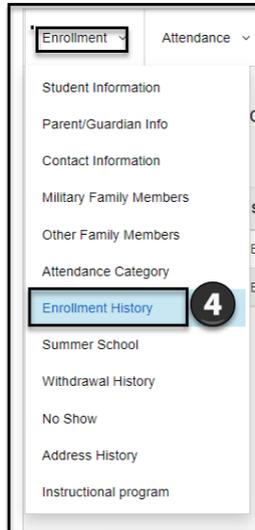
Grade Level: Gender: DOB:

Caretaker First Name: Caretaker Last Name: Include Student Alerts

Step 3 Click the student name to open the **Student Profile**.

#	Last Name	First Name	Middle Name	District ID	Grade	Date Of Birth	Gender	Room	Home School	Home Phone	Action
1	Benzee	Bani	QUINTANILLA	20157X581	K	12/08/2015	M		Baldwin Hills Elementary	(323) 508-8459	...

Step 4 On the **Enrollment** menu, select **Enrollment History**.



Step 5 Click **Edit** to display the current Student Enrollment information.

Enrollment Attendance Academics Support Services Census Miscellaneous Letters

View Enrollment History Refresh

Year	Location Code	School Name	Grade	Grade Entry Date	Grade Exit Date	Entry Code	School Entry Date	School Exit Date	Leave Code	Enrolled on Count Day	
2022	2274	Baldwin Hills Elementary	K	08/16/2021	07/31/2099		08/18/2020	07/31/2099			5 Edit Grade Level Change
2021	2274	Baldwin Hills Elementary	TK	08/18/2020	06/11/2021	E2	08/18/2020	07/31/2099		Yes	View

Step 6 Click **Next** to move to the next screen.

My Integrated Student Information System Chieu Bodkins - Office Manager

MISS STUDENT ENROLLMENT Back to Enroll Search

School Name	Student Name	School Year	Entry Code	Entry Date	Entry Grade Level	Student ID
Baldwin Hills Elementary	Bani QUINTANILLA Benzee	2021-2022	Other LAUSD School	08/16/2021	K	20...

Student Enrollment Details

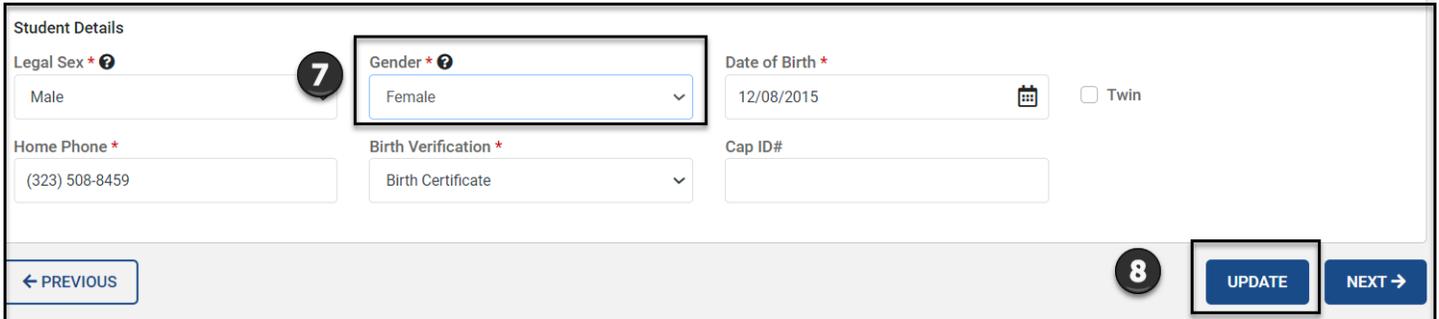
School Year * Entry Code *

Entry Date * Entry Grade Level *

6
← PREVIOUS
UPDATE
NEXT →

Step 7 Select **Gender**.

Step 8 Click **Update**



Student Details

Legal Sex *  Male 7

Gender *  Female 7

Date of Birth * 12/08/2015  Twin

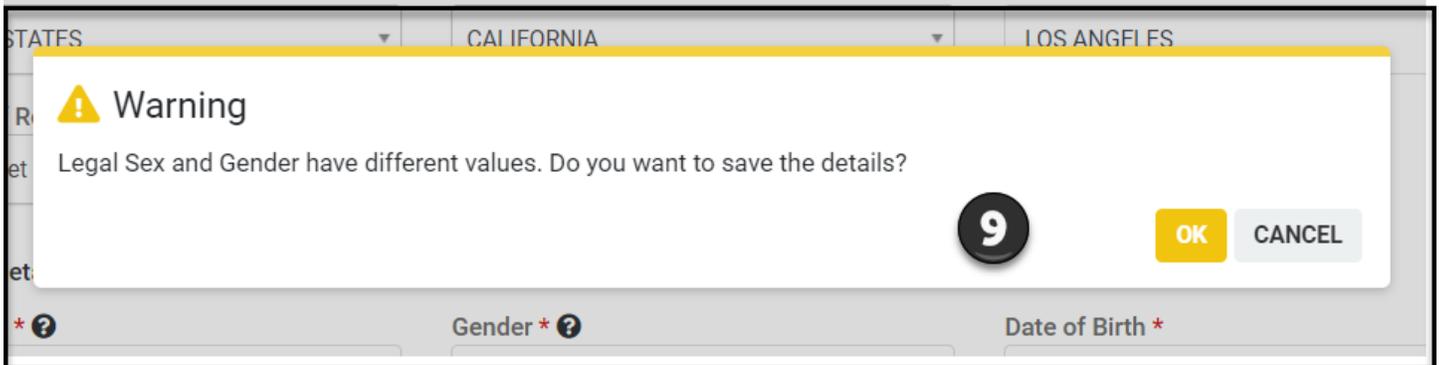
Home Phone * (323) 508-8459

Birth Verification * Birth Certificate

Cap ID#

[< PREVIOUS](#) 8 [UPDATE](#) [NEXT >](#)

Step 9 If the student’s gender and legal sex are different, a warning message displays. Click OK to proceed.



STATES CALIFORNIA LOS ANGELES

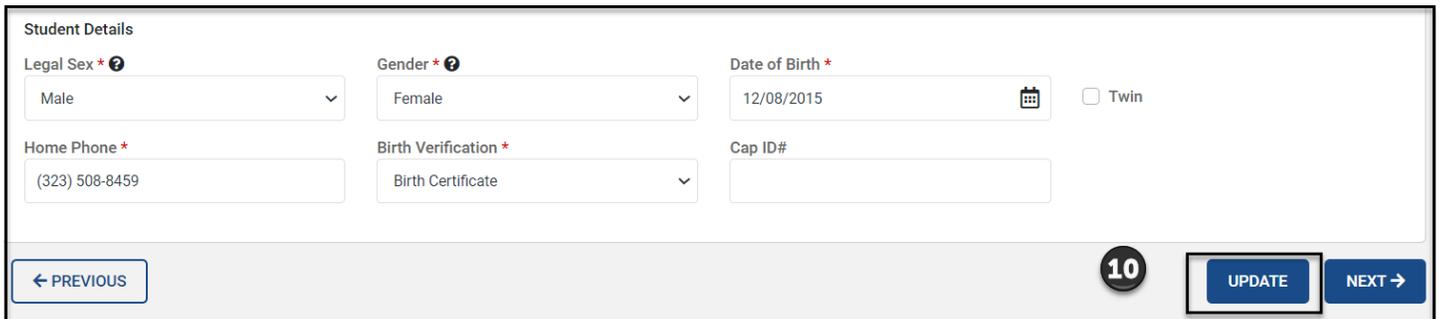
Warning

Legal Sex and Gender have different values. Do you want to save the details?

9 [OK](#) [CANCEL](#)

*  Gender *  Date of Birth *

Step 10 Click **Update**.



Student Details

Legal Sex *  Male

Gender *  Female

Date of Birth * 12/08/2015  Twin

Home Phone * (323) 508-8459

Birth Verification * Birth Certificate

Cap ID#

[< PREVIOUS](#) 10 [UPDATE](#) [NEXT >](#)

A confirmation message displays.



MISS STUDENT ENROLLMENT ← Back to Enroll Search

School Name	Student Name	School Year	Entry Code	Entry Date	Entry Grade Level	Student ID
Baldwin Hills Elementary	Bani QUINTANILLA Benzee	2021-2022	Other LAUSD School	08/16/2021	K	20C

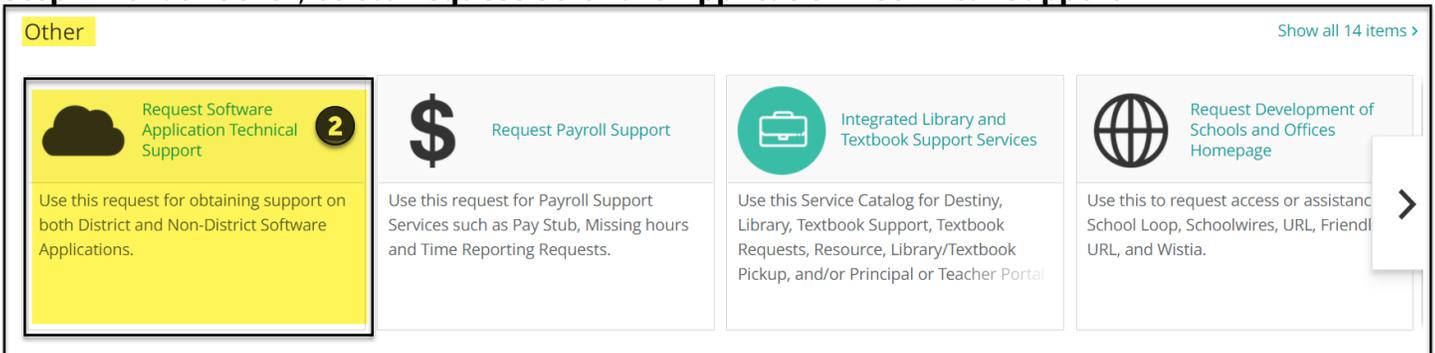
Student Enrollment information updated successfully

REQUEST CHANGE TO STUDENT SINGLE SIGN ON

After the chosen (preferred) name is entered in MiSiS, the school may open an ITD Service ticket to change the student’s email address. A change in email address is only needed if the student’s first initial changes.

Step 1 Go to <https://lausd-smartit.onbmc.com> and log on using LAUSD email and password.

Step 2 Under **Other**, select **Request Software Application Technical Support**.

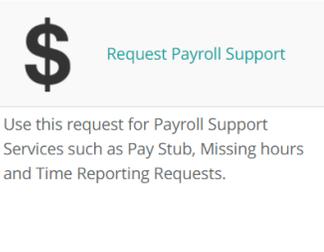


Other Show all 14 items >



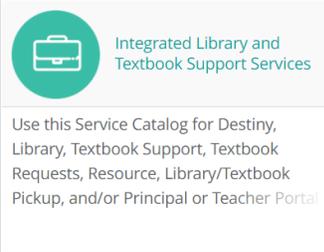
Request Software Application Technical Support 2

Use this request for obtaining support on both District and Non-District Software Applications.



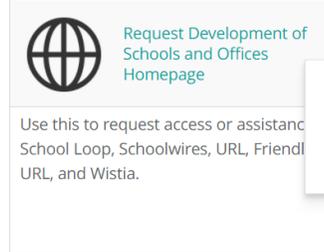
Request Payroll Support

Use this request for Payroll Support Services such as Pay Stub, Missing hours and Time Reporting Requests.



Integrated Library and Textbook Support Services

Use this Service Catalog for Destiny, Library, Textbook Support, Textbook Requests, Resource, Library/Textbook Pickup, and/or Principal or Teacher Portal



Request Development of Schools and Offices Homepage

Use this to request access or assistance for School Loop, Schoolwires, URL, Friend URL, and Wistia.

Enter the Request Details:

Step 3 For Application Name, select **Single Signon (SSO) User Management**.

Step 4 For the best option to address your request, select **Enrichment Request**.

Step 5 In the detailed explanation field, enter:

Please update first name and e-mail address per preferred name entered in MiSiS for Student id < Enter Student ID > .

Provide request details

Application Name: *

Please select the relevant software/application to report. If not listed, please select the "Other" option.

Single Signon (SSO) User Management **3**

Select the best option to address your request: *

Please select "Other" if you are not sure which option to select

Enhancement Request **4**

Please provide detailed explanation: *

Please update first name and e-mail address per preferred name updated in MiSiS for student id OOOOOOX000. **5**

Step 6 Do not select Operating System.

Step 7 Enter Alternate Phone Number, such as Cell Phone number, in case of questions. Your work phone number is automatically included with the request.

Step 8 Select Available Days to be contacted, in case of questions.

Step 9 Select Available Times to be contacted, in case of questions.

Step 10 Click **Submit Request**. An automatic email is generated with the Request ID and Details.

Submit Request **10**

What operating system?

Select **6**

Alternate Phone Number

7

Available Days *

Monday **8**

Tuesday

Wednesday

Thursday

Friday

Mon - Fri

Available Time *

Select **9**

Changes to the student email are processed as quickly as possible and are automatically reflected in Schoology.

FREQUENTLY ASKED QUESTIONS

1. Is parent permission required to add a chosen name/gender in MiSiS?

Yes, students under the age of 18 need a parent or guardian to sign Attachment A of Bulletin 5703.3, [Name and/or Gender of Pupils for Purposes of School Records](#) and submit it to the School Administrative Assistant.

2. Can the student be recognized by their chosen name/gender without a change in MiSiS?

Yes, [California Education Code](#) states, “ If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with the student’s gender identity, without the necessity of legal documentation or a change to the student’s official district record. The student’s age is not a factor.”

3. What if the student wishes to remove or change the M or F on their District ID?

The District is phasing out the use of gender markers on all District IDs. If the student’s District ID contains an M or F, the gender marker will be automatically updated to “X” when the student gender is changed in MiSiS. To change student gender, refer to “Update Student Gender” section of this job aid.

4. What if the student also wants to change their email address, Single Sign-On, or the name by which they appear on educational platforms, such as Google?

Changes entered for “preferred” name in MiSiS will be automatically reflected in Schoology. If the student wants a new email address or other educational platforms changed, open a Remedy ticket with ITD. Refer to section "Request to Change Student Sign-On" section of this job aid to change the student email address. Once a new email is issued, the student will no longer have access to the previous email. The student should be advised to save any documents or correspondence that are associated with that email address before it is deactivated.

5. Will a preferred name in MiSiS cause problems with applications to colleges or financial aid?

An unofficial name change will only be reflected in internal platforms, such as MiSiS. Legal documents, such as transcripts, will still reflect the student's legal name. Students may need to use their legal name when applying to programs such as financial aid, however many colleges have protocols for recognizing chosen names.

6. Will the addition of a preferred name impact the student's State testing?

Effective December 2021, students with "preferred" names in MiSiS can log into the State testing platforms with their "preferred" name. State testing labels in MiSiS automatically generate with the student’s preferred name.

7. What if a student wants to change their name or gender marker more than once?

Parent requests for changes in MiSiS must be honored. Identity exploration is a core developmental task of childhood and gender identity is a journey. Affirming a student's chosen name and pronouns at each step of their journey is crucial for their well-being. While it takes additional effort to learn new names, it's an essential component of affirming schools.