

PURPOSE

The Student Online Pre-Enrollment Application Portal (enroll.lasud.net) allows parent/guardians to enter pre-enrollment information for students applying to their school of residence in grades TK-12 and allows schools to review and accept the applications. After acceptance, the enrollment process must be completed in MiSiS.

Information for schools about the Student Online Pre-Enrollment Application Portal is on the Student Health and Human Services website: <https://achieve.lausd.net/Page/16765>.

Before enrolling the student in MiSiS, schools need to print the following documents from the Student Enrollment Portal. After enrollment, file the documents in the student's cumulative record.

- Summary of Enrollment Information
 - To print, click View for the selected referral on the Student Online Pre-Enrollment Application Portal Dashboard to open the application summary. Right click and select Print. Select Adobe PDF output.
- Birth Verification
 - Click View next to document in Document Upload section of application summary. Right click to save to desktop. Print document from desktop.
- Residence Verification
 - Click View next to document in Document Upload section of application summary. Right click to save to desktop. Print document from desktop.
- Proof of Immunization
 - Click View next to document in Document Upload section of application summary. Right click to save to desktop. Print document from desktop.

The job aid provides directions for searching for a student using Enroll Search and enrolling the student using the MiSiS enrollment screen. The MiSiS enrollment screen displays the data entered in pre-enrollment portal for Student Information, Parent/Guardian, Language and Ethnicity, and Student Education Fields included on the MiSiS Enrollment screen. Other data, including Contact Information, Other Family Members, Military Family, and Student Housing Questionnaire information must be entered on the appropriate screens in MiSiS by school staff.

LOG IN

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

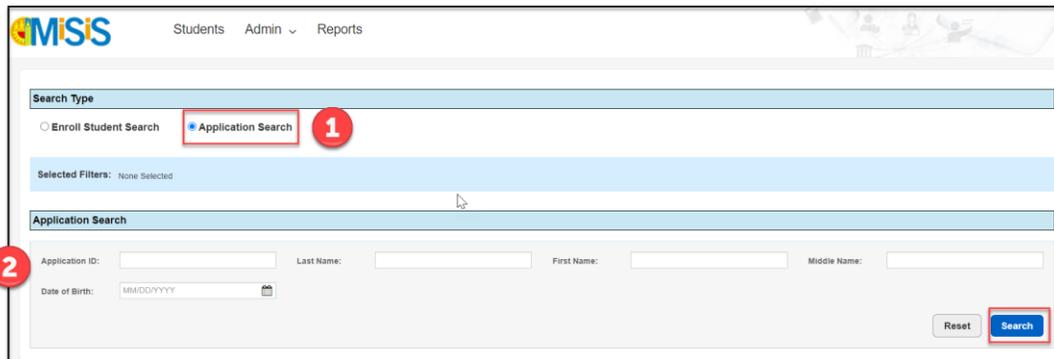
MENU PATH

Admin > Enroll Student

PROCEDURE – APPLICATION SEARCH

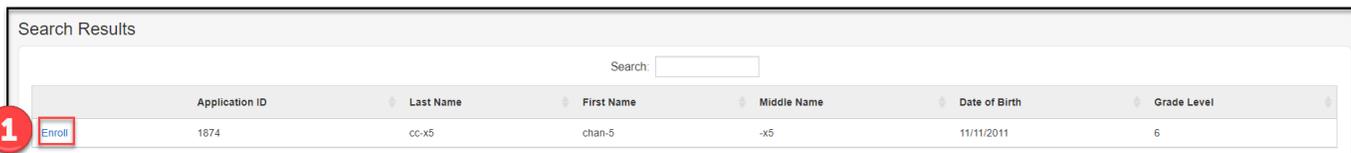
Step 1 Select **Application Search**. By default, the search screen will display accepted applications at the assigned school.

Step 2 Enter Application ID or Student Name to search for a specific application. Click **Search**.



PROCEDURE – ENROLL STUDENT

Step 1 Click **Enroll**.



Application ID	Last Name	First Name	Middle Name	Date of Birth	Grade Level
1874	cc-x5	chan-5	-x5	11/11/2011	6

Step 2 Check the enrollment screen for completeness and enter data in required fields.

The enrollment screen will display the information entered by the parent/guardian in the Student Enrollment Portal. If parent/guardian did not enter information in a field the MiSiS field will be blank.

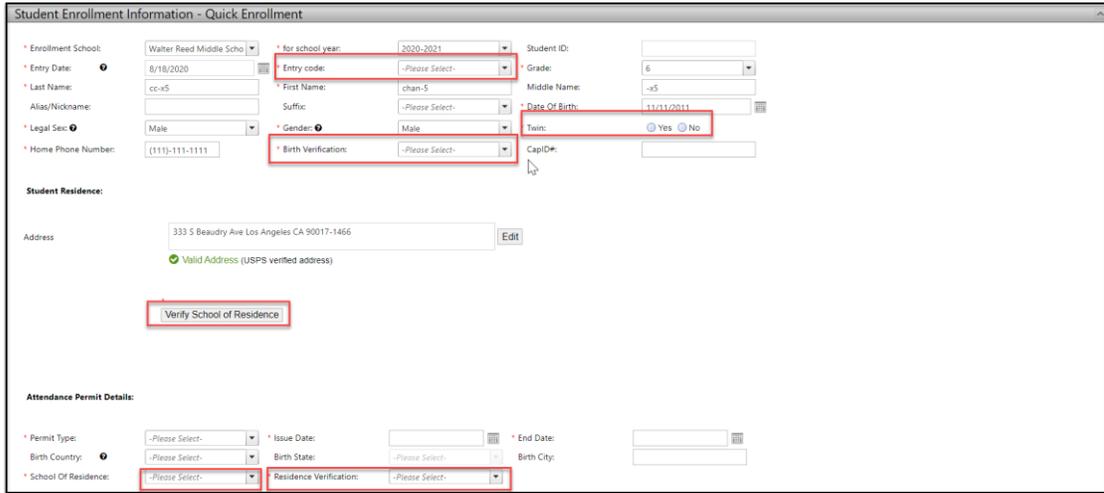
Due to differences between the Student Online Pre-Enrollment Application Portal and MiSiS, some fields must be entered to enroll the student. Schools are required to enter data in the following fields:

Student Enrollment Information Section

- **Entry Code**- Select the appropriate entry code.
- **Twin Flag**- Select Yes if student is a multiple birth, otherwise select No.
- **Birth Verification**-Select the document uploaded to the Student Online Pre-Enrollment Application Portal to verify student birthdate.

My Integrated Student Information System

- **Verify School of Residence**- Click button to verify student lives within school attendance boundaries. If student does not live within the school's attendance boundary, enter permit information.
- **Residence Verification**-Select document uploaded to the Student Online Pre-Enrollment Application Portal to verify student address.



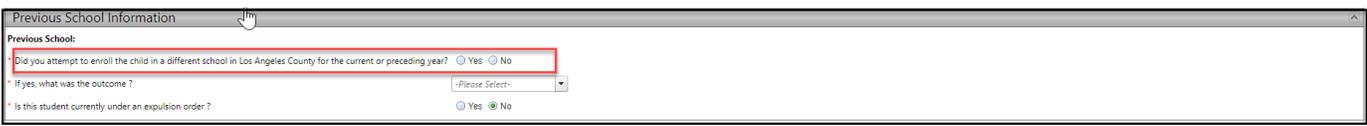
Parent/Guardian Section

- **Verified as Legal Guardian** –Select Yes if parent is verified as the Legal Guardian.
- **Primary Parent**-Select Yes if parent is the Primary Parent. At least one Primary Parent is required in MiSiS.



Previous School Information

- Select No for all students. This question no longer appears on the LAUSD Enrollment Form. It will be removed from MiSiS in a future release.



Step 3 Click **Enroll**.



Students Admin Reports

Enroll Back 3

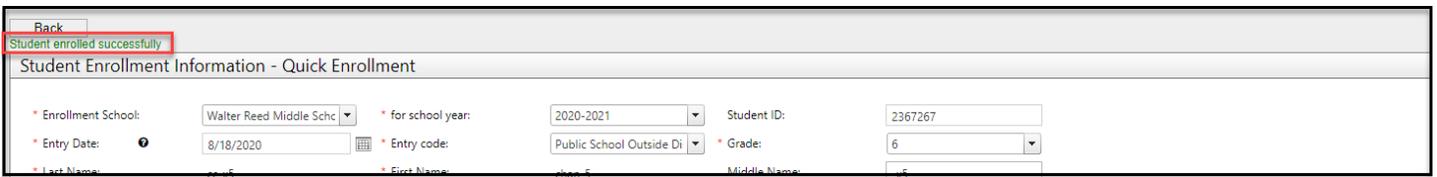
Student Enrollment Information - Quick Enrollment

Enrollment School: Walter Reed Middle Scho * for school year: 2020-2021 Student ID:

Entry Date: 8/18/2020 * Entry code: Public School Outside Di * Grade: 6

Last Name: cc-x5 * First Name: zhan-5 Middle Name: -x5

Student Enrolled Successfully message displays at the top of the screen.



Back

Student enrolled successfully

Student Enrollment Information - Quick Enrollment

Enrollment School: Walter Reed Middle Schc * for school year: 2020-2021 Student ID: 2367267

Entry Date: 8/18/2020 * Entry code: Public School Outside Di * Grade: 6

Last Name: cc-x5 * First Name: zhan-5 Middle Name: -x5

Step 4 After enrolling the student, additional information entered by the parent/guardian in the Student Online Pre-Enrollment Application Portal must be manually entered into MiSiS. Use the printed Summary of Enrollment Information to enter Contact Information, Military Family, Other Family Members, Student Housing Questionnaire, and immunizations.

Click **Students** to go to the MiSiS Student Search.



MiSiS 4 Students Admin Reports

Enroll Back

Student Enrollment Information - Quick Enrollment

Enrollment School: Walter Reed Middle Scho * for school year: 2020-2021 Student ID:

Entry Date: * Entry code: * Grade:

Last Name: * First Name: Middle Name:

Step 5 Search for the student. Click the student name to open the student profile.



Search Results

Search: For Selected: Action

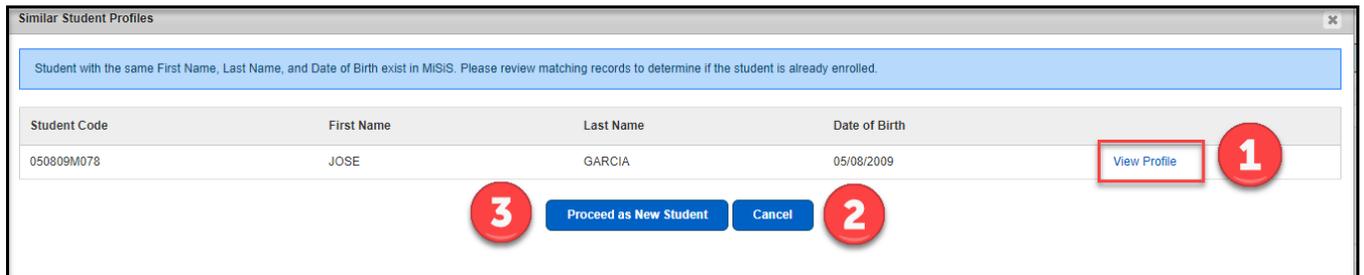
Last Name	First Name	Middle Name	District ID	Grade	Date Of Birth	Gender	Room	Home School	Home Phone
<input type="checkbox"/>	<input type="checkbox"/>		ANDREW	8	03/02/2006	M	101	Walter Reed Middle School	(323) 877-2037

Step 6 Enter Contact Information, Military Family, Other Family Members, Student Housing Questionnaire, and immunization information.

PROCEDURE – DUPLICATE STUDENT

If the student has the same first name, last name, and birthdate of a currently enrolled student in MiSiS, a pop up message will display after clicking Enroll.

1. Click **View Profile** to view the student's information, enrollment history, and parent/guardian information. Compare to the information entered in the Student Online Pre-Enrollment Application Portal with the student profile to determine if the students are the same.
2. If the students are the same, click **Cancel**. Search for the student using **Enroll Student Search** and continue with the enrollment process.
3. If the students are different, click **Proceed as New Student** and continue with the enrollment process.



Student Code	First Name	Last Name	Date of Birth
050809M078	JOSE	GARCIA	05/08/2009

[View Profile](#)

3 Proceed as New Student **2** Cancel