

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: <u>https://achieve.lausd.net/Page/16765</u>.

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 preenrollment 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 <u>http://misis.lausd.net/start</u>, 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**.

Reserve Trans				
Enroll Student Search	Application Search			
Selected Filters: None Select	ted			
Application Search		12		
Application ID:	Last Name:	First Name:	Middle N:	ame:
Date of Birth: MM/DD/Y	YYY 📫			

PROCEDURE – ENROLL STUDENT



Search Resu	ılts						
			Search:				
	Application ID	🔶 Last Name	First Name	Middle Name	Date of Birth	Grade Level	
1 Enroll	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.

Student Enrollment Inf	ormation - Quick Enro	lment					
				_			
* Enrollment School:	Walter Reed Middle Scho	for school year:	2020-2021		Student ID:		
* Entry Date: 0	8/18/2020	* Entry code:	-Please Select-	•	* Grade:	6	•
* Last Name:	cc-x5	* First Name:	chan-5		Middle Name:	-x5	
Alias/Nickname:		Suffix:	-Please Select-	•	* Date Of Birth:	11/11/2011	
* Legal Sex: 0	Male	* Gender: 0	Male	٠	Twin:	🔘 Yes 🔘 No	
* Home Phone Number:	(111)-111-1111	* Birth Verification:	-Please Select-	•	CapID#:		-
				_	3		
Student Residence:							
Addrase	333 S Beaudry Ave Los Ar	ngeles CA 90017-1466		Edi	1		
Address				Lui	n l		
	Valid Address (USPS	verified address)					
	Verify School of Residen	CR.					
Attack Description							
Attendance Permit Details:							
							_
Permit Type:	-Please Select-	Issue Date:		8	End Date:		KEE
Birth Country:	-Piease Select-	Birth State:	-Prease Select-		Birth City:		
* School Of Kesidence:	-Piease Select-	Residence Verification:	-Please Select-	• I			

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.

Enter Parent/Guardian In	formation			<u>^</u>
Parent/Guardian Information				
Legal Name				
* Last Name:	plname	Relationship:	Mother	
* First Name:	pfname	Verified as Legal Guardian?:	Oyes ®No	
Middle Name:		Primary Parent?:	⊖Yes ®No	
Suffice		Lives With?:	®Yes ONo	
E-Mait	asdfdsf@gmail.com	* Home Correspondence Language:	ARMENIAN	
		Highest Educational Level	Some College Incl AA Degree 💌	

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.

Previous School Information	(^{im})	
Previous School:	Ŭ	
* Did you attempt to enroll the child in a differen	t school in Los Angeles County for the current or preceding year?	🔍 Yes 💿 No
* If yes, what was the outcome ?		-Please Select-
* Is this student currently under an expulsion or	er?	🔘 Yes 🔘 No



Step 3 Click Enroll.

Misis	Students Admin v Reports		
Student Enrollment Inf	formation - Quick Enroll	Back	<u> </u>
 Enrollment School: Entry Date: Last Name: 	Walter Reed Middle Scho • for school year: 8/18/2020 • Entry code: cc-x5 • First Name:	2020-2021 • Student ID: Public School Outside Dir • * Grade: 6 chan-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:	ee x5 * First Name:	chan 5 Middle Nam	ne' "s5			

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.

Students Admin ~ Reports	
Erroll Back Student Enrollment Information - Quick Enrollment	<u> </u>
* Enrollment School Walter Reed Middle Scholl v * for school year: 2020-2021 • Student ID:	

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

Search	Results		Search:	×		For Selecte	ed: Action		٣
	Last Name	🔶 🛛 First Name	Middle Name District ID	🝦 Grade	Date Of Birth 🍦 Gender	÷ Room	Home School	Home Phone	
5			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.

Similar Student Profiles				×
Student with the same First Name,	Last Name, and Date of Birth exist in MiSiS. Plea	se review matching records to determine if the stu	dent is already enrolled.	
Student Code	First Name	Last Name	Date of Birth	
050809M078	JOSE	GARCIA	05/08/2009	View Profile
		3 Proceed as New Student	Cancel 2	