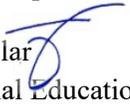


INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Chief of Special Education, Equity and Access
Division of Student Health and Human Services

TO: Local District Superintendents

DATE: August 13, 2020

FROM: Anthony Aguilar 
Chief of Special Education, Equity, and Access

Pia V. Escudero 
Executive Director, Student Health and Human Services

SUBJECT: FOR IMMEDIATE DISTRIBUTION TO ALL SCHOOL SITES: Procedures for Distance/On-Line Learning Attendance Taking, Enrollment, Withdrawal, and Document Sharing

Background

The purpose of this correspondence is to provide critical updates to procedures for the opening of the 2020-21 school year during distance/on-line learning. These procedures are adapted from [Reference Guide 6554.4 Opening Day Procedures: Supplemental Guide and Updates dated August 16, 2019](#) based on state guidelines for distance learning for the beginning of 2020-2021 school year.

Please share the information and attachments with school site teams. In addition, materials to support schools with enrollment, attendance taking, withdrawal/no show for the 2020-2021 school year and a new resource to support pupil record document sharing via Parent Portal can be accessed [here](#).

The attached items outlined and referenced in this correspondence include:

- Attachment A: **Enrollment Updates and Procedures during Distance Learning**
 - Student Enrollment Document Checklist
- Attachment B: **Attendance Accounting Procedures During Distance Learning**
- Attachment C: **No Show Procedures and Withdrawals during Distance Learning**
- Additional Attachments/Resources:
 - Sharing Documents via Parent Portal**
 - Parent Caregiver Guide_ Uploading Documents through Parent Portal _English
 - Parent Caregiver Guide_ Uploading Documents through the Parent Portal _Spanish
 - School User Job Aid to Accessing Documents uploaded by Parents in Parent Portal
 - Pre-Enrollment Portal**
 - School Administrator- Manage Access_ School Enrollment Portal
 - School User Navigation_ Pre-Enrollment
 - Completing Enrollment in MiSiS from Approved Pre- Enrollment Applications

Immunizations Requirements for School Admission

Please note that immunization requirements for admission to school in California for the 2020-2021 school year remain in place at this time. The California Department of Public Health (CDPH) is closely following immunization rates during the pandemic. Schools are required to report immunization data for certain grade levels to the state on November 1, 2020. During distance learning, schools should continue to support families with ensuring immunizations are up to date.

For newly enrolling students whose immunizations are not complete, school personnel should consult with their School Nurse, Local District Nursing Specialist, and/or may contact the Student Health and Human Services

(SHHS) Student and Family Wellness Hotline at (213) 241-2840 and select Option #7 to speak with a School Nurse.

Enrollment Procedures

School sites are to create systems for student enrollment that work for their specific school community's needs in alignment with existing policies and procedures.

All school sites should publicize the district's online student pre-enrollment application portal (<https://enroll.lausd.net/>) link on their school's website.

To support efficient and immediate enrollment of all students, the following initial recommended pre-enrollment packet and instructions are available in multiple languages via the [2020-21 School Enrollment Procedures](#) webpage.

Schools shall have systems in place for the distribution of materials, district single-sign-on (SSO), Schoology log-in information, and technical support contact information.

For additional information, please refer to Attachment A: Enrollment Updates and Procedures during Distance Learning.

Attendance Taking Procedures

SB 98 provides that all LEAs must document daily participation of each student on each school day for which distance/online learning is provided.

Teachers are required to submit and certify attendance in MiSiS every day no later than 3:00 p.m. for that school day, with corrections to account for student participation in distance learning after that time entered by 3:00 p.m. on the following day, or by an earlier time designated by the school site administrator.

For additional information and instructions on attendance taking procedures during Distance Learning, refer to Attachment B: Attendance Accounting Procedures during Distance Learning.

No Show Procedures

A No Show student, is a student who is scheduled and expected for enrollment at any time of the instructional year, but is marked absent for every period that the student is scheduled.

A student will not process in MiSiS as a No Show if marked present or has attendance not submitted, has grades entered, or is a Special Education student receiving transportation.

Due to modifications to attendance taking procedures during Distance Learning, it recommended that students are not flagged as No Shows until their next school of enrollment has been verified through valid documentation.

For additional information and instructions on No Show Procedures for Fall of 2020, refer to Attachment C: No Show Procedures and Withdrawals during Distance Learning.

Withdrawal Procedures

For students withdrawing and transferring between LAUSD schools, school staff should continue to follow the withdrawal procedures as outlined in [Reference Guide 6554.4](#).

During Distance Learning, when the transfer is out of district, a school shall only withdraw upon receipt of validating documentation (i.e., records request, enrollment verification form) from the receiving school. Please refer to Attachment C: Withdrawal Procedures during Distance Learning (*Withdrawal Types and Reasons*) for the list of validating documentation. Schools shall provide parents/guardians with the *Parent Assurance Letter* in an attempt to gather supporting documentation on a student's whereabouts. This includes the student's new

school enrollment, school address, phone number and/or updated contact information. Please refer to [Parent Assurance Letter \(updated 8.2.20\)](#)

In all cases, schools shall document all information provided by parents/guardians and exercise due diligence efforts to confirm that a withdrawing student has moved outside of the boundaries of LAUSD and/or is enrolling in another educational program.

For additional information on the Withdrawals Procedures, please refer to Attachment C: No Show Procedures and Withdrawals During Distance Learning.

New Resource: Parent/Caregiver sharing of documents for students who are currently enrolled (via Parent Portal)

Parent/guardians of currently enrolled LAUSD students may securely upload and share documents for their child's school of enrollment to review, download, and print.

This portal allows for an electronic, secure method of transmitting documents between parents/guardians and schools. This portal will allow school offices to collect the additional enrollment forms and annually disseminated forms as referenced in *Enrollment Document Checklist*, Attachment A.

To utilize this upload feature, parents/guardians will need to have registered in Parent Portal and added/link their students to their account.

For additional information, please refer to these job aids (attached):

- Parent Caregiver Guide_ Uploading Documents through Parent Portal_ English
- Parent Caregiver Guide_ Uploading Documents through the Parent Portal_ Spanish
- School User Job Aid to Accessing Documents uploaded by Parents in Parent Portal

Thank you for your extraordinary efforts to ensure a successful school year for our students, families, and staff.

If you have any questions, please contact Elsy Rosado at eyr3367@lausd.net or Alicia Garoupa at alicia.garoupa@lausd.net

Attachments:

Attachment A: Enrollment Updates and Procedures during Distance Learning (Fall 2020-21)

Attachment B: Attendance Accounting Procedures during Distance Learning (Fall 2020-21 school year)

Attachment C: No Show Procedures and Withdrawals during Distance Learning

Attachment D: Manage User Access School Enrollment Portal-Job Aid for School Administrator

Attachment E: School User Navigation Pre-Enrollment Job Aid

Attachment F: Completing Enrollment In MiSiS from Approved Pre-Enrollment Applications-Job Aid

Attachment G: Accessing Document uploaded by parents in Parent Portal-School User Job Aid

Attachment H: Parent/Caregiver Guide Uploading Documents through the Parent Portal –English

Attachment I: Parent/Caregiver Guide Uploading Documents through the Parent Portal -Spanish

cc: Pedro Salcido
Alison Yoshimoto-Towery
Alfonzo Webb
Zsuzsanna Vincze
Kelly Barnes
Aileen Santos
Robert Pelayo
SHHS Leadership Team

**Attachment A:
Enrollment Updates and Procedures During Distance Learning (Fall 2020-21)**

Immunizations Requirements for School Admission

Please note that immunization requirements for admission to school in California for the 2020-2021 school year remain in place at this time. The California Department of Public Health (CDPH) is closely following immunization rates during the pandemic. Schools are required to report immunization data for certain grade levels to the state on November 1, 2020. During distance learning, schools should continue to support families with ensuring immunizations are up to date.

For newly enrolling students whose immunizations are not complete, school personnel should consult with their School Nurse, Local District Nursing Specialist, and/or may contact the Student Health and Human Services (SHHS) Student and Family Wellness Hotline at (213) 241-2840 and select Option #7 to speak with a School Nurse.

Additional resources and information are also available here: <https://www.shotsforschool.org/>

Enrollment Procedures

School sites are to create systems for student enrollment that work for their specific school community's needs in alignment with existing policies and procedures. School sites are encouraged to promote established procedures including school office hours and contact information by posting on school websites, sharing via social media, school marquee, banners in front of the school, mailers/flyers, Blackboard Connect, virtual parent/community meetings, school outgoing voicemail message, etc.

School personnel shall immediately register all known non-enrolled students residing within the school's attendance boundaries and those with special circumstances (e.g., student experiencing homelessness, foster youth, probation, and recently immigrated youth) regardless of the time of year.

School offices shall post office hours to allow for registration and/or enrollment services and must enroll students during all regular office hours, Monday through Friday. Schools should follow current public health guidelines, including social (physical) distancing and use of face coverings.

Schools shall have systems in place for the distribution of materials; district single-sign-on (SSO), Schoology log-in information, and technical support contact information.

At the time of enrollment and registration into courses, all schools must issue materials to support immediate access to instructional content for a student who is new to the district and/or who will not be able to access online instructional content. Due to a delay in issuing email addresses and Schoology log-in information, designees shall provide students with instructional materials that do not require internet/technology/SSO access and establish a system to track participation for attendance purposes.

Information and resources detailed in this correspondence are available on the 2020-2021 School Enrollment Procedures website ([here](#)).

Updates to The Student Enrollment Form effective September 15th

The reference guide [Use of New Student Enrollment Form 5259.2](#) has been updated with the following changes:

The Student Enrollment Form has been updated in accordance with the Board Resolution, "Everyone Counts: Increasing Equity for All of Our AANHPI AMEMSA (Asian American, Native Hawaiian, Pacific Islander, Arab, Middle Eastern, Muslim, South Asian students)."

Parent/guardians/caregivers may now indicate up to five races/ethnicities/cultural heritages (an increase from two choices) and may now select from 226 (an increase from 16 choices) from the new Race/Ethnicity/Cultural Heritage List (Attachment D). Additionally, a "Relationship to Student" field was added to the Emergency Contact Information (Other than Parents/Legal Guardians/Caregivers), section of the form.

The [Office Checklist for Student Enrollment](#) (Attachment C of the reference guide) has also been updated to ensure District policies are followed at the time of enrollment.

Schools may continue to obtain triplicate hard copies of the Student Enrollment Form through the District Warehouse using the same commodity codes. For Armenian, Farsi, Korean, Chinese, Tagalog and Russian language forms, please order at www.lausdrepro.net.

For additional information and forms, please refer to [Reference Guide 5259.2 Use of New Student Enrollment Form](#).

Updates to Proof of Age of Minor Affidavit

The Proof of Age of Minor Affidavit has been updated to comply with changes in the Federal and State data collection and reporting requirements pertaining to legal, sex, and gender. The updated affidavit has non-binary listed as a gender choice. This affidavit is available [here](#)

Updates to Parent Assurance Letter (PAL)

The Parent Assurance Letter has been updated to ensure compliance with the state audit. The following has been added:

- Additional Information section to ensure that parent/guardian provide as much information as possible of new destination a section
- Office Use Only section to document type of valid document received
- This document is available [here](#)

New form for enrollment: Refugee Educational Support Program (RESPite) Eligibility Questionnaire

The [RESPite Eligibility Questionnaire](#) is a new form that shall be provided to all new students. All completed RESPite Declarations must be sent via school mail to the Refugee Educational Support Program, Beaudry Building, 29th floor or emailed mep@lausd.net within 10 days of receipt. For additional information, please refer to [Reference Guide: 66500.0 Refugee Educational Support Program](#) or call (213) 241-3107.

New form for enrollment: Parent and Student Notification: Rule Concerning Use of Loaned Computing Devices and Related Accessories Assigned to Students

The Parent and Student Notification form informs student and parent/guardian of responsibility concerning usage of loaned computing device and option of "opting in" or "opting out" of taking home a computing device. Form shall be place in enrollment packet and annually disseminated. Available under the [Related Resources/Job Aids](#) tab under [Additional Enrollment Forms](#) section.

Simplified Initial Enrollment Packet

To support efficient and immediate enrollment of all students, the following initial recommended pre-enrollment packet and instructions are available in multiple languages on the [2020-21 School Enrollment Procedures](#) webpage. The packet should, at minimum include:

- LAUSD Student Enrollment Guide
- Parents' Guide to Immunizations for School Entry
- LAUSD Student Enrollment Form
- LAUSD Student Emergency Form
- LAUSD Student Housing Questionnaire

Note: To receive a pre-enrollment packet, schools should not require nor ask parents to submit proof of residence.*

Schools will still have to issue and collect the *Additional Enrollment Forms*. It is recommended that schools maintain a log of all students who were enrolled using this pre-enrollment packet process, in order to ensure the collection of the additional documentation to complete the enrollment process (e.g., [Additional Enrollment Forms](#)).

****Affiliated Charter Exception to Address Verification:*** *Affiliated charter schools extend enrollments to students outside attendance boundaries through the Choices Program. Affiliated charter schools are required to prioritize students who live in their attendance boundary. Therefore, they must verify residence for all incoming students to ensure the enrollment of these students.*

Student Online Pre-Enrollment Application Portal

All school sites should publicize the district's online student pre-enrollment application portal (<https://enroll.lausd.net/>) link on their school's website. This system is only for students new to the district, in the school of residence for grades TK-12th grade. The portal allows parents/guardians to submit pre-enrollment documents and required information to their school of residence electronically.

All schools must designate personnel to manage receipt and review of pre-enrollment materials submitted by parents/guardians via the district **Student Online Pre-Enrollment Application Portal** (<https://enroll.lausd.net/>).

For additional information, refer to the *School User Task – Student Enrollment Portal* Job Aid attached to this correspondence.

Information entered into the **Student Online Pre-Enrollment Application Portal** will be uploaded into MiSiS to complete the initial enrollment process once applications are verified and approved by the school site.

For further information on completing the enrollment in MiSiS refer to the *Completing Enrollment in MiSiS from Approved Pre-Enrollment Portal* Job Aid attached to this correspondence.

It is recommended that schools maintain a log of all pre-enrollments received, including those enrollees who will need additional documentation to complete the enrollment process (e.g., [Additional Enrollment Forms](#)).

Schools must offer parents/guardians non-electronic alternatives to accessing the pre-enrollment packets such as:

- Staggered times/days to pick up paper copies of pre-enrollment packets.
- Posting pre-enrollment packets on the school's website.
- Emailing and/or US Mailing pre-enrollment packets upon request.

Enrollment Status Notification

Schools shall notify parent/guardian of the status of their enrollment. School site personnel should confirm that the student will be able to access and log in to distance/online learning. School administrators can set up email notifications/alerts for enrollment uploads in the Pre-enrollment Portal.

For further information refer to *School Administrator- Manage User Access School Enrollment Portals* job aids attached to this correspondence.

School sites are able to view all enrollment applications by status for their schools located under the Home page section of the enroll.lausd.net. Refer to the *School User Navigation–Pre-Enrollment* Job Aid job aid attached to this correspondence.

School site administrators and LD personnel should monitor this report to ensure the timely processing of applications.

Due to security concerns regarding the electronic transfer of pupil records, schools should not accept nor request completed student enrollment documents from parents/caregivers by email. Emailing of these records is acceptable only within the District, between LAUSD personnel using district email accounts.

Pre Enrollment Portal job aids referenced are included with this correspondence and can be found under the job aids [Related Resources](#) section on the SHHS Enrollment and Procedures page.

For school office staff training support, contact Organizational Excellence at oe-training@lausd.net

For support with implementing these enrollment procedures, contact your Local District Pupil Services and Attendance Field Coordinator.

--STUDENT ENROLLMENT DOCUMENT CHECKLIST--

DOCUMENTS	New LAUSD Student	Annually Disseminated Form
<p>This checklist serves as a quick reference guide for all schools. All of the documents listed below must be included in student enrollment packets. The inclusion of these forms in student enrollment packets are differentiated by the following two categories: new LAUSD students and forms that must be annually disseminated to every student. Students matriculating and/or transferring within LAUSD shall provide updates through the required annually disseminated forms. Schools shall not require matriculating and/or transferring students within LAUSD to complete a new Student Enrollment Form or to provide additional documentation for address verification.*</p> <p>Please refer to Office Checklist for Student Enrollment to ensure all information has been received with each new enrollment form (file in Cumulative Record for audit purposes).</p>		
Student Enrollment Form* (file white copy in Cumulative Record)	✓	
Student Emergency Information Form** (Original to, Optional copy to Attendance Office) <ul style="list-style-type: none"> • Information on the Student Emergency Information Form should be updated in MiSiS within 5 days. 	✓	✓
Temporary/Student Health Card	✓	
Guide to Immunizations Required for School Entry – Grade TK/K-12	✓	✓
Oral Health Assessment Letter/Waiver Request Form (only for Kindergarten or 1 st grade entry)	✓	
Student Meal Application	✓	✓
Student Housing Questionnaire	✓	✓
Title III Immigrant Education Program Questionnaire	✓	
Migrant Education Program Family Work Questionnaire	✓	
American Indian-Alaskan Native Letter Questionnaire	✓	
Refugee Educational Support Program Eligibility Questionnaire	✓	
Parent and Student Acknowledgement Form- Loaned Computing Device	✓	✓
Financial Responsibility for Damaged School Property Letter	✓	✓
Parent/Student Handbook (updated yearly)	✓	✓
Master Academic School Calendar	✓	✓
CHAMP Program Brochure	✓	✓
Health Insurance Enrollment Information	✓	✓
Responsible Use Policy (RUP) for District Computer Systems	✓	✓
Parent/Guardian Publicity Authorization and Release	✓	✓
School rules, behavior standards, policies, school map including location of restrooms, bell schedules, pedestrian routes, etc.	✓	✓
School attendance policy and procedures related to absences, tardiness and truancy aligned to District policy.	✓	✓

* Affiliated charter schools extend enrollments to students outside attendance boundaries through the Choices Program. Affiliated charter schools are required to prioritize students who live in their attendance boundary and must verify residence all incoming students.

**Additional languages available on www.lausd.net under Families, Forms and Policies tab.

**ATTACHMENT B:
Attendance Accounting Procedures During Distance Learning (Fall 2020-21 school year)**

Definition of Distance Learning

The 2020-2021 school year will begin in a distance learning format. With the passage of [Senate Bill 98](#), the state of California has defined **distance learning** as *instruction in which the pupil and instructor are in different locations and pupils are under the general supervision of a certificated employee of the local educational agency.*

Distance learning may include, but is not limited to:

1. Interaction, instruction, and check-ins between teachers and pupils through the use of a computer or communications technology.
2. Video or audio instruction in which the primary mode of communication between the pupil and certificated employee is online interaction, instructional television, video, tele-courses, or other instruction that relies on computer or communications technology.
3. The use of print materials incorporating assignments that are the subject of written or oral feedback.

Daily Live Interaction Requirement

During distance learning, every school must offer daily live interaction between a teacher and all students for purposes of:

- Instruction
- Progress monitoring
- Maintaining school connectedness

Every school must offer **daily live interaction between a teacher and all students**.

Daily live interaction is defined by state law as an exchange of communication between teacher and each student.

Consistent with state requirements set forth in Senate Bill 98, the tentative agreement, and California Department of Education guidance, **Daily Live Interaction** will be provided through **Daily, Synchronous Instruction**, where a student or group of students are engaged in learning at the same time using technology that allows the teacher and student to connect in real-time to deliver:

- a. Timely actionable feedback to students.
- b. Direct instruction to students through video conferencing/internet communication.
- c. Teacher guided peer-to-peer learning.
- d. Whole or small-group instruction.

Daily Live Interaction may also be provided by other means as necessary to meet student needs, including telephone or other forms of communications permissible under public health orders, and may include contact with certificated employees such as special education service providers, counselors, and school administrators.

Examples might include: video conferencing, telephone call where you speak with the student and/or parent/caregiver, email exchange between teacher and student, posting of assignments in the learning management system with a response and feedback.

Weekly Engagement Record

Every school shall ensure that a weekly engagement record is completed for each pupil documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments. The California Department of Education is developing additional guidance.

Daily Tracking of Participation and Attendance Taking during Distance Learning

Every school shall document daily participation for each pupil on each schoolday, in whole or in part, for which distance learning is provided.

A pupil who does not participate in distance learning on a schoolday shall be documented as absent for that schoolday.

Daily participation may include, but is not limited to, evidence of participation in daily live interaction, online activities, completion of regular assignments, completion of assessments, and contacts between employees of the district and pupils or parents or guardians.

The table below provides examples of daily participation types and considerations for marking a student present/in attendance during distance learning.

Daily participation types – distance learning	Examples: In order to be considered “in attendance” students are interacting or responding to teachers every day.
evidence of participation in daily live interaction and/or other online activities	Strategies to capture depend on platform/SSO and may include: <ul style="list-style-type: none"> ✓ Zoom (use SSO enabled or log in via Schoology) ✓ Students to check-in via Zoom chat, or respond to a prompt to show present, or take roll by calling student names at the beginning of live interaction time (consider effective use of time) ✓ Schoology conferencing ✓ Microsoft Teams meeting with SSO
completion of regular assignments	<ul style="list-style-type: none"> ✓ Submit assignments in Schoology OR other platforms ✓ Exchange between teacher and student via other district platform, including email Schools should consider assignment deadlines to capture same-day participation
completion of assessments	<ul style="list-style-type: none"> ✓ Schoology ✓ Other LAUSD applications that require SSO log-in/completion of assessments
contacts between employees of the local educational agency and pupils or parents or guardians	<ul style="list-style-type: none"> ✓ Recommend that all contacts be documented in contact log, including “attempted contact ✓ Contacts between certificated employees and pupils will count for this purpose. ✓ Online/Form -Survey response ✓ Email communication

Tools to Support Tracking and Documenting Engagement/Participation

- **Whole Child Remote Learning Dashboard:** <http://wholechild.lausd.net>; - a list of district integrated applications is available [here](#).
- **Schoology:** The District’s Learning Management system job aids and resources are available [here](#).
- **Video Conferencing Guidelines** and information are available [here](#).

Attendance Taking Requirements

Student attendance during distance learning shall be tracked and reported for every student, classroom, and school in the 2020-21 school year.

Principals are responsible for ensuring that student attendance is recorded daily, accurately, and in a timely manner in MiSiS for all students in all class periods.

Teachers are required to submit and certify attendance in MiSiS every day no later than 3:00 p.m. for that school day, with corrections to account for student participation in distance learning after that time entered by 3:00 p.m. on the following day, or by an earlier time designated by the school site administrator.

Submitting attendance for the current school day is to capture student participation that occurred by 3:00 p.m.

The updating of attendance for the previous school day is for purposes of capturing any student participation that occurred after 3:00 p.m. for the previous school day (for attendance/participation credit).

A pupil who does not participate in distance learning on a schoolday shall be documented as absent for that schoolday. Absence from distance learning will be reported on student report cards and factor into each school's chronic absence rate on the state dashboard.

All teachers shall have up to four school days to update attendance records in MiSiS as necessary.

All teachers shall:

- Document and track attendance in daily live interaction for all students
- Document and track participation in distance learning (as outlined in the table above)
 - Record students as present or absent daily, including reason code as appropriate in MiSiS.
 - [District integrated applications](#) will not require separate documentation of student participation, however applications that are not district integrated (those that cannot be readily tracked by the District) will require maintenance of an electronic or paper 5 column roster
- Submit and certify attendance in MiSiS every day no later than 3:00 p.m. for that school day, with corrections to account for student participation in distance learning after that time entered by 3:00 p.m. on the following day, or by an earlier time designated by the school site administrator.
- Maintain a daily attendance record electronically and as necessary, record attendance on a printed or electronic *Five Column Roster* if unable to take attendance due to MiSiS technical issues (as a back-up attendance record). Teachers shall add the names of any students not listed on their *Five Column Roster* and cross out the names of any students dropped from their class and sign and date the report.
- Contact parents/caregivers of students on a daily basis who did not participate in daily live interaction and/or demonstrate participation in distance learning and document in the MiSiS contact log all successful and attempted contacts. Available [here](#): under Job Aids>Student Support

In addition, principals must ensure that substitute teachers have access to Five Column Rosters, MiSiS, and any other tools that might be necessary to submit attendance as required. Refer to the MiSiS Resources and Job Aids, "*Manage Teacher Absences and Substitute Details*" <http://achieve.lausd.net/Page/6104> .

Communication with Students and Families regarding Attendance/Participation Expectations

All schools shall provide students and families with information to ensure access to daily, live interaction for the period of distance learning, including platform(s) where students are expected to log-in to participate in daily, live, interaction, platform(s) where they are expected to access and/or submit assignments and log-in requirements to get credit for daily participation.

Students and parents/caregivers shall also be provided with an explanation of how attendance/participation will impact the student's attendance record, report card, and any/all grading standards that incorporate the element of participation (e.g., cooperation and work habits).

A sample **Attendance and Engagement/Participation Communication** may be found at the end of this document.

Attendance Record Keeping and Coding of Absences During Distance Learning

Beginning on the first day of instruction, teachers shall track student interactions, including participation in live interaction and other forms of participation as outlined above.

Students should be marked “Present” or “Absent” with the appropriate absence reason code in MiSiS.

Tardy (T) and Leave Early (LE) do not need to be tracked or documented in MiSiS during distance learning.

[Click here](#) to access MiSiS job aids.

It is recommended that schools use only the codes and absence reasons outlined in the table below.

--MiSiS attendance during distance learning--		
STATUS	Description	Notes
P	Distance Present	<ul style="list-style-type: none"> ✓ Evidence of participation/interaction on that day (attended daily live interaction and/or other forms of participation/interaction). ✓ Students participating in services as outlined in their IEP should be marked present for that school day. ✓ Same-day successful contact between certificated staff member and parent or caregiver and/or student.
A	Distance Absent	<ul style="list-style-type: none"> ✓ No evidence of participation/interaction on that day (did not attend daily live interaction and/or other forms of participation/interaction) ✓ No same-day contact between certificated staff member and parent or caregiver and/or student.
Absence Reason Codes		
REASON	Description	Notes
U	Uncleared	<ul style="list-style-type: none"> • Absent/no contact; • Document attempted contacts in the MiSiS contact log (MiSiS job aid>Student Support>Contact Log Mass Update Screen, job aid available here: https://achieve.lausd.net/Page/5831)
1	Excused	<p>Standard excusable reasons still apply, as outlined in existing policy, law, and communicated to students and parents via the Parent-Student Handbook.</p> <p>Every principal shall require satisfactory explanation from the parent/guardian of a student, either in person or by written note, whenever the pupil is absent a part or all of a school day as per California Code of Regulations (CCR), Title 5, section 306.</p> <p>California E.C. 48208 provides that a student shall be excused from school due to:</p> <ul style="list-style-type: none"> • Illness or injury of pupil • Illness or medical appointment during school hours of a child of whom the pupil is a custodial parent • Funeral of an immediate family member (may include any relative residing with the pupil) • 1 day: in state • 3 days: out-of-state and/or country • Jury Duty (students 18 years or older) • Medical, dental, optometric or chiropractic services • Quarantine under the direction of a county or city health officer

		<ul style="list-style-type: none"> • Administrator Approval -Justifiable Personal Reasons <p>Although absences for any reason are discouraged, <i>Administrator Approval of Student Absence Form</i> may be provided to parents/guardians requesting administrator approval for “justifiable personal reason” absences, such as:</p> <ul style="list-style-type: none"> • Attending a pupil’s naturalization ceremony to become a United States citizen • For the purpose of serving as a member of a precinct board for an election pursuant to Elections Code section 12302 (students older than 18 years old) • For the purpose of spending time with a member of the pupil’s immediate family who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment (maximum three days) <p>Additional Administrator Approval absences include, but are not limited to:</p> <ul style="list-style-type: none"> • Court appearance • Educational conference offered by non-profit organization (legislative/judicial) • Employment conference • Entertainment industry- no more than five absences per school year • Funeral service (extended days) • Medical exclusion or exemption • Observance of religious or cultural holiday, ceremony, or secular historical remembrance • Participation in not-for-profit performing arts organization (maximum five per school year) • Pre-arranged mental health services (mental health day treatment) • Religious instruction (attend minimum school day no more than four days per school month) • Religious retreat (shall not exceed four hours per semester) • Revoked suspension through appeal’s procedure • School sites shall retain copies of completed and approved/denied <i>Administrator Approval of Student Absence Forms</i> in the same location as all other absence notes and maintain them with all absence notes for audit purposes for five years.
2	Unexcused	<ul style="list-style-type: none"> • Absence reason provided by caregiver is not excusable, as defined above without successful same-day contact between certificated staff member and parent/caregiver and/or student. • Document contacts in the MiSiS contact log (MiSiS job aid>Student Support, job aids available here: https://achieve.lausd.net/Page/5831)

Distance Learning Attendance Codes

In anticipation of possible hybrid (in-person and distance learning) instruction at a later time this school year, new attendance and absences codes are being developed in MiSiS to reflect absence and presence during distance learning. Records entered during distance learning will be automatically cleaned up/re-coded in MiSiS to reflect distance learning codes when they are available. Additional information and guidance regarding these reason codes and data clean-up will be provided at a later time.

Absence Verification

Schools are tasked with the responsibility of partnering with parents/guardians to clear all absences. Every effort shall be made by the school staff to notify parents/guardians of their child’s uncleared absences and steps required to clear all absences.

Verification of Absence Reason(s)

The reason(s) for an absence may be submitted by a parent/guardian, or educational rights holder, students 18-years or older either in person, by written note, phone, or verified by a home visit. Any of the following persons may verify an absence(s) due to illness or quarantine according to California Code of Regulations

Title 5, Sect. 421:

- A school or public health nurse
- An attendance supervisor (e.g., PSA Counselor)
- A physician
- A principal
- A teacher
- Any other qualified employee of a school district assigned to make such verification.

Parents/guardians are responsible for providing documentation of an excused student absence (CA Code of Regulations §306).

Acceptable methods for parents/guardians to communicate an absence reason are:

- Providing a written notice, signed and dated by parent/guardians;
- An email initiated by a parent/guardian from the parent/guardian's known email address;
- Upload of absence note in Parent Portal – refer to Parent Portal Job aid Attachments
- A phone call to/from the known parent/guardian.

School personnel shall document the phone call with reason from parent/guardian in MiSiS contact log for audit purposes.

Unacceptable methods for parents/guardians to communicate an absence reason include:

- An email from an unfamiliar account to the school or to the teacher's personal device acceptable;
- A text message from any mobile device.

In State compliance audits, the most common finding is discrepancies between absence notes and attendance reported. School staff should not only use the absence notes to enter the reason codes, but also to confirm that the absence is reported correctly in MiSiS. Staff at elementary schools shall confirm that the absent day in MiSiS matches the absence date on the note. In addition to this confirmation, staff at secondary schools should also confirm that if note states that the student was absent for the entire day, all class periods for that student reflect the absence; if not, staff should change the present record to absent. If this information is not clear on the note provided, school staff must add a notation that identifies the absent periods the note is excusing.

Systems to Track and Support Students who are Not Participating in Distance Learning

[Senate Bill 98](#), Section 43504 states that the compulsory education requirements described in [Section 48200](#) continue to apply for the 2020–21 school year. All schools and districts are required to implement pupil engagement and outreach, as well as tiered reengagement strategies for pupils who are absent from distance learning. These procedures shall delineate how outreach to pupils and their parents or guardians, including in languages other than English, will be provided when pupils are not meeting compulsory education requirements and/or the school determines that the pupil is not engaging in instruction and is at risk of learning loss.

For the start of the 2020-21 school year, the automated Initial Notice of Truancy (INOT) process outlined in BUL 5464 - Initial Notification of Truancy (1st NOT) Central Automation and School Generated (2nd and 3rd NOT) Procedures are on hold.

All schools shall track attendance submittal and student attendance/participation in distance learning and establish and implement tiered reengagement strategies for students who are absent for more than 3 school days in a school week (or more than 60% of instructional days in a school week).

A pupil who does not participate daily in distance learning shall be deemed and recorded as absent by the teacher in MiSiS. Schools are encouraged to establish systems to support classroom teachers in making contact with caregivers and students prior to the beginning of the school year whenever possible, particularly for students who may be at-risk of nonparticipation in distance learning. In addition, schools are highly encouraged to establish systems that support classroom teachers with calling home to check in with students who do not participate in distance learning on a daily basis, and recording these contacts in the Contact Log in MiSiS ([click here](#)) to access the job aid under Job Aids>Student Support

Absences during distance learning will be reported to the state and district for purposes of calculating chronic absenteeism rates for each school and the District.

These tiered reengagement strategies shall include:

1. Running attendance submittal reports daily
2. Running MiSiS absences reports at least weekly, including the uncleared absence report
3. Designated staff member(s) to make personal phone calls to parents/guardians when students are absent to verify current contact information and to determine pupil/family needs including connection with health and social services (schools may refer families who are in need of resources and support to the LAUSD Student Health and Human Services hotline, which operates Monday-Friday from 8:00 a.m. – 5:00 p.m. (213) 241-3840); **this outreach is a state requirement for any student who is absent from distance learning for 3 or more days in a school week (or 60% of the instructional week)**
4. Needs to transition pupil to full-time, in-person instruction (when/if feasible)

Maintenance of Attendance Records/Document Retention

Pupil records are legal documents. Federal and State laws mandate that school employees protect and maintain the security and confidentiality of pupil records. State law requires that certain types of attendance documents be filed and stored. Required retention timeframes are detailed in [BUL-4926.2](#), *Attendance Manual Policy and Procedures*, dated March 1, 2013.

Principals are responsible for maintaining enrollment and attendance accounting records in accordance with District policy and ensuring that these records are available for audits.

Schools shall provide all teachers with a printed and/or electronic Five Column Roster at the beginning of each semester, for each class period. School office staff shall retain a master copy of the Five Column Roster, generated at the beginning of each semester, and periodically as needed. It is recommended that teachers record attendance in MiSiS and also on the Five Column Roster paper record at the beginning of each school year and at least until norm day and for several weeks at the beginning of each new semester to ensure accurate attendance accounting.

A job aid for running five column reports is available here under Attendance>Reports>Five Column Report:
<https://achieve.lausd.net/Page/6104>

In the event that *Five Column Rosters* are not available, attendance is to be recorded on a blank sheet of paper. The teacher must sign their name and date the paper attendance record. The paper attendance record shall be used to enter the information into MiSiS as soon as connectivity is restored.

Paper attendance records must be retained for five years from their date, unless the school is notified by the Central Office of an audit delay requiring a longer retention period.

BlackBoard Connect Calls

During the period of distance learning:

- All attendance must be submitted and certify attendance in MiSiS every day no later than 3:00 p.m. for that school day, with corrections to account for student participation in distance learning after that time entered by 3:00 p.m. on the following day, or by an earlier time designated by the school site administrator.
- Parents/guardians can designate the telephone number that will receive attendance messages on Blackboard Connect by indicating such on the *Student Emergency Information Form*.

Uncleared (UC) and no note (0) absences entered in MiSiS by 3:00 p.m. will be captured for a **same-day** BlackBoard Connect absence notification message:

- *DRAFT: Hello, this is XXX school; We hope that you and your loved ones are all doing well. This message is to inform you that our attendance records for XXXX, show that your student has not yet log-in (FOR SECONDARY, INDICATE FOR ONE OR MORE PERIODS) today and may be marked absent if they do not log-in and complete or submit their assignment(s) for today. Please assist your child with logging in and completing work so that they may receive attendance credit for today. If you need support, please call our office or contact your child's teacher. If you think you are receiving this message in error, please ask your child to log-in and confirm that they have participated today. If your child is not participate today, please provide a reason for this absence as soon as possible. If you*

would like assistance with accessing resources, you may contact our school or our District's Student Health and Human Services hotline at (213) 241-3840, Monday through Friday between 8 a.m. and 5 p.m.;

Uncleared (UC) and no note (0) absences that appear in MiSiS as of 3:00 p.m. **the following day** (absences for the previous school day) will result in a BlackBoard Connect call with this message:

- *Hello, this is XXX school; We hope that you and your loved ones are all doing well. This message is to inform you that our attendance records for XXXX, show that they were absent from distance learning (for one or more periods) yesterday. Please log in to the LAUSD Parent Portal for additional information. Please also contact your child's teacher if you think you are receiving this message in error and/or to provide a reason for this absence. If you would like assistance with accessing resources, you may contact our school or our District's Student Health and Human Services hotline at (213) 241-3840, Monday through Friday between 8 a.m. and 5 p.m.;*

It is important that schools accurately submit attendance and make all necessary updates prior to 3:00 p.m. each day to communicate correct information to parents/guardians and to minimize unnecessary inquiries.

Schools should regularly generate the MiSiS Uncleared Absence Report to identify students with uncleared absences and attempt to obtain verification for absence from parents/guardians.

Attendance Monitoring and Accuracy

Monitoring attendance taking and ensuring record accuracy are critical to ensuring that students are regularly attending school and abiding by California Compulsory Education Law.

The Attendance Not Submitted report shall be generated at least once per day to verify that all attendance has been submitted, accurate, and followed-up on as needed.

There are numerous reports and systems in place that are tools and resources schools should utilize to track student attendance outlined in the *Essential Reports for Monitoring Attendance Taking and Accuracy* (Table 1, below).

TABLE 1: HELPFUL REPORTS AND DATA TOOLS

To support tracking of attendance submittal and distance learning attendance and participation data

Report Name	Report Function/Use	Run Frequency	Job Aid
Attendance Not Submitted with Date Range **	This report provides a list of teachers who have not submitted attendance for their scheduled courses/ sections for any date range. Memos to Teachers can be generated with this report.	Daily before 3:00 p.m.	Attendance Not Submitted Report
Attendance Referral Form (Elementary)	This report will generate a single page of student's attendance and enrollment history for a select date range.	As needed	Attendance Referral Form
Attendance Referral Form (Secondary) **	This report will generate a student's summary attendance, detail attendance and enrollment history for a select date range.	As needed	Attendance Referral Form
Attendance Summary Report*	This report provides the number of full day absences, tardies, early leaves, partial days absences, partial days present, days enrolled and the percent present. A date range parameter can be selected. This report can be sorted by room, percent present or by alpha order (student). There is an option to include the home address	As needed	Attendance Summary Report
Classroom Attendance Totals by Date Range (Elementary & Secondary)**	This report displays the student's total instructional days, days attended, absences, and tardies by classroom. This report can be used for closing cumulative files.		Classroom Attendance Totals
Identify Students with Perfect Attendance (using the Attendance Summary Report)	This job aid goes into further detail in the procedure of identifying students that have perfect attendance for the month or year using the Attendance Summary Report and Microsoft Excel.		Identify Students with Perfect Attendance
Master Absence Report**	This report produces a list of students who have a full-day absence for the selected previous instructional day.		Master Absence Report
Statistical/SMASR**	This report provides summaries a school's attendance data and enrollment activity.		Generate a Statistical Report
Uncleared Absences Report	This report generates a list of students with uncleared absences accompanied by a letter to the parent/guardian requesting that the absences be cleared. The list/letter can be sorted by: teacher/counselor, grade level and student name.	Weekly/monthly	No job aid
Remote Learning Dashboard: Whole Child	Report to support teachers and schools with tracking log-in across numerous district applications; Limitation(s): Schoology information is currently several days old and does not currently display student log-in information by course for secondary students;	Daily	https://wholechild.lausd.net

(Sample) Attendance and Engagement/Participation Communication

Dear Families:

Welcome to the 2020-2021 school year! As we begin our school year together in a distance learning/online format, please know that we are committed to supporting every student's on-going participation and learning. Here are few important updates:

Consistent with state requirements from Senate Bill 98 and California Department of Education guidance, we will offer daily live interaction for all students through **Daily, Synchronous/Live Instruction**. These daily, live interactions are critical for instruction, progress monitoring, and maintaining school connectedness. Students will be engaged in learning using technology that allows our teachers to connect with all students in real-time to deliver:

- a. Direct instruction through video conferencing/internet communication.
- b. Teacher guided peer-to-peer learning.
- c. Whole or small-group instruction.
- d. Timely, actionable feedback.

Beginning on the first day of school, August 18, 2020, student attendance will be recorded daily. **Please be aware that students who do not participate in distance learning on a school day will be marked absent for that school day.** In addition, parents/caregivers will receive a call notifying them of their student's absence/non-participation for that school day.

At our school:

- We are committed to fostering safe, healthy, welcoming, and affirming learning environments in every classroom and schoolwide.
- We are student-focused and data-driven, striving to support all students to discover their gifts and talents, and to develop academically, emotionally, and socially to their fullest potential.
- We strive to provide clear, consistent communication to ensure that all stakeholders effectively support student success and achievement.
- Students value their own learning and show consistent effort and participation by logging in for synchronous instruction daily and on-time and submitting assignments by the posted deadlines.
- Teachers expect and recognize student efforts to continue to learn and develop their academic skills. *(OPTIONAL List Recognition/Reinforcement programs: e.g. the school will acknowledge student's consistent participation by awarding certificates/opportunity drawings tickets/other).*
- Parents/caregivers support student learning through regular communication with school staff and by ensuring that students are prepared for and participating in instruction. In addition, parents/caregivers notify teachers by phone/email/digital platform if their student is unable to participate and provide the reason for absence.

In situations where a student is not engaging or participating in instruction, designated support staff will reach out to students and parents/caregivers to address barriers, problem-solve, and assist with improving student engagement.

(High School Only) It is important for students and parents/caregivers to be aware that lack of engagement in instruction may result in course failure, which could put progress toward graduation at-risk.

Here is our daily, synchronous/live instructional schedule:

<<INSERT SCHEDULE>>

Daily attendance will be tracked and documented as defined by student participation in:

- a. daily, synchronous/live instruction
- b. completion of assignments and assessments

Absences will be recorded on each student's attendance record, progress reports, and report cards and will be viewable by parents/caregivers in the [Parent Portal](#).

If you have any questions or need support, please do not hesitate to contact us.

Name and Title	Phone Number	Email Address	Office Hours
Principal (Name)			
(Support Staff Name)			
(Support Staff Name)			
(Support Staff Name)			

You may also contact our Los Angeles Unified Student Health and Human Services hotline, Monday through Friday between 8:00 a.m. - 5:00 p.m. at (213) 241-3840 for additional resources and support.

We look forward to a successful school year.

Sincerely,

Principal

Attachment C: No Show Procedures and Withdrawals during Distance Learning

This document will provide guidance for withdrawal procedures, No Show process, and re-enrolling students previously identified as No Shows during Distance/Online Learning.

School personnel shall immediately register all known non-enrolled students residing within the school's attendance boundaries and those with special circumstances (e.g., student experiencing homelessness, foster youth, probation, and recently immigrated youth) regardless of the time of year. To ensure that all students are enrolled and avoid students being withdrawn due to non-participation and/or connectivity issues during Distance/Online Learning schools shall implement the following:

Outreach to Students with Excessive Absences/Non-Participation

All schools shall track attendance submittal and student attendance/participation in distance learning and establish and implement tiered reengagement strategies for students who are absent for more than 3 school days in a school week (or more than 60% of instructional days in a school week).

Each school shall make every effort to locate students who are not attending and exercise due diligence, including:

- Designate staff member(s) to make personal phone calls to parents/guardians when students are absent to verify current contact information and to determine pupil/family needs including access to technology (schools may refer families to ITD at (213) 443-1300) and/or connection with health and social services (schools may refer families who are in need of health and social services resources and support to the LAUSD Student Health and Human Services hotline, which operates Monday-Friday from 8:00 a.m. – 5:00 p.m. (213) 241-3840); **this outreach is a state requirement for any student who is absent from distance learning for 3 or more days in a school week (or 60% of the instructional week)**
- Phone calls to all known contact numbers listed in MiSiS and/or on other pupil records
- E-mail parent/guardian/caregiver, if a verify e-mail address is listed in MiSiS
- Mail the Not Attending, Not Enrolled, No Show Letter

All successful and unsuccessful attempts shall be entering into MiSiS Contact log. For the most updated instructions on entering individual and mass contact log, visit the MiSiS Resources and Job Aids website at <http://achieve.lausd.net/Page/4596>.

Withdrawal of Students

During Distance/Online Learning when the transfer is out of district, a school shall only withdraw a student upon receipt of validating documentation (i.e., records request, enrollment verification form) from the receiving school.

Valid documentation is required before withdrawing a student with the following withdrawal types:

- California Public School Outside LAUSD (L3)
- California Private School (L4)
- School Outside California (L5)
- Graduated, Matriculated, or Special Education Certificate of Completion, CHSPE, HiSet (L7)

Students who are transferring to another LAUSD school (L2) should be auto withdrawn in MiSiS by the receiving school. Receiving schools shall carefully verify the identity of the enrolling student by checking the student's name, district identification number, birthday, gender, parent's name, district identification number, and previous enrollment history before auto withdrawing the student.

Schools may run the MiSiS Automatic Withdrawal Report to determine which students were auto withdrawn from their school. For verification purposes, schools should run the Automatic Withdrawal report daily. For the most updated instructions on using Auto Withdrawal process and generating the Auto Withdrawal Report, visit the MiSiS Resources and Job Aids website at <http://achieve.lausd.net/Page/4596>.

Students are expected to be enrolled and attend school on all assigned school days according to state law. Schools shall not conduct mass checkouts, force-outs, push out, or withdraw students early to prevent their attendance at school.

Secondary Student Withdrawal

Schools shall implement procedures to ensure that the Student Clearance Form is provided to teachers and returned to office staff for record keeping purposes. Clearance Form is provided by the office staff to notify the teacher that a student is withdrawing from class and to request final grades. Once the student has been disenrolled it is no longer possible to generate the student clearance form. For the most updated instructions on using the Student Clearance Form, visit the MiSiS Resources and Job Aids website at <http://achieve.lausd.net/Page/4596>.

Elementary Withdrawals

Schools shall implement procedures to ensure that the Notice of Entrance and Withdrawal (Pink E/L slip) is provided by office staff to notify the teacher that a student is withdrawing from their class. The Notice of Entrance and Withdrawal form is to be retained with student's absence notes.

Although school attendance for student under the age of six is not mandatory, school shall not withdraw an enrolled Kindergarten student for low academic performance, poor attendance/participation, or disciplinary reasons. If it is determined by the administrator that a student was enrolled in Kindergarten using fictitious records and information, then refer to [Reference Guide 6554.4](#) for instruction on withdrawing student.

Parent Assurance Letter

The Parent Assurance letter (PAL) is the official form used to document withdrawal, transfers, and other student movement. School shall provide the [Parent Assurance Letter](#) (Attachment Q). School staff shall document as much information as possible, including a destination school, home address, working phone number, and contact information of relative. The withdrawal date should be the last day of attendance to avoid duplicate enrollment, except for absences due to suspension (4) or medical note (1M). The original Parent Assurance Letter (PAL) must be placed in the student's cumulative record and a copy filed in a designated office where it can be accessed. Student withdrawal should not be withheld due to a student owing textbooks, fees, or materials.

No Show Procedures

As outlined in [Reference Guide 6554.4](#), a "No Show" student is a student who is scheduled and expected for enrollment at any time of the instructional year but is marked absent for every period that the student is scheduled.

- Beginning on the first day of instruction, students **for whom the school has received valid documentation of a 20-21 school year enrollment and/or a records request from a non-district school** (from another district, private school, or school outside of the State of California) may be withdrawn and/or flagged as No Shows.
- Beginning Monday, August 31, if due diligence efforts to locate students who have been absent/non-participating since the first day of instruction have been unsuccessful, the school may mark the student as a No Show.
- A student will not be processed in MiSiS as a No Show if marked present, if attendance has not been submitted, if grades have been entered, or if the student is receiving transportation services as a part of their IEP/Special Education program.
- Schools shall continue to follow up on students on the No Show list by making daily outreach to locate all students identified to ensure enrollment in an educational program in compliance with California Compulsory Education laws.

MiSiS No Show Report

The No Show report is to be run regularly to assure that students were processed as No Shows.

The No Show Report will list all students identified as No Shows.

The report will also indicate if any student(s) identified by the school as No Shows could not be processed because of Attendance Not Submitted, being marked present or absent with a reason code, or other errors. Schools will have to correct those errors for the No Show status to process.

For the most updated instructions on using the No Show process and generating the No Show Report, visit the MiSiS Resources and Job Aids website at <http://achieve.lausd.net/Page/4596>.

Before identifying any students as “No Show”

- 1) Generate Reports
 - Run and print the No Show Student Schedule Summary report.
 - Run the Attendance Not Submitted Report or collect and review Attendance Rosters to verify all teachers have submitted accurate attendance.
 - Run the Teacher Discrepancy Report and correct attendance, if required.

- 2) Identify No Show Students
 - Run the Master Absence Report to determine who was absent.
 - Identify students who did not participate in Distance/Online Learning.
 - Verify that identified students are marked absent with an Uncleared (UC) reason code.
 - Students who are marked present, or who have Attendance Not Submitted will not be processed as No Show in MiSiS.
 - Follow-up with teachers and review contact log notes to gather additional information.
 - Review other available reports, such as the Whole Child Remote Learning Dashboard report, Schoology reports, or other relevant tools to determine if student participated, but was marked absent

Student Returning After Being Process as No Shows

No Show students returning after being processed as No Shows will need to be re-enrolled. Schools shall manually update the student's entry date upon the student's first day of Distance/Online Learning participation for any students who return to school after the first instructional day of the academic school year.

- E-Date Error: MiSiS sets the first day of instruction within any given school year as a student's entry date. However, schools will be allowed to manually change a student's entry date to the first date of actual presence.
- Failure to change the entry date will result in unexcused absences.
- Failure to manually update the E-Date to the first day present will deflate the school's attendance rate.

Table 1: Withdrawal Types, Reasons and Validation Documentation

Withdrawal Type	Applicable Withdrawal Reason	Validation Documentation
L1 Same School	Other (23) Special Education Assignment (03)	Not applicable
L2 Other LAUSD School	LAUSD Adult School Diploma/HiSET Program / ACCT (28) LAUSD Adult School Non-Diploma/Non-HiSET Program (29) Affiliated Charter School (E46) Expulsion Recommendation (19) Expulsion Reinstatement by Board Action (21) Inaccurate Residence (02) Intra-District Permit, Not PWT (12) Magnet Assignment (05) Not Recommended for Expulsion by Expulsion Review Committee (33) Opportunity Transfer (18) Option School (27) Other (23) Other District Expulsion Pending Board Action (34) Permit Termination (17) Permit With Transportation (PWT) (04) Public School Choice (44) Residence Change (01) Special Education Assignment (03) Special Education Non-Public School (Sp Ed NPS) (39)	K-12 -MiSiS Verification (Positive attendance at a K-12 LAUSD school) Enrollment Verification Letter
L3 California Public School Outside LAUSD	Non-LAUSD Adult School Diploma/HiSET (31) Non-LAUSD Adult School Non-Diploma/Non-HiSET (42) College (Working towards AA or BA) (47) Expulsion to LACOE by Board Action (35) Inaccurate Residence (02) Inter-District Permit (09) Juvenile Detention (45) Other (23) Other District Expulsion Pending Board Action (34) Permit Termination (17) Residence Change (01) Independent or Non-LAUSD Charter School (54)	Enrollment Verification Letter Class schedule or Official Transcripts Records Request from the new school Enter the Records Request in MiSiS.
L4 California Private School	Private School (38)	Copy of CA Private School Affidavit Enrollment Verification Letter Records Request from the new school Enter the Records Request in MiSiS
L5 School Outside California	Moved to Another Country (37) Moved to Another State (36)	Parent Assurance Letter (PAL) <i>Enter the PAL in the Withdrawal History section in MiSiS</i> Enrollment Verification Letter Records Request from the new school Enter the Records Request in MiSiS

Frequently Asked Questions

1) Can I No Show a student who is absent on the first day of school?

- a. Beginning on the first day of instruction, students **for whom the school has received valid documentation of 20-21 enrollment and/or a records request from a non-district school** (from another district, private school, or school outside of the State of California) may be withdrawn and/or flagged as No Shows.
- b. Beginning Monday, August 31, if due diligence efforts to locate students who have been absent/non-participating since the first day of instruction have been unsuccessful, the school may mark the student as a No Show. Schools are to continue to follow up on students on the No Show list daily in attempts to locate all whereabouts unknown. Schools should only No Show students whom they are able to confirm a next school year of enrollment.

2) Can I No Show a student who is a run away?

Beginning Monday, August 31, if due diligence efforts to locate the whereabouts of a student are unsuccessful, the school may mark the student as No Show or Whereabouts Unknown.

School staff shall advise family to file a police report, if a police report has not been file. Notify family of their responsibility to inform the school of any updated information. Schools are to continue to follow up on students on the No Show list daily in attempts to locate all whereabouts unknown.

3) Parent stated child will not be enrolled for school year 20-21 or student refuses to participate in Distance/Online Learning.

Student is to remain enrolled until valid documentation of enrollment in another school is provided. Strategies to re-engage the student and family with the goal of student participating in Distance/Online Learning are to be implemented. If applicable/appropriate, school personnel should consult with and/or refer to school-site and/or Local District Student Health and Human Services personnel for support.

Families may also be referred to the Student Health and Human Services hotline at (213) 241-3840. This hotline provides resources and referrals to support with physical and mental health, basic needs, child welfare and attendance, nursing, health insurance enrollment, and student medical and wellness center services.

4) Family moved out of state and parent is unable to visit office to fill out Parent Assurance Letter.

Schools shall document on the [Parent Assurance Letter](#) document all information provided by the parent/guardian, initial, date, and file with the other Parent Assurance Letters. Enter contact with parent into MiSiS Contact Log. Inform parent that their child will not be withdrawn until valid documentation is received from the new school.

5) Is the Parent Assurance Letter sufficient to withdraw a student?

The Parent Assurance letter (PAL) is the official form used to document withdrawal, transfers, and other student movement. Valid documentation is required before withdrawing a student. Each withdrawal type requires certain types of validation documents. Refer to the Withdrawal Type and Reason Chart.

PURPOSE

This job aid provides directions for managing user access to the Student Enrollment Portal.

Automatic access to the portal is provided to school staff with the following job titles: Principal, Assistant Principal, School Administrative Assistant, Senior Office Technician, Office Technician. Local District and Central Office staff may be assigned access to the portal.

The following user roles are available in the Student Enrollment Portal:

- **User**- Assigned to school staff such as SAA, Senior Office Tech, and Office Tech. User is able to view and edit all applications at the assigned school.
- **School Admin**- Assigned to school principal, assistant principal. User is able to view and edit all applications at the assigned school and manage user access at the assigned school.
- **LD**- Assigned to Local District staff. User is able to view and edit all applications at schools within the Local District and manage user access for Local District staff.
- **Admin**- Assigned to Central Office staff. User is able to view and edit all applications within the District and manage user access for the Central Office staff.

This job aide provides directions to complete the following tasks.

- Log in to the Student Enrollment Portal
- Navigate to the User Dashboard
- User Dashboard Features
- Adding a New User
- Removing a User
- Changing User Notification Setting

To complete these tasks user must be assigned a School Admin, LD, or Admin user role in the Student Enrollment Portal.

LOG IN

1. Go to the Student Enrollment Portal <https://enroll.lausd.net>.
2. Select Admin, Principal, Designee icon.
3. Enter Single Sign On (SSO) credentials.

NAVIGATE TO USERS DASHBOARD

1. Click **Users** at the top of the Administrator Home Screen.



USERS DASHBOARD FEATURES

The Users Dashboard includes a search and search results.

1. Search filters include
 - Email or single sign on
 - Location
 - Local District
 - User Type
2. Search results display
 - Name
 - Title- Displays job classification title.
 - Email – Displays LAUSD email address.
 - Location- Displays assigned location.
 - Type- Displays user role for Student Enrollment Portal
 - Notification- Displays Yes or No. If Yes displays, user receives automatic email notifications from the Student Enrollment Portal. If No displays, user does not receive email notifications.

Users [Add new](#)

Clear search filters

Email/SSO Location LD User type

[Search](#)

Result: 4

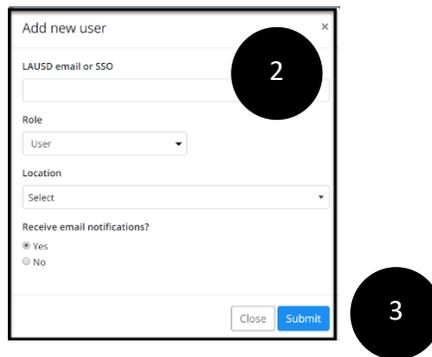
Name	Title	Email	Location	Type	Notification	
[REDACTED]	ASST PRIN, ELEMENTARY	[REDACTED]	109th Street Elementary	School Admin	No	edit remove
[REDACTED]	OFFICE TECHNICIAN	[REDACTED]	109th Street Elementary	User	No	edit remove
[REDACTED]	PRINCIPAL, ELEMENTARY	[REDACTED]	109th Street Elementary	School Admin	No	edit remove
[REDACTED]	SCH ADMINISTRATIVE ASSISTANT	[REDACTED]	109th Street Elementary	User	No	edit remove

ADD A NEW USER

1. Click **Add New** on the User Dashboard.



2. Enter new user information on the screen.
 - **LAUSD Email or SSO** – Enter LAUSD email address.
 - **Role**- Select user role. Refer to user role descriptions above.
 - **Location**- Select the school location if user role selected is User or School Admin.
 - **Local District** – Select Local District if user role selected is LD.
 - **Receive Email Notifications**- If Yes is selected the new user will receive automatic email notifications when a parent/guardian submits an application or the application status is updated.



The screenshot shows a modal window titled "Add new user" with a close button in the top right corner. The form contains the following fields and options:

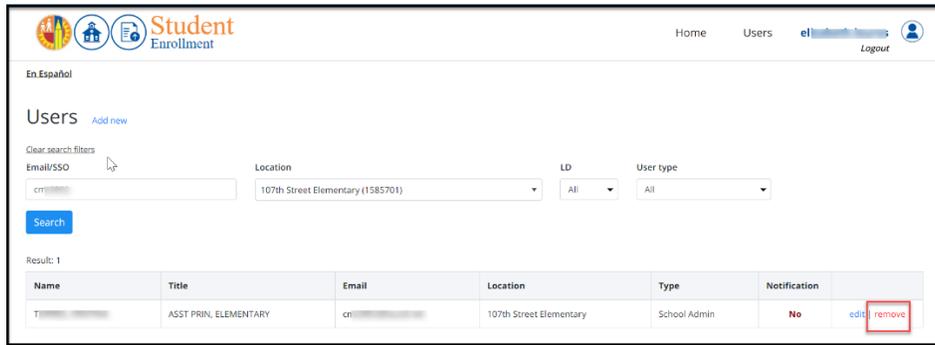
- LAUSD email or SSO**: A text input field with a callout circle containing the number "2" pointing to it.
- Role**: A dropdown menu with "User" selected.
- Location**: A dropdown menu with "Select" selected.
- Receive email notifications?**: Radio buttons for "Yes" (selected) and "No".
- Buttons**: "Close" and "Submit" buttons at the bottom right, with a callout circle containing the number "3" pointing to the "Submit" button.

3. Click **Submit** to add the new user.
4. A confirmation message will display on the User Dashboard.



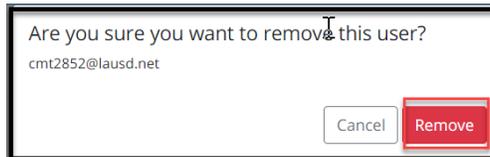
REMOVING A USER

1. Search for the user to be removed using email address or location.
2. On the User Dashboard, click **Remove**.



2

3. Click **Remove** in the pop up message.

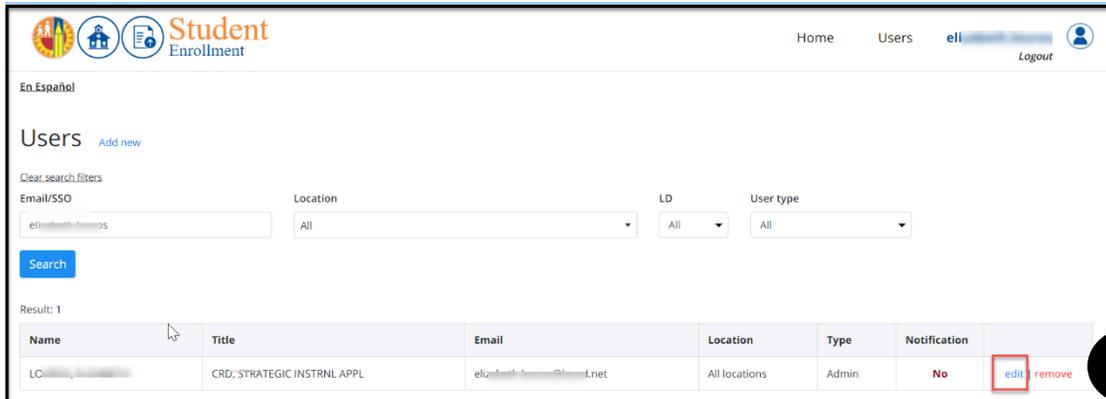


3

4. A confirmation message will display.

CHANGING USER NOTIFICATION SETTINGS

1. Search for the user using the search on the User Dashboard.
2. On the User Dashboard, click **Edit**.



2

3. In the pop up window select the email notification setting for the user and click **Update**.
 - Yes- User will receive automatic emails from the Student Enrollment Portal.
 - No- User will not receive automatic emails.

User ×

el [redacted] t

Receive email notifications?

Yes

No

Cancel Update

3

4. A confirmation message will display.

PURPOSE

The online LAUSD Student Enrollment Portal supports the submission of enrollment information to schools of residence for new students enrolling in grades TK-12th grade. Parent/guardians may enter the information included on the LAUSD Enrollment Form, Emergency Information Card, and Student Housing Questionnaire in the portal. Parents may also upload documents to support enrollment, including Proof of Age, Proof of Address, Immunization Records, Individualized Education Plan, and other documents.

Sections completed by parent/guardians and viewable/editable by school staff include:

- Section 1 School and Address
- Section 2 Student Information
- Section 3 Parent/Legal Guardian
- Section 4 Home Language and Ethnicity
- Section 5 Student Education
- Section 6 Children Living in Household
- Section 7 Health Information
- Section 8 Emergency Contacts
- Section 9 Document Upload

Only students who do not have a 2020-2021 enrollment in MiSiS or who are new to LAUSD should submit an application through this portal. This portal is not for continuing, transferring, or matriculating LAUSD students. The portal does not support Expanded Transitional Kindergarten, Choice Program (Magnet, Dual Language, etc.) or Zone of Choice enrollment.

Until the application has been approved by the school, parents may edit the application and upload additional documents. Parent/guardians and school staff receive an automatic email when the application is submitted and when the application status changes.

School staff may view, edit, transfer, and approve the applications for their assigned school in the Student Enrollment Portal. After the application is approved by the school, the student enrollment information will be automatically uploaded to MiSiS. School staff complete the student enrollment in MiSiS and schedule the student. **Please note the ability to view approved applications in MiSiS will not be available until early June.**

This job aid is designed to provide directions to complete the following tasks at the school level:

- Log In to Enrollment Portal
- View Administrator Home Screen
- View and Edit Student Enrollment Application
- Update Student Enrollment Application Status
- Transfer an Application

Automatic access to the Enrollment Portal is assigned to school Principals, Assistant Principals, School Administrative Assistants, Senior Office Techs, and Office Techs assigned to school sites. Staff at Local District and Central District offices are assigned access.

RESOURCES

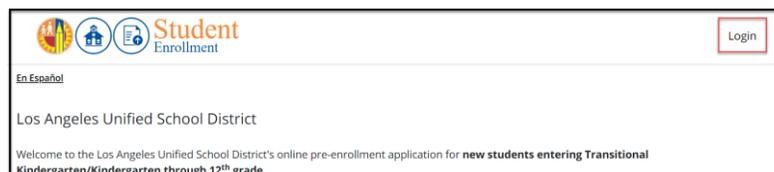
For additional information regarding to the Parent screens refer to the job aid parent/guardian navigation in the [Student Online Pre-Enrollment Portal Materials' folder](#)

For additional information regarding the Enrollment Portal, refer to the [Student Online Pre-Enrollment Portal Materials' folder](#)

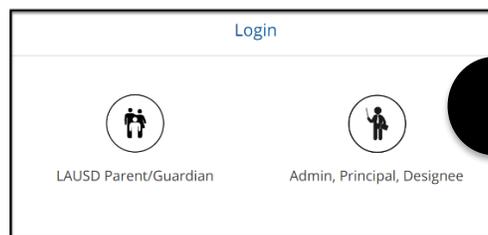
LOG IN

Go to the LAUSD Enrollment Portal at <https://enroll.lausd.net>

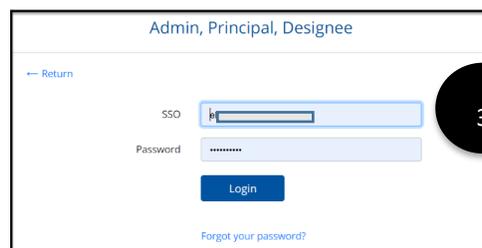
1. On the Welcome page click **Log In**.



2. Select the **Admin, Principal, Designee** icon.



3. Enter LAUSD Single Sign On (SSO) credentials. Click **Login**.



VIEW ADMINSTRATOR HOME SCREEN

After logging on the Administrator Home Screen will display. The screen displays records based on user access level.

- School users –Records for user assigned school only.
- Local District users- Records for schools within the users assigned Local District.
- Central Office users- Records for all schools.

Administrator Home Screen Features

En Español

Home Users Logout

Home

Clear search filters

Application ID Student first name Student last name School Status

Search

Result: 11 Sort by: Submitted date

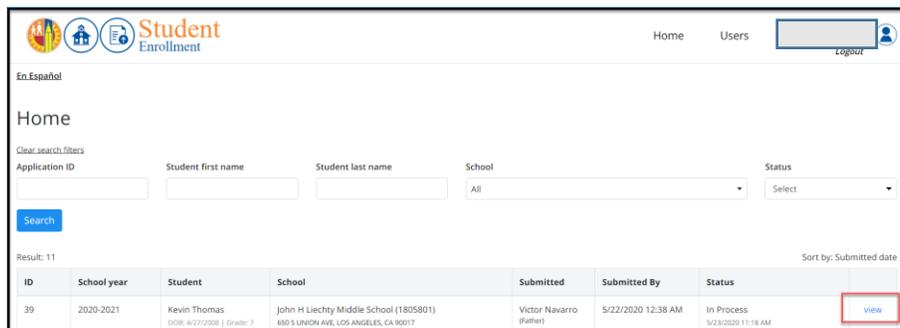
ID	School year	Student	School	Submitted	Submitted By	Status	
39	2020-2021	Kevin Thomas DOB: 4/27/2008 Grade: 7	John H Liechty Middle School (1805801) 650 S UNION AVE, LOS ANGELES, CA 90017	Victor Navarro (Father)	5/22/2020 12:38 AM	Cancelled 5/22/2020 11:25 AM	view
33	2020-2021	my little one DOB: 10/8/2007 Grade: 5	()	me (me)	5/20/2020 1:23 PM	Submitted	view
31	2020-2021	Andrew Parra DOB: 4/27/2008 Grade: 6	()	Diego Parra (Father)	5/20/2020 2:21 PM	Submitted	view
27	2020-2021	ALicia Garoupa DOB: 8/1/2005 Grade: 6	107th Street Elementary (1585701)	A (CS)	5/19/2020 9:58 AM	Approved 5/19/2020 10:11 AM	view

1. Search – Users may search by Application Id, Student First Name, Student Last Name, School, or Application Status.
2. Search Results
 - ID- Application Id assigned by the system when the parent submits the application.
 - School Year
 - Student
 - School- Name of school currently assigned to application.
 - Submitted- Name of parent/guardian who submitted the application.
 - Submitted by- Date and time stamp of submission.
 - Status- Current status of the application.
 - Submitted- This status is automatically generated when the application is submitted by the parent/guardian.
 - In Process- School has received the application and is in progress or pending additional documentation.
 - Approved-The school has reviewed and deemed the pre-enrollment packet complete/finalized/accepted.
 - Transferred- The application has been transferred from one school to another school.
 - Cancelled-Application has been canceled due to parent request or because the student ineligible to enroll based on age or address.

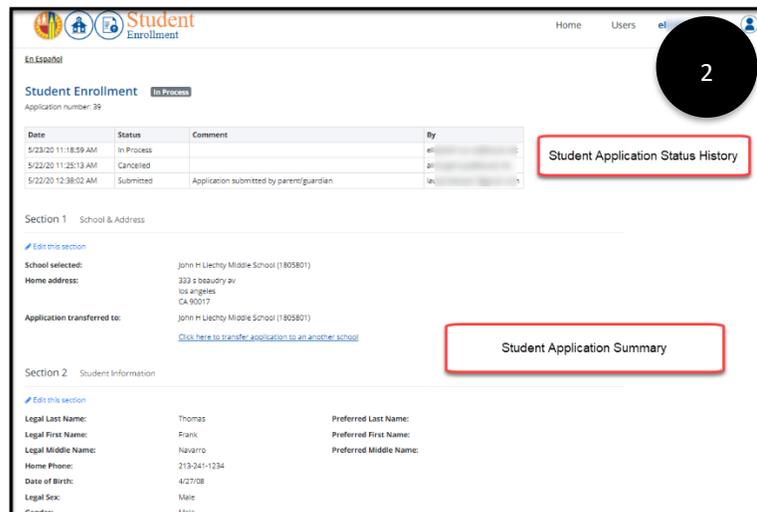
- Sort By- Click to sort search results by Submitted Date, Status, School, Student Last Name, and Student First Name.
- Home- Click Home to return to the Administrator Home Page.

VIEW AND EDIT STUDENT ENROLLMENT APPLICATION

- Click **View** in the search results on the Administrator Home screen.



- The Student Enrollment Summary screen displays the application status history and the student application summary information.



- Carefully review all sections for accuracy and completeness.

4. To edit any section, click **Edit this Section**. Required fields are marked with a red asterisk.

4

Section 2 Student Information

[Edit this section](#)

Legal Last Name:	Thomas	Preferred Last Name:
Legal First Name:	Kevin	Preferred First Name:
Legal Middle Name:	Navarro	Preferred Middle Name:
Home Phone:	213-241-1234	
Date of Birth:	4/27/08	
Legal Sex:	Male	
Gender:	Male	

- Student Housing Questionnaire (SHQ) -

Has the student transferred schools any time after completing the second year of high school? N/A

Is the student currently living in one of the Nighttime Residence? No

5. The enrollment application will display in edit mode. In accordance with District policy, update student information as needed.

Los Angeles Unified School District

Student Pre-Enrollment

Please complete and submit the form below.

* Indicates required field.

Section 1 - School & Address Section 2 - Student Information Section 3 - Parent/Legal Guardian Section 4 - Home Language and Ethnicity Section 5 - Student Education Section 6 - Children Living in Household Section 7 - Health Information Section 8 - Emergency Contacts Section 9 - Documents upload

Student legal name

First name * Last Name * Middle name

Kevin Thomas Navarro

Preferred name (if applicable)

First name Last Name Middle name

5

6. To save any edited information select an action at the bottom of the screen. Information entered will not be saved with selecting one of these actions.
- **Save and Go to Summary**- Save the current section and return to the student enrollment summary screen.
 - **Save and Continue**- Save the current section and go to the next section of the enrollment application.

The **Previous** button displays the previous section of the application without saving.

Temporarily in another family's house or apartment
 Temporarily with an adult that is not the parent or guardian

Yes
 No

6

- Review the documents uploaded by the parent/guardian in Section 9 Document Upload. To download the document, click **View**.

Section 9 Documents upload

[Edit this section](#)

#	Document name	Date	
1	Proof of Residence	5/22/20	view
2	Proof of Student's Age	5/21/20	view
3	Identity Verification	5/22/20	view
4	Identity Verification	5/22/20	view
5	Proof of Immunization	5/22/20	view

7

- Section may also be viewed and edited by clicking on the **Section Tabs** at the top of the screen in edit mode.

Los Angeles Unified School District

Student Pre-Enrollment

Please complete and submit the form below:

* Indicates required field.

Section 1	Section 2	Section 3	Section 4	Section 5	Section 6	Section 7	Section 8	Section 9
- School & Address	- Student Information	- Parent/Legal Guardian	- Home Language and Ethnicity	- Student Education	- Children Living in Household	- Health Information	- Emergency Contacts	- Documents upload

Home Language of the Student

Which language did your child learn when he/she/they first began to talk? *

Spanish

Which language does your child most frequently use at home? *

English

8

- To return to the Administrator Home Screen click **Return to Home Page** on the bottom of the Student Enrollment summary screen or **Home** at the top of the screen.

UPDATE STUDENT APPLICATION STATUS

After reviewing the student enrollment application the school must update the application status. Application status may only be changed when the current status of the application is Submitted, Cancelled, Transferred, or In Progress.

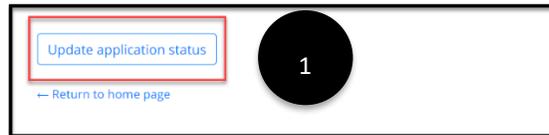
The application status allows school staff and the parent/guardian to monitor the process of the enrollment application. The status displays on the parent/guardian enrollment screen and the parent will automatically receive an email when the status changes. School staff will also receive an automatic email.

Approved status will trigger an automatic upload of the student information to MiSiS but the student will not be enrolled until school staff complete the enrollment process in MiSiS.

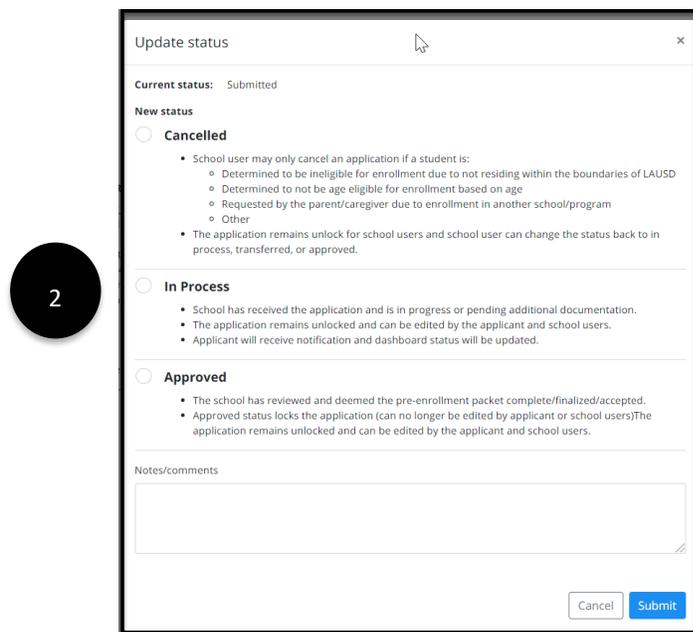
Please note the ability to view approved applications in MiSiS will not be available until early June.

To Change the Application Status:

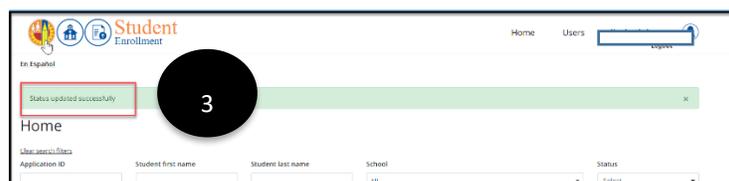
1. Click **Update Application Status** button at the bottom of the Student Enrollment Summary screen. This button will only display if the current application status is Submitted, Cancelled, Transferred, or In Progress.



2. The Update Status window will display. Click the appropriate application status. If Cancelled is selected, a comment is required.



3. A message will display on the Administrator Home screen when the status is updated successfully.

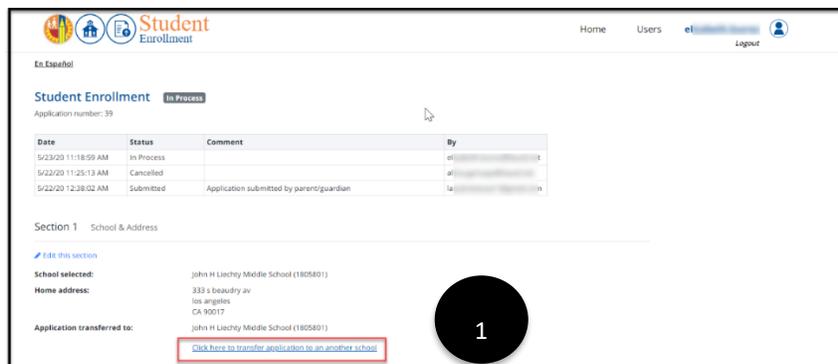


TRANSFER AN APPLICATION

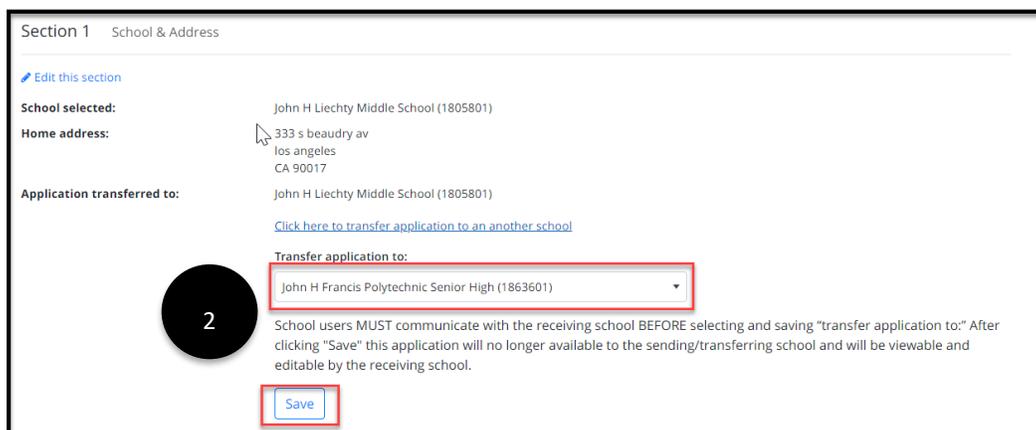
Schools may need to transfer an application to another school because the school the parent/guardian selected does not support the student's grade level or the student does not live within the school attendance boundaries. Before transferring an application, the school must contact the new school.

To Transfer an Application:

1. Click on **Click Here to Transfer Application to Another School** on the top Student Enrollment Summary screen in the application status history section.



2. Select the new school and click **Save**.



3. The application status will be updated to Transferred and the application will be accessible to the new school for processing. The school who transferred the record will no longer have access.



PURPOSE

The Student Online Pre-Enrollment Application Portal (enroll.lausd.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.

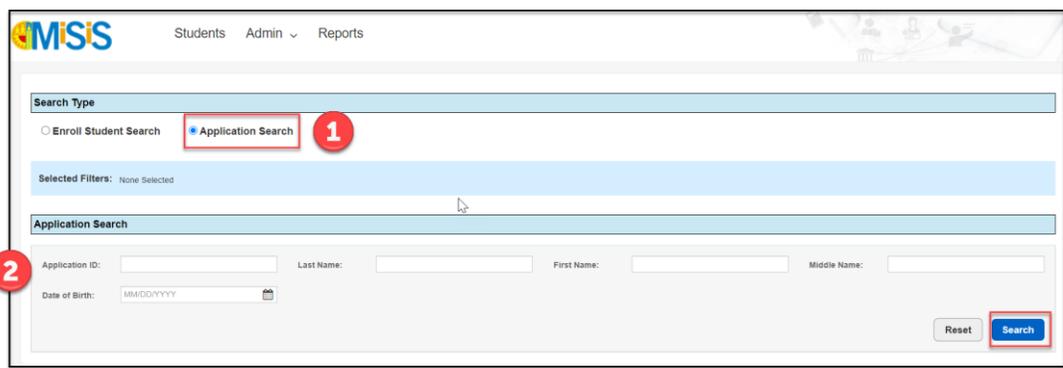
MENU PATH

Admin > Enroll Student

PROCEDURE – APPLICATION SEARCH

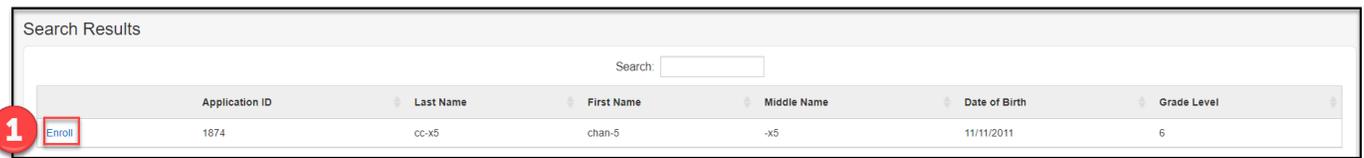
Step 1 Select **Application Search**. By default, the search screen will display accepted applications at the assigned school.

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



PROCEDURE – ENROLL STUDENT

Step 1 Click **Enroll**.



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.

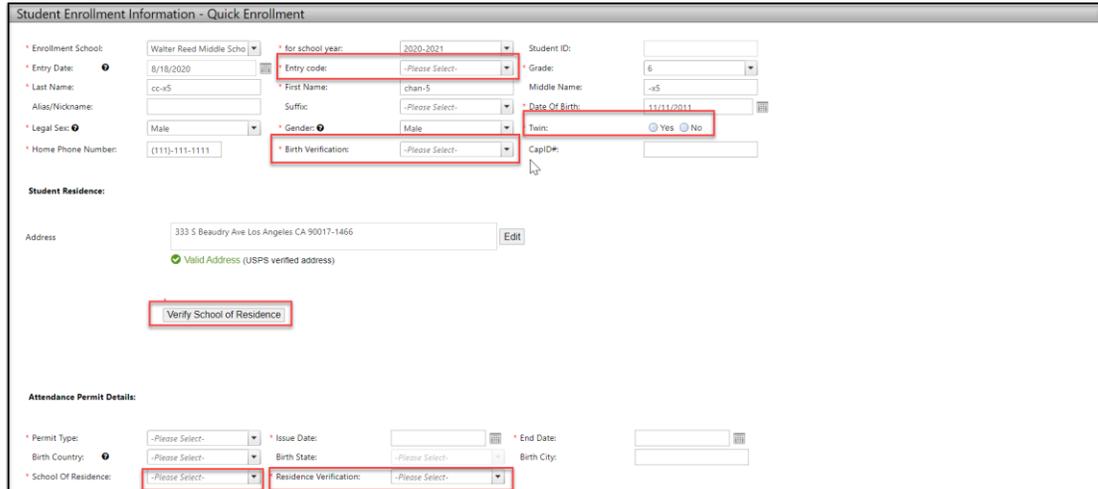
Due to differences between the Student Online Pre-Enrollment Application Portal and MiSiS, some fields must be entered to enroll the student. Schools are required to enter data in the following fields:

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.

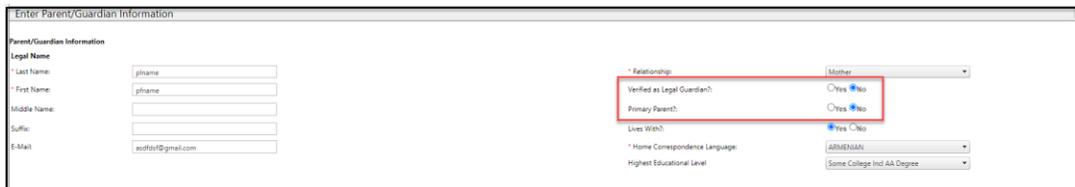
My Integrated Student Information System

- **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.



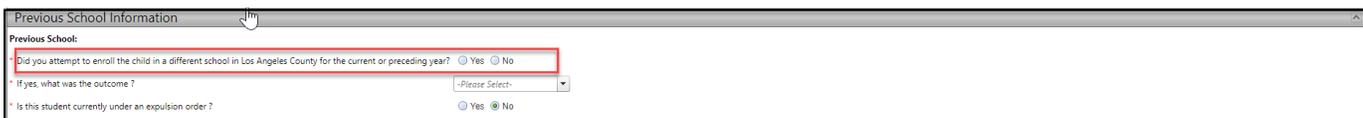
Parent/Guardian Section

- **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**.



Student Enrollment Information - Quick Enrollment

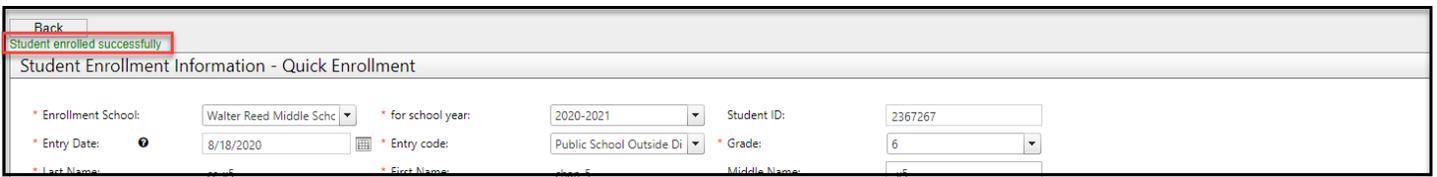
Enroll Back 3

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

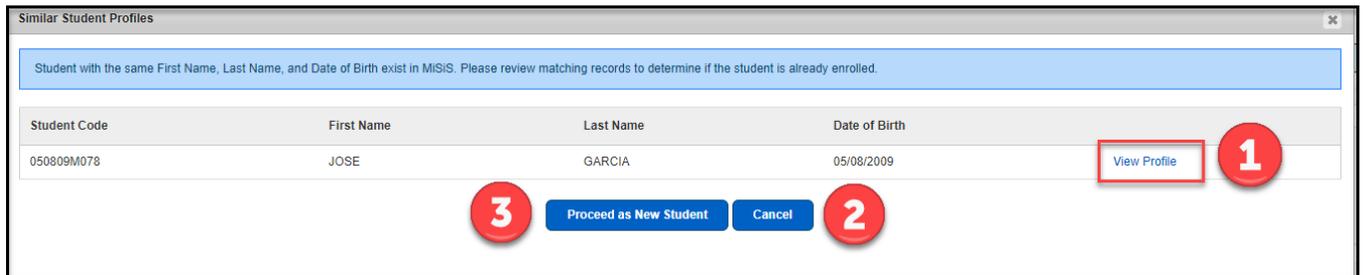
Last Name	First Name	Middle Name	District ID	Grade	Date Of Birth	Gender	Room	Home School	Home Phone
cc-x5	zhan-5		ANDREW	8	03/02/2006	M	101	Walter Reed Middle School	(323) 877-2037

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.



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

[View Profile](#) **1**

3 [Proceed as New Student](#) [Cancel](#) **2**

PURPOSE

The Student Enrollment Portal (enroll.lausd.net) allows parents/guardians of current LAUSD students to upload documents for school review and acceptance. Parent/guardians can also access this upload document feature through the Parent Portal where their children are already linked and associated to their accounts. Schools should not exchange completed documents via the parent/guardians personal email, as it is not a secure method of transmitting documents between the school and families. Information for schools about the Student Enrollment Portal is on the Student Health and Human Services website: <https://achieve.lausd.net/Page/16765>.

Below is a list of the document upload options available to parent/caregivers via this portal. The option of "other" is provided to allow parent/guardians the option to upload documents not listed.

Document Number	Document Name
1	Student Emergency information form
2	Proof of Residence/Address
3	Student Meal Application
4	Student Housing Questionnaire
5	Financial responsibility for damage to school property letter
6	Parent - Student handbook acknowledgements
7	Responsible Use Policy RUP for District computer systems
8	Parent/guardian publicity authorization and release
9	School rules behavior and standard policy
10	School attendance policy and procedures
11	Parent student acknowledgment form- loaned computing devices
12	Absence verification notes (notes: medical/parent)
13	Counseling services consent form
14	Uncleared Absence Letter
15	Special Education Assessment Plan
16	Individual Education Plan / 504 plan
17	Individual Graduation Plan
18	Individual Culmination Plan
19	Sports Physical
20	Immunization Record
21	Field Trip Slips
22	Intra-District permit
23	Address Confirmation Letter (NYE)
24	Consent for release-exchange of information (e.g., medical/DCFS)
25	Custody / Court Orders
26	Program participation (afterschool programs)
27	Parent Surveys
28	Parent Assurance Letter
29	Other

The job aid provides school users with the steps for accessing documents uploaded by parents/guardians through the Student Enrollment Portal. The Student Enrollment Portal has a Documents dashboard that will display all the documents uploaded for students who attend your school. Schools can access the documents by student ID, student name, status and file type. After review, schools shall update the status of the document and save and/or file it as appropriate per policy.

This job aide provides directions to complete the following tasks.

- Log in to the Student Enrollment Portal
- Navigating the Documents Dashboard
- Sorting the results display
- Accessing/viewing documents uploaded by parent/guardian
- Updating the status of the uploaded document

LOG IN

1. Go to the Student Enrollment Portal <https://enroll.lausd.net>
2. Click Login on the top right hand corner
3. Select Admin, Principal, Designee icon.
4. Enter Single Sign On (SSO) credentials.

NAVIGATE TO DOCUMENTS DASHBOARD

1. Click **Documents** at the top of the Administrator Home Screen.



DOCUMENTS DASHBOARD FEATURES

The Documents Dashboard includes a search filter and search results display. Upon selecting the Documents Dashboard, users will view the types of documents uploaded by student name.

1. Search filters include
 - Student ID
 - First name
 - Last name
 - School
 - Status
 - File type
2. Search Results display
 - ID – Unique number automatically assigned to each document uploaded
 - School year
 - Student – Displays First Name, Last Name and Student District ID Number
 - School – Displays current enrolled school
 - Document- Displays the uploaded file type. The parent/guardian selects the file type from a drop down menu before uploading and submitting.
 - Submitted – Displays the date and time the document was submitted by the parent/guardian

- Status- Displays Submitted, Reviewed or Completed.
 - Submitted: Displays automatically when the document has been submitted by the parent/guardian
 - Reviewed: The document has been reviewed by the school. (This status is entered by the school)
 - Completed: Processing is complete. No further changes are allowed. (This status is entered by the school)
- View- This hyperlink allows the school user to view and download the uploaded document.
- Update- This hyperlink allows the school user to update the status of the document.

Student Enrollment

Home Documents Users maricela.velis Logout

En Español

Documents

Clear search filters

Student ID First name Last name School Status

File type

Search

Result: 23 Sort: Submitted date

ID	School year	Student	School	Document	Submitted	Status	
27	2020-2021	[REDACTED]	Boyle Heights Continuation High (1883101)	4 - Student Housing Questionnaire	7/28/2020 3:19 PM	Received 7/29/2020 1:44 AM	view update
25	2020-2021	[REDACTED]	Central Continuation High (1858001)	4 - Student Housing Questionnaire	7/26/2020 1:55 PM	Submitted	view update
24	2020-2021	[REDACTED]	Central Continuation High (1858001)	1 - Student Emergency information form	7/25/2020 10:37 PM	Submitted	view update

SORTING THE RESULTS DISPLAY

1. Click on Sort above the results display.

School year	Student	School	Document	Submitted	Status	
2020-2021	[REDACTED]	Sophia T Salvin Special Education Center (1195501)	10 - School attendance policy and procedures	7/24/2020 4:05 PM	Submitted	view update

Sort: Student last name

2. Select your sorting option: Submitted date, Status, School, Student last name, Student first name.

Document	Submitted	Status
4 - Student Housing Questionnaire	7/26/2020 1:55 PM	Submitted
1 - Student Emergency information form	7/25/2020 10:37 PM	Submitted

Sort: Submitted date

- Submitted date
- Status
- School
- Student last name
- Student first name

VIEWING A DOCUMENT

1. Click the **view** hyperlink on the search results display.

Result: 23

Sort: Submitted date

ID	School year	Student	School	Document	Submitted	Status	
27	2020-2021	[REDACTED]	Boyle Heights Continuation High (1883101)	4 - Student Housing Questionnaire	7/28/2020 3:19 PM	Submitted	view update
25	2020-2021	[REDACTED]	Central Continuation High (1858001)	4 - Student Housing Questionnaire	7/26/2020 1:55 PM	Submitted	view update

1

2. The way the document opens will depend on the file type uploaded by parent/guardian (pdf, word, jpg).
3. When viewing, the school user can download the document to save and/or print as needed.

If the document is incomplete, the school shall reach out to the parent/guardian to request the missing information. Once a parent/guardian has submitted a document, they can no longer make updates and they do not have access to delete it. The parent/guardian will have to re-upload the document once it is complete.

UPDATING THE STATUS OF A DOCUMENT

1. Click **update** on the search results display.

Result: 23

Sort: Submitted date

ID	School year	Student	School	Document	Submitted	Status	
27	2020-2021	[REDACTED]	Boyle Heights Continuation High (1883101)	4 - Student Housing Questionnaire	7/28/2020 3:19 PM	Submitted	view update
25	2020-2021	[REDACTED]	Central Continuation High (1858001)	4 - Student Housing Questionnaire	7/26/2020 1:55 PM	Submitted	view update

1

2. If the parent/guardian selected the incorrect document type, the school user can update it within document type drop down. School users do not have access to delete a document. If there is a duplicate document, a school shall mark that document as "complete" as an indicator that no other follow up is required.
3. Select the new status.
 - **Received** – Reviewed by the school.
 - **Completed**- Processing is complete. No further changes are allowed.
4. Click **Submit** to update the status. Click **Cancel** to go back to the Documents Dashboard.
5. When the school selects and submits a new status, it will display on the search results display with the date and time of the status update. The parent/guardian will also receive an email informing them of the updated status of the document.

Update status ×

Student: [REDACTED]

Current status: Received

Document type:

4 - Student Housing Questionnaire

New status

Received - Reviewed by school

Completed - Processing is complete. No further changes are allowed.

Cancel
Submit

3

2

4

School year	Student	School	Document	Submitted	Status	
2020-2021	[REDACTED]	Boyle Heights Continuation High (1883101)	4 - Student Housing Questionnaire	7/28/2020 3:19 PM	Received 7/29/2020 1:44 AM	view update

5



SCHOOL YEAR 2020-2021

Uploading Documents Through the Parent Portal

Parent/Caregiver Guide

Steps to Upload School Related
Documents to schools through the
Parent Portal

LOG IN

Log in to the parent portal website <https://parentportalapp.lausd.net/parentaccess/> using your email and password.

NOTE: If you have not registered in the parent portal click on Register for an account to be able to upload your student's enrollment documents. This process is for current LAUSD students. It gives Parent/Caregivers the ability to send school related documents to their child's school through the Parent Portal. This portal provides an electronic secure method for parents/caregivers to share documents with schools.

Step 1 Click **Register for an account** if you do not have an account, otherwise click on **Parent Login**

Parent Portal

Español

Select an option below

1. [Parent Login](#)
2. [Student Login](#)
3. [Employee Login](#)
4. [Register for an account](#)

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If you clicked Register for an account, enter all the required information marked with an asterisk (*), click I'm Not a robot, then click register.

IMPORTANT NOTE: You have arrived to this LAUSD page from Parent Portal. [To go back click here](#)

Parent Authentication

Español

Los Angeles Unified School District Account Registration

Your email address is your username. To create an account, enter a valid email address e.g. user@webmail.com.

A parent account allows you to:

- Apply to multiple school choice programs offered by L.A. Unified.
 - eChoices (Magnet, Permits With Transportation and Dual Language), Zones of Choice, Incoming Inter-District Permits, District K-12 Open Enrollment and Conservatory of Fine Arts.
- Manage your application(s).
- Access Parent portal to monitor student's attendance, final grades, update emergency telephone numbers, track student's progress towards completion of graduation requirements and many more...

First Name: * Middle (optional)

Last Name: *

Email Address: * Re-enter Email: *

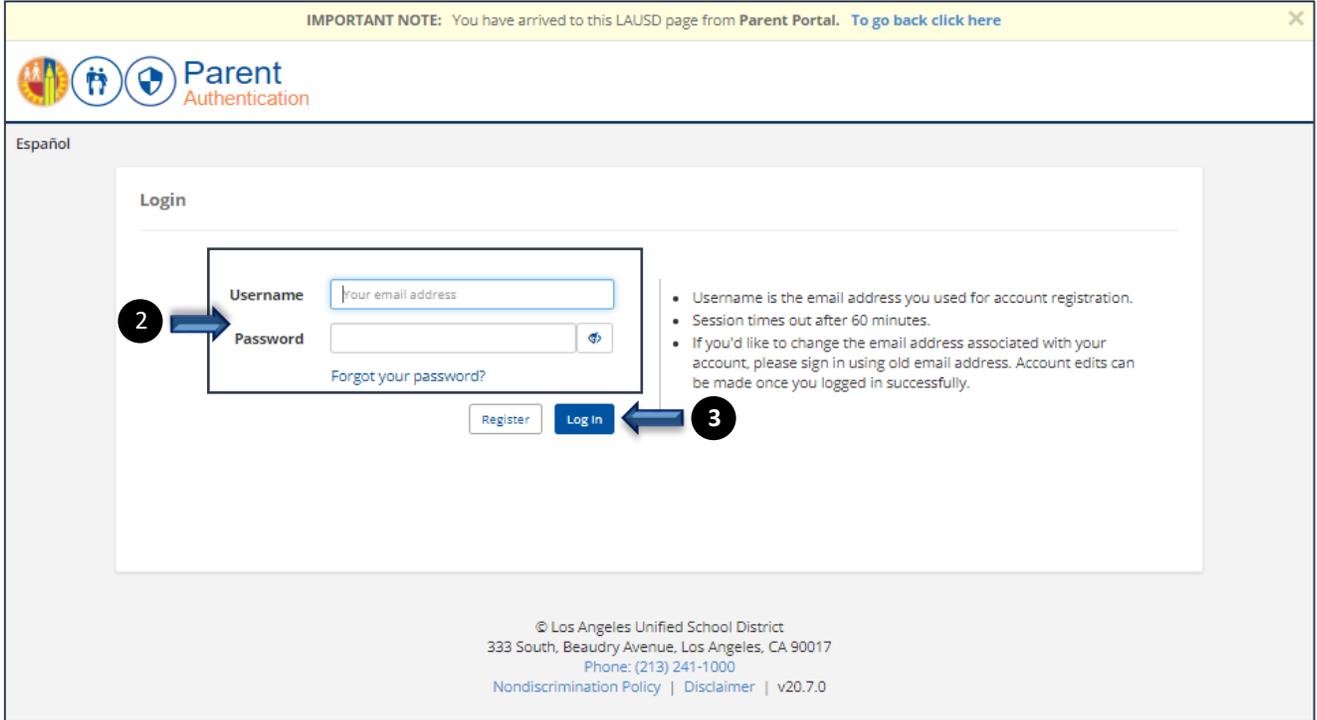
Please enter the numbers below for security purposes *

I'm not a robot 

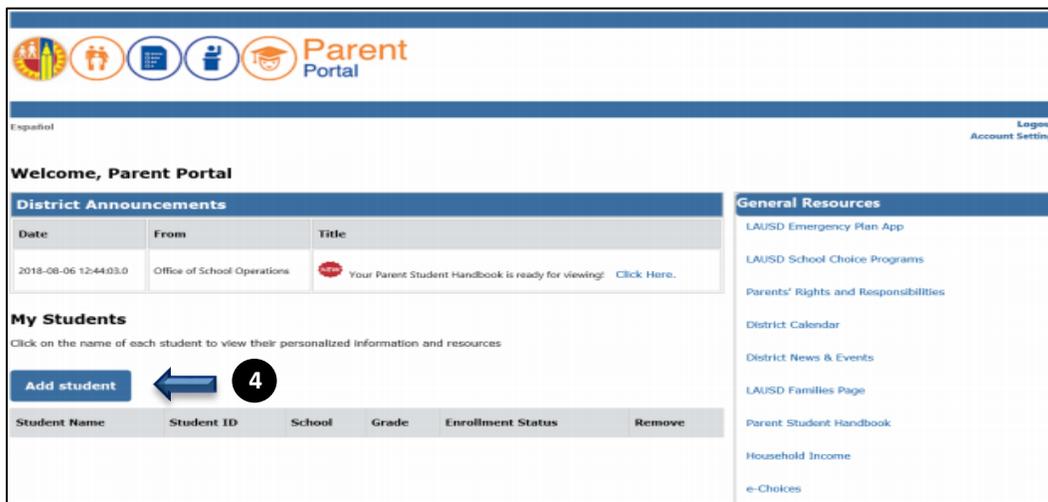
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Step 2 Enter your username and password in the corresponding fields.

Step 3 Click the **Login** Button to open the Parent Portal to access your student. **Go to Step 6**



Step 4 If this is your first time registering and need to add your student, click **Add Student**.



Step 5 Enter the required fields marked with an asterisk (*) in order to link your student. Note: Student's First Name and Last Name must be entered the way it appears on school records. Click **Add a Student**. Then, identify yourself by selecting your name and click **This is Me** and then click **Finish**.

Parent Portal Student Retrieval

Instructions:

1. Provide the requested information below and click "ADD A STUDENT".
2. Click on "FINISH" to finish selecting your student.

Please click [help](#) for help.
To apply for Unified Enrollment, please click [here](#).

1 * Student's LAUSD ID Number:

2 * Student's Date of Birth:

3 * PIN:

4 * For security purposes, please type the code from the image or audio clip. I'm not a robot

5 Parent Information

6 Retrieved Information: Student Name -- Parent Name

[ADD A STUDENT](#) [Cancel](#) [FINISH](#)

Step 6 Locate your student and click **upload** to be able to upload your documents.

My Students

Click on the name of each student to view their personalized information and resources

[Add student](#)

Student Name	Student ID	School	Grade	Enrollment Status	Remove	Verified	Documents
DOLORES DAVIS SMITH	031599F081	Boyle Heights Continuation High	10	Y	Remove	Y	View/Upload
EDUARDO CHAVEZ MARIN	032202M001	Central Continuation High	10	Y	Remove	Y	View/Upload
GARY FLORES-VELASCO	032202M001	Alexander Hamilton Senior High	9	Y	Remove	Y	View/Upload

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[Contact Us](#)

Step 7 Click **upload new document(s)**

Student Enrollment

Home User Guide [Parent/Guardian](#) [Logout](#)

En Español

Upload Documents

[Upload new document\(s\)](#)

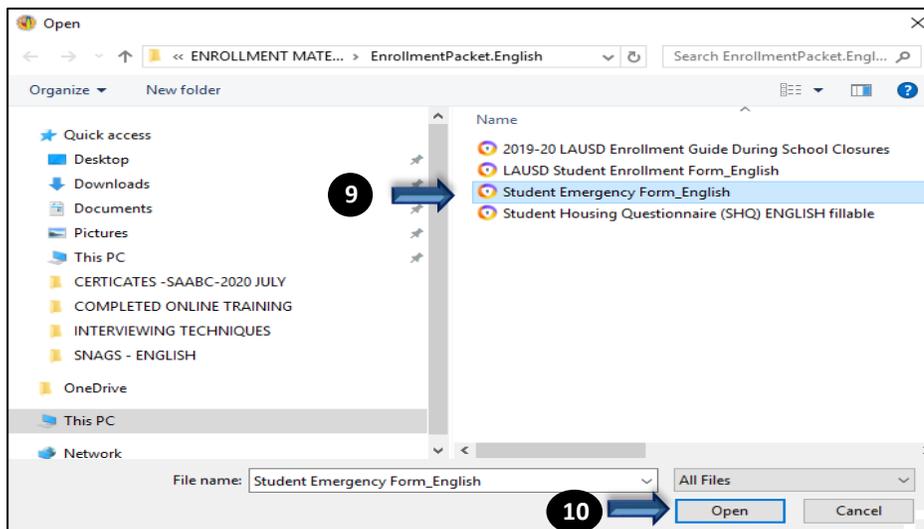
ID	School year	Student	School	Document	Submitted	Status	
18	2020-2021	EDUARDO CHAVEZ MARIN	Central Continuation High (1858001)	99 - Other: Enrollment Form	7/24/2020 2:44 PM	Submitted	view
14	2020-2021	DOLORES DAVIS	Boyle Heights Continuation High (1883101)	10 - School attendance policy and procedures	7/24/2020 9:54 AM	Submitted	view
13	2020-2021	DOLORES DAVIS	Boyle Heights Continuation High (1883101)	19 - Sports Physical	7/24/2020 9:49 AM	Submitted	view

Step 8 Click **Choose File** button to open the File Upload Window

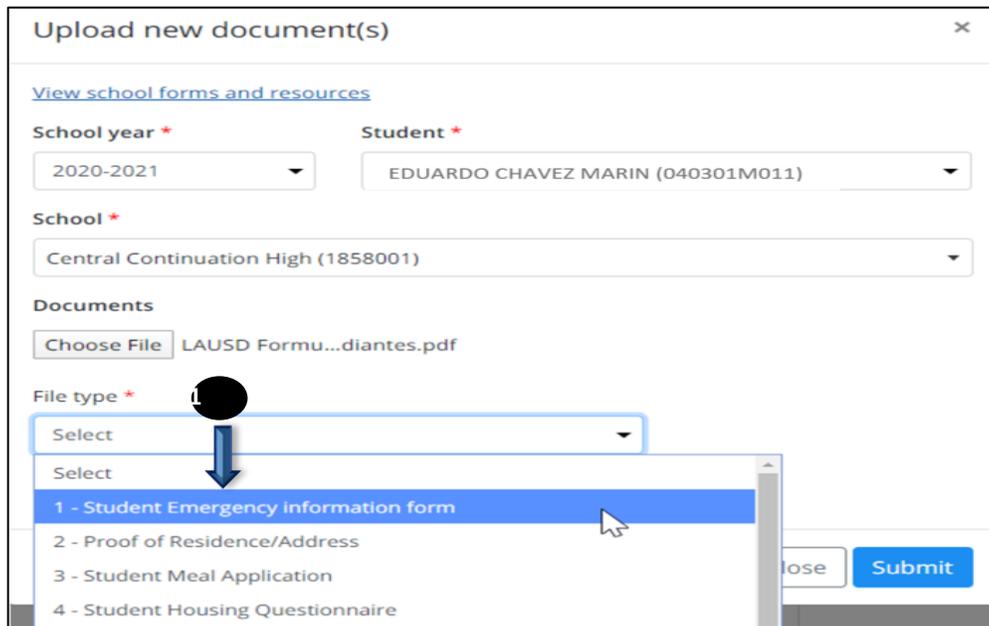


Step 9 Locate and click the **document to be uploaded**.

Step 10 Click the **Open** button of the File Upload Window



Step 11 Select **File Type** from the drop down menu.



Step 12 Click Upload Document

Upload new document(s) ×

[View school forms and resources](#)

School year * 2020-2021 Student * EDUARDO CHAVEZ MARIN (040301M011)

School * Central Continuation High (1858001)

Documents

Student Emer...English.pdf

File type * 1 - Student Emergency information form

← 12

Step 13 Click Submit

NOTE: If you made a mistake and uploaded the wrong document, this is where you will be able to delete it. Once the document has been submitted, you will not be able to retrieve it.

Upload new document(s) ×

[View school forms and resources](#)

School year * 2020-2021 Student * EDUARDO CHAVEZ MARIN (040301M011)

School * Central Continuation High (1858001)

Documents

1 - Student Emergency information form	7/25/2020	delete
--	-----------	------------------------

No file chosen

13

Step 14 Once your document has been uploaded correctly, you will get the message **Document(s) Submitted Successfully** and you are able to view the uploaded document. To keep uploading documents for your student or if you have additional students linked to your account. Click on **Upload new documents**.

The screenshot shows the 'Student Enrollment' portal. At the top, there are navigation links for 'Home', 'User Guide', 'Parent/Guardian', and 'Logout'. A green notification bar at the top states 'Document(s) submitted successfully' with a blue arrow pointing left and a circled '14'. Below this, there is a section titled 'Upload Documents' with a button 'Upload new document(s)'. A table lists the following documents:

ID	School year	Student	School	Document	Submitted	Status	
24	2020-2021	EDUARDO CHAVEZ MARIN	Central Continuation High (1858001)	1 - Student Emergency information form	7/25/2020 10:37 PM	Submitted	view
18	2020-2021	EDUARDO CHAVEZ MARIN	Central Continuation High (1858001)	99 - Other: Enrollment Form	7/24/2020 2:44 PM	Submitted	view

Step 15 Look for the student and repeat steps 7 through 14.

The screenshot shows the 'Upload new document(s)' form. It includes a link 'View school forms and resources'. The 'School year' is set to '2020-2021'. The 'School' dropdown is set to 'Select'. The 'Student' dropdown is open, showing a list of students: 'DOLORES DAVIS SMITH (021599F081)', 'EDUARDO CHAVEZ MARIN (040301M011)', and 'GARY FLORES-VELASCO 032202M001'. A blue arrow points to the 'Student' dropdown with a circled '15'. The 'Documents' section has a 'Choose File' button and 'No file chosen'. At the bottom, there are 'Close' and 'Submit' buttons.



AÑO 2020-2021

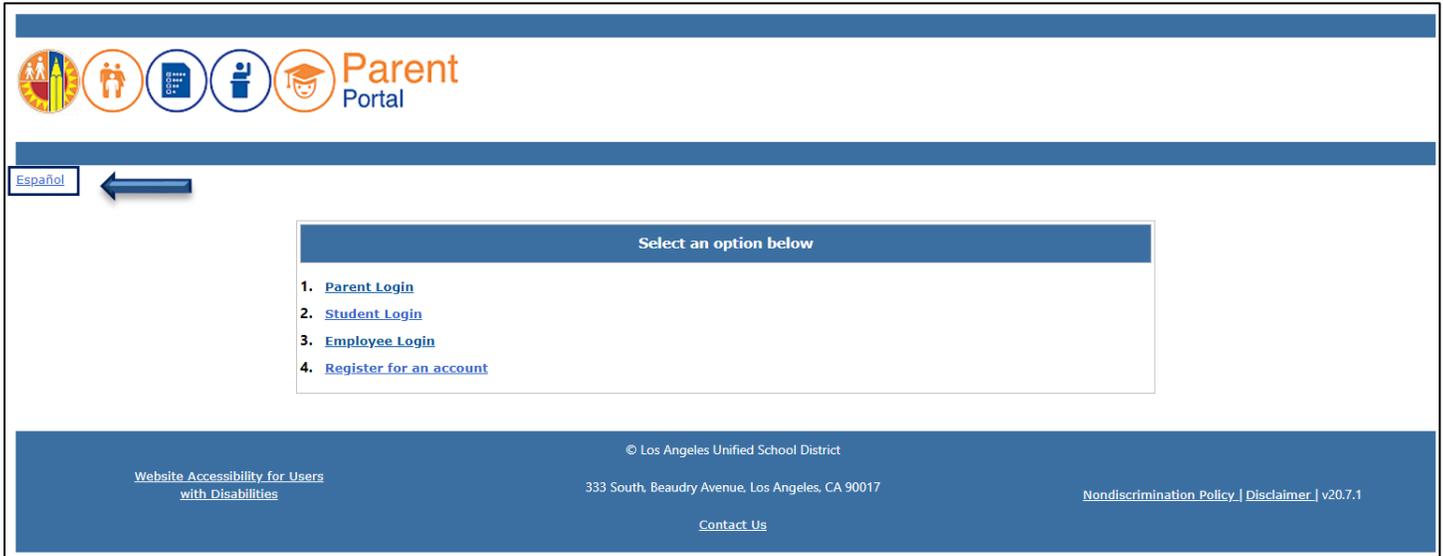
Carga de Documentos a Través del Portal para Padres

Guía para Padres/Cuidadores

Pasos para cargar documentos
escolares a las escuelas a través del
Portal para Padres

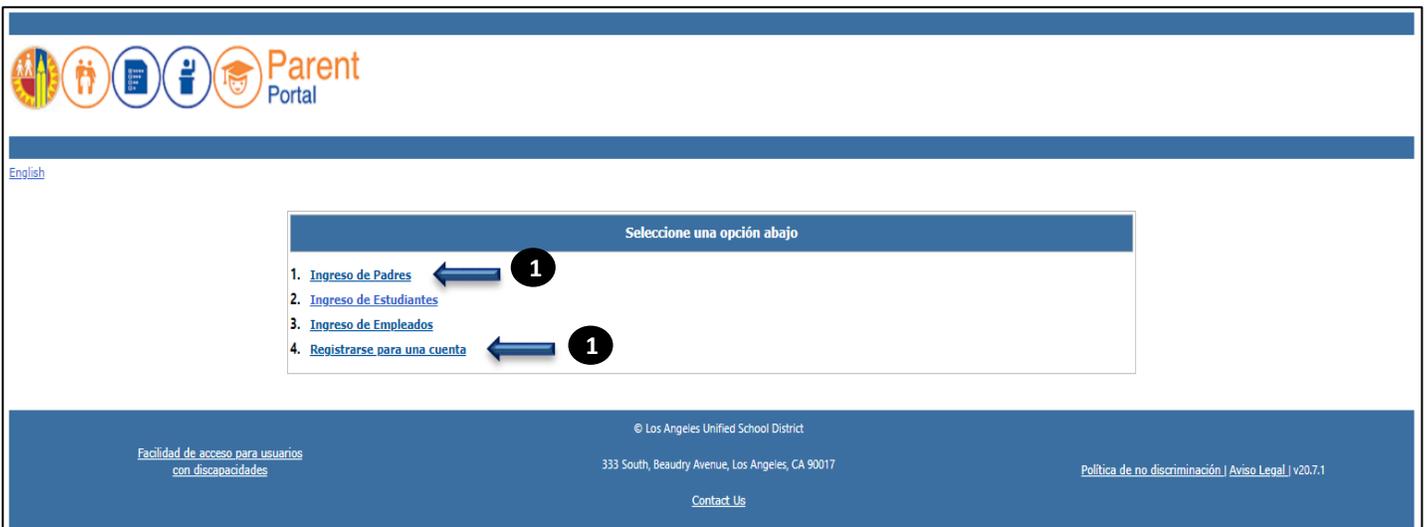
INICIAR SESIÓN

Entre al Portal de Padres en <https://parentportalapp.lausd.net/parentaccess/> y si usted desea el acceder en Español favor de hacer click donde dice Español ubicado en la esquina superior izquierda de la pantalla. Este proceso es para estudiantes actuales de LAUSD. Este proceso le ofrece a los padres/cuidadores la posibilidad de enviar documentos escolares a la escuela de sus hijos a través del Portal para Padres. Este portal proporciona un método electrónico seguro para padres/cuidadores para compartir documentos con las escuelas.



NOTA: Si no se ha registrado en el portal para padres, haga clic en **Registrarse para una cuenta** para poder cargar los documentos de inscripción.

Paso 1 Clic en el **Registrarse para una cuenta** si todavía no tiene una cuenta, de lo contrario, haga clic en **Ingreso de Padres**.



Si hizo clic en **Registrarse para una cuenta**, ingrese toda la información requerido marcado con un asterisco (*), haga Clic en **no soy un robot**, luego haga clic en **registrarse**.

NOTA IMPORTANTE: Ha llegado a la página de LAUSD desde Portal para padres. Para regresar Haga clic aquí

Parent Authentication

English

Registro de cuenta del Distrito Escolar Unificado de Los Angeles

Su correo electrónico es su nombre del usuario. Para crear una cuenta, introduzca un correo electrónico válido e.g. usuario@webmail.com

Una cuenta para padres le permite:

- Solicite a varios programas de opciones que ofrece el distrito Unificado de L.A.
 - o escuelas Magnet, Permisos con Transporte y Programas de Lenguaje dual), Zonas de Opciones, Permisos Interdistritales para entrantes
- Maneja sus solicitudes
- Monitorear la asistencia, las marcas finales, actualizar los números de teléfono de emergencia, seguir la pista del progreso hacia el cumplimiento de los requisitos para la graduación de los estudiantes y much más...

Nombre:* Segundo nombre (opcional):

Apellido:*

correo electrónico:* Ingrese el correo electrónico de nuevo:*

Por motivos de seguridad, por favor ingrese los números de abajo *

No soy un robot

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Paso 2 Escriba su **dirección de correo electrónico y contraseña** en los campos correspondientes.

Paso 3 Haga click en el botón **Ingresar** para abrir la página de inicio del Portal de Padres. **Siga al Paso 6.**

NOTA IMPORTANTE: Ha llegado a la página de LAUSD desde Portal para padres. Para regresar Haga clic aquí

Parent Authentication

English

Iniciar Sesión

Nombre del usuario Su correo electrónico

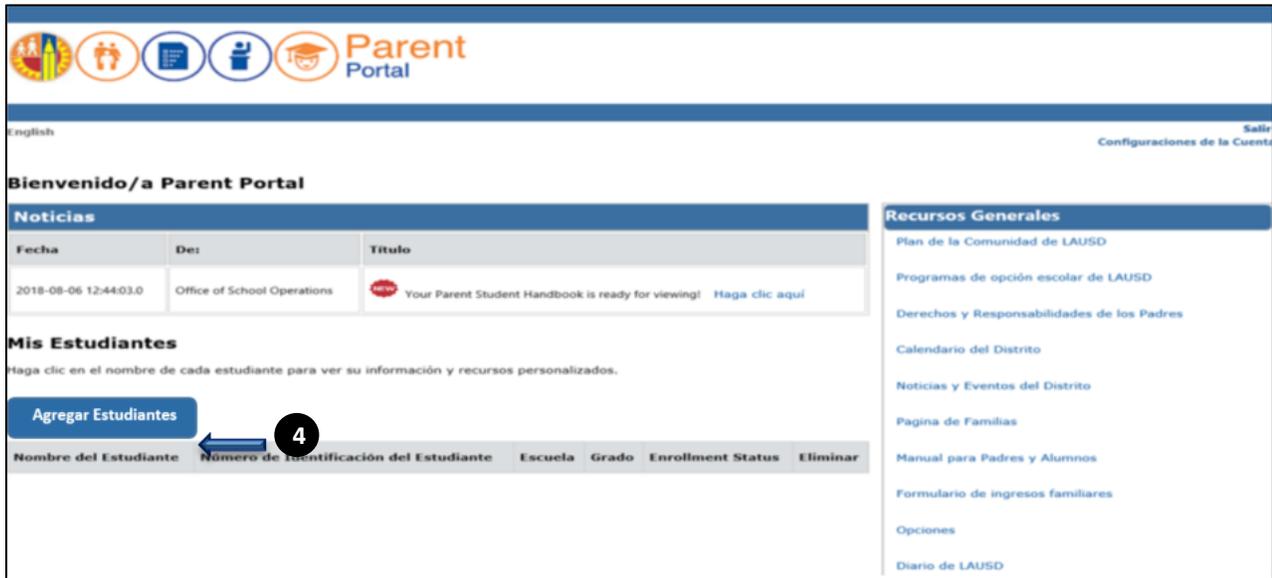
Contraseña

¿Olvidó su contraseña?

- El nombre del usuario es el correo electrónico que usó para registrar su cuenta
- La sesión termina después de 60 minutos
- Si le gustaría cambiar el correo electrónico asociado con su cuenta, por favor de ingresar utilizando su correo

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Paso 4 Si es la primera vez que se registra y necesita agregar a su estudiante, haga clic en **Agregar Estudiantes**.



Paso 5 Ingrese los datos obligatorios marcados con un asterisco (*) para vincular a su estudiante. Nota: Nombre del alumno y Apellido debe ingresarse de la forma en que aparece en los registros escolares. Haz clic en **Agregar Estudiante**. Luego identifique usted mismo seleccionando su nombre y haga clic en **Este soy Yo** y despues haga clic en **Finalizar**.

5

English Salir

Recuperación Parent Portal del Estudiante

Instrucciones:

1. Proporcionar la información solicitada abajo y haga clic en "AGREGAR ESTUDIANTE"
2. Haga Clic en "FINALIZAR" para finalizar la selección de su estudiante.

Por favor haga clic [aquí](#) para ayuda.
Para solicitar a la Inscripción Unificada, haga clic [aquí](#).

1 * Número de identificación de LAUSD del Estudiante:

2 * Fecha de Nacimiento del Estudiante:
Formato:(MM/DD/AAAA)

3 * PIN

4 * Por motivos de seguridad** ingrese el texto de la imagen o audio clip. No soy un robot

5 **Información del padre**

6 **Información extra?da:**
Nombre del Estudiante -- Nombre del Padres

Step 6 Localice a su estudiante y haga clic en **Subir** para poder cargar sus documentos.

Mis Estudiantes

Haga clic en el nombre de cada estudiante para ver su información y recursos personalizados.

Agregar estudiantes

Nombre del Estudiante	Número de Identificación del Estudiante	Escuela	Grado	Estatus de inscripción	Eliminar	Verificado	Documentos
DOLORES DAVIS SMITH	031599F081	Boyle Heights Continuation High	10	Y	Eliminar	Y	Ver/Subir
EDUARDO CHAVEZ MARIN	040322M011	Central Continuation High	10	Y	Eliminar	Y	Ver/Subir
GARY FLORES-VELASCO	032202M001	Alexander Hamilton Senior High	9	Y	Eliminar	Y	Ver/Subir

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[Facilidad de acceso para usuarios con discapacidades](#)

Step 7 Haga clic en cargar nuevo (s) documento (s)

English

Subir Documentos

[Subir nuevo/s documento/s](#)

ID	Año escolar	Estudiante	Escuela	Documento	Enviado	Estado	
24	2020-2021	EDUARDO CHAVEZ MARIN	Central Continuation High (1858001)	1 - Formulario Estudiantil de Información para Emergencias	7/25/2020 10:37 PM	Enviado	ver
18	2020-2021	EDUARDO CHAVEZ MARIN	Central Continuation High (1858001)	99 - Otro: Enrollment Form	7/24/2020 2:44 PM	Enviado	ver
14	2020-2021	DOLORES DAVIS SMITH	Boyle Heights Continuation High (1883101)	10 - Política y Procedimientos de Asistencia Escolar	7/24/2020 9:54 AM	Enviado	ver
13	2020-2021	DOLORES DAVIS SMITH	Boyle Heights Continuation High (1883101)	19 - Examen Físico para Deportes	7/24/2020 9:49 AM	Enviado	ver

Paso 8 Haga clic en el botón **Elegir Archivo** para abrir la ventana Cargar Archivo

Subir nuevo/s documento/s

[Ver formularios y recursos escolares](#)

Año escolar * 2020-2021

Estudiante * EDUARDO CHAVEZ MARIN (040301M011)

Escuela * Central Continuation High (1858001)

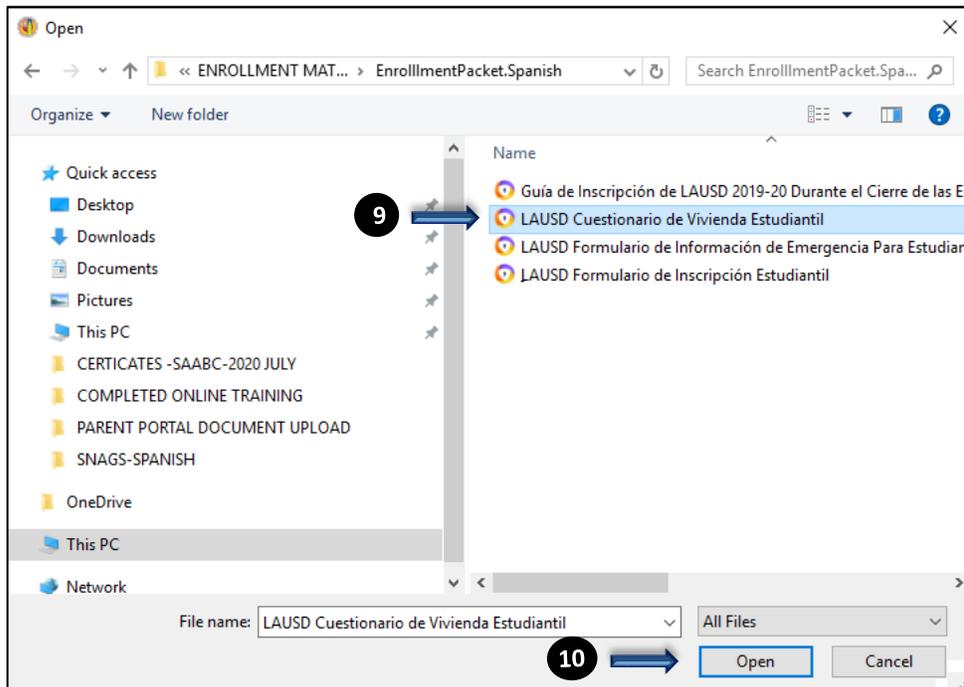
Documentos

Choose File

Cerrar Enviar

Paso 9 Localice y haga clic en el **documento para cargar**.

Paso 10 Haga clic en el botón **Abrir** en la ventana de carga de archivos.



Paso 11 Seleccione Tipo de archivo en el menu desplegable.

The screenshot shows a web form titled "Subir nuevo/s documento/s". It includes several dropdown menus for "Año escolar" (2020-2021), "Estudiante" (EDUARDO CHAVEZ MARIN (040301M011)), and "Escuela" (Central Continuation High (1858001)). Under "Documentos", there is a "Choose File" button and a file name "LAUSD Cuesti...udiantil.pdf". The "File type" dropdown is open, showing a list of options: "Seleccione", "1 - Formulario Estudiantil de Información para Emergencias", "2 - Comprobante de Residencia/Domicilio", "3 - Solicitud para Alimentos Escolares", "4 - Cuestionario de Vivienda del Estudiante", and "5 - Responsabilidad Económica sobre Bienes Escolares Dañados". Option 4 is highlighted in blue, and a mouse cursor is pointing at it. A circled number "11" with a downward arrow points to the dropdown menu.

Paso 12 Haga clic en **Subir Archivo**

This screenshot shows the same form as above, but the "File type" dropdown is now closed and set to "4 - Cuestionario de Vivienda del Estudiante". The "Subir archivo" button, which has an upload icon, is highlighted with a blue border and a blue arrow pointing to it from a circled number "12". At the bottom right, there are two buttons: "Cerrar" and "Enviar".

Paso 13 Haga clic en **Enviar**

NOTA: Si cometió un error y cargó el documento incorrecto, aquí es donde podrá eliminarlo. Una vez que el documento ha sido enviado, no podrá recuperarlo.

Subir nuevo/s documento/s ×

[Ver formularios y recursos escolares](#)

Año escolar *

2020-2021 ▼

Estudiante *

EDUARDO CHAVEZ MARIN (040301M011) ▼

Escuela *

Central Continuation High (1858001) ▼

Documentos

4 - Cuestionario de Vivienda del Estudiante	7/26/2020	eliminar
---	-----------	----------

No file chosen

13

Paso 14 Una vez que su documento se haya cargado correctamente, recibirá el mensaje **Documento (s) enviado con éxito** y podrá ver el documento cargado. Para seguir cargando documentos para su estudiante o si tiene estudiantes adicionales vinculados a su cuenta, haga clic en **Subir nuevo/s documento/s**.

Inicio Guía del Usuario **Parent/Guardian**

Salir

English

Documento/s entregado/s exitosamente 14 ×

Subir Documentos

Subir nuevo/s documento/s

ID	Año escolar	Estudiante	Escuela	Documento	Enviado	Estado	
25	2020-2021	EDUARDO CHAVEZ MARIN	Central Continuation High (1858001)	4 - Cuestionario de Vivienda del Estudiante	7/26/2020 1:55 PM	Enviado	ver
24	2020-2021	EDUARDO CHAVEZ MARIN	Central Continuation High (1858001)	1 - Formulario Estudiantil de Información para Emergencias	7/25/2020 10:37 PM	Enviado	ver
18	2020-2021	EDUARDO CHAVEZ MARIN	Central Continuation High (1858001)	99 - Otro: Enrollment Form	7/24/2020 2:44 PM	Enviado	ver
14	2020-2021	DOLORES DAVIS SMITH	Boyle Heights Continuation High (1883101)	10 - Política y Procedimientos de Asistencia Escolar	7/24/2020 9:54 AM	Enviado	ver

Paso 15 Busque al alumno y repita los pasos del 7 al 14.

Subir nuevo/s documento/s ×

[Ver formularios y recursos escolares](#)

Año escolar *
2020-2021

Estudiante *
Seleccione

Escuela *
Seleccione

Documentos
Choose File No file chosen

DOLORES DAVIS SMITH (021599F081)
EDUARDO CHAVEZ MARIN (040301M011)
GARY FLORES-VELASCO 032202M001

Cerrar Enviar