MiSiS – *My Integrated Student Information System*
NEXT YEAR ENROLLMENT ERROR REPORT

This report will provide a list of students who could not be processed by **Next Year Enrollment** and the **reason** the student was not processed. This report replaces the EZ Access report previously available to schools. Schools should run this report to determine the action to be taken to ensure matriculating students have an enrollment for 2015-16.

This job aid is designed to provide instruction in the process to complete the following tasks:

- Generate the **Next Year Enrollment Error** Report
- Directions for fixing Next Year Enrollment exceptions

Users with the **Office Manager** and **Principal** roles will be able to perform the task in this document. The job aid was created using the **Office Manager** role for an **Elementary** school and illustrates the process.

Step 1 Log into MiSiS with the following URL:
http://misis.lausd.net/start, from your internet browser, using your single sign-on (SSO) user ID and password.

**Step 2** Select the correct **user role** from the landing page, as required.

Hello , please login with one of the roles below, or click here to **[Sign Out]**
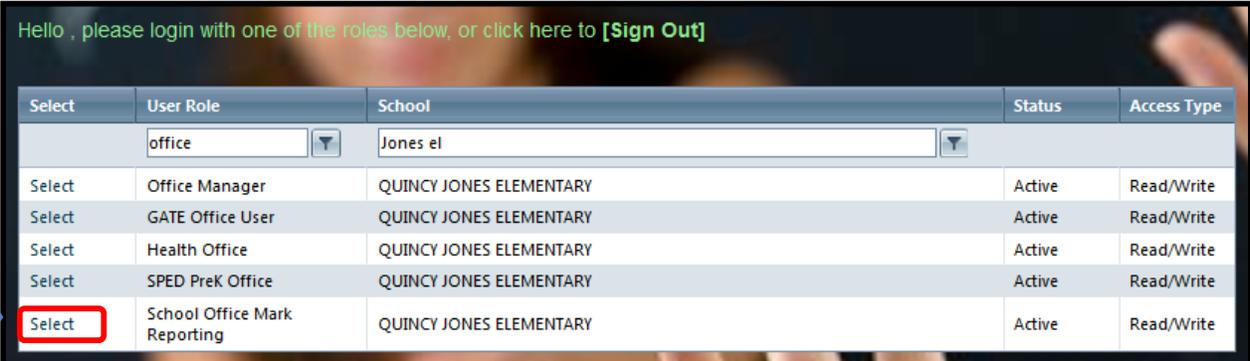
| Select	User Role	School	Status	Access Type
	office	Jones el		
Select	Office Manager	QUINCY JONES ELEMENTARY	Active	Read/Write
Select	GATE Office User	QUINCY JONES ELEMENTARY	Active	Read/Write
Select	Health Office	QUINCY JONES ELEMENTARY	Active	Read/Write
Select	SPED PreK Office	QUINCY JONES ELEMENTARY	Active	Read/Write
Select	School Office Mark Reporting	QUINCY JONES ELEMENTARY	Active	Read/Write

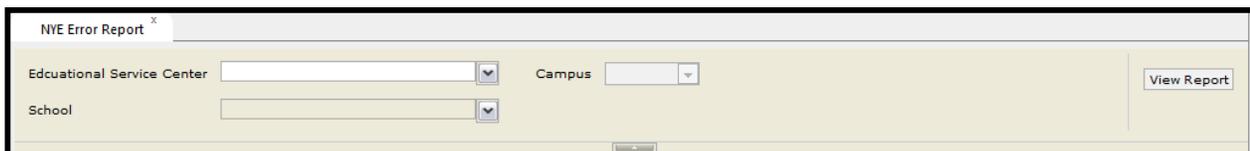| GENERATE NEXT YEAR ENROLLMENT ERROR REPORT |
|---|

Step 3   Click the **Reports** tab.
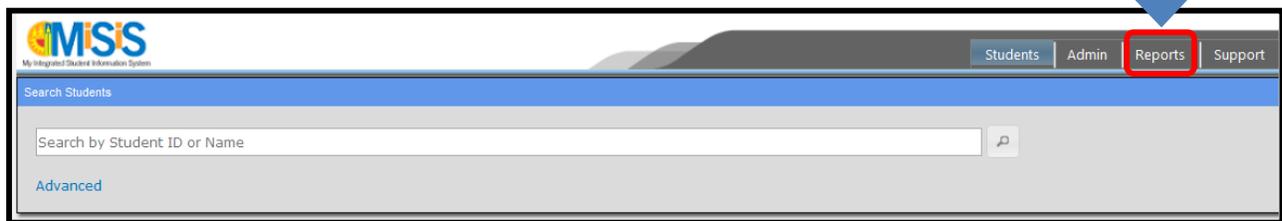
Step 4   From the *Enrollment* menu, select **Next Year Enrollment Error Report** option.

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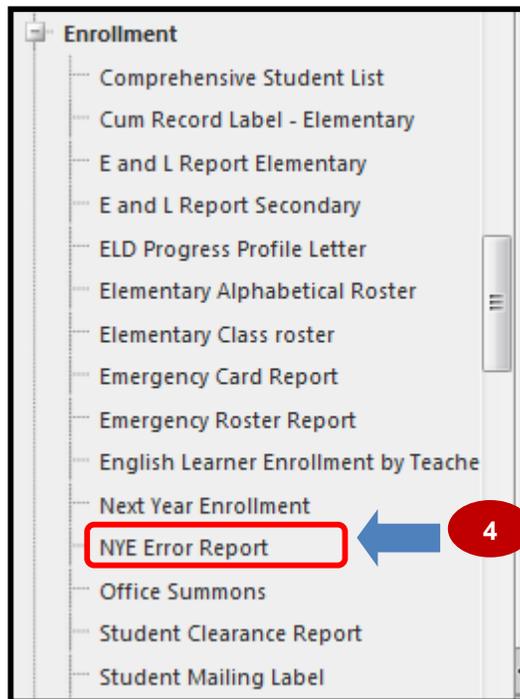
The **default** report parameter screen is displayed below. A brief description of each field follows:

- **Educational Service Center** – Select the **ESC** that the school is located in.
- **Campus** – Select the appropriate campus.
- **School Name** – Select the appropriate school.

Step 5a   Complete the parameters as needed.
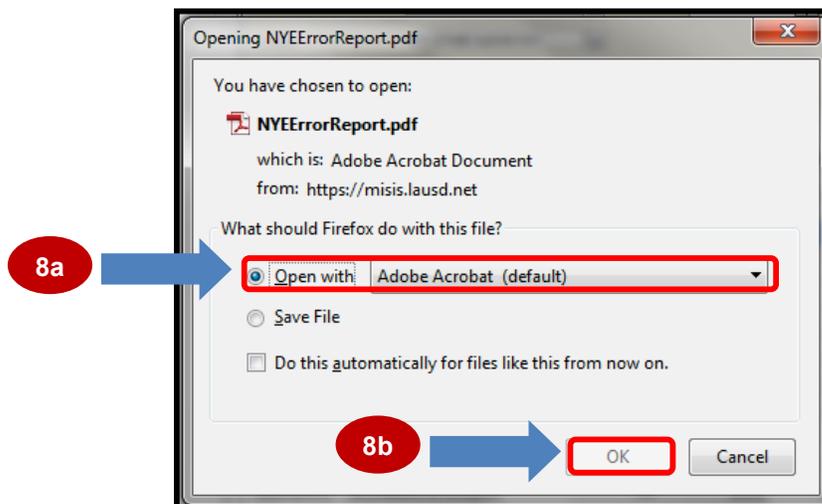**Step 5b**   Click the **View Report** button.

The **Next Year Enrollment** Report displays.

The report data can now be downloaded.

Step 7a   Click the **Export** icon to export report data via the preferred file type.
Step 7b   Select a file type. In this example, **PDF** was selected.
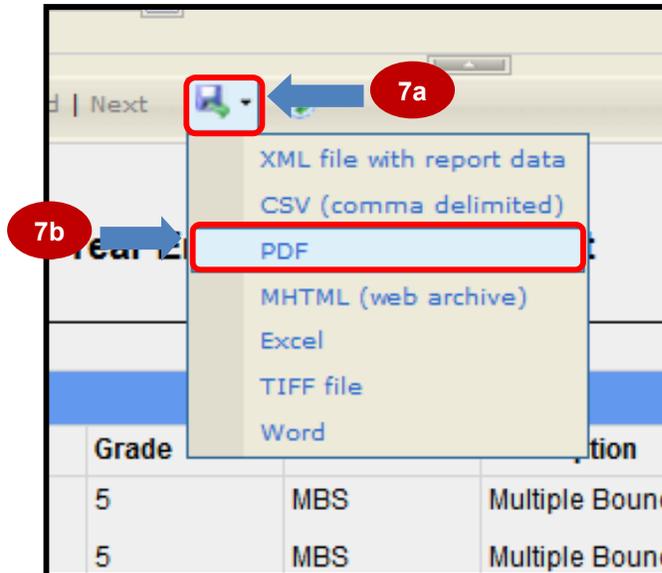
Step 8a   Click on the **Open with** radio button.
Step 8b   Click on the **OK** button.

Step 9   Use Print Button or icon from the **Internet browser** to print report.

FIXING NEXT YEAR ENROLLMENT EXCEPTIONS

Error Description: Transfer School Does Not Support Next Grade Level

1. Search for student.
2. Go to Miscellaneous > Transfers
3. Review the Transfer Record.   Transfer To school must have the grade student will be in next year.
4. Click Save

Error Description: Invalid Street Number (Student's Address)

1. Search for student.
2. Go to Enrollment > Enrollment History.
3. On the Enrollment History screen click Edit for the current enrollment.
4. Check student address and make any changes. If you are not sure of the correct address format use the USPS Search https://tools.usps.com/go/ZipLookupAction_input or LAUSD Resident School Identifier (http://rsi.lausd.net/ResidentSchoolIdentifier/)
5. Click Save.

Error Description: Overlapping Enrollments in Home School

1. No action needed by school- error will be corrected centrally.

Error Description: No Address for Matriculating Student

1. Search for student.
2. Go to Enrollment > Enrollment History
3. On the Enrollment History screen click Edit for the current enrollment.
4. Enter Student Address.
5. Click Save

Error Description: No Boundary School Found

1. Search for student.
2. Go to Enrollment > Enrollment History
3. On the Enrollment History screen click Edit for the current enrollment.
4. Review Student Address.
   a. Use LAUSD Resident School Identifier to research the student address.
   b. If student lives outside of LAUSD boundaries the student will not have a boundary school for matriculation. Please inform the parent/guardian.
   c. If student lives within LAUSD boundaries, check the student address in MiSiS to ensure accuracy. Make any changes and click Save.

Error Description: Multiple Transfer Schools

1. Search for student.
2. Go to Miscellaneous > Transfers.
3. Review the Transfer Records and contact the parent/guardian if necessary to determine the correct Transfer record.
4. To revoke the incorrect transfer select Revoke on the Action dropdown.
5. Click Save.

Error Description: Student Has Multiple Boundary Schools

Students with multiple boundary schools will need a Transfer Record in MiSiS in order for Next Year Enrollment to add a record for the 2015-16 school year.   A new report, Student Resident Schools Report, will be available in MiSiS on April 29,2015. The report will provide a list of boundary schools for each student. Schools can also use LAUSD Resident School Finder.

1. Run Student Resident Schools Report In MiSiS to determine which schools a student can attend next school year. Contact the parent/guardian to determine which school the student will attend.
2. Search for student.
3. Go to Miscellaneous > Transfers
4. Click Add New Record.
5. Enter Transfer information.
6. Click Save.