

PURPOSE

Use this procedure to generate a **Master Plan Roster**. Users with the **Office Manager** and **Principal** roles will be able to perform the tasks outlined in this document. The job aid was created using the **Office Manager** role.

LOG IN

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

MENU PATH

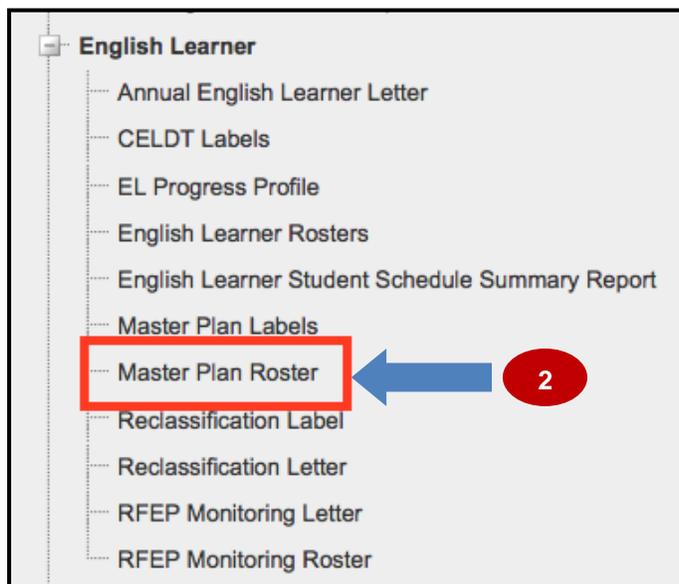
REPORTS > ENGLISH LEARNER > MASTER PLAN ROSTER

PROCEDURE

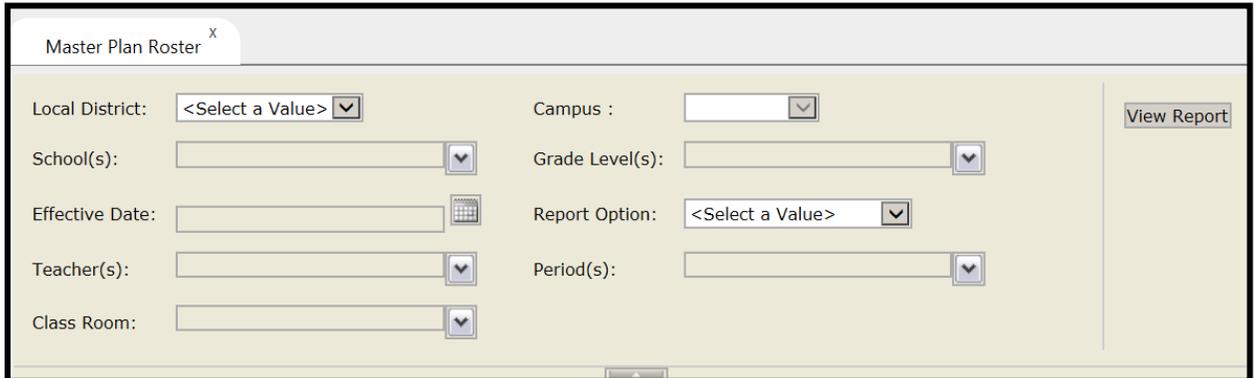
Step 1 Click the **Reports** button.



Step 2 From the **English Learner** menu, select the **Master Plan Roster** Report link.



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



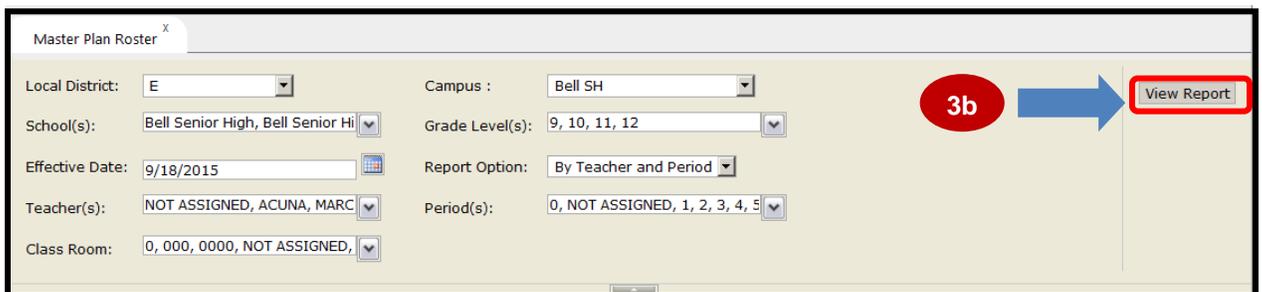
The screenshot shows the 'Master Plan Roster' report parameter screen with the following default values:

- Local District: <Select a Value>
- Campus: (empty)
- School(s): (empty)
- Grade Level(s): (empty)
- Effective Date: (empty)
- Report Option: <Select a Value>
- Teacher(s): (empty)
- Period(s): (empty)
- Class Room: (empty)

- **Local District** – Select the **Local District** that the school is located in
- **Campus** – Select the **home** school
- **School(s)** – Select the appropriate school, magnet, small learning community, etc.
- **Grade Level(s)** – Select the appropriate grade level(s)
- **Effective Date** – Default to current date, use calendar to change date
- **Report Option** – Select by student or by teacher and period
- **Teachers** – Select the appropriate teacher(s)
- **Period(s)** – Select the appropriate period(s)
- **Class Room** – Select the appropriate class room(s)

Step 3a Complete the parameters as needed. A completed sample is shown below.

Step 3b Click the **View Report** button.

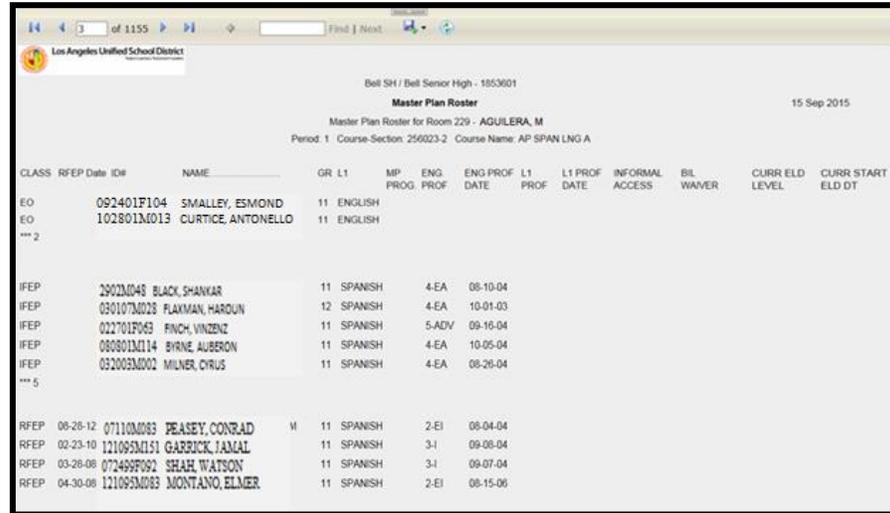


The screenshot shows the 'Master Plan Roster' report parameter screen with the following completed values:

- Local District: E
- Campus: Bell SH
- School(s): Bell Senior High, Bell Senior Hi
- Grade Level(s): 9, 10, 11, 12
- Effective Date: 9/18/2015
- Report Option: By Teacher and Period
- Teacher(s): NOT ASSIGNED, ACUNA, MARC
- Period(s): 0, NOT ASSIGNED, 1, 2, 3, 4, 5
- Class Room: 0, 000, 0000, NOT ASSIGNED,

A red circle with '3b' and a blue arrow points to the 'View Report' button, which is highlighted with a red box.

A Master Plan Roster displays. The report data can now be downloaded.

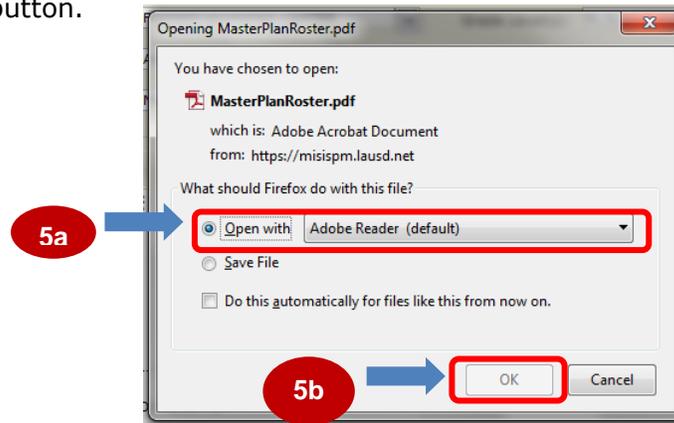


CLASS	RFEF Date	ID#	NAME	GR	L1	MP	ENG. PROF	ENG PROF DATE	L1 PROF	L1 PROF DATE	INFORMAL ACCESS	BIL WAIVER	CURR ELD LEVEL	CURR START ELD DT
EO		092401F104	SMALLEY, ESMOND	11	ENGLISH									
EO		102801M013	CURTICE, ANTONELLO	11	ENGLISH									
*** 2														
IFEP		2902M048	BLACK, SHANKAR	11	SPANISH		4-EA	08-10-04						
IFEP		030107M028	FLAXMAN, HARDUN	12	SPANISH		4-EA	10-01-03						
IFEP		022701F063	FINCH, VINZENZ	11	SPANISH		5-ADV	09-16-04						
IFEP		080801M114	BYRNE, AUBERON	11	SPANISH		4-EA	10-05-04						
IFEP		032003M002	MILNER, CHRIS	11	SPANISH		4-EA	08-26-04						
*** 5														
RFEP	08-28-12	07110M063	PEASEY, CONRAD	11	SPANISH		2-EI	08-04-04						
RFEP	02-23-10	121095M151	GARRICK, JAMAL	11	SPANISH		3-I	09-08-04						
RFEP	03-28-08	072499P092	SHAH, WATSON	11	SPANISH		3-I	09-07-04						
RFEP	04-30-08	121095M063	MONTANO, ELMER	11	SPANISH		2-EI	08-15-06						

- Step 4a** Click the **Export** icon to export report data via the preferred file type
- Step 4b** Select a file type. In this example, **PDF** was selected.



- Step 5a** Click on the **Open with** radio button.
- Step 5b** Click on the **OK** button.



- Step 6** Click on the down arrow to view the remaining pages until you get to the page displaying the 'Total Number of Students for Period: XX'.
- Step 7** Use Print Button or icon from the **Adobe Acrobat** to print this page range if desired.

