

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.

Students	Admin	Reports	1

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

English Learner
Annual English Learner Letter
CELDT Labels
EL Progress Profile
English Learner Rosters
English Learner Student Schedule Summary Report
Master Plan Labels
Master Plan Roster
Reclassification Label
Reclassification Letter
RFEP Monitoring Letter
RFEP Monitoring Roster



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

Master Plan Ro	oster X						
Local District:	<select a="" value=""></select>		Campus :				View Report
School(s):		•	Grade Level(s):			~	
Effective Date:			Report Option:	<select a="" value=""></select>	\checkmark		
Teacher(s):		•	Period(s):			~	
Class Room:		•					

- 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.

Master Plan Ro	ster X				
Local District:	E	Campus :	Bell SH		View Report
School(s):	Bell Senior High, Bell Senior Hi	Grade Level(s):	9, 10, 11, 12	30	
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 Master Plan Roster displays. The report data can now be downloaded.

(Taral)	and the second second	1001 - 100 - 10		and the second second	2000								
14	4 3 of 1155 >	N 4	1	and J Next	2	· (9)							
0	Los Angeles Unified School Distr	<u>e</u>											
				Bel	SH/Be	I Senior H	tigh - 1853601	Č.					
					Maste	er Plan Ro	pater					15 5	ep 2015
				Aaster Plan	Roster #	or Room 2	29 - AGUILE	RA, M					
		P	enod. 1	Course-Se	ction 25	6023-2	Course Name	AP SPA	N LNG A				
CLASS	RFEP Date ID#	NAME	GR	L1	MP PROG	ENG. PROF	ENG PROF	L1 PROF	L1 PROF DATE	INFORMAL ACCESS	BIL WAIVER	CURR ELD LEVEL	CURR START ELD DT
EO	092401F104	SMALLEY, ESMOND	11	ENGLISH									
EO *** 2	102801M013	CURTICE, ANTONELLO	11	ENGLISH									
IFEP	20023/048 BLaC	K CHANKAR	11	SPANISH	i.	4-EA	08-10-04						
IFEP	030107M028 FL	AXMAN, HAROUN	12	SPANISH	È.	4-EA	10-01-03						
IFEP	022701F053 F#	CH. VINZENZ	11	SPANISH	È.	5-ADV	09-16-04						
IFEP	080801M114 54	RNE, AUBERON	11	SPANISH	i.	4-EA	10-05-04						
IFEP	032003M002 MI	LNER, CYRUS	11	SPANISH	ć. –	4-EA	08-26-04						
···· 5													
RFEP	08-28-12 07110M083 P	ASEY, CONRAD	11	SPANISH	í.	2-EI	08-04-04						
RFEP	02-23-10 121095M151 G.	ARRICK, JAMAL	11	SPANISH	6	3-1	09-08-04						
RFEP	03-28-08 072499F092 S	HAH, WATSON	11	SPANISH	i i	3-1	09-07-04						
RFEP	04-30-08 121095M083 M	IONTANO, ELMER	11	SPANISH	E .	2-EI	08-15-06						

Step 4aClick the Export icon to export report data via the preferred file typeStep 4bSelect a file type. In this example, PDF was selected.

I of 7 ▶ ▶	🖗 Find Next 😨	R,	4a
os Angeles Unified School District	4b		XML file with report data
			CSV (comma delimited)
	FUSHAT LC / FUSHAT LEARNING CENTER - 18132		PDF
	Master Plan Roster		MHTML (web archive)
	Master Plan Roster for Room		TIFF file
	Period: 1 Course-Section: 110199-1 Course Name: GR		Word



- 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.

	-			- /	Adobe A	crobat Pro)				
ile Edit	View	Window	Help								
Cre	ate 🔻			0		7	ا 🦻	\$	ò [3	<u>}</u>
) 1	/ 32				59.4%	5 -			Ì	
Los An	eles Unified School	District									
*				Bell	I SH / Bell Senior H	High - 1853601					
					Master Plan R	oster				15	Sep 2015
			Ma	ster Plan F	Roster for Room 2	220 – AGUILERA, M					
			Period 1	Course Sec	tion 250023-2(Course Name AP SP	AN LNG A				
CLASS RFE	Date ID#	NAME	GR	L1	MP ENG. PROG PROF	ENG PROF L1 DATE PROF	L1 PROF DATE	INFORMAL ACCESS	BIL WAIVER	CURR ELD LEVEL	CURR START ELD DT
EO	092401F1	104 SMALLEY, ESMOND	12	ENGLISH							
*** 1											
IFEP	022701F	063 FINCH. VINZENZ	12	SPANISH	4-EA	09-12-03					
		,									
*** 1											
*** 1 RFEP 01-2	-09 071108N	1083 PEASEY, CONRA	.D 11	SPANISH	3-1	10-01-06					
*** 1 RFEP 01-2 RFEP 02-2)-09 071108N ⊢10 072499F	083 PEASEY, CONRA 092 SHAH, WATSON	D 11 11	SPANISH SPANISH	3-I 3-I	10-01-06 09-08-04					
*** 1 RFEP 01-2 RFEP 02-2 RFEP 06-1)-09 071108N }-10 072499F '-09 121095N	0083 PEASEY, CONRA 092 SHAH, WATSON 1151 GAARRICK, JAMA	D 11 11 AL 09	SPANISH SPANISH SPANISH	3-I 3-I 1-BEG	10-01-06 09-08-04 10-03-06					
*** 1 RFEP 01-2 RFEP 02-2 RFEP 06-1 RFEP 04-3	3-09 071108N 3-10 072499F 1-09 121095N 1-08 121095N	4083 PEASEY, CONRA 1092 SHAH, WATSON 1151 GAARRICK, JAMA 1083 MONTANO, ELME	D 11 11 AL 09 ER 12	SPANISH SPANISH SPANISH SPANISH	3-I 3-I 1-BEG 1-BEG	10-01-06 09-08-04 10-03-06 08-06-02					