

This job aid is designed to provide instruction in the process to update the **Student Home Language** and **Student Ethnicity** survey questions on a student’s enrollment record. Users with the **Office Manager** role will be able to perform this function. The job aid was created using the **Office Manager** role and a **middle** school.

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.



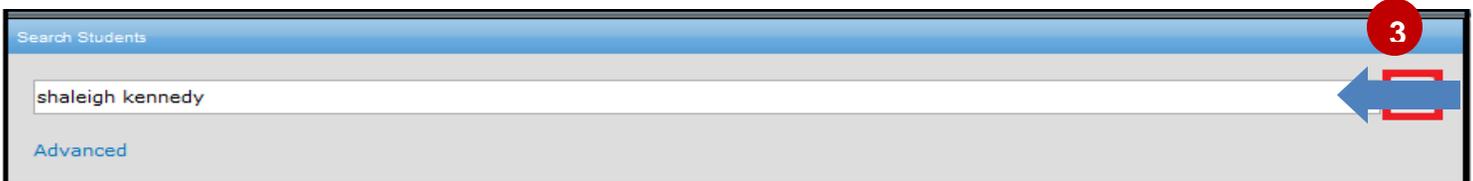
Step 2 Select the correct **user role** from the landing page, as required (Example: Office Manager).



Hello tosha.davis, please login with one of the roles below, or click here to [Sign Out]

Select	User Role	School	Status	Access Type
	<input type="text"/>	<input type="text" value="marina"/>		
Select	Teacher	MARINA DEL REY MIDDLE SCHOOL	Active	Read/Write
Select	Principal	MARINA DEL REY MIDDLE SCHOOL	Active	Read/Write
Select	Counselor	MARINA DEL REY MIDDLE SCHOOL	Active	Read/Write
Select	Summer School Counselor	MARINA DEL REY MIDDLE SCHOOL	Active	Read/Write
Select	Office Manager	MARINA DEL REY MIDDLE SCHOOL	Active	Read/Write
Select	Scheduling Administrator	MARINA DEL REY MIDDLE SCHOOL	Active	Read/Write

Step 3 To initiate a student search, type in the **student’s name** and click on the **Search** icon.

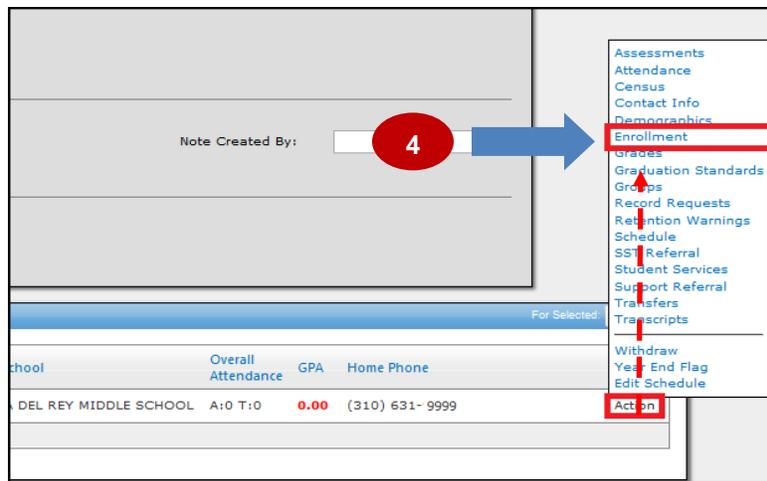


Step 4a The **Search Results** are displayed below. To access the student profile directly, click on the **student name hyperlink**, shown in blue below.

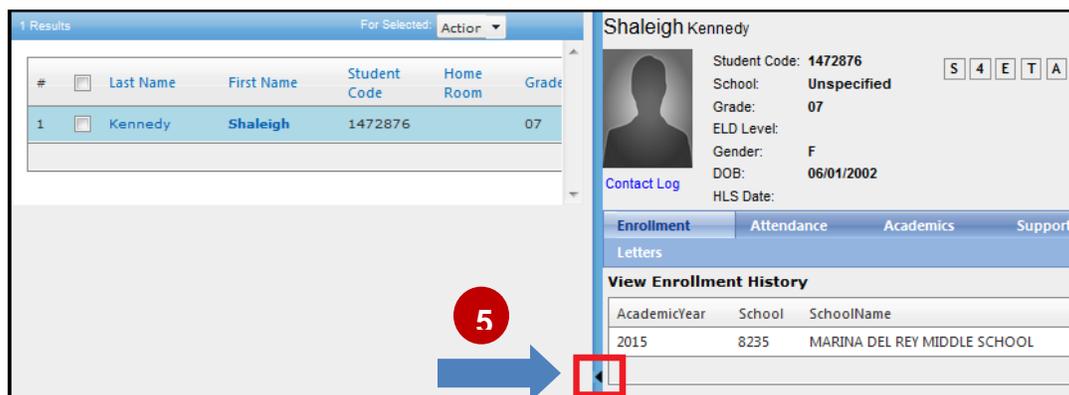
#	Last Name	First Name	Student Code	Home Room	Grade	Date of Birth	Gender	Home School	Overall Attendance	GPA	Home Phone	Action
1	Kennedy	Shaleigh	1472876		07	06/01/02	F	MARINA DEL REY MIDDLE SCHOOL	A:0 T:0	0.00	(310) 631-9999	Action



Step 4b To access a specific area of a student record, click on the **Action** button at the end of the row and select an option. In this example, **Enrollment** was selected.



Step 5 To **collapse** the search results window, click the **arrow** displayed in the middle of the screen.



Step 6 Click the **Edit** button to edit information in the Quick Enrollment form.

Shaleigh Kennedy



Student Code: 1472876
School: Unspecified
Grade: 07
ELD Level:
Gender: F
DOB: 06/01/2002
HLS Date:

S E T A N

Emergency Contact:
Guardian Information:
(P) Tosha Kennedy - Mother

Alerts:
View all Alerts

6



View Enrollment History

AcademicYear	School	SchoolName	Grade	EntryCode	EntryDate	LeaveCode	ExitDate	
2015	8235	MARINA DEL REY MIDDLE SCHOOL	7	E5	08/12/2014		07/31/2099	Edit

Step 7 Click to expand the **Student Home Language** section. The **ethnicity** questions are already completed, as shown below.

Student Enrollment Information - Quick Enrollment

Parent/Guardian Information

Student Home Language **7**

Student Ethnicity:

- * Which language did this student learn when he/she first began to talk? -Please Select-
- * Which language does this student most frequently use at home? -Please Select-
- * Which language do you use most frequently to speak to this student? -Please Select-
- * Which language is most often used by the adults at home? -Please Select-
- * Student's Primary Language? -Please Select-
- * Has this student received any formal English language instruction (listening, speaking, reading, writing)? Yes No
- * Is the student's Ethnicity Hispanic/Latino? Yes No
- * Student's Primary Race African American/Black
- Student's Additional Race -Please Select-

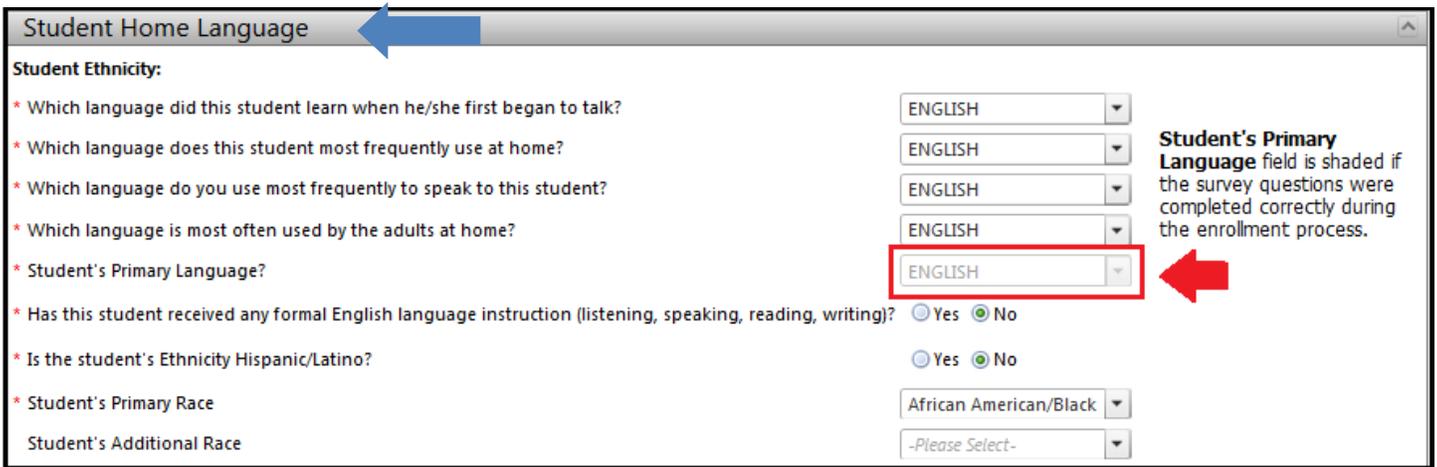
Student Educational Information

Previous School Information

Additional Correspondence

The **Student Home Language** survey questions must be completed for **new students** in order to properly assess students and to populate select reports.

If the survey questions were already completed correctly as part of the enrollment process, the Student's Primary Language field will appear **shaded**, as shown below.



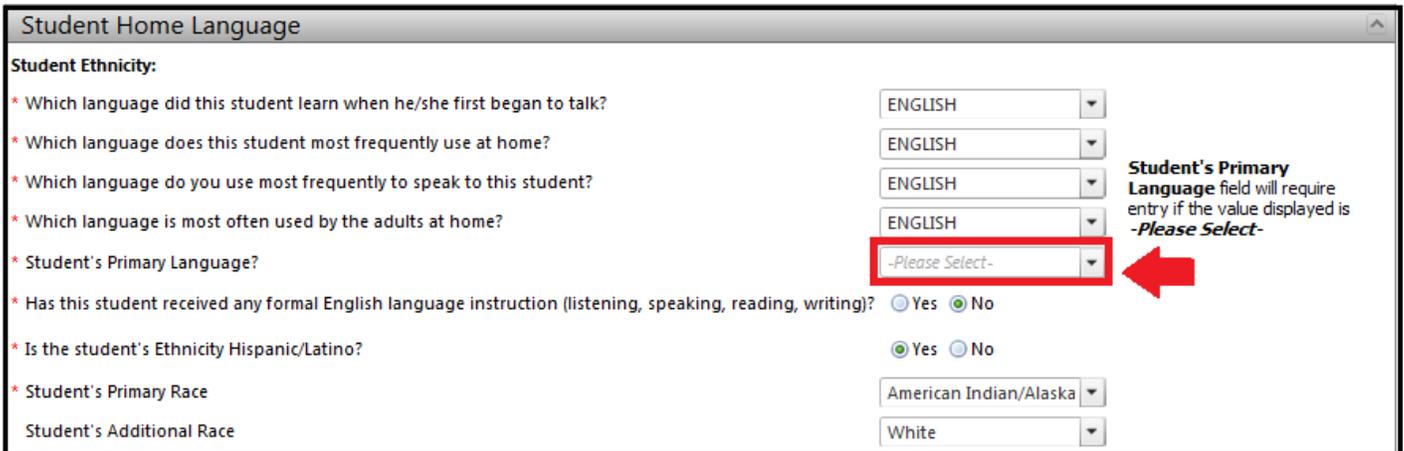
Student Home Language

Student Ethnicity:

- * Which language did this student learn when he/she first began to talk? ENGLISH
- * Which language does this student most frequently use at home? ENGLISH
- * Which language do you use most frequently to speak to this student? ENGLISH
- * Which language is most often used by the adults at home? ENGLISH
- * Student's Primary Language? **ENGLISH**
- * Has this student received any formal English language instruction (listening, speaking, reading, writing)? Yes No
- * Is the student's Ethnicity Hispanic/Latino? Yes No
- * Student's Primary Race African American/Black
- Student's Additional Race -Please Select-

Student's Primary Language field is shaded if the survey questions were completed correctly during the enrollment process.

If the student was newly enrolled to LAUSD via MiSiS **prior** to the primary language field being added to the enrollment form, the screen will appear as shown below.



Student Home Language

Student Ethnicity:

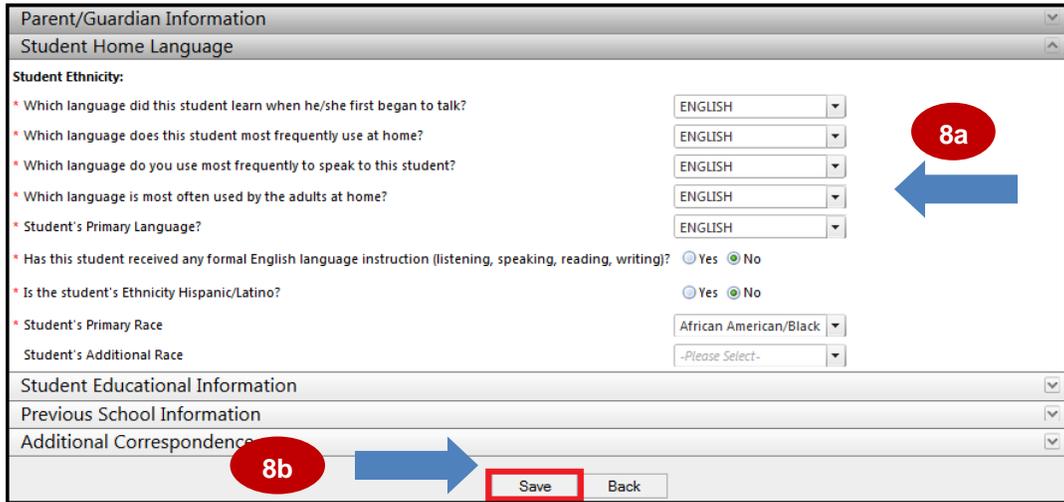
- * Which language did this student learn when he/she first began to talk? ENGLISH
- * Which language does this student most frequently use at home? ENGLISH
- * Which language do you use most frequently to speak to this student? ENGLISH
- * Which language is most often used by the adults at home? ENGLISH
- * Student's Primary Language? -Please Select-
- * Has this student received any formal English language instruction (listening, speaking, reading, writing)? Yes No
- * Is the student's Ethnicity Hispanic/Latino? Yes No
- * Student's Primary Race American Indian/Alaska
- Student's Additional Race White

Student's Primary Language field will require entry if the value displayed is **-Please Select-**

My Integrated Student Information System

Step 8a Complete the **required fields** as needed. A completed sample is shown below.
Step 8b Click the **Save** button to save entries.

NOTE: If you receive a red alert prompting you to verify address, click on the **Address Search** button and then click the **Save** button again.



Parent/Guardian Information

Student Home Language

Student Ethnicity:

- * Which language did this student learn when he/she first began to talk? ENGLISH
- * Which language does this student most frequently use at home? ENGLISH
- * Which language do you use most frequently to speak to this student? ENGLISH
- * Which language is most often used by the adults at home? ENGLISH
- * Student's Primary Language? ENGLISH
- * Has this student received any formal English language instruction (listening, speaking, reading, writing)? Yes No
- * Is the student's Ethnicity Hispanic/Latino? Yes No
- * Student's Primary Race African American/Black
- Student's Additional Race -Please Select-

Student Educational Information

Previous School Information

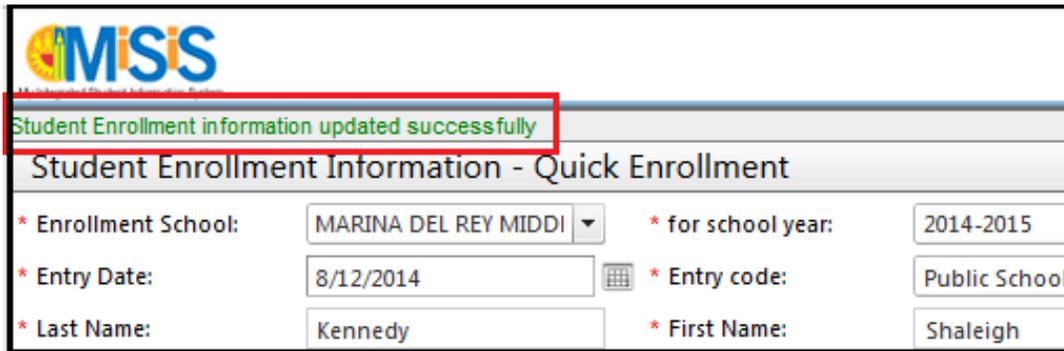
Additional Correspondence

8a →

← **8b**

Save **Back**

The **Student Enrollment information updated successfully** message is displayed.



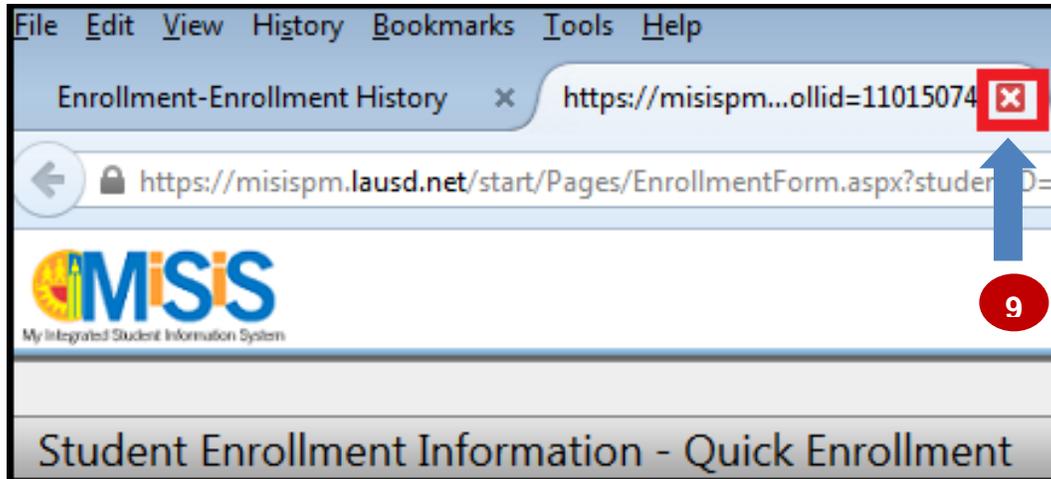
MiSiS

Student Enrollment information updated successfully

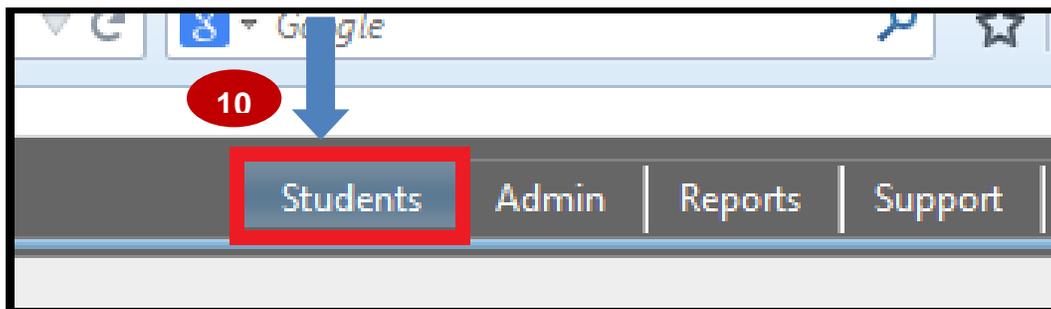
Student Enrollment Information - Quick Enrollment

- * Enrollment School: MARINA DEL REY MIDDY
- * for school year: 2014-2015
- * Entry Date: 8/12/2014
- * Entry code: Public School
- * Last Name: Kennedy
- * First Name: Shaleigh

Step 9 To access another student record, click on the **Close Tab** icon to close the current enrollment record.



Step 10 Click on the **Students** tab to search for another student.



Repeat steps 3-8b as needed to update additional enrollment records.