BACKGROUND – Students that have data in the Preferred Name fields will appear on this roster so that you can correctly maintain the Legal or Preferred Name used for students as indicated on the Identifying Information page or during the enrollment process. If you have no students with Preferred names entered, and no data entry errors, the roster should be blank.

Due to issues with the new enrollment application, there may be some incorrect name data for some students in your report. Follow the instructions below to review your list and remove any incorrect names entered or incorrectly indicated for their use in rosters.

LOG IN

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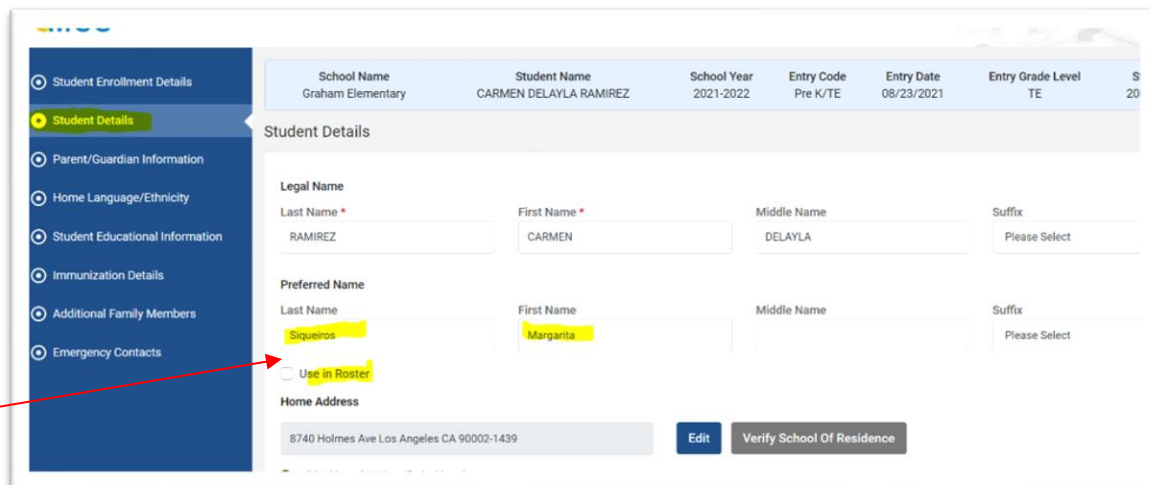2. Select the correct user role from the landing page.

MENU PATH

- **Students Tab > Search Students > Student's Profile > Enrollment History**
- **Click on Edit** > then click on Student Details page – this is best for Preferred Name removal or update)
  OR
- **Census Tab > Identifying Information (best to use for legal name change/correction)**

PROCEDURE

Look for students that have a Preferred name entered, different from their Legal name, but do not have the indicator for "Use in Rosters" set. For the Preferred name to be displayed on MiSiS screens and rosters, the school needs to select **Preferred Name** from the Use in Rosters menu on the Identifying information page *OR* check the box "Use in Roster" below the Preferred Name on the Student Details page on Enrollment screen below.   *NOTE: If you delete the Preferred Name from the Identifying Information Screen instead, remember to select "Legal Name" for use in rosters to save the update correctly.*

Schools that entered a Preferred name accidentally via the new enrollment pages may cause students to be listed on the report that do not have a preferred name indicated for use.

In this case, if the name is a preferred name for the student, then you must check the box to use it in rosters*. **If it is not the student's preferred name, then you must delete any and all names in the Preferred Name fields on this page**. After deleting the incorrect names or selecting use in roster if valid, click on UPDATE button to save the change. Please note that currently, if you delete this from the Identifying Information page, it may still appear on your report. PLEASE MAKE THESE CORRECTIONS FROM THE NEW ENROLLMENT SCREEN TO DELETE COMPLETELY.

Note: For students that were enrolled with their correct, valid Legal Name and have never needed a change on the Identifying Information page, the Legal Names from the Identifying information page do not appear on the Certify report, even though you can see them on the screen. *This is fine because they have never made a change to the legal name since it was correct as entered initially. You will only see Legal names in the columns in the Certify report if there has been a change or correctoin to the name on the Identifying Information page.*

Understanding MiSiS Functionality for Name Display

The STUDENT_FIRST_NAME, STUDENT_MIDDLE_NAME and STUDENT_LAST_NAME will be what is displayed on the screen and in all rosters as the legal names entered upon initial enrollment, *or* if there has been an update to the LEGAL_FIRST_NAME, LEGAL_MIDDLE_NAME, or LEGAL_LAST_NAME on the Census > Identifying Information Screen.

The **Preferred Name** is displayed on the profile screen and rosters if Preferred Name is selected in the "Use In Rosters" drop down indicated on the Census > Identifying Information Screen *OR* the "Use In Rosters" box checked on the Student Enrollment > Student Details screen directly below the Preferred Name fields. On both MiSiS screens and on rosters a (P) also displays next to the name.

Key Columns to Understand in this Certify Report

Column Name	Description
STUDENT_FIRST_NAME STUDENT_MIDDLE_NAME STUDENT_LAST_NAME	**Names as they currently display on MiSiS screens and reports.** **(Referred to here as "DISPLAYED NAMES")**
PREFERRED_FIRST_NAME PREFERRED_MIDDLE_NAME PREFERRED_LAST_NAME	Preferred names entered on the Identifying Information or Enrollment Screen, even if Use in Rosters has not been indicated for use. *Hint: please question why the need for a different name and delete if student is not requesting the use of a preferred name on teacher rosters and screens. "Use In Rosters" must be selected to use the Preferred Name on MiSiS screens and rosters.*
LEGAL_FIRST_NAME LEGAL_MIDDLE_NAME LEGAL_LAST_NAME	Legal name changes or corrections made on the Identifying Information Screen. It is okay if it displays **[BLANK]** if there have never been changes to the Legal name made on the Identifying information screen.

USE_IN_ROSTERS	Will display as **[NULL]** if using the Legal Name entered upon enrollment and no correction or changes have ever been made. (this is fine) **Legal Name** displays if selected for "Use in Rosters" and when there has been a change/correction on the Identifying Information Screen. *Legal Names should match the Displayed Names in the report.* **Preferred Name** displays when this is selected for "User in Rosters" if student or parent has indicated they want the Preferred Names to used. *Preferred Names should match the Displayed Names.*
PREFERRED_MATCHES_LEGAL_NAME	"**Yes**" indicates a redundant entry – The only reason for a preferred name is to display a name DIFFERENT from the legal name. If the Preferred name matches the legal name, you should remove the duplicate entries. **"No"** if something different has been entered in the Preferred Name – sometimes a nick name, for example, and the student or parent wants this name to be used, then the "Use in Rosters" box should be checked (or indicator set to Preferred or the Identifying Information screen). Delete if not needed as Preferred Name.
NOTES	These are notes that have been entered on the Identifying Information Screen. Can provide information for name changes. [BLANK] if no notes have been entered.

For information regarding the correct name use, please consult **BUL-5703.4 Name and/or Gender of Pupils for Purposes of School Records** for details.