

PURPOSE

Use this procedure to **update** student information on a student's enrollment record.

WHO CAN PERFORM THIS TASK?

Users with the Office Manager and Principal roles will be able to perform the tasks outlined in this document. This job aid was created using the Office Manager role.

BEFORE YOU GET STARTED

Refer to **REF-6554** Opening Day Procedures: Supplemental Guide and Updates

LOG IN

- 1. Log into MiSiS at <u>http://misis.lausd.net/start</u>, using your LAUSD SSO credentials.
- 2. Select the correct user role from the landing page, if required.

PROCEDURE – UPDATE ENROLLMENT HISTORY

MENU PATH:

Students Tab > Search Student > Search Results > Student Profile > Enrollment tab

Step 1 On the student profile, select **Enrollment History** from the **Enrollment** menu to open the **View Enrollment History** screen.

Datiset ID 9102==027	Diorl SANCHEZ 0102 027 School Avenue Elementary Performance Level Home Room - Teacher 337 Counselor	Grade 2 Primary Language ENGLISH SLC Graduation Requirements Year 0	Date of Birth 01/19/ 5500 80 = 1633 Language Classification EO Alerts			
Contact Log	Emergency Information ()					
Allendance Alert						
Enrollment v Attendance	✓ Academics ✓ Support ✓ Serv	ices - Census - Miscellan	eous ~ Letters ~			
Student Information	ation					
Parent/Guardian Info	Annua Filmantan an	for school year: *	2040.2020 -	Student ID:	01025 027	
Contact Information	07/15/2019	Entry code: *	First School	Grade: *	2	v
Military Family Members	SANCHEZ	First Name: *	Diorl	Middle Name:	a second second second	
Other Family Members	NULL	Suffix:	-Select Suffix-	Date Of Birth: *	01/19/2	<u> </u>
Attendance Category		Gender: * 🛛 🔞		Twin: *	◯ Yes ◎ No	
Enrollment History		Birth Verification: *	Birth Certificate v	CapID#		
Summer School						
Withdrawal History	4200 AV LOS ANGELES CA 9001	I. Edit				
No Show			-			
Address History	Unverified Address					

MiSiS – Enrollment

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Step 2 From the **View Enrollment History** screen, click the **Edit** link on the Enrollment line to edit information via the **Quick Enrollment** screen.

E	nrollment	~ At	endance 🗸	Academics ~	Support ~	Services 🗸	Census 🗸	N	Viscellaneou	s ¥	Letters ~								
١	View Enrollment History																		
																			C Refresh
	Year 🔶	Location Code	\$ School	ool Name	Grade 🖗	Grade Entry Date	Grade Ex Date	t ģ	Entry Code		School Entry Date	School Exit Date	♦ Le Co	ave de	Enrol Day	led on Count	¢		
	2020	7 9	Elem	Avenue entary	2	07/15/2019	07/31/2099				01/09/2017	07/31/2099		2		-)		Edit	Grade Level Change
	2019	7 9	Elem	Avenue entary	1	08/14/2018	06/07/2019				01/09/2017	07/31/2099			Yes			View	

Step 3The student's home residence has changed.Update the Student's Residence Address.Click the Edit button to open the Edit Address window

Student Enrollmen	nt Information - Quick Enr	ollment				~
* Enrollment School:	Avenue Elemi	* for school year:	2019-2020	 Student ID: 	0102 027	
* Entry Date: 0	7/15/2019	Entry code:	First School	 Grade: 	2 *	
* Last Name:	SANCHEZ	* First Name:	Diorl	Middle Name:	and a second second	
Alias/Nickname:	NULL	Suffic	-Please Select-	 Date Of Birth: 	1/19/	
* Legal Sex: 🛛		* Gender: 🛛	-	 Twin: 	Yes No	
* Home Phone Number:	(323)-82 165	* Birth Verification:	Birth Certificate	▼ CapID#:		
Charles Bardelana						
Student Residence:						
Address	4200 ASCOT AV LOS ANGELES CA	90011-		1 3		
	Unvertied Address					
Attendance Permit De	tails:					
* Permit Type:	-Please Select-	* Issue Date:		* End Date:		
Birth Country: 0	UNITED STATES	Birth State:	CALIFORNIA	 Birth City: 	DOWNEY	
* School Of Residence:	Avenue Elemi	* Residence Verification:	Official Government Mail	•		
Parent/Guardian Ir	nformation					8
Student Home Lar	nguage					
Student Education	al Information					5
Previous School In	formation					Ċ
Additional Correst	ondence					5

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My Integrated Student Information System

- **Step 4** Click the **Clear** button to remove previous address.
- **Step 5** Type the city name in the **City** field to limit address suggestions.

Edit Address	4	×
Address Details	Ĩ	
Address Line (Enter City field to refine auto suggestions) *	333 S Beaudry Ave 201	
Apartment 5 City*	LOS ANGELES	Zip Code*
	Submit Clear Cancel	

- **Step 6** Type the address in the **Address Line** field; after the fourth character, a list of address suggestions will display.
- **Step 7** Locate and click the new address from the suggestions provided. If applicable, enter an apartment number; the State and Zip Code will be automatically populated.

After selecting the address, one of the following messages will generate below the Apartment field:

- Valid Address the address is verified as a United States Postal Service (USPS) address.
- Invalid Address the address cannot be verified as a USPS address. Select a radio button, either to certify the address as a valid address or to save it as an invalid address.
- **Step 8** Click the **Submit** button to process the information and to close the window.

Edit Address	×
Address Details	
Address Line (Enter City field to refine auto suggestions) * 3500 ava	
Apartment 7 - 3500 Avalon St, Los Angeles CA 3500 Avalon Blvd, Los Angeles CA	Zip Code*
8 Submit Clear Cancel	

The address selected will display on the **Enrollment** screen with one of the following validation statuses:

• Valid Address will display if the address is a USPS verified address.



My Integrated Student Information System

- **Invalid Address** the system cannot verify the address as a USPS address. School staff may verify this address if the address is within the school's attendance boundaries.
- School Verified Address will display if the address cannot be verified as a USPS address, but the school staff has verified the address based on school attendance boundaries or official documentation (e.g., property tax bill, utility bill, etc.)
- **MiSiS Verified Address** the address entered is not valid per USPS but MiSiS has verified the address based on information in its database. This status only applies to Student Residence Address but may display as an Address Validation status when "Same as Student" checkbox is selected for parent/guardian, contact, or other family member address.
- **Unverified Address** will display when MiSiS is not able to make a connection with the address standardization tool. Schools do not need to take any action. MiSiS will automatically validate and update the address when the address standardization tool is available.
- **Step 9** Click the **Verify School of Residence** button to determine if the address is within the school's attendance area. In the image below, the address is within the school's attendance area; the system generated a confirmation message.

NOTE: The system will generate an **error message** if the address is verified by the school, invalid, outside the school's attendance area, out of District, MiSiS verified, or unverified. Read the message and follow the instructions provided to continue with or cancel the update.

Step 10 Locate and click the **Save** button.

Student Reside	ence:				
Address	3500 Avalon Blvd Lo	os Angeles CA 90011-2446	Edit		
	🛇 Valid Address (U	JSPS verified address)			
		9	Verify School of Residence		
Grade appropria	ate resident area schools:	Avenue Elementary	nce area.		
	F	Previous School In	formation		1
	ŀ	Additional Corresp	ondence		
				10	Save

Other student information can also be updated via the Enrollment menu.



PROCEDURE – UPDATE CONTACT INFORMATION

MENU PATH

Students Tab > Search Student > Search Results > Student's Profile > Enrollment tab

Step 11 From the Enrollment tab menu, select Contact Information to open the View Additional Contacts screen.



Step 12 Click the **Add new record** button to **add** a new contact.

Step 12a Click the Edit (pencil) icon to edit an existing contact.

Step 12b Click the Delete (trash can) icon to delete an existing contact.

Enrollment v Attendance v Academ	nics v Support v Service	s ~ Census ~ Miscellaneo	ous ~ Letters ~	126
View Additional Contacts				Ť
Add New Record				C Refresh
Contact Name	Relationship	Emergency Contact?	Phone	Address Action
SANCHEZ, JOSE	Grandfather	Yes	(323) 9(26	
SANCHEZ,	Aunt	No	(323) 3 - 71	00
, ANGELICA	Family Friend	Yes	(323) 2: - 63	0 0

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- **Step 13** All required fields (indicated by a red asterisk) must be entered. A completed screen is displayed below.
- **Step 14** Click the **Save** button to save the entries.

/iew Additional Co	ontacts					
Add New Record						C Refresh
Contact Name	Relationship	Emergency Contact?		Phone	Address	Actions
SANCHEZ, JOSE	Grandfather	Yes		(323) 9(26		00
Additional Contac	t Information					
Last Name:*	SANCHEZ		First Name:*	JOSE	Middle Name:	
Relationship:*	Grandfather *		Emergency Contact: Release To:*	● Yes ○ No ● Yes ○ No		
Contact Information						
Home Phone Number:		13				
Work Phone Number:	Ext:					
Cell Phone Number:	(323) 241-1000					
Address Information						
Address Type:	Other *					
Address*	333 S Beaudry Ave Los Angeles CA 90017-1466	Edit				
	Valid Address (USPS verified address)					
		14 Save	Cancel			
SANCHEZ,	Aunt	No		(323) 3 - 71		0 0
, ANGELICA	Family Friend	Yes		(323) 2: - 63		0 0

The student record has been updated with the emergency contact information, as shown below.

District ID 0102:III027 Contest Log Attendance Abst Enrollment ~ Attendance View Additional Co	Diori SANCHEZ Dio2 027 Schoil Annue Elementary Performance Level Schoil None Room. Tracher Schoil 201 Counselor Counselor Schoil Marce Regency Information Support	Grade 2 Primary Language ENCUSH SLC Graduation Requirements Year 9 Services • Census • 1	Miscellaneous ~	Date of Birth 0119 530 00 443 Language Classification EO Alerts			
Add New Record							C Refresh
Contact Name	Relationship	Emergency Contact?) Phone) A	ddress	Actio	ms
SANCHEZ, JOSE	Grandfather	Yes	(213) 241	- 1000 33	33 S Beaudry Ave , Los Angeles, CA 90017-1466	0	0
SANCHEZ.	Aunt	No	(323) 3	- 71		0	0
ANGELICA	Family Friend	Yes	(323) 2	63		0	0