

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

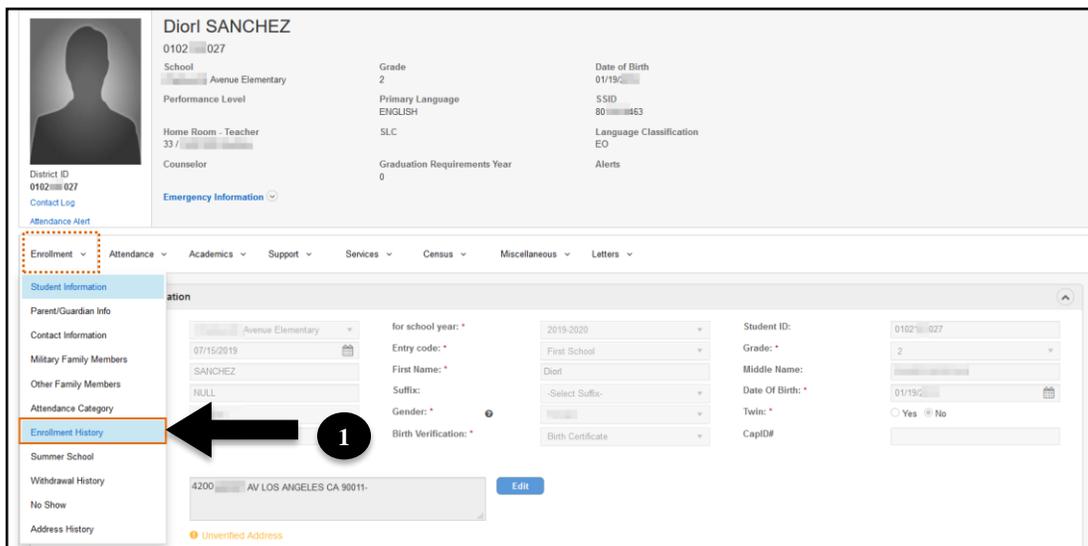
1. Log into MiSiS at <http://misis.lausd.net/start>, using your LAUSD SSO credentials.
2. Select the correct user role from the landing page, if required.

PROCEDURE – UPDATE ENROLLMENT HISTORY

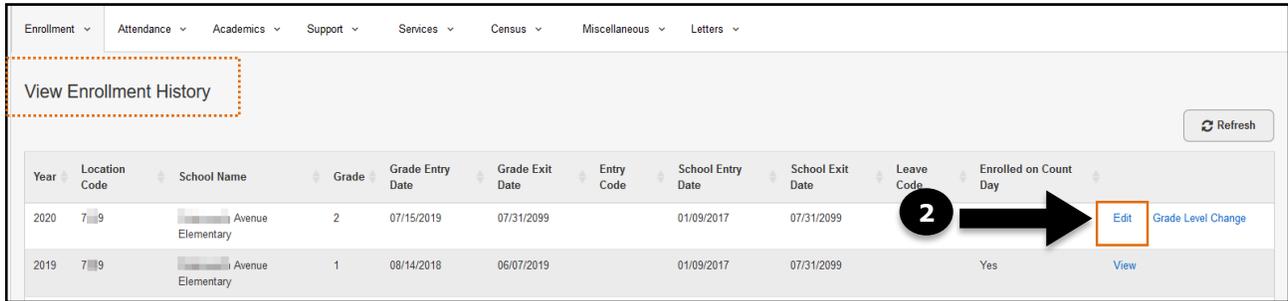
MENU PATH:

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.

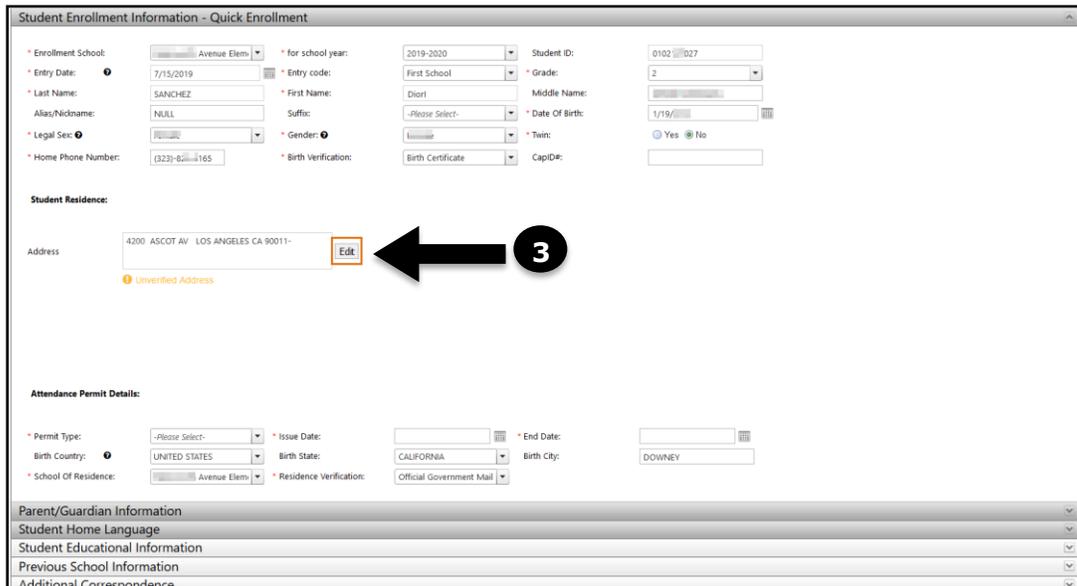


Step 2 From the **View Enrollment History** screen, click the **Edit** link on the Enrollment line to edit information via the **Quick Enrollment** screen.



Year	Location Code	School Name	Grade	Grade Entry Date	Grade Exit Date	Entry Code	School Entry Date	School Exit Date	Leave Code	Enrolled on Count Day	
2020	7	Avenue Elementary	2	07/15/2019	07/31/2099		01/09/2017	07/31/2099			Edit Grade Level Change
2019	7	Avenue Elementary	1	08/14/2018	06/07/2019		01/09/2017	07/31/2099		Yes	View

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



Student Enrollment Information - Quick Enrollment

Enrollment School: Avenue Elem | for school year: 2019-2020 | Student ID: 0102 027

Entry Date: 7/15/2019 | Entry code: First School | Grade: 2

Last Name: SANCHEZ | First Name: Diort | Middle Name:

Alias/Nickname: NULL | Suffix: -Please Select- | Date Of Birth: 1/19/

Legal Sex: | Gender: | Birth Verification: Birth Certificate | CapID:

Student Residence:

Address: 4200 ASCOT AV LOS ANGELES CA 90011- [Edit](#)

Attendance Permit Details:

Permit Type: -Please Select- | Issue Date: | End Date:

Birth Country: UNITED STATES | Birth State: CALIFORNIA | Birth City: DOWNEY

School Of Residence: Avenue Elem | Residence Verification: Official Government Mail

Parent/Guardian Information

Student Home Language

Student Educational Information

Previous School Information

Additional Correspondence

Step 4 Click the **Clear** button to remove previous address.

Step 5 Type the city name in the **City** field to limit address suggestions.



The screenshot shows the 'Edit Address' window with the following fields: Address Line (333 S Beaudry Ave 201), Apartment, City (LOS ANGELES), State, and Zip Code. A 'Clear' button is highlighted with a red box and a circled '4' with an arrow pointing to it. The 'City' field is highlighted with a red box and a circled '5'.

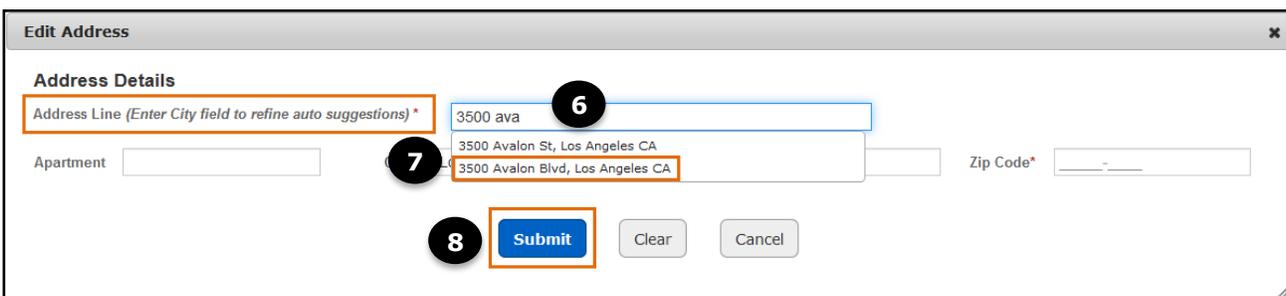
Step 6 Type the address in the **Address Line** field; after the fourth character, a list of address suggestions will display.

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.



The screenshot shows the 'Edit Address' window with the following fields: Address Line (3500 ava), Apartment, City, State, and Zip Code. A dropdown menu is open showing suggestions: '3500 Avalon St, Los Angeles CA' and '3500 Avalon Blvd, Los Angeles CA'. The 'Submit' button is highlighted with a red box and a circled '8'. The 'Address Line' field is highlighted with a red box and a circled '6'. The selected suggestion is highlighted with a red box and a circled '7'.

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

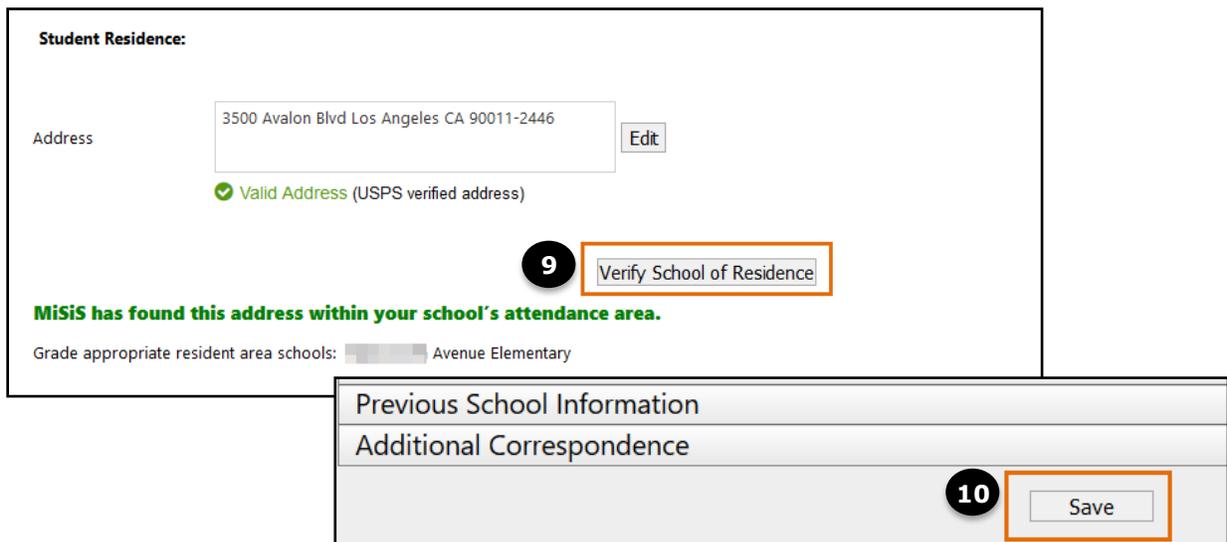
- **Valid Address** will display if the address is a USPS verified address.

- **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.



The screenshot shows the 'Student Residence' section of the MiSiS interface. The address field contains '3500 Avalon Blvd Los Angeles CA 90011-2446' and is marked as 'Valid Address (USPS verified address)'. A button labeled 'Verify School of Residence' is highlighted with a red box and a circled '9'. Below this, a message states 'MiSiS has found this address within your school's attendance area.' and lists 'Grade appropriate resident area schools: Avenue Elementary'. At the bottom of the form, a 'Save' button is highlighted with a red box and a circled '10'.

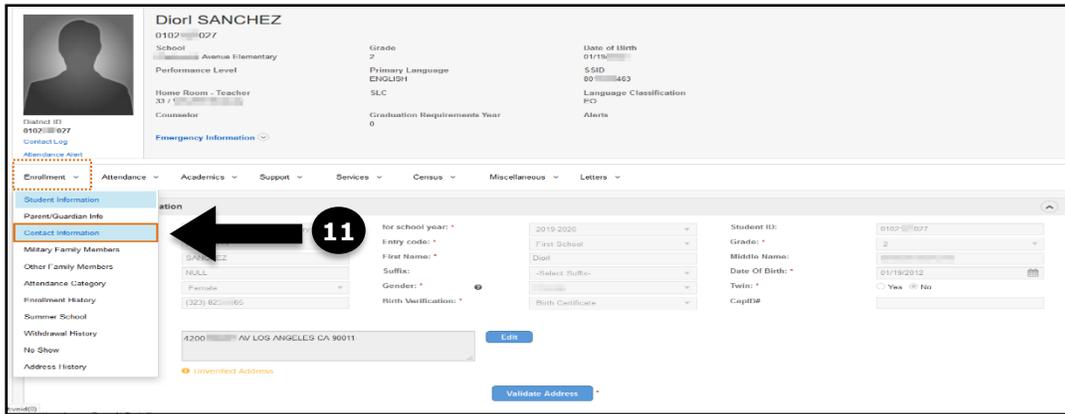
Other student information can also be updated via the Enrollment menu.

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.

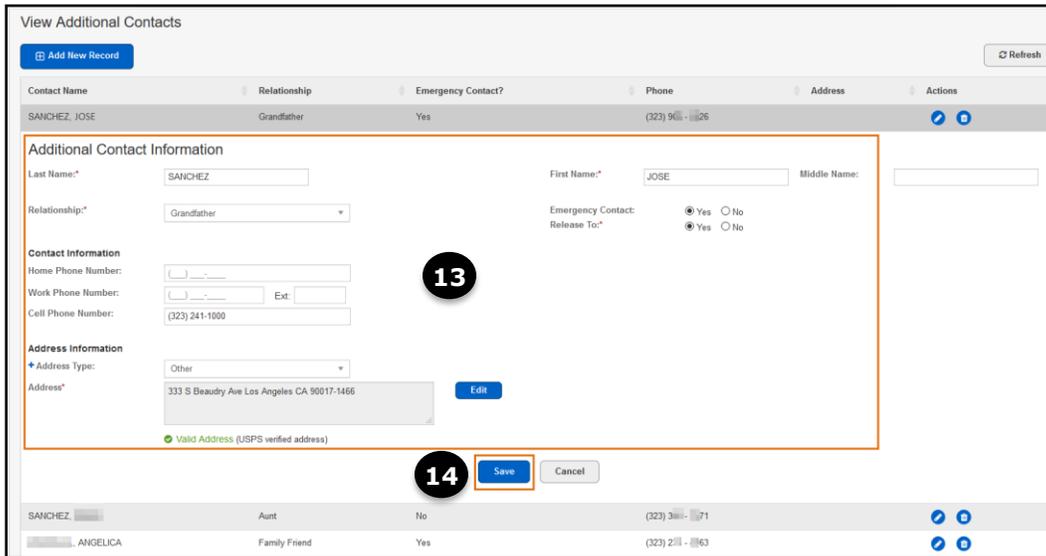
Step 12a Click the **Edit (pencil)** icon to **edit** an existing contact.

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



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.



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

