



## MiSiS Opening of School Year Checklist

<b>Access</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Teachers who have not applied for access to a new location will not be able to take attendance. Remind teachers at new locations to use EZ Access to reapply at their new location.</li><li><input type="checkbox"/> Teachers who have not applied for access to a new location will not appear in the master schedule Sections Editor. Remind teachers at new locations to use EZ Access to reapply at their new location.</li><li><input type="checkbox"/> Administrators who have not applied for access at a new location will not have the ability to approve access to school staff. New school administrators need to use EZ Access or send in a MiSiS Access Request form if they have changed locations.</li><li><input type="checkbox"/> Principal or administrative designee should remove access for those employees who no longer work at the school. Use EZ Access to remove employee from gaining access.</li></ul>
<b>Attendance</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Period Groups and Meeting Patterns- Schools need to set up their Period Groups and meeting patterns to reflect the schedule they will be implementing at their school. The first week might look different than the remaining weeks. This set up is critical to attendance taking.</li><li><input type="checkbox"/> Elementary schools should set up meeting patterns and period groups for AM/PM classes and those classes that do not meet every day.</li><li><input type="checkbox"/> *** New Dual Language cost centers need to be reminded to do this (the meeting patterns of the host school will NOT automatically apply to the new Dual Language cost center).</li><li><input type="checkbox"/> Once all scheduled changes have been completed, print and distribute the Five Column Roster report for all teachers and classes. If unable to submit attendance in MiSiS, record attendance on a printed Five Column Roster report, adding the names of any students not listed, and crossing out the names of any dropped students; be sure to sign and date it. If attendance is not submitted in MiSiS by the teacher on the same instructional day, the paper record must be retained in the office for five (5) years.</li><li><input type="checkbox"/> If teachers are absent be prepared to use the Educator Absence Schedule to generate temporary user IDs and passwords for substitutes.</li></ul>



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<b>English Learner</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Print Master Plan Roster to see which students still need to be assigned a Master Plan Program and ensure appropriate English Learner placement.</li><li><input type="checkbox"/> For new enrollees: verify enrollment packet from previous school to determine if the home language survey matches what is in MiSiS (if not matching, contact previous school).</li><li><input type="checkbox"/> Print Ready to Reclassify roster and reclassify all eligible students before administering ELA assessments.</li><li><input type="checkbox"/> Print and review CELDT Coding Roster and CELDT Test Discrepancy Report to identify which students need an initial CELDT assessment in preparation for CELDT Testing.</li><li><input type="checkbox"/> Print and review the EL Student Schedule Summary report to determine appropriate placement of EL students.</li></ul>
<b>Enrollment</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Refer to 2017-2018 Opening Day Procedures, issued by Student Health and Human Services for LAUSD policy regarding enrolling students.</li><li><input type="checkbox"/> Determine school procedures for enrolling new students.</li><li><input type="checkbox"/> When searching for a student using Enroll Student search, check the birthdate, parent information, prior school enrollment, and complete name to verify the correct student is being enrolled.</li></ul> <p>Health Information</p> <ul style="list-style-type: none"><li><input type="checkbox"/> If a new student enrolls at your school, do not enter immunization information into MiSiS until the student has a permanent student ID number. Health screening information can be filled in at any time.</li><li><input type="checkbox"/> Students who are returning to your school from the previous school year are not required to provide address verification. Verifications are only required for students who have recently moved into your area to determine their school of residence. Matriculating students from a local feeder school are also not required to provide address verification. Please refer to the reference guide on <b><u>Opening Day Procedures: Supplemental Guide and Updates</u></b>, for the most updated information on Registration and Enrollment Procedures.</li></ul>



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	<p>Transitional Kindergarten Expansion</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Student must turn 5 after December 2<sup>nd</sup> to be eligible. Please see reference guide.</li><li><input type="checkbox"/> Enroll student in Grade Level= TE. Enrolling in another grade will cause statistical report errors.</li></ul> <p>Transitional Kindergarten</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Student birthdate should be between September 3<sup>rd</sup> and December 2<sup>nd</sup> to be eligible. Please see reference guide.</li><li><input type="checkbox"/> Enroll student in grade level= TK.</li></ul> <p>No Show</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Identifying No Show Students<ul style="list-style-type: none"><li><input type="checkbox"/> Run the Attendance Not Submitted Report to verify all teachers have submitted attendance.</li><li><input type="checkbox"/> Verify any student who did not pick up their schedule is marked absent with UC reason code.</li><li><input type="checkbox"/> Run the Master Absence Report to determine who was absent.</li><li><input type="checkbox"/> The Teacher Discrepancy Report should be run in order to identify students who were marked absent by all teachers except one. In these cases, students were marked present or attendance was not submitted. Elementary schools do not need to run this report since they only have one period.</li><li><input type="checkbox"/> Students who are absent on the first day of school must be marked as a No Show. Refer to MiSiS No Show Job Aid for directions.</li></ul></li><li><input type="checkbox"/> Every night beginning on the first day of school a nightly process will run to remove No Show students. Only students marked absent every period will be processed as a No Show. Students with Attendance Not Submitted or marked present will not be processed.</li><li><input type="checkbox"/> The No Show Screen (Enrollment &gt; No Show) and the No Show Report will display a Processed Date. If the student has a processed date the No Show record cannot be deleted.</li></ul>
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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Students returning to school after being processed will need to be re-enrolled and re-scheduled. Use the No Show Student Schedule Summary Report to view a no show student’s schedule.</li> <li><input type="checkbox"/> Run the No Show Report to identify students processed as a No Show or who could not be processed as a No Show. Resolve any issues with No Show students who could not be processed.</li> </ul> <p>Auto withdrawal</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> When trying to enroll a student who is currently enrolled at another LAUSD school using Automatic Withdrawal, a pop up will state that “Current Enrollment would be deleted” and you will be asked if you want to proceed. Click Ok to proceed with enrolling the student at your site. You are not deleting the record, just transferring it to your school. The Student Enrollment information will show automatically so that you can make changes.</li> <li><input type="checkbox"/> Generate the Automatic Withdrawal Report to identify students’ auto withdrawn by another school.</li> <li><input type="checkbox"/> Update Withdrawal Codes, Reasons, and Dates as needed.</li> <li><input type="checkbox"/> Generate E Cast vs. Actual Enrollment Report to determine E Cast Enrollment numbers.</li> <li><input type="checkbox"/> Generate Emergency Roster.</li> <li><input type="checkbox"/> Update Parent/Guardian and Emergency Contact information for students based on new emergency card information.</li> </ul>
<b>Grades</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure that all grades are entered for all students that completed Summer Term courses.</li> <li><input type="checkbox"/> Make sure to order Pressure Sealer forms from the District warehouse if needed, to be used for Secondary School Report Cards and other correspondence. (SKU: 966-12-20814)</li> <li><input type="checkbox"/> Be sure that any required maintenance to the Pressure Sealer machine is performed. Refer to <a href="#">LAUSD Mass Mail and Pressure Sealer webpage</a>.</li> </ul>
<b>Graduation Standards</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Generate Graduation Eligibility Status for 2016 &amp; Beyond report.             <ul style="list-style-type: none"> <li><input type="checkbox"/> This report will allow you to identify students that need to be promoted or demoted - you can export to Excel and use filters</li> </ul> </li> </ul>



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	<p>to identify students by virtue of credit count, grade level, and graduation year.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> You can also quickly identify students that are missing any graduation requirements.</li> <li><input type="checkbox"/> Generate IGP report by Grad Year and review to identify students that require additional coursework. Users can generate PDF's in lieu of printing and user may use the search function to find specific students.</li> </ul>
<b>Student Support</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assign staff to receive automatic emails when a referral is submitted by using the Referral E-Mail Set-up screen</li> <li><input type="checkbox"/> Plan for IGP meetings with students</li> </ul>
<b>State Reporting</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all teachers submit attendance for all students; generate the Attendance Not Submitted and Classification Reports to ensure accurate enrollment counts</li> </ul>
<b>Scheduling</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Elementary</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that all students have been assigned the correct grade level class               <ul style="list-style-type: none"> <li><input type="checkbox"/> Use Elementary Class Roster to check enrollments</li> </ul> </li> <li><input type="checkbox"/> Check the Walk-In Scheduler for students with a "0" in the Sections column. Should they be scheduled or marked as a No Show?</li> <li><input type="checkbox"/> Ensure that all students have been assigned to the correct grade level               <ul style="list-style-type: none"> <li><input type="checkbox"/> Use Elementary Alpha Roster</li> </ul> </li> <li><input type="checkbox"/> Ensure active teachers are assigned to all sections; if no teacher, use an unfilled position number</li> <li><input type="checkbox"/> Ensure that all section attributes are appropriately marked               <ul style="list-style-type: none"> <li><input type="checkbox"/> English Learners - Master Plan Program, English Learner Service</li> <li><input type="checkbox"/> Dual Language Program - Master Plan Program, Primary language</li> <li><input type="checkbox"/> Independent Study - see updated policy</li> <li><input type="checkbox"/> Run Section Attributes Report to verify proper selection of the section attribute</li> </ul> </li> </ul> </li> </ul>



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	<ul style="list-style-type: none"><li><input type="checkbox"/> Delete all classes with teacher assignment of “unfilled 25”. If students are still in these classes, they need to be moved to another section before deleting the class.</li><li><input type="checkbox"/> Assign certificated out-of-classroom personnel a course that represents the position they serve, i.e. principal - 900101</li> <li><input type="checkbox"/> <b>Secondary</b><ul style="list-style-type: none"><li><input type="checkbox"/> Review Courses to check for<ul style="list-style-type: none"><li><input type="checkbox"/> Correct A-G category</li><li><input type="checkbox"/> Credits</li><li><input type="checkbox"/> Grade level span</li><li><input type="checkbox"/> Obsolete courses</li><li><input type="checkbox"/> Run the School Courses Report</li></ul></li><li><input type="checkbox"/> Review Sections in Sections Editor<ul style="list-style-type: none"><li><input type="checkbox"/> Run Class Enrollment Report by list or matrix to view sections, enrollment, and teacher assignment</li><li><input type="checkbox"/> Ensure that all section attributes are appropriately marked<ul style="list-style-type: none"><li><input type="checkbox"/> English Learners - Master Plan Program, English Learner Service</li><li><input type="checkbox"/> Dual Language Program - Master Plan Program, Primary language</li><li><input type="checkbox"/> Run Master Plan Roster to verify</li><li><input type="checkbox"/> Location - add the magnet location for sections belonging to a particular magnet location</li><li><input type="checkbox"/> Independent Study - mark section attribute for each associated section</li><li><input type="checkbox"/> Review Sections Attribute Report to verify proper selection of the section attribute</li></ul></li></ul></li><li><input type="checkbox"/> Review teacher schedules and check for<ul style="list-style-type: none"><li><input type="checkbox"/> Appropriate assignment and alignment with credential</li><li><input type="checkbox"/> Missing classes</li><li><input type="checkbox"/> Periods assignment for:</li></ul></li></ul></li></ul>
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	<ul style="list-style-type: none"><li><input type="checkbox"/> Conference</li><li><input type="checkbox"/> Auxiliary (if any)</li><li><input type="checkbox"/> Assign certificated out of classroom personnel a course that represents the position they serve, i.e. sec counselor - 930304</li><li><input type="checkbox"/> Run the Teacher Section Assignment report by matrix view</li><li><input type="checkbox"/> Review Student Schedules and check for<ul style="list-style-type: none"><li><input type="checkbox"/> Students with "0" schedules<ul style="list-style-type: none"><li><input type="checkbox"/> Use the Walk-In Scheduler to check for "0" students in the Sections column by clicking the Sections title in blue to sort by ascending/descending order</li><li><input type="checkbox"/> Run student schedule summary for students with "0" schedules</li></ul></li><li><input type="checkbox"/> Students with partial schedules<ul style="list-style-type: none"><li><input type="checkbox"/> Use the Walk-In Scheduler to check for the number of students with less than the required count of sections</li><li><input type="checkbox"/> Run the Student Schedule Summary report for students with partial schedules</li></ul></li><li><input type="checkbox"/> Students with incorrect schedules<ul style="list-style-type: none"><li><input type="checkbox"/> Review the Student Schedule Summary report and make changes to schedules as necessary</li></ul></li></ul></li><li><input type="checkbox"/> Review updated grades from summer school, adult school, community college, etc and make changes as necessary to student schedules</li><li><input type="checkbox"/> (High Schools Only)<ul style="list-style-type: none"><li><input type="checkbox"/> Review Repeating Courses Report<ul style="list-style-type: none"><li><input type="checkbox"/> Check for students taking courses that already have been passed</li></ul></li><li><input type="checkbox"/> Review Course Deficiency Reports<ul style="list-style-type: none"><li><input type="checkbox"/> Check to determine if students have not passed a required course</li></ul></li></ul></li></ul>
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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Terms - if using both 10 week terms and 20 week terms, check the above for each term</li> <li><input type="checkbox"/> Room Finder Report - Run the Student Schedule Summary as report type "Room Finder" to post students classroom numbers by period on the first day of school.</li> </ul>
<b>Transcripts</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Transcripts can only be updated by users with the following user roles: Principal, Scheduling Admin, Counselor Plus. To update student transcripts navigate to Academics-&gt;Transcripts-&gt;Transcript Detail for:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Students that completed Adult School/Continuation School Courses</li> <li><input type="checkbox"/> Students that are transferring from other school districts - in state or out of state.</li> <li><input type="checkbox"/> To enter foreign transcripts for any students enrolling from out of the country, please refer to Bul-1545.1</li> </ul> </li> <li><input type="checkbox"/> For students no longer enrolled and requesting transcripts, run the Transcript report and be sure to select the School Year in which student was enrolled and for Enrollment Status be sure to select All or Not Enrolled.</li> </ul>
<b>Groups</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all students are assigned to only one counseling group</li> <li><input type="checkbox"/> Ensure that students are assigned to only one learning community group (optional)</li> </ul>
<b>Report Subscriptions</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use the Report Subscriptions feature to automatically run reports on a scheduled basis             <ul style="list-style-type: none"> <li><input type="checkbox"/> Go to Admin&gt;Report Subscriptions</li> <li><input type="checkbox"/> Follow job aid on report subscriptions</li> <li><input type="checkbox"/> Recommended Reports to run for opening:                 <ul style="list-style-type: none"> <li><input type="checkbox"/> Secondary                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Class Enrollment</li> <li><input type="checkbox"/> Student Schedule Summary</li> <li><input type="checkbox"/> 5 Column Roster</li> </ul> </li> <li><input type="checkbox"/> Elementary                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Elementary Class Rosters</li> <li><input type="checkbox"/> 5 Column Roster</li> </ul> </li> </ul> </li> </ul> </li> </ul>



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