

Guide to MiSiS User Roles

This guide helps principals and District office staff understand the amount of access associated with each MiSiS user role, in order to assign staff appropriately. The charts that follow summarize user roles for elementary and secondary schools, as well as those for PSA Counselors and Local District/Central Office staff. By matching staff to the proper roles, schools will be more effective in protecting student information, and adhering to District policy as well as state and federal confidentiality laws.

For more information on applying for user roles, please visit <http://misis.lausd.net/>, and click **Apply for Access to MiSiS**.

Legend

User Role indicates the name of the access role. User roles should be assigned to staff based on job duties.

Description summarizes the type of student and employee information that can be viewed or edited.

Security Level reflects the amount and sensitivity of information that is viewable or editable. The higher the security level, the fewer the number of users should be assigned to it.

Module refers to the components in MiSiS. Examples include Attendance, Grades, and Student Support.

Types of Users represents the different staff members that might be assigned to the user role. If appropriate, a single staff member might be associated with numerous user roles, based on job duties.

Number of Users provides a recommendation for the number of employees to assign to the user role. For instance, the “Teacher” role must be assigned to all certificated teachers. However, school office roles should be assigned more sparingly, perhaps according to the number of students enrolled.

User Roles for All Schools

	User Role	Description	Security Level	Module	Types of Users	# of Users (per <i>n</i> students)
All Schools	Categorical Programs Coordinator	Allows for viewing all student information and reports. Provides data entry access for DPI scores, intervention services, Title I, and English Learners.	Moderate	<ul style="list-style-type: none"> • Manage Groups • Services • Testing 	Categorical programs coordinators, including Title I and English Learner or designees	As needed
	Counselor	Allows for viewing all student information and reports. Provides access to carry out counselor tasks such as handling scheduling individual course requests, section types, and walk-in scheduling, as well as counseling communications, referrals, interventions, and retention warnings. Access is also provided for entering and updating attendance status and reason codes for individual students and entering grades and retention warnings.	Moderate	<ul style="list-style-type: none"> • Attendance (limited) • Grades • Graduation Standards (limited) • Manage Course Sections • Manage Groups • Master Scheduling (partial) • Services • SST • Staff Information • Student Support 	Counselors and designated support staff	1 per 500 students; 4 minimum for secondary schools; 2 minimum for elementary schools

	User Role	Description	Security Level	Module	Types of Users	# of Users (per n students)
All Schools	CTE Instructor	Ability to add CTE/Linked Learning records for all students at assigned CTE/Linked Learning School.	High	<ul style="list-style-type: none"> • CTE/Linked Learning 	Teacher	As needed
	Discipline Admin Designee	Allows for viewing of much student information and reports. Provides data entry access for individual attendance and Student Support, including actions taken, suspensions, and opportunity transfers.	High	<ul style="list-style-type: none"> • Manage Groups • Student Support 	School administrators and deans who handle student discipline	Up to 5 per school
	Health Office	Allows for viewing of student census and enrollment information. Provides data entry access for immunizations and health screenings.	Moderate	<ul style="list-style-type: none"> • Health 	Health Office Clerks, Nurses, SAAs/Office Managers, Office Technicians, and Sr. Office Technicians	As needed; 2 minimum
	Office Manager	Allows for viewing of all pages and reports, as well as data entry/update in various areas, including referrals, interventions, counseling communication, grades, retention warnings and records requests, health screenings, immunizations, manual input on secondary transcripts, and DPI scores. Access is also provided for entering and updating attendance status and reason codes for individual students and classes and entering information (to enroll and check out students and set year-end flags.	High	<ul style="list-style-type: none"> • Attendance • Census • Educator Absence Schedule • Enrollment • Grades • Health • Manage Course Sections • Manage Groups • Services • Staff Information • Student Photo • Student Support • Testing 	Elementary and Options Schools: SAA/Office Manager, Office Technician Secondary: Attendance Office staff (e.g., Senior Office Technician and Office Technician)	1 per 700 students; 2 minimum
	PE Teacher	Allows the user with this role to access the PFT Mass Data Entry screen. The user will only have access to students enrolled in his sections. The user role allows the user to add PFT data for students.	Moderate	<ul style="list-style-type: none"> • PFT Mass Data Entry screen • PFT Roster • Physical Fitness Test (PFT) Status Report 	PE Teachers or school personnel who need to access PFT screens and reports	Elementary: 1 per school for 100-300 students Secondary: 6-8 per school for 200-300 students

	User Role	Description	Security Level	Module	Types of Users	# of Users (per n students)
All Schools	Principal	Allows for viewing of all pages and reports, as well as data entry/update in various areas, including referrals, interventions, actions taken, suspensions, opportunity transfers, school scheduling set up (period groups and meeting patterns), grades, graduation standards topics (e.g., retention warnings and standards/culmination waivers and appeals), and manual input on secondary transcripts. Access is also provided for entering and updating attendance status and reason codes for individual students and classes, entering DPI scores, and entering attendance category and records requests in Enrollment.	High	<ul style="list-style-type: none"> • Attendance • Educator Absence Schedule • Enrollment (limited) • Grades • Graduation Standards • Manage Course Sections • Manage Group • Master Scheduling • MiSIS Explorer • SST • Staff Information • Student Photo • Student Support • Testing • Transcripts 	Principals and assistant principals	All administrators assigned to a school
	School Full Read	Allows for viewing of almost all pages and reports, but without data entry/update capability.	Moderate	<ul style="list-style-type: none"> • All (read only) 	Certificated, non-register carrying staff (e.g., deans, coordinators, APs, counselors, RSP teachers, et. al.)	All certificated, non-register carrying staff (outside of classroom)
	School GATE Coordinator	Allows for viewing of most student information and reports other than Student Support. Provides data entry access to referrals and GATE checklist, as well as mass identification of GATE eligible students (high achievement and specific academic ability).	Moderate	<ul style="list-style-type: none"> • Student GATE Search 	GATE Coordinator or designee	As needed
	School Limited Read	Allows for viewing a limited amount of basic information (e.g., student name, enrollment, parent/guardian contact, and attendance record) as well as meal code and bus schedule.	Low	<ul style="list-style-type: none"> • Read only for Attendance, Census, and Enrollment 	Cafeteria managers and School Police	As needed

	User Role	Description	Security Level	Module	Types of Users	# of Users (per n students)
All Schools	Scheduling Administrator	Allows for viewing all student information and reports other than formal discipline. Provides data entry access to all Master Scheduling related areas including scheduling set up (period groups and meeting patterns). Also provides access to enter grades and graduation standards topics (e.g., retention warnings and standards/culmination waivers and appeals) as well as manual input on secondary transcripts. Additionally, provides access to enter counseling communications, referrals, and interventions.	Moderate	<ul style="list-style-type: none"> Grades Graduation Standards Manage Course Sections Manage Groups Master Scheduling SST Staff Information Student Photo Student Support Transcripts 	Elementary and Options Schools: SAA/Office Manager, Principal, Assistant Principal Secondary: APSCS, SIS Coordinator	1 per 1,000 students; 2 minimum; 4 maximum
	Special Education Provider	Allows for viewing of almost all pages and reports, but without data entry/update capability.	Moderate	<ul style="list-style-type: none"> All (read-only) 	RSP teachers or other Support staff in Special Education	As needed
	SPED CDS School Administrator	Ability to view and approve a special education placement option request within assigned school.	High	<ul style="list-style-type: none"> SPED Placement Options Portal 	CDS Principal	As needed
	SPED School Administrator	Ability to create, edit, reserve, and view SPED Placement option requests for students within assigned school.	High	<ul style="list-style-type: none"> SPED Placement Options Portal 	Assistant Principal, APEIS	As needed
	Student Support-School Based	Allows for viewing and creating the Contact Log and Counseling Communications. Provides the ability to read, create and update Interventions, Referral Details, and Actions Taken.	Moderate	<ul style="list-style-type: none"> Student Support 	RSP teachers and others that need access to Student Support	As needed
	Teacher	Allows for viewing of information on students in one's class(es), including student schedules, test scores, and parent/guardian contacts. Also provides access to reports from Gradebook and other topics. Provides data entry access related to student referrals, attendance, gradebook, and grades (e.g., retention warnings and failing seniors).	Moderate	<ul style="list-style-type: none"> Attendance Gradebook Grades Student Support 	Certificated classroom teachers only	All certificated classroom teachers

User Roles for Secondary Schools Only

	User Role	Description	Security Level	Module	Types of Users	# of Users (per <i>n</i> students)
Secondary Schools Only	Counselor Plus	Same as Counselor with the addition of access for manual	High	<ul style="list-style-type: none"> • Attendance (limited) • Grades • Graduation Standards (limited) • Manage Course Sections • Manage Group • Master Scheduling (partial) • Services • SST • Staff Information • Student Support • Transcripts 	Designated Counselors and support staff	1 per 500 students; 3 minimum
	Secondary School Office-Mark Reporting	Allows for viewing of limited student information related to grades, graduation standards, and athletic eligibility. Provides data entry access for grades, transcripts requests, and attendance reason codes.	High	<ul style="list-style-type: none"> • Grades • Student Photos 	APSCS, SIS Coordinator (Options Schools: office manager, principal/assistant principals)	1 per 1,000 students; 2 minimum, 5 maximum
	Secondary Athletic Director	Allows for viewing of student information and reports. Provides data entry access for Athletics Eligibility (e.g., groups and documentation), student referrals, and individual student attendance.	Moderate	<ul style="list-style-type: none"> • Athletics • Manage Group • Student Support 	High School Athletics Director	As needed

User Roles for Local District and Central Office Staff

	User Role	Description	Security Level	Module	Types of Users	# of Users (per <i>n</i> students)
ODA Testing Staff	ODA Testing Score Administrator	Allows for viewing of testing information; and provides create, update, and delete access for student test definitions.	High	<ul style="list-style-type: none"> • Testing 	Testing Administrator and designee	1 or 2
	ODA Testing Score User	Allows for viewing of testing and English Learner information; and provides create, update, and delete access for student test scores and English Learner initial classification and reclassification.	High	<ul style="list-style-type: none"> • Enrollment • Testing 	Specialist and designee	As needed

	User Role	Description	Security Level	Module	Types of Users	# of Users (per n students)
Pupil Services	Pupil Services – Admin	Allows for the ability to view and delete NOT Letters	Moderate	<ul style="list-style-type: none"> Census Manage Group 	Central office PSA program coordinator and designees	As needed
	Pupil Services – Homeless	Allows for viewing of most student information and reports. Provides data entry access for homeless information in Census.	Low	<ul style="list-style-type: none"> Census Manage Group 	Central office program coordinator and designees	As needed; 2 minimum
	Pupil Services – SARB	Allows for viewing of most student information and reports. Provides data entry access for Counseling Communication.	Low	<ul style="list-style-type: none"> MiSIS Explorer Student Support (Limited) 	Pupil Services personnel assigned at Local Districts and central offices to handle Student Attendance Review Board	10 maximum
	Pupil Services – School Based	Allows for viewing of most student information and reports. Provides access for entering and updating attendance status and reason codes for individual students as well as creating and updating Student Support information such as referrals and interventions.	Moderate	<ul style="list-style-type: none"> Attendance Manage Groups Manage No Shows Student Support 	Pupil Services personnel assigned to schools, e.g., Pupil Services and Attendance Counselors (PSAs)	As needed
Special Education	SPED CDS Director	Ability to approve requests, view requests, reassign requests, and make work assignments districtwide.	High	<ul style="list-style-type: none"> SPED Placement Options Portal 	CDS Director	As needed
	SPED District Administrator	Ability to create, edit, reserve, and view SPED Placement option requests for students districtwide.	High	<ul style="list-style-type: none"> SPED Placement Options Portal 	Resolution Coordinator, LRE Specialist, Local District Office Staff, Due Process Specialist	As needed
	SPED Placement Administrator	Ability to create, edit, reserve, and view SPED Placement option requests for students districtwide. May also reassign requests and make work assignments.	High	<ul style="list-style-type: none"> SPED Placement Options Portal 	SPED Operations District Administrator	As needed
	SPED Placement Program Specialist	Ability to create, edit, reserve, and view SPED Placement option requests for students districtwide. Requests are assigned to this user role by SPED Placement Admin.	High	<ul style="list-style-type: none"> SPED Placement Options Portal 	Program specialists	As needed

	User Role	Description	Security Level	Module	Types of Users	# of Users (per n students)
Special Education	SPED Viewer	Ability to view special education placement option requests districtwide.	High	<ul style="list-style-type: none"> SPED Placement Options Portal 	CSR, Transportation Router, Transportation Supervisor, Transportation Specialist	As needed
Other District Offices	Athletic Director	Allows for viewing of student information and reports. Provides access to create Athletics groups and to waive Athletics requirements.	Moderate	<ul style="list-style-type: none"> Athletics 	Coordinator, Interscholastic Athletics	As needed
	Behavior Emergency Admin	Allows for viewing, creating, editing and deleting Behavior Emergency records for students.	Moderate	<ul style="list-style-type: none"> Student Support 	Behavior Support Coordinators	As needed
	District Administrator	Allows for viewing of all students' information, but without editing capability.	Moderate	<ul style="list-style-type: none"> All 	Certificated and Classified, Local District and Central Office Support Staff	As needed
	District American Indian Program	Allows for viewing of student information and reports. Provides data entry access for Indian Education Program information in Census.	Moderate	<ul style="list-style-type: none"> Census 	Staff in Indian Education Program office	As needed
	District Limited Read	Allows for viewing a limited amount of basic information (e.g., student name, enrollment, parent/guardian contact, and attendance record) as well as meal code and bus schedule.	Low	<ul style="list-style-type: none"> Read only for Attendance, Census, and Enrollment 	Food Services and School Police staff at the Local District or Central District office	As needed
	District Migrant Education	Allows for viewing of student information and reports. Provides data entry access for Migrant Education assessment scores in Testing and program information in Census.	Moderate	<ul style="list-style-type: none"> Census Testing 	Staff in Migrant Education office	As needed
	District Special Education Provider	Allows for viewing of most student information and reports at the District level.	Moderate	<ul style="list-style-type: none"> All (read only) 	District-wide itinerant Staff working with Special Education	As needed
	ESY District Administrator	Allows for Summer School Enrollment of Students without an IEP in an ESY program.	Moderate	<ul style="list-style-type: none"> Enrollment 	Central office support staff working with Special Education	As needed

	User Role	Description	Security Level	Module	Types of Users	# of Users (per n students)
Other District Offices	Fitness Admin	Allows for managing, creating and updating the Physical Fitness Testing calendar. Allows for editing the Physical Fitness Test scores of students as necessary.	High	<ul style="list-style-type: none"> PFT Testing PFT Calendar 	PFT Administrator and designee	2
	GATE Office Administrator	Allows for viewing of most student information and reports. Provides data entry access for GATE tests and services as well as GATE processes such as reassessment and waiver requests.	High	<ul style="list-style-type: none"> GATE Services Testing 	Staff in GATE office	As needed
	GATE Psychologist	Provides data entry access for GATE referrals and GATE tests.	Moderate	<ul style="list-style-type: none"> Services Student GATE Search Testing 	School Psychologists assigned to GATE testing	As needed
	HR Credentialing	Allows for viewing of school staff information and reports.	Low	<ul style="list-style-type: none"> Staff Information 	Staff in HR Credentialing office	As needed
	Multilingual and Multicultural Education Dept.	Allows for viewing information regarding English Learners, such as initial classification, reclassification, and RFEF monitoring.	Moderate	<ul style="list-style-type: none"> Services 	Administrative Staff in MMED	As needed
	Nursing Office Administrator	Allows for viewing of student census and enrollment information and reports. Provides data entry access for immunizations and health screenings.	Moderate	<ul style="list-style-type: none"> Health 	Administrators in District Nursing Services office	As needed
	Operations Administrators	Allows for viewing of most student information and reports. Provides data entry access for suspension and opportunity transfer appeals.	High	<ul style="list-style-type: none"> Student Support 	Operations Administrators at Local Districts	As needed
	Student Discipline & Expulsion Support Unit	Allows for viewing of most student information and reports. Provides data entry access for suspension and opportunity transfer appeals.	High	<ul style="list-style-type: none"> Student Support 	Staff in SDES Unit	As needed
	Student Support Administrator	Allows for viewing and creating the Contact Log and Counseling Communications. Provides the ability to read, create and update Interventions, Referral Details, and Actions Taken. Includes all of the functions of the District Administrator role.	High	<ul style="list-style-type: none"> Student Support 	Pupil Services personnel assigned at Local Districts and Central Offices	As needed

	User Role	Description	Security Level	Module	Types of Users	# of Users (per n students)
Other District Offices	Student Support & Progress Team (District)	Allows for viewing, creating, editing and deleting SSPT referral records for students.	High	• Student Support	District Intervention Coordinators	Limited
	Transportation Administrator	Allows for viewing of most student information and reports. Provides data entry access for student referrals and suspensions.	High	• Student Support	Administrators in Transportation Services Division	As needed