



Online Student Data Inquiry Form Guide



Find the issue that best describes the problem the student or Coordinator is having. Confirm the action item(s) and issue persist fill out the form by clicking on the link at the bottom of this page.		
Issue:	Action:	Follow-up
New Student with no SSID:	<p>Confirm students first day of enrollment in MiSiS. Also confirm student is in TOMS and demographic information is correct</p> <p><i>Note: If enrollment is less than two weeks, allow time for SSID to generate.</i></p>	<p>If the student has been enrolled for two weeks and does not have an SSID, click the link below and complete the form. When prompted, check from the menu <i>Student has been enrolled for at least two weeks and does not have SSID.</i></p>
IEP/504 Plan not identified in TOMS:	<p>Confirm in Welligent that the student IEP or 504 Plan has been saved and closed. Also, confirm that the Special Education Identifier is present on the student's demographics page in TOMS.</p>	<p>If the issue persists and coordinators are notable to program Accommodations and/or Designated supports, complete the form below. When prompted, check <i>Student has an active IEP or 504 Plan and is missing Special Ed Identifier in TOMS.</i></p>
Alternate Assessment not Active for testing:	<p>Confirm in TOMS that the Special Education Identifier is present on the student's demographics page in TOMS. Also, confirm that the Alternate assessment is marked on the students test assignment page in TOMS.</p> <p><i>Note: Marking the student test assignment to alternate assessment can take 48 hours to become active in the student testing platform.</i></p>	<p>If the issue persists and the student is not able to test using the Alternate Assessment, complete the form below. When prompted, check from the menu <i>Student has an active IEP or 504 Plan and is missing CAA/Alternate ELPAC Not Active.</i></p>
Student Log on Credentials:	<p>Confirm in TOMS that the student information on student's demographics page is correct, including spelling and spacing. Corrections need to be reported to the State Reporting Services Branch,</p>	<p>If the issue persists and the student continues to receive a "No Match" error message when logging onto the assessment complete the form below. When prompted check from the menu, <i>Student Log on Credentials.</i></p>
No Test Assigned:	<p>Confirm in TOMS that the student information on student's demographics page is correct. Also, confirm in TOMS that the correct test is selected on the students Test Settings page.</p>	<p>If the issue persists and the student continues to receive an error of "No Test Assigned" when logging into the testing platform, complete the form below. When prompted choose, <i>No Test Assigned.</i></p>

Coordinators, need further support?	
What you will need to complete this form:	All information must be confirmed in MiSiS and TOMS before entered onto the form. You will need student Information such as, student first name, last name, grade level, enrollment date, SSID, and LAUSD ID

Online Student Data Inquiry Form: <https://forms.office.com/Pages/ResponsePage.aspx?id=oUAqBCixxEqGSAFv-hIUhz4NpeAfuRRBhu4DfVIBx3tUQOJROFkzWURFRIEwOUIzSVZIUFDVODEyUy4u>