This job aid is designed to provide instruction with the process to generate a Retention Warning.

Users with the Teacher role will be able to perform the task outlined in this document. The job aid was created using the Teacher role.

**Step 1** Log into MiSiS with the following URL: [http://misis.lausd.net/start](http://misis.lausd.net/start), from your internet browser, using your single sign-on (SSO) user ID and password.

**Step 2** Select the correct user role from the landing page, as required.

**Step 3** In Roster View, locate the student to be retained and click the Action button on the same row to the right, and the menu displays below.

**Step 4** Click on Retention Warnings.
Step 5  The Student Profile window displays. Click the + Add new record link.

The View Retentions Warning Notices screen displays below. A brief description of each field follows.

- **School Term** – Select the appropriate School Term
- **Grading Period** * – Select the appropriate Grading Period
- **Warning Notice Sent** – Select the Warning Notice Sent Date
  - Note: Warning Notice needs to be entered for Grading Period 2 for school to be able to enter Retention in Grading Period 3.
- **Retained** * – Select the appropriate Warning Notice
  - For Grading Periods 1 and 2, the Retained dropdown contains **May Be Retained**.
  - For Grading Period 3, the Retained dropdown contains **Will Be Retained**.
  - Note: Will Be Retained will activate the Retention Date, Grade, and Reason fields.
- **Retention Date** – Select the Retention Date
- **Retention Grade** – Select the Retention Grade
- **Retention Reason** – Select the Retention Reason

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Step 6  Complete the parameters as needed. A completed sample is shown below.

Step 7  After completing the data entry, click the Save button.

Step 8  The Retention Warning record will display in a list. Click the edit icon to edit the information.

Note: If multiple records have been entered, you have the ability to sort entries ascending or descending by clicking on the column headers.