

MiSiS – My Integrated Student Information System

Student Support

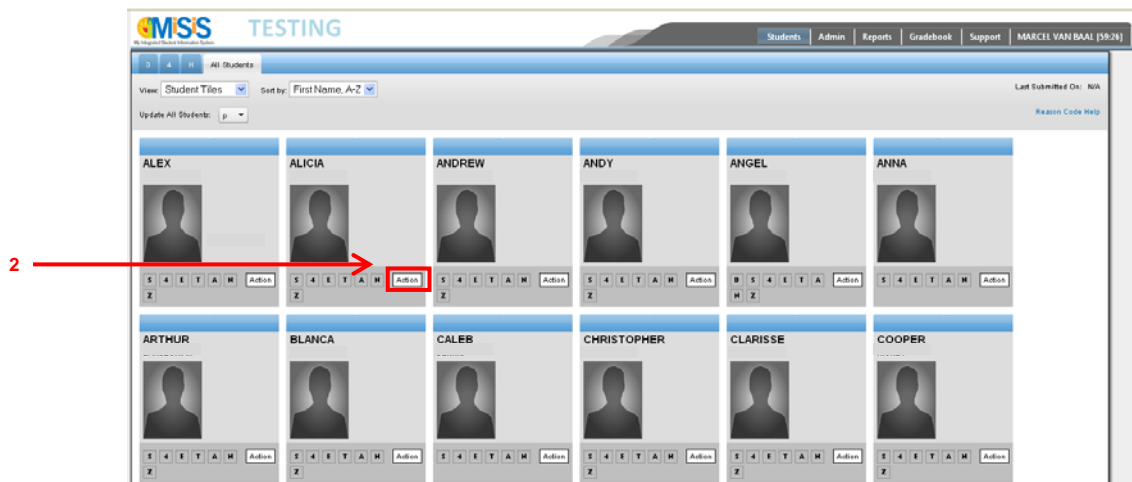
View A Counseling Communication

A Counseling Communication is created when contact is made with a student or students regarding a counseling issue. This job aid will walk the user through the process of viewing a saved record via the *Teacher's portal*.

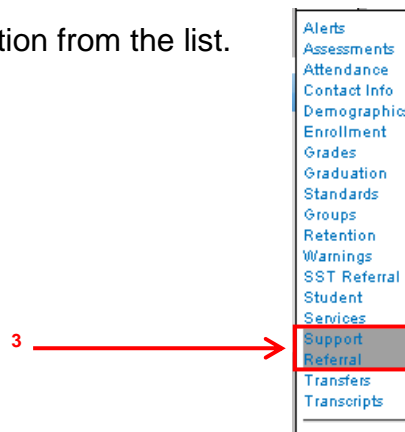
Step 1 Log into MiSiS at <https://misis.lausd.net/start>, using your single sign-on (SSO) account.

**** Schools with multiple locations housed at the same site will access each location separately.**

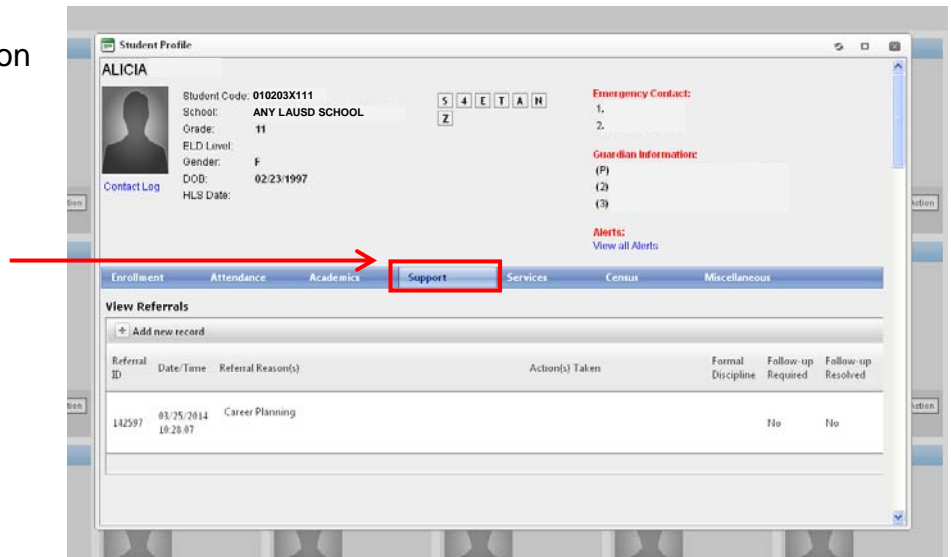
Step 2 From the Class Roster page, click the **Action** button for a particular student to view a list of available options.



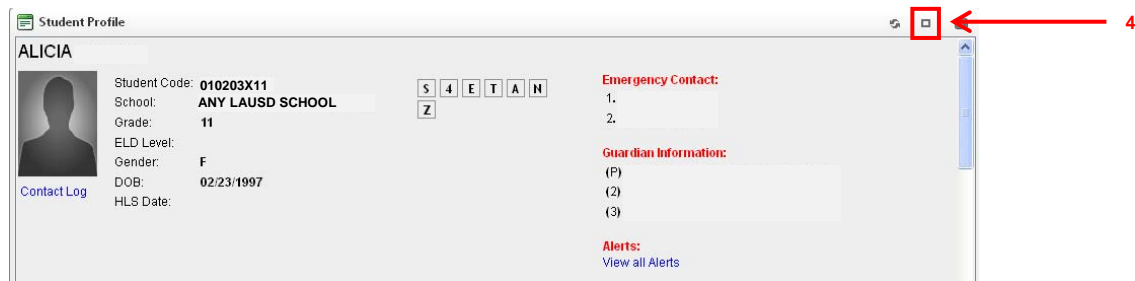
Step 3 Click the **Support Referral** option from the list.



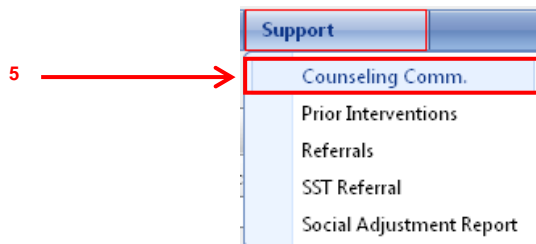
** The **Student Profile** screen displays, with the Support option highlighted.



Step 4 Click the **maximize**  button at the upper right corner of the window to view a full screen.



Step 5 Hover the mouse over the **Support** option and click **Counseling Comm.** (It may be necessary to click in any open space on the screen to collapse the drop down list.)



** The **View Counseling Communication** window displays. If the student has had counseling communications, a chronological log of entries will display.

Step 6 To view all communication data, click the **edit** icon to view the record.

Student Profile
ALICIA

Student Code: 010203X11
School: ANY LAUSD SCHOOL
Grade: 11
ELD Level:
Gender: F
DOB: 02/23/1997
HLS Date:

Emergency Contact:
1.
2.

Guardian Information:
(P)
(2)
(3)

Alerts:
View all Alerts

Enrollment Attendance Academics Support Services Census Miscellaneous

View Counseling Communication

Date/Time	Method	Purpose	Services Provided	Follow-up Required	Follow-up Resolved	Last Updated By
08/26/2013 04:50:44	Meeting - COST (Coordination of Services Team)		Classroom Change	Yes	Yes	LoadStudent

** The **Edit Counseling Communication** window will display with all entered data.

The teacher user role does not grant the capability to edit the record. If the user does not have edit rights, the message "You DO NOT have sufficient permission to update this record." will display below the Save and Cancel buttons.

Step 7 Click the **Cancel** button after viewing the record to close.

Edit Counseling Communication

All comments are public records, and are subject to be viewed by parents and administrators. Comments should be appropriate and factual.

Submit Counseling Communication

* Comm. Date: 8/26/2013
* Comm. Time: 4:50 AM
* Method: Meeting - COST (Coordination of Services)
* Services Provided: Classroom Change
Follow-up Required: Yes
Follow-up Resolved: Yes
Parent/Guardian Notified: Yes
Parent/Guardian Attended: Yes
Prompted by At Risk: No Comments

Comments/Notes (Max 500):

Communication Purpose:

- Academic Concerns
 - Does not complete assignments/tasks
 - Grade average is going down
 - In danger of failing/not meeting promotion standards
 - Low scores
 - Recommend for intervention
 - Working below standards/exhibits little effort
- Attendance Concerns
 - Excessive absences are affecting class work
 - Tardies are affecting class work
 - Tuincancies are affecting class work
- Career Planning
- Citizenship Concerns
 - Consistently violates classroom rules
 - Does not respect others/equipment/materials in class
 - Exhibits inconsiderate behavior

Participation Information
Participation Type: Parent/Guardian
Phone: _____
Name: ALICIA DELANEY

Save Cancel

"You DO NOT have sufficient permission to update this record."