



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: 2018-2019 Next Year Enrollment for all Students

NUMBER: REF-6646.3

ISSUER: Oscar Lafarga, Executive Director
Office of Data and Accountability

DATE: March 23, 2018

ROUTING

All Locations
Local District
Superintendents
Local District Directors
Local District
Administrators of
Instruction
Support Unit Administrators
EL Program Coordinators
School Administrative
Assistants

PURPOSE: This Reference Guide provides timeline information and procedures for schools in preparation for the MiSiS Next Year Enrollment (NYE) processes to create next year enrollments for all students in grades Transitional Kindergarten Expansion (TK)-12.

MAJOR CHANGES: This Reference Guide replaces REF-6646.2, 2017-2018 Next Year Enrollment for all Students, dated March 3, 2017. Dates have been changed to reflect school year 17-18 dates. Contact numbers have been updated.

INSTRUCTIONS: I. BACKGROUND

The MiSiS NYE process will create a 2019 enrollment for all students currently enrolled in an LAUSD school. The process will be run in two phases:

- PHASE 1 (NYE 1) will run at the beginning of March. This process will create an enrollment for non-matriculating students, grades 6-11 at the same school in the next grade level according to grade level configurations as determined by School Management Services.
- PHASE 2 (NYE 2) will begin mid-April and will run every week night until June 30, 2018. This phase creates a 2019 enrollment for Transitional Kindergarten (TK) and Extended Transitional Kindergarten (TE/TK) -11th grade regular matriculating students remaining at the same school. It will also create a 2019 enrollment for matriculating and non-matriculating students who will be attending a district school next year due to Magnet placement, Permits with Transportation (PWT), Dual Language Program placement (DLP), Zones of Choice (ZOC) placement, Special Education assignments or other transfer reasons. The process will increase the student grade level



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by one and create the 2019 enrollment at the next school according to the student's residence address as it appears on the Student Profile Screen, under the Student Information section in MiSiS or at the next school entered on the Transfer Screen. TK students will process into grade Kindergarten at their school of residence.

- MiSiS will receive data for Magnet, DLP, PWT and Zones of Choice transfers from the Magnet/PWT, Zones of Choice and Open Enrollment Interface in April and will continue processing the data until June 30, 2018. See Choices/Opciones Application and Brochure Timeline 2018-2019, August 21, 2017 for dates and timelines.
- Schools shall enter transfer records for students who live in an option attendance area and/or those participating in the following programs:
 - Schools for Advanced Studies (SAS)
 - Open Enrollment
 - Other Transported Students (OTS)
 - Special Education
 - Schools of Origin Rights
- The transfer screen will no longer show Independent Charter Schools or Magnet schools in the drop down. Students leaving your school to attend an Independent Charter must be withdrawn on the last day of present attendance with an L3 leave code. Magnet student will be included on the Magnet files once the parent has accepted or declined in the Magnet portal.

II. SCHOOL RESPONSIBILITIES

A. Responsibilities for all schools

- Specialized Student Populations
A student in foster care, experiencing homelessness and/or involved in the juvenile justice system who is transitioning to middle or high school, shall be allowed to matriculate with his or her established feeder patterns based on their School of Origin (CA Ed. Code §§ 48852.7). See BUL-6718.0, Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System, August 8, 2016, for additional information. For this population, schools will need to enter a transfer record using the transfer type, "School of Origin Rights".



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- Option Attendance Areas

Schools who have matriculating students who reside in an option attendance area (not including Zones of Choice Areas) for 2017-2018, must survey parents on which school their student(s) intend to attend for the 2018-2019 school year. All students in option attendance areas must have a transfer record entered or be withdrawn on the last day of in-seat attendance. Schools may use the Student Resident School Report to assist in identifying students who live in an option area. Schools may also use the Address Confirmation Letter in MiSiS to survey parents and update student transfer records. See Attachment A for a sample of the letter.

- Students on Permits

If a school will not be continuing a student currently on a permit, the school must follow the policies as outlined in BUL-5347.1, Intra-district (school to school) Permits and Student Transfers in Elementary and Secondary Schools, June 10, 2013 and/or BUL-5341.2, Interdistrict (District to District) and Student Transfers in Elementary and Secondary Schools, January 22, 2013. If all policies have been followed, the student must have a withdrawal record entered on the last day of in-seat attendance during the 2017-2018 school year.

- Students Leaving LAUSD

If a school has been notified that a currently enrolled student will not be returning to school and will be leaving LAUSD to enroll in another school district and/or charter school for the 2018-2019 school year, the personnel at the current school of enrollment must enter a withdrawal record on the last day of in-seat attendance during the 2017-2018 school year. Schools should complete the Parent Assurance Letter (PAL) and enter the information in the withdrawal history on the Student Profile Page in MiSiS.

- If a student has a change of address, it is the sending (elementary or middle) school's responsibility to update the address fields in MiSiS on the Student Profile -> Enrollment History -> Edit, after receiving valid address verification. If this information is not accurate, records will not be identified to move to the appropriate matriculating school.

- To avoid notification to students whose assignments might change, schools should not send letters to students to welcome them until after the Magnet, ZOC, DLP, PWT, and PSMCP data selection has



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been completed. See MEM-6158.4, Permits with Transportation (PWT) Application Procedures and Timelines 2018-2019, August 15, 2017 for PWT timelines.

- For questions regarding OTS eligibility, please contact your local Area Bus Supervisor (ABS) first. You may then contact Mary Jane London at the number listed on page 10 for Traveling Student Programs.
- After July 1, schools may use the Auto Withdrawal process to enroll students for the 2018-2019 school year. The enrollment date will default to the first day of each school's instructional calendar. If schools try to use this process during the 2017-2018 school year, the student will be withdrawn from the current school of attendance and a 2018 enrollment will be created. There is no option to enroll for the 2018-2019 school year using the Auto Withdraw feature/process prior to July 1.

B. Elementary Schools – In addition to the school responsibilities listed above (Section A – Responsibilities for All Schools), elementary schools must ensure the following:

1. Follow the instructions outlined in Section IV to ensure that the necessary student information is entered and is accurate in MiSiS.
2. The cumulative record is a legal document that must be maintained in perpetuity. To ensure that pupil records are sent to the correct middle school, cumulative records and health cards are to be forwarded when requested by the receiving school at the start of the new school year.
3. To meet the literacy needs of incoming grade 5 or 6 students, middle schools must use various data points which will be outlined in a pending document from Division of Instruction to determine if students need strategic (Tier 2) or intensive (Tier 3) literacy intervention services. The document is expected to be completed and posted by the end of March.
4. By California State Law, before retaining a Kindergarten student, the school must have a Kindergarten Continuance Form signed by the parent. Prior to June 30, see REF-6756.0, Kindergarten Continuance: Parental Agreement for Pupil to Continue in Kindergarten, September 12, 2016. A retention record must be



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added to the Student Profile Screen, Academics Tab, and select Retention. See attachment D, in REF-5777.5, Transitional Kindergarten Implementation, July 12, 2016.

5. Elementary schools that have students in special education whose placement will change following the third reporting period must enter a Student Transfer record in MiSiS using a transfer reason of Special Education Placement. If the student is matriculating, contact the receiving middle school by phone to advise them of this updated information so that the student's program placement will be appropriately updated in a timely manner.
6. TK and TE students will have a 2019 enrollment created at their school of residence according to the residence address in MiSiS. These students must enroll in their resident school unless the appropriate permit is obtained and approved.
7. Schools that have Pre-K students with a current IEP will be able to enter a transfer record if the student is continuing in Pre-K. These records will be processed to create a 2019 enrollment. Pre-K students without an IEP will need to be re-enrolled for 2018-2019 in the school they will attend.
8. Elementary Schools with Dual Language programs
 - New Elementary Dual Language/Bilingual program schools starting with grade K students will have a 2019 enrollment line created according to the file processed if the application was received before the deadline. Students who applied after the deadline will have to be enrolled individually to the new cost center through the regular enrollment process in MiSiS. The permit type should be OPT - Option Area.
 - New Elementary Dual Language/Bilingual Program schools starting with grade 1 - New Elementary Dual Language/Bilingual Program students will have a 2019 enrollment line created according to the file processed if the application was received before the deadline. Students who applied after the deadline will have to be enrolled individually to the new cost center through the regular enrollment process in MiSiS. The permit type should be OPT - Option Area.
 - Existing Elementary Dual Language/Bilingual program schools
Elementary Schools with qualifying students for an existing



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Elementary Dual Language/Bilingual program, will need to enter a transfer records for each student. If an elementary school has more than one qualifying student to transfer to an existing Dual Language/Bilingual program, the mass transfer screen may be used. The transfer reason should be OPT – Option Area.

The NYE2 process will create a 2019 enrollment record in the correct cost center for the Elementary Dual Language/Bilingual Program students who applied online before the program deadline. Students who missed the deadline must now apply at the specific school and a transfer record must be entered at the current school once the student has been accepted.

9. Elementary schools should not provide a Student Transfer Form for students transferring within LAUSD. Schools may provide the Student District ID to the new school to ensure the correct student is enrolled.

10. Grade-based acceleration - For a small percentage of students, grade acceleration may be an option. Before students skip a grade level, schools should hold an SSPT meeting and document the meeting in the student's CUM folder. Notes from the meeting should also be included in the CUM. Moreover, the instructional director should be consulted prior to a final decision being made. Schools and guardians need to consider:
- The academic, social, physical, and emotional readiness required for the new grade level
 - The rigorous nature of the academic standards
 - The potential for harm to a child's disposition to learn by inappropriate acceleration, and
 - The important concepts, skills, and knowledge imparted at each stage of a child's education

Additionally, TK acceleration to 1st grade has specific guidelines outlined in REF-5777.5.

C. Secondary Schools

In addition to the school responsibilities listed above (Section A – Responsibilities for all Schools), middle schools must ensure the following:

1. Middle school personnel are encouraged to have articulation meetings with elementary school personnel to help plan for the



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successful transfer of accurate and complete information. Senior high school personnel are also encouraged to have articulation meetings with middle school students to help plan for the appropriate scheduling of classes.

2. After the MiSiS Next Year Enrollment process has run, schools will be able to view student information for incoming students. It is not necessary for elementary schools to print Student Transfer Forms.
3. Please do not send parents of matriculants' back to the feeder school for a Student Transfer Form. School personnel shall reference MiSiS information before taking further action. School personnel shall call the elementary feeder school to clarify the problem rather than sending the parent back to the elementary school.
4. Middle schools that have students who matriculate into Zones of Choice high schools will have their 8th grade students rank their selections within their Zones of Choice in February. The data will be collected centrally to complete the selection process in March. The selection lists will be sent in April to ZOC High School Principals by the Zones of Choice Office. By Mid-April, the data selections will be passed to MiSiS and MiSiS will create 2019 enrollments for students at the selected Zones of Choice school. Refer to REF-6296.1, Zones of Choice: Identification, Assignment and Enrollment of Student Residing Within a Zone of Choice Attendance Boundary, November 7, 2016 for additional information regarding Zones of Choice. See Choices/Opciones Application and Brochure Timeline 2018-2019, dated August 21, 2017 for timelines. Schools will have access to newly enrolled students after the Next Year Enrollment process is run in MiSiS. (NYE2)

III. MiSiS REPORTS, JOB AIDS and USER GUIDES

1. Reports and Job Aids
 - a. Student Resident Schools – This report will identify student resident addresses which do not have a match to a Poly ID or any boundary schools within Master Planning & Demographics' Street range database. The focus should be on "Next" column. The report will not be accurate or complete until NYE 2 is run.



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Refer to the Job Aid on the MiSiS Website – MiSiS Training – Job Aids - Enrollment for assistance in running the report.

- b. Next year Enrollment Error Report – After NYE 2 is run, this report will provide a list of students who could not be processed by the Next Year Enrollment process and the reason the student was not processed. Refer to the Job Aid on the MiSiS Website – MiSiS Training – Job Aids - Enrollment for assistance in running the report.
- c. Enrollment and Transfer Records (All Schools) MiSiS Job Aids
Various job aids will provide the criteria to identify students needing a transfer record for next year enrollment, and the system steps required to process the task in the MiSiS application. Refer to the User Guide on the MiSiS Website – >Training –> Job Aids -> Enrollment for assistance in entering the records.
- d. Unverified Address Report – This report will identify student resident addresses which do not have a match to a Poly ID or any boundary school within Master Planning & Demographics’ street range database. Many of the address issues on the report can be eliminated by re-entering the address as it appears on the report. Students residing at address outside of the district will have an alert on the Student Profile page and will not be processed by the new year enrollment processes. Schools may run this report to identify which student will need to have a withdrawal posted on the last day of present attendance.
- e. School Address Range Report – This report will list all address ranges within a school’s attendance area and the associated schools for each address range.
- f. Address Confirmation Letter – This report can be generated for all students and will display the address and school the student will attend next year based on address. After NYE is run, the report will display which school was assigned by the NYE process.

2. FOCUS Reports – Local District Reports

- a. NYE Student Report – This report generates a list of matriculating and transfer students.



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- b. NYE Exception Details – This report generates a list of students who have not been processed by the NYE processes.
- c. Incoming Student Details – This report lists incoming students by their previous school with program details such as Special Education, GATE and English Learners. Also included SBAC scores.
- d. Incoming High School Student Marks – This report will generate for high schools only. It contains middle school students and their academic marks in core subjects.
- e. Incoming Middle School Student Marks – This report will generate for middle schools only. It contains elementary level students and their academic marks in core subjects.

V. PREPARATION OF DATA IN MiSiS

A. Exceptions to the Majority of Matriculants

Students living in option attendance areas are not automatically assigned to a middle or high school. Elementary and middle schools must contact the parent/guardian of students living in option areas to discuss which option school should be selected. Schools may use the NYE Address and Projected Enrollment Letter Report in MiSiS to survey parents. When the form is returned by the parent, the school should then enter a Student Transfer in MiSiS using the transfer code Option Area. Schools may print the Address Verification Letters to assist.

1. Matriculating Students in Special Education Enrolled in a Special Day Program

- a. Make sure the IEP information in Welligent is current and up to date.
- b. The Special Education Operations Office supports schools by providing information of available programs for students with disabilities. IEP teams will determine the placement of students. A 2019 enrollment will be created according to the next school listed in the IEP for matriculating students. If a SWD has applied for and accepted a magnet placement, the 2019 enrollment will be created at that school.



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2. Traveling Students (including students in Special Education)

- a. Parents of students eligible to participate in the Other Transported Students program at schools which fall into the pre-established OTS matriculation patterns should be informed of their options. The appropriate location code for the next school should be entered on the Student Transfer screen in MiSiS with a transfer code of Option Area. For questions about OTS matriculation patterns or eligibility, please contact your local Area Bus Supervisor (ABS) first. You may then contact Mary Jane London at the number listed on page 12 for Traveling Student Programs.
- b. Students in Special Education traveling to schools not specifically covered in matriculation patterns established by the Student Integration Services will have a next year enrollment assignment based on their address if the student has an eligibility of Specific Learning Disability (SLD), Speech/Language Impairment (SLI) or Intellectual Disability (ID) and is in a mild/moderate class.



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RELATED

RESOURCES:

BUL-5341.2, Inter-district (District to District) and Student Transfers in Elementary and Secondary Schools, dated January 22, 2013.

BUL-5347.1, Intra-district (school to school) Permits and Student Transfers in Elementary and Secondary Schools, dated June 10, 2013.

BUL-6718.0, Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System, dated August 8, 2016.

REF-6296.1, Zones of Choice: Identification, Assignment and Enrollment of Student Residing Within a Zone of Choice Attendance Boundary, dated November 7, 2016.

REF-6756.0, Kindergarten Continuance: Parental Agreement for Pupil to Continue in Kindergarten, dated September 12, 2016.

MEM-6158.4, Permits with Transportation (PWT) Application Procedures and Timelines 2018-2019, dated August 15, 2017.

Choices/Opciones Application and Brochure Timeline 2018-2019, dated August 21, 2017.

REF-5777.5, Transitional Kindergarten Implementation, dated July 12, 2016.



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ASSISTANCE: For assistance or further information please contact:

Support Unit	Contact Person	Phone Number
MiSiS Support		213-241-4850 213-241-5200, option 5 then 2 or Helpdesk.lausd.net
Counseling Articulation	Jesus Angulo Secondary Programs Instructional	213 241-7510
LD Northwest	Pia Damonte or Bill Bazadier, Coordinator	818-654-3629
LD Northeast	Janet Lord, Coordinator	818-252-5454
LD South	Brian Spencer or Tamisha Donald, Coordinator	310-354-3514
LD Central	Carmela Bravo, Coordinator	213-241-1932
LD West	Cori King, Coordinator	310-914-2137
Option Schools	Carmen Hermosillo, Coordinator	213-241-2540
LD East	Juan Carlo Marquez or Eiman Hernandez, Coordinator	213-224-3165
Central	Burgandie Montoya, Coordinator	213-241-6689
Office of Instruction, Multilingual and Multicultural Education Department	Rafael Escamilla, Coordinator	213 241-5582
PWT/OTS Programs	Mary Jane Lira- London	213 241-6532
CORE Waiver/PSMCP	Susan Jamerson	213 241-6990
Magnet	Hector Verduzco	213 241-6532
Dual Language, Bilingual Programs	Diana Sanchez, Specialist Judith Iguina, Specialist	213-241-2500
Zones of Choice Office	Dunia Fernandez	213 241-0466
Special Education Support and Services – Central	All Local Districts	213 241-6701



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Pupil Services	Michelle Castelo Alferes, Director	213-241-3844
Homeless Education Program	Angela Chandler, Coordinator	213-241-3844
Permits and Foreign Student Admissions	Norma Sturgis Coordinator	213-202-7547
Group Home Scholars Program	Dr. Rebecca Robertson, Coordinator	213-241-3554
Foster Youth Achievement Program	LaShona Jenkins. Coordinator	213-241-3844
Juvenile Hall/Camp Returnees Program	Dr. Rebecca Robertson, Coordinator	213-241-3554