



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: 2016-2017 Next Year Enrollment for all Students

NUMBER: REF-6646

ISSUER: Cynthia Lim, Executive Director
Office of Data and Accountability

DATE: March 8, 2016

Due date: All transfer record entries should be completed no later than April 13, 2016.

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 processes to create enrollment lines for all students in elementary through high school.

MAJOR CHANGES: This Reference Guide replaces REF-6500.0, *Transfer Data Information for Schools Receiving Matriculating Students*, dated April 21, 2015.

INSTRUCTIONS: **BACKGROUND**

The MiSiS Next Year Enrollment process will create 2016-2017 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 end of February. 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 at the end of March and will run every week night until June 30, 2016. This phase creates a 2016-2017 enrollment for K-6 non-matriculating students remaining at the same school and matriculating and non-matriculating students who will not be attending the same school next year due to Magnet placement, Zone of Choice placement, Special Education assignments or other transfer reasons. The process will increase the student grade level by one and create the 2016-2017 enrollment at the next school according



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to the student's resident address as it appears on the Student Information Screen in MiSiS or at the next school entered on the Transfer Screen.

- MiSiS will receive data for Magnet and Zone of Choice transfers from the Magnet System in late March-Early April and will continue processing the data until June 30, 2016.
- Schools will need to enter transfer records for students who live in an optional area and/or those participating in the following programs:
 - Schools for Advanced Studies (SAS)
 - Open Enrollment
 - Permits with Transportation (PWT)
 - Public School Choice (PSC)
 - CORE Waiver Public School Matriculate Choice (PSMCP)
 - Other Transported Students (OTS)
 - Special Education

II. SCHOOL RESPONSIBILITIES

A. Responsibilities for all schools

- Specialized Student Populations
Student in foster care, experiencing homelessness and/or involved in the juvenile justice system that are transitioning to middle or high school shall be allowed to matriculate with his or her established feeder patterns including their School of Origin (CA Ed. Code §§ 48852.7).
- Optional Attendance Areas
Schools who have matriculating students who reside in an option area (not including Zone of Choice Areas) for 2016-2017 must survey parents on which school their student(s) intend to attend for the 2016-2017 school year. All Optional area students must have a Transfer Record entered by April 13, 2016 or have a withdrawal record added on the last day of positive attendance. Schools may use the Student Resident School Report in assist in identifying students who live in an optional area. Schools may use (Attachment A) to survey parents and update student records.
- Students on Permits
If a school will not be continuing a student currently on permit, the school must follow the policies as outlined in BUL-5347.1 and/or BUL-5341.2. If all policies have been followed, the student must have a withdrawal record entered on the last day of positive attendance during the 2015-2016 school year.



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- 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 2016-2017 school year, the personnel at the current school of enrollment, must enter a withdrawal record on the last day of positive attendance during the 2015-2016 school year.

- If a student has a change of address, it is the sending (elementary or middle) schools responsible for updating the address fields on the Student Information Screen in MiSiS 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, PWT, and PSMCP data selection has been completed.
- For questions regarding OTS eligibility, please contact your local Area Bus Supervisor (ABS) first. You may then contact Kevin Kilpatrick at the number listed on page 7 for Traveling Student Programs.
- Schools may not use the Auto Withdrawal process to enroll 2016-2017 students until the first day of school according to each school calendar. If schools try to use this process during the 15-16 school year, the student will be withdrawn from the current school of attendance and a 15-16 enrollment will be created. There is no option to enroll for the 16-17 school year using the Auto Withdrawal process.

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 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. Students in grade 5 or 6 entering middle schools as potential Tier 2 and Tier 3 Literacy Intervention students need to be screened for Standards



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Based Promotion or as struggling readers using the criteria outlined in MEM-6487.0.

4. Retention of elementary students must follow the guidelines outlined under section III of MEM-5127.5. Prior to June 30, a retention record must be added to the Student Profile Screen, Academics Tab, and select Retention from the MiSiS Student Profile page.
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 code of Special Education Placement. Contact the 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. General Education Pre-K and TE students will not rollover to the next year and will not have a next year enrollment line created. Schools must use the Search screen – Enrollment tab to enroll previous Pre-K or TE students or may use the Auto withdraw feature after July 1, 2016. These students must enroll in their resident school unless the appropriate permit is obtained and approved. Schools which 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 process to create a 2016-2017 enrollment. Pre-K students without an IEP will need to be re-enrolled for 2016-2017 in the school they will attend.
7. Elementary Schools with Dual Language programs will need to enter transfer records, using the mass transfer screen. The transfer reason should be OPT – Option Area. This will create a 16-17 enrollment in the correct cost center for the Dual Language students.
8. 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.

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



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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 Form.
3. Please do not send parents of matriculates' 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 had their 8th grade students rank their selections within their Zones of Choice in March. The data was collected centrally to complete the selection process. 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 next year enrollments for students at the selected Zones of Choice school. 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 provide a list of all students selected and will list one line for each school associated with the resident address. The focus should be on “Next” column. Refer to the Job Aide 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 Aide on the MiSiS Website – MiSiS Training – Job Aids - Enrollment for assistance in running the report.
 - c. Enrollment and Transfer Records (All Schools) 2016 User Guide - This guide 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 – MiSiS Training – Job Aids - Enrollment for assistance in entering the records.

IV. PREPARATION OF DATA IN MiSiS

A. Exceptions to the Majority of Matriculates

Students living in option attendance areas are not automatically assigned to a middle or high school. Elementary and middle schools must contact the



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parent/guardian of students living in option areas to discuss which option school should be selected. The school should then enter a Student Transfer in MiSiS using the transfer code Option Area.

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. If needed, the Non-Verbal matrix should be completed according to guidelines in BUL-3778.0.
 - c. 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. Schools must enter a Student Transfer in MiSiS using the transfer code Special Education Placement.

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 Kevin Kilpatrick at the number listed on page 7 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.

**RELATED
RESOURCES:**

BUL-5347, Intra-district (school to school) Permits and Student Transfers in Elementary and Secondary Schools, dated June 10, 2013.

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

MEM-6487.0, Placement Guidelines Language Arts Tier 2 and Tier 3 Intervention Programs Grades 6 and 9, dated April 7, 2015.

MEM-5127.5, Dates For Required Progress Reports in Elementary Schools 2015-2016, dated May 14, 2015.



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BUL-3778.0, Policies and Procedures for Identifying Students with Disabilities as Low-Verbal/Non-Verbal and as Potential English Learners (ELs), dated October 2, 2007.

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, Coordinator	818-654-3629
LD Northeast	Shelley Loftus, Coordinator	818-252-5454
LD South	Rebecca (Becky) Fitzpatrick, Coordinator	310-354-3514
LD Central	Carmela Bravo, Coordinator	213-241-1932
LD West	Cori King, Coordinator	310-914-2123
Options	Carmen Hermosillo, Coordinator	213-241-2540
LD East	Rosanna Carosa, Coordinator	213-224-3373
Central	Roger Wolfe, Coordinator	213-241-6689
Office of Instruction, Language Acquisition Branch	Valerie Brewington Kirsten Summers	213 241-5582
CAP/A & CAP/V	Bruce Takeguma	213 241-3344
PWT Programs	Mary Jane Lira-London	213 241-6532
CORE Waiver/PSMCP	Susan Jamerson	213 241-6990
Magnet & OTS	Kevin Kilpatrick	213 241-6532
Dual Language Program	Dual language/Bilingual Programs Office	213-241-2550
Zones of Choice Office	Jesus Angulo	213 241-0479
Special Education Support and Services - Central	All Local Districts	213 241-6701
Pupil Services	Erika Torres, Director	213-241-3488
Homeless, Permits and Foreign Student Admissions	Nancy Gutierrez, Coordinator	213-241-3488



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Group Home Scholars Program	Marquis Jones	213-241-3488
Foster Youth Achievement Program	LaShona Jenkins	213-241-3488
Juvenile Hall/Camp Returnees Program	Leilani Morales	213-241-3488

(SCHOOL LETTERHEAD)

Date: _____

Dear Parent/Guardian:

To support our goal of 100% graduation, the Los Angeles Unified School District is committed to promoting school stability, ensuring consistent school enrollment, and regular school attendance.

When students transfer between schools, District and school personnel are required to verify that students re-enroll in their new school and to send student records to the next school of enrollment.

Please complete the attached Student Withdrawal/Transfer Form and return it to us as soon as possible. By completing this form, you help us to maintain accurate records for your student's school transfer, to verify re-enrollment, and to remove your student's name from our no show or potential dropout lists.

Please contact us if you have any questions.

Sincerely,

Principal

Matriculation - Withdrawal/Transfer Form

- Withdrawal (current school year)
- Next school year enrollment/Matriculation

Student Name _____ Date of Birth _____

Current School _____ Grade _____

Address _____ Phone Number _____

City _____ Zip Code _____

Parent/Guardian Name _____ Phone Number _____

I, _____ declare that I am the parent/guardian/caregiver of the student named above.

I will re-enroll my child at: _____
Effective date: _____

Reason for transfer (please provide as much information as possible):

- Matriculation to middle/high school

If you have applied to or will be attending any of the following, please list:

Magnet School(s)	_____
Charter School(s)	_____
Private School(s)	_____
Open Enrollment	_____
Out of District School	_____

- Enrolling in a private school (name): _____
- Enrolling in another public school (name): _____
- Full-time private tutoring by a credentialed tutor
- Other: _____
- We are moving (include new address, if available)
 - Within California _____
 - Outside California _____
 - Another country _____

California Education Code 48200 mandates that all children between the ages of 6 and 18 years be enrolled in school, unless exempt. I understand that if I fail to enroll and/or compel the attendance of a child in my care, I may be subject to criminal penalties.

Parent Signature: _____ Date: _____

Please return this completed form to: _____

Thank you for helping us to maintain accurate student records.

(MEMBRETE ESCOLAR)

Fecha: _____

Estimado Padre/Guardian:

En apoyo a nuestra meta de 100% de graduación, el Distrito Unificado Escolar de Los Angeles, se ha comprometido a promover la estabilidad escolar, asegurando la consistencia en la inscripción escolar, y en la asistencia regular a la escuela.

Cuando los estudiantes se trasladan entre las escuelas, se le requiere al personal del distrito, y de la escuela, verificar que los estudiantes vuelvan a inscribirse en su nueva escuela, y que los archivos de los estudiantes sean enviados a la siguiente escuela de inscripción.

Por favor complete la forma de Retiro Estudiantil/Traslado adjunto y devuelva la forma a nosotros tan pronto como sea posible. Al completar esta forma, nos ayuda a mantener nuestros archivos actualizados para el traslado de su hijo(a) a la nueva escuela, para verificar re-inscripción, y para eliminar el nombre del estudiante de nuestras listas de estudiantes que no se presentan o potencialmente dejaron de asistir.

Por favor comuníquese con nosotros si tiene alguna pregunta.

Atentamente,

Director(a)

Inscripción – Forma de Retiro Estudiantil/Traslado

- Retiro Estudiantil (año escolar actual)
 Inscripción para próximo año escolar

Nombre de Estudiante: _____ Fecha de Nacimiento: _____

Escuela Actual: _____ Grado: _____

Dirección: _____ Teléfono: _____

Ciudad: _____ Código Postal: _____

Nombre de Padre/Guardian: _____ Teléfono: _____

Yo, _____ declaro que soy el padre/guardian/cuidador del estudiante escrito arriba.

Re-inscribiré a mi hijo(a) en: _____

Fecha efectiva: _____

Razón de traslado (por favor provea toda la información posible):

- Inscripción a escuela media/secundaria

Si ha aplicado o estará asistiendo alguna de las siguientes, por favor anótelas:

Escuela(s) Magnet	
Escuela(s) Charter	
Escuela(s) Privada	
Inscripción abierta	
Escuela fuera del distrito	

- Inscibiéndose en una escuela privada (nombre): _____
- Inscibiéndose en otra escuela pública (nombre): _____
- Tutelaje privado de tiempo completo por un tutor acreditado
- Otra: _____
- Nos estamos mudando (incluya nueva dirección, si esta disponible)
- En California _____
 - Fuera de California _____
 - Otro País _____

El Código de Educación de California 48200 manda que todos los niños entre las edades de 6 y 18 años sean inscritos en la escuela, salvo que estén exentos. Yo entiendo que si no inscribo y / o no exijo la asistencia a la escuela de un niño en mi cuidado, puedo estar sujeto a sanciones penales.

Firma de Padre: _____ Fecha: _____

Por favor regrese esta forma completa

a: _____

Gracias por ayudarnos en mantener nuestros archivos estudiantiles al día.