

MiSiS – My Integrated Student Information System

ATTENDANCE

TEACHER ATTENDANCE PROCESS

This job aid will demonstrate how to submit and certify attendance as a **Teacher** for elementary and secondary schools.

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

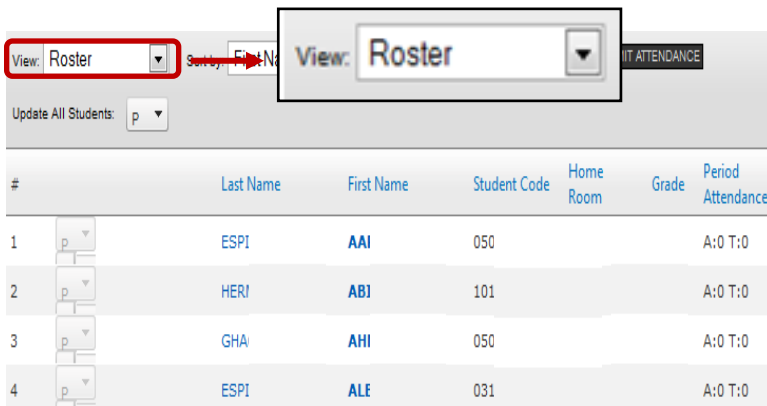
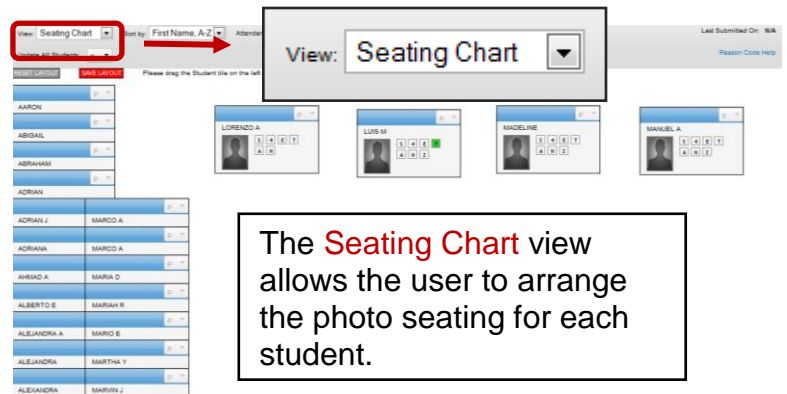
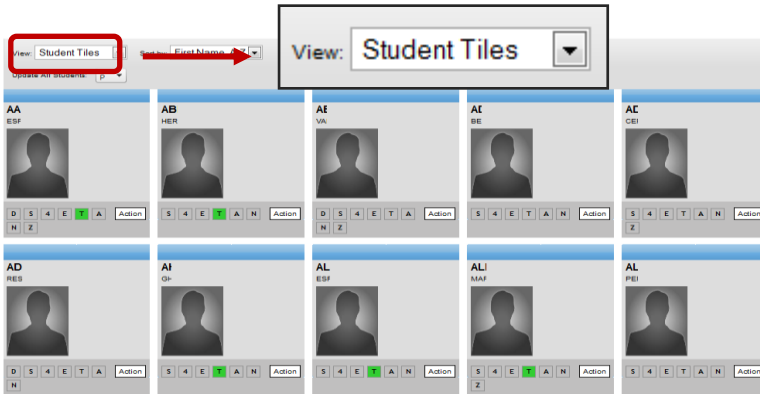
Step 2 Click the *tab* that represents the class (elementary) or period (secondary) and the list of students will display in the *Student Tiles* view.

ELEMENTARY


SECONDARY

There are multiple ways to display the class roster for attendance (**Student Tiles**, **Roster** and **Seating Chart**).

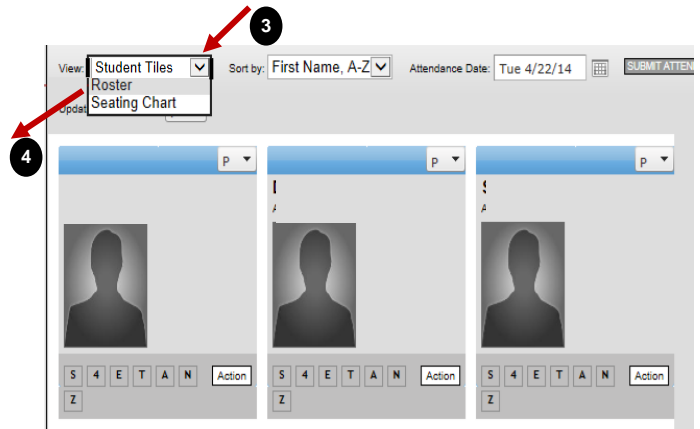
The system will default to the **Student Tiles** view.



The following steps will demonstrate the attendance process via the **Roster** option, after the Roster option is selected.


Step 3 Click the drop down arrow  icon to view a list of display types.

Step 4 Select the **Roster** option.

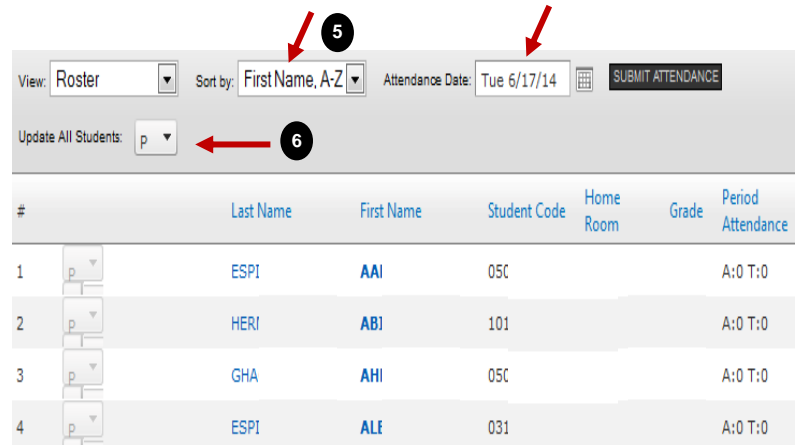


Please note that the attendance status will default to **P- Present** and students are listed in alphabetical order.

****Even though attendance status defaults to P-Present, failure to submit attendance will result in #: Attendance Not Submitted for the student. The system will no longer assume the student as present.**


Step 5 To change how student records are displayed, click the **Sort by** drop down arrow  icon to view a list of available options to change as desired.


The **Attendance Date** defaults to the current date.



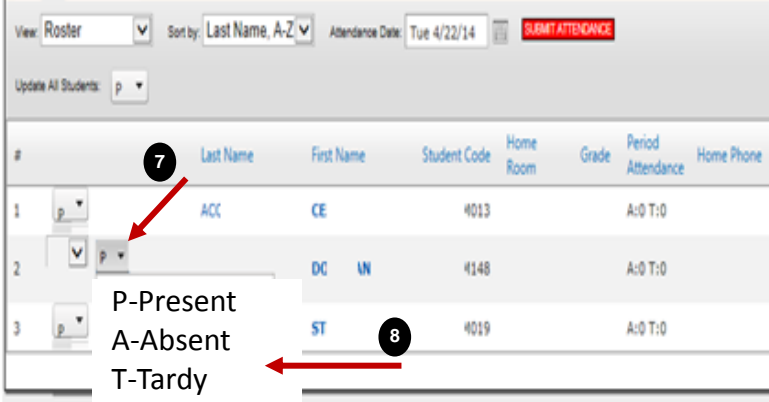
Elementary Teachers can go back four (4) calendar days to submit attendance and update reason codes.

Secondary Teachers can only submit attendance for the current day, and enter tardy and left early reason codes.

Step 6 The **Update All Students** field allows users to apply the same attendance status for all student records. Click the drop down arrow  icon and select the appropriate attendance status.

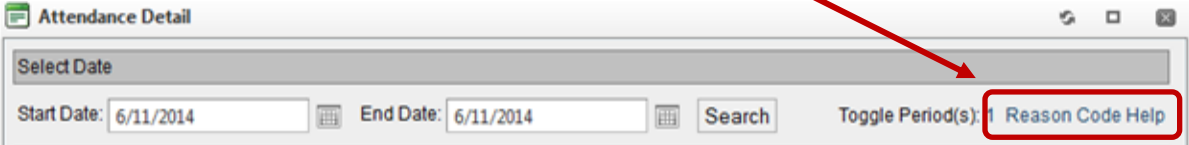
Step 7 To update an individual attendance status, click the drop down arrow  icon to view the available options.

Step 8 Select the appropriate attendance status.

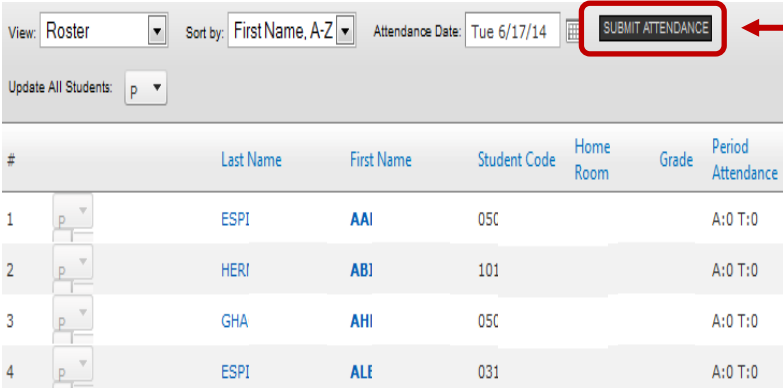


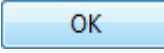
P-Present
A-Absent
T-Tardy
LE-Left Early

Include reason codes as appropriate for **A-Absent**, **T-Tardy** and **LE-Left Early**. To view a comprehensive list of reason codes, click **Reason Code Help**.



Step 9 Once the attendance has been entered for the class; click the **SUBMIT ATTENDANCE** button to certify the attendance.



Step 10 A confirmation message will display, click the **OK**  button to complete the process.

