

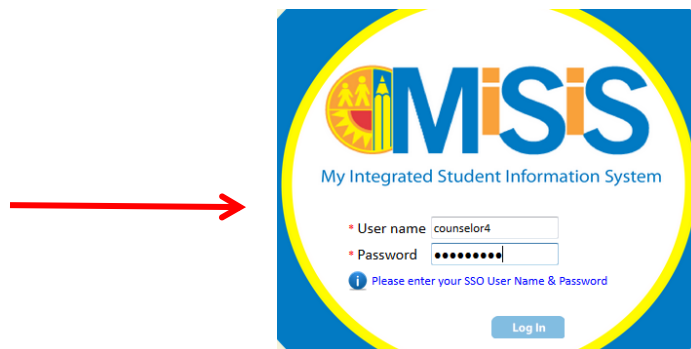
MiSiS – My Integrated Student Information System

Summer School-ATTENDANCE

SUMMER SCHOOL ATTENDANCE PROCESS

This job aid will demonstrate how to submit and certify attendance as a **Summer School Teacher**.

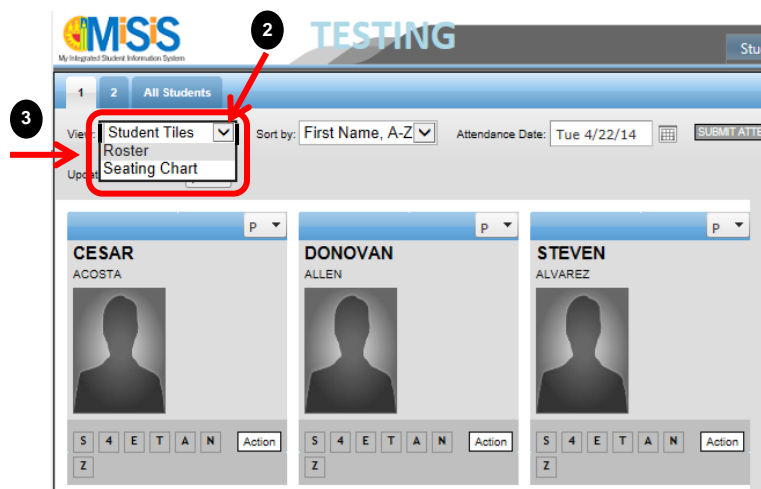
Step 1 Log into MiSiS at <https://misis.lausd.net/start>, using your single sign-on (SSO) account.



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

Please note that MiSiS will default to the *Student Tiles* view. The following steps will demonstrate the attendance process via the Roster option.

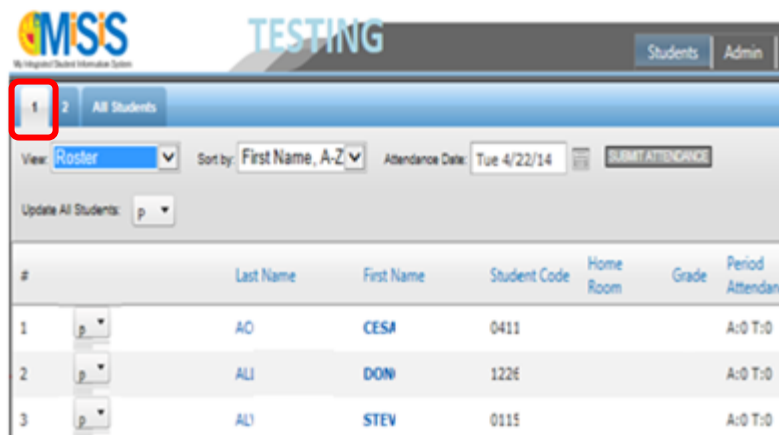
Step 2 Click the drop down arrow icon to view a list of display types.



Step 3 Select **Roster**.

PERIOD ATTENDANCE

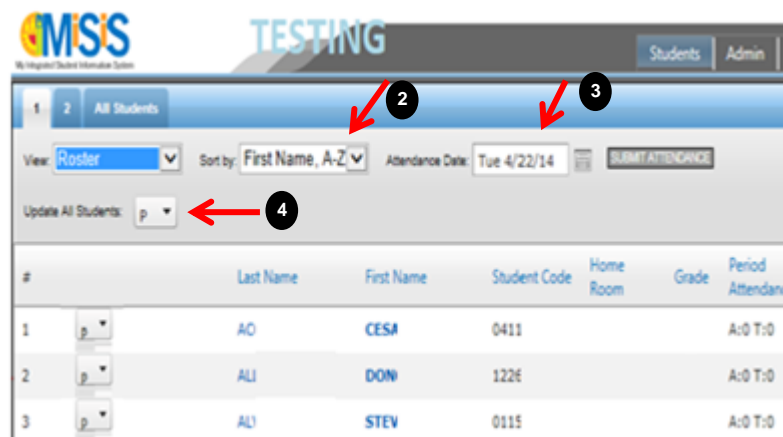
Step 1 To take attendance for a particular period, click the number that represents that class and the students will display. Example: In this example, Period 1 was selected.



****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 2 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.



Step 3 The **Attendance Date** defaults to the current date.

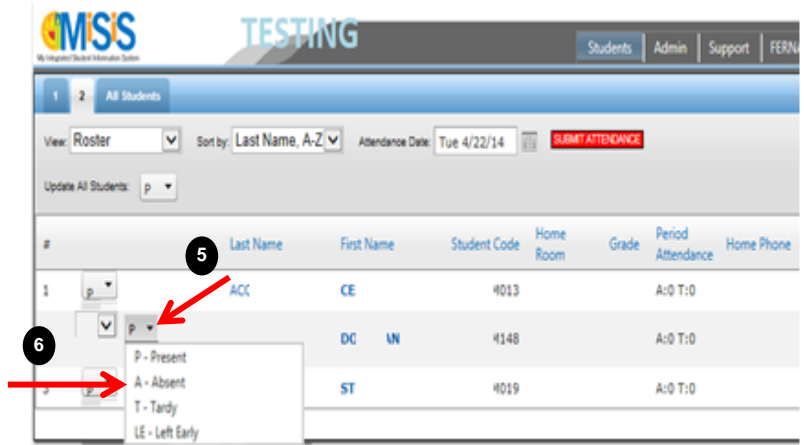
**** Elementary School Teachers can go back four (4) calendar days to submit attendance and update reason codes. Secondary Teachers can only submit attendance for the current day, and enter tardy and left early reason codes.**


Step 4 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.

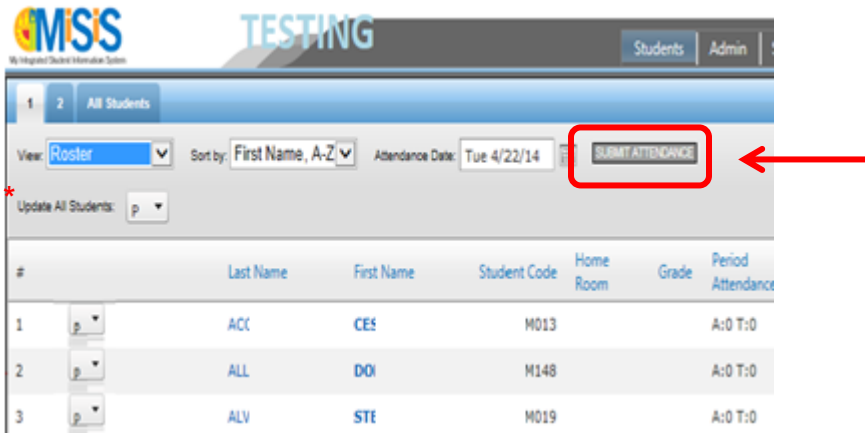
Step 5 To update an individual attendance status, click the drop down arrow  icon to view the available options.

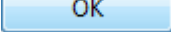
Step 6 Select the appropriate attendance status.

**** Include a reason codes as appropriate.**



Step 7 Once the attendance has been entered for the class; click the **SUBMIT ATTENDANCE**  button to certify the attendance.



Step 8 A confirmation message will display, click the **OK**  button to complete the process.

