



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Elementary Official Roll Book

NUMBER: REF-6302

ISSUER: Gerardo Loera, Executive Director
Office of Curriculum, Instruction and School Support

Susan Tandberg, Director K-12 Instruction
Office of Curriculum, Instruction and School Support

DATE: June 23, 2014

ROUTING

Instructional Superintendents
Administrators of Operations
Instructional Directors
PreK-12 Counseling Coordinators
Principals
Assistant Principals
Assistant Principals, SCS
Counselors
Teachers

PURPOSE: Beginning with the 2014-15 school year, all elementary register carrying personnel will be mandated to use the MiSiS Gradebook for marking assignments and grades. This reference guide provides the definition of an elementary roll book and all of its required components for the Los Angeles Unified School District (LAUSD). Included are procedures for certifying student marks and verifying subject area records within My Integrated Student Information System (MiSiS). Procedures for properly saving and destroying documents are detailed.

MAJOR CHANGES: This is a new Reference Guide.

GUIDELINES: I. INTRODUCTION
The LAUSD Roll Book consists of a collection of both electronic data and paper documents and is a legal document used by teachers for recording grades and other information required for the proper operation of the District's schools.

The electronic component of the official roll book for LAUSD is the MiSiS Gradebook. No other gradebook, electronic or otherwise, may be used for recording grades.

II. PARTS OF ROLL BOOK
There are two components to the roll book each of which need verification by the principal or designee

1. MiSiS Gradebook
2. Paper verification documents

It is responsibility of the principal or designee to monitor and ensure that roll books are accurate and complete. For the initial roll-out in the 2014-2015 school year, all register carrying teachers are required to enter into the MiSiS Gradebook a minimum of one mark/assignment per week in the following three content areas:

- CCSS English Language Arts (reading: literature/informational, writing,



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- listening/speaking or language)
- English Language Development (reading, writing, listening and speaking) when appropriate, and
- CCSS Mathematics (content and math practices)

Teachers must maintain assignments/marks in all other subject areas and are required to record them in the MiSiS Gradebook at least one assignment/mark per reporting period for each subject area as outlined in the new progress report card. Details about the new progress report card will be forthcoming. Teachers are encouraged to maintain all assignments/marks in all subject areas in the MiSiS Gradebook.

The roll book consists of two components:

1. MiSiS Gradebook (Printed copy not required for Roll Book Submissions)

- a) The following information is automatically generated in the MiSiS Gradebook
 - Title information, including subject area, teacher's name, room number
 - Class roster of student names and grade levels
- b) The following information will be entered by the register carrying teacher in the MiSiS Gradebook:
 - Assignments, a minimum of one per week as described above, including date and title of the assignment
 - Marks earned by each student for the assignments, a minimum of one per week
 - Definition of mark values and weights

Note: To review MiSiS Gradebook, the administrator may use the Class Assignments and Grades Report in MiSiS Gradebook. The Class Assignments and Grades Report lists the class assignments, grades and status by student name for any given period or course.

To run the report, follow the MiSiS path: Home>Reports>Grades> Class Assignments and Grades Report. Print the Detail Report to see weekly assignments and marks. You may also save this report to a file.

2. Paper Documents (Printed Copy required for Roll Book submission)

The following information will be generated by the instructor of the class when submitting the grade book review documents

- a) Subject area
- b) Dates when unsatisfactory notes are sent
- c) Log of parent/guardian contacts



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- d) Certification form (Attachment B), signed and dated by the teacher indicating that all marks are accurate and a true reflection of the students' demonstration of mastery of course standards
- e) Explanation of marks – Criteria for marks, work habits and cooperation

III. CERTIFYING STUDENT MARKS AND COURSE RECORDS

At the end of the school year the teacher is responsible for certifying that all marks issued to students are accurate and a true reflection of the students' demonstration of mastery of subject area standards. Teachers and administrators will review all Roll Book components using Attachment A as a guide to denote completion. Teachers will use the certification form in Attachment B. The school principal or designee shall provide teachers with Attachment B prior to the end of the year.

IV. SAFE STORAGE AND DESTROYING OF ROLL BOOKS

Administration shall make arrangements for safe storage of roll book documents at the school site for a period of five years or one year after the students enrolled in the grade have culminated, whichever is longer. These documents are to be treated as secure, confidential documents and shall be kept in a locked room not readily accessible by students or unauthorized school personnel. When the documents are ready to be destroyed, the principal shall make arrangements for proper shredding of the documents.

V. PARENT ACCESS TO GRADEBOOK INFORMATION

Parents now have password protected access to PASSport, the new Parent Portal, enabling them to view all pertinent student level data concerning their child's performance and progress on a daily basis. The parent portal is populated by data that individual teachers enter on the MiSiS Gradebook. In order to be successful however, schools are encouraged to inform parents about their grade/school academic expectations, marking practices, homework policies and other important information found in the Gradebook.

RELATED RESOURCES: BUL-1353.1, Marking Practices and Procedures, January 20, 2006.
BUL-2469, Pupil Records: Access and Confidentiality, and Notice of Educational Rights, April 24, 2006.
MiSiS Home Page: <http://achieve.lausd.net/misis>

ASSISTANCE: For assistance or further information please contact:
Susan Tandberg, Director K-12 Instruction
susan.tandberg@lausd.net) or at 213) 241-5333.

For technical support call 213) 241-5200.



ROLL BOOK REVIEW

MiSiS Gradebook: Paper copy not required for Roll Book Submission

1. Assignment Identified*

_____ Assignments identified, minimum of one per week for each of the following:

- **CCSS English Language Arts** (reading: literature/informational, writing, speaking and listening, or language)
- **English Language Development** (reading, writing, listening and speaking) when appropriate
- **CCSS Mathematics** (content and practices)

_____ Title and date of assignment

2. Marks*

_____ Marks entered for each student for the assignments, minimum of one per week, as indicated in #1 above.

3. Communication with Parents/Guardians (MiSiS Contact Log)*

_____ Log of dates when unsatisfactory notes were sent home

_____ Log of parent/guardian contacts made

**Included in MiSiS Gradebook.*

Paper Documents: Paper copy required for Roll Book Submission

1. Grade level Expectations for the following subject area:

___ **CCSS English Language Arts** (reading: literature/informational, writing, speaking and listening, or language)

___ **English Language Development** (reading, writing, listening and speaking) when appropriate

___ **CCSS Mathematics** (content and practices)

Other: _____

2. Explanation of Marks

_____ Criteria for marks in the above subject areas

_____ Work and Study Habits

_____ Learning and Study Skills

3. Certification Page

_____ Certification Page signed and dated by the teacher in ink



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

ATTACHMENT B

**LOS ANGELES UNIFIED SCHOOL DISTRICT
CERTIFICATION PAGE**

SCHOOL: _____

TEACHER: _____

GRADE _____ SCHOOL YEAR: _____

CERTIFICATION

The following certification statement shall be signed at the end of the school year by the teacher assigned the responsibility for the classes in this electronic grade book.

To the best of my knowledge and belief, MiSiS Gradebook has been kept as required by California Education Code, instructions of the Superintendent of Public Instruction, and the policies and instruction of the Los Angeles Unified School District.

(Signed) Teacher or Authorized Employee

Date