



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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**TITLE:** Secondary Official Roll Book

**NUMBER:** REF-6294.1

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Office of Curriculum, Instruction and School Support

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Office of Curriculum, Instruction and School Support

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## ROUTING

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

**PURPOSE:** The purpose of this Reference Guide is to provide the definition of a 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 course records within My Integrated Student Information System (MiSiS). Procedures for properly saving and destroying documents are detailed.

**MAJOR CHANGES:** This Reference Guide has been revised to update the criteria required for the LAUSD Roll Book. Beginning with the 2014-15 school year, all roster carrying personnel will be mandated to use the MiSiS Gradebook for marking assignments and grades.

**GUIDELINES:** The following guidelines apply:  
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 MiSiS Gradebook. No other grade book, electronic or otherwise, may be used for recording grades.

## II. PARTS OF ROLL BOOK

There are 2 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.

At the conclusion of each semester, roll carrying personnel shall turn in the ROLL



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BOOK REVIEW page (Attachment A) and all required documents listed to the appropriate administrator.

Roll Book:

MiSiS Gradebook  
Printed Copy not required for  
Roll Book submission

- A. The following information is automatically generated by MISIS Gradebook:
  - 1. Title information, including course title, teacher's name, period, room number OR subject areas for elementary schools
  - 2. Class roster of student names and grade levels
- B. The following information will be generated by the instructor of the course in MISIS Gradebook
  - 1. Assignments, a minimum of one per week, including date and title of the assignment
  - 2. Marks earned by each student for the assignments, a minimum of one per week
  - 3. 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.

Paper Documents  
Printed Copy required for  
Roll Book submission

- C. The following information will be generated by the instructor of the course when submitting the Grade Book Review documents
  - 1. Course syllabus
  - 2. Dates when unsatisfactory notes are sent
  - 3. Log of parent/guardian contacts
  - 4. 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
  - 5. Explanation of marks – Criteria for marks, work habits and cooperation



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### III. CERTIFYING STUDENT MARKS AND COURSE RECORDS

At the end of each semester of the course, 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 course standards. Teachers will use the certification form in Attachment B. The school principal or designee shall provide teachers with Attachment B during the Roll Book submission period.

### 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 course have graduated, whichever is longer. Whenever possible, these documents shall be kept in a locked room not readily accessible by students or school personnel. When the documents are ready to be destroyed, the principal shall make arrangements for proper shredding of the documents.

#### **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:  
Nader Delnavaz, Administrative Coordinator, Office of Curriculum, Instruction and School Support, [nader.delnavaz@lausd.net](mailto:nader.delnavaz@lausd.net)

For technical support call 213-241-5200.



**SECONDARY ROLL BOOK REVIEW**

Parts included in MISIS Gradebook are identified with an asterisk\*.

MiSiS Gradebook  
Paper copy not required for  
Roll Book Submission

- I. Assignment Identified\*  
\_\_\_\_\_ Assignments identified, minimum of one per week  
\_\_\_\_\_ Title and date of assignment
- II. Marks\*  
\_\_\_\_\_ Marks entered by each student for the assignments, minimum of one per week
- III.. Communication with Parents/Guardians (MISIS Contact Log)\*  
\_\_\_\_\_ Log of dates when unsatisfactory notes were sent home  
\_\_\_\_\_ Log of parent/guardian contacts made

Paper Documents  
Paper copy required for  
Roll Book Submission

- IV.. Course Syllabus  
\_\_\_\_\_ Course syllabus for each course
- V. Explanation of Marks  
\_\_\_\_\_ Criteria for marks, work habits, and cooperation
- VI. Certification Page  
\_\_\_\_\_ Certification Page signed and dated by the teacher in ink



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## ATTACHMENT B

### LOS ANGELES UNIFIED SCHOOL DISTRICT CERTIFICATION PAGE

SCHOOL: \_\_\_\_\_

TEACHER: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ TERM ENDING: \_\_\_\_\_

### CERTIFICATION

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

*To the best of my knowledge and belief, MISIS Grade Book 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