



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Official Elementary Roll Book

NUMBER: REF-6302.2

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ROUTING

Local District Superintendents
Administrators of Instruction
Administrators of Operations
Directors
PreK-12 Counseling Coordinators
Principals, Elementary
Assistant Principals, EIS
Teachers, Elementary
School Administrative Assistants

DATE: June 11, 2019

PURPOSE: The purpose of this reference guide is to provide 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 inputting assignments and student marks in the Learning Management System (LMS) and certifying roll book records. Procedures for properly saving and destroying documents are detailed.

MAJOR CHANGES: This reference guide replaces REF-6302.1 of the same title, published August 22, 2018. The online gradebook within the District-adopted Learning Management System (LMS), Schoology, has replaced the MiSiS online gradebook. This reference guide has been revised to update the criteria required for the L.A. Unified Elementary Roll Book.

GUIDELINES: The following guidelines apply:

I. INTRODUCTION

The L.A. Unified Elementary Roll Book consists of a collection of both electronic data and paper documents and is the official record used by teachers for recording grades and other information required for the proper operation of the District's schools.

- A. As of August 14, 2018, the electronic component of the official Elementary Roll Book for L.A. Unified is the gradebook included in the Learning Management System (LMS), Schoology, for marking assignments and grades.
- B. An electronic gradebook and class roster is automatically generated in the LMS for elementary teachers each academic term based on the MiSiS master schedule.
- C. No other gradebook, electronic or otherwise, may be used for recording grades.
- D. Teachers, students, and school administrators access the LMS gradebook by logging with their Single Sign On (SSO) at <http://lms.lausd.net>.



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II. PARTS OF THE ROLL BOOK

There are two components to the roll book, each of which need verification by the principal or designee:

A. LMS Gradebook

1. The following information is automatically generated in the LMS gradebook:
 - a) Current class assignment, including, teacher's name and grade level(s).
 - b) Class roster of student names and ID numbers.
2. The following information will be generated by the register carrying teacher in the LMS gradebook:
 - a) Individual assignment titles, dates and assignment marks or current proficiency levels for mastery learning and grading.
 - b) Defined marks values and weights. (For information on how to set up the LMS online gradebook, see the job aid section at <http://achieve.lausd.net/plsresources>.)

B. Paper Documents

1. The following information will be provide by the teacher at the start of the school year:
 - a) Written communication sent home to parents, such as the teacher's welcome letter and information distributed on Back to School Night, that provides an explanation of marks, including:
 - i. Expected learning targets, objectives, goals, and/or California State Standards for the grade-level, and curriculum covered in the class
 - ii. Assessment criteria such as rubrics, mastery learning measures and other criteria used by the teacher to determine marks entered on the elementary progress report card
2. The following information will be provided by the teacher at the end of each reporting period:
 - a) Signed Progress Report Teacher Verification Rosters (MiSiS)
 - b) Warning notices sent to parents at the midpoint of the reporting period (Please note that the dates when warning notices were sent are to be entered in MiSiS.)



III. GRADEBOOK ENTRY REQUIREMENTS

- A. All roster carrying teachers are required to enter assignments and marks into the gradebook in accordance with BUL-2332.7, *Elementary School Progress Report Marking Practices and Procedures*.
- B. Notify parents/guardians by the midpoint of each reporting period if a student is in danger of getting a “2” or lower in any specific subject on the progress report. Thus, teachers must provide warning notices no later than the dates listed below:

Reporting Period	Date
1 st Reporting Period	October 4, 2019
2 nd Reporting Period	January 24, 2020
3 rd Reporting Period	May 1, 2020

A sample warning notice template is available in English and Spanish at <https://achieve.lausd.net/Page/11770> under the LAUSD Policies tab. School administrators can customize this form for use at their school sites.

- C. It is the responsibility of the principal or designee to monitor and ensure that the Elementary Roll Books are accurate and complete.
 - 1. To review the LMS online gradebook, school administrators may use the *Gradebook Report* available in the LMS.
 - 2. A “Gradebook Report for Administrators” job aid is available at <http://achieve.lausd.net/plsresources> in the “Job Aids” section.

IV. CERTIFYING STUDENT MARKS AND CLASS RECORDS

At the end of the academic year the teacher is responsible for certifying that all marks issued to students are accurate and a true reflection of the students' demonstration of progress towards mastery of subject area standards at each reporting period. Teachers and administrators will review all roll book components. The school principal or designee shall provide teachers with the certification form (Attachment A) to be completed by the teacher prior to the end of the final reporting period.

V. SAFE STORAGE AND DESTROYING OF ROLL BOOKS

Administration shall make arrangements for safe storage of roll book documents at the school site in accordance with BUL-6887.1: *Pupil Records: Access, Confidentiality, and Notice of Educational Rights*, dated March 6, 2019 and all applicable state/federal regulations. Roll books shall be stored at the school site



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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.

VI. PARENT ACCESS TO GRADEBOOK INFORMATION

Parents now have password protected access to the new Parent Portal, enabling them to view all pertinent student level data concerning their child's performance and progress on a daily basis.

1. Parents will be able to view assignments, marks and current proficiency levels for Mastery Learning and Grading (MLG) on the parent portal that individual teachers enter on the LMS online gradebook at all elementary schools.
2. Schools are encouraged to inform parents about their grade/school academic expectations, marking practices, homework policies and other important information found in the LMS online gradebook.
3. In general, parents, and students over the age of 18, have the absolute right to access pupil records. Parents have the right to examine their child's pupil records and to receive copies within (5) five business days after the request is made either orally or in writing (BUL-6887.1: *Pupil Records: Access, Confidentiality, and Notice of Educational Rights*).

RELATED RESOURCES: BUL-2332.7, *Elementary School Progress Report Marking Practices and Procedures*, dated August 3, 2018.
BUL-6887.1: *Pupil Records, Access, Confidentiality, and Notice of Educational Rights*, dated March 6, 2019.

WEBSITES: Learning Management System: <http://lms.lausd.net>
Personalized Learning Systems Home Page: <http://achieve.lausd.net/pls>
LAUSD Parent Portal: <https://achieve.lausd.net/Page/10470>

ASSISTANCE: For assistance or further information please contact Jesus Angulo, Director, Academic and Counseling Services at jangulo@lausd.net or at (213) 241-7510.

For technical support with the online gradebook call the MiSiS/LMS Helpdesk at (213) 241-5200 (option 5, option 1).



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ATTACHMENT A

SAMPLE

**LOS ANGELES UNIFIED SCHOOL DISTRICT
ELEMENTARY ROLL BOOK CERTIFICATION FORM**

SCHOOL: _____

TEACHER: _____

GRADE: _____ SCHOOL YEAR: _____

The following checklist should be used at the end of each grading period by the teacher assigned the responsibility for the class(es) in this electronic grade book.

Teachers are to check off to indicate that the following items have been completed and/or are attached:

Learning Management System (LMS) Online Gradebook:

1. ____ Assignment marks or current proficiency levels are entered for each student for the assignments recorded which includes titles and dates.
2. ____ Assignments recorded are sufficient to report progress for each subject area as required in BUL- 2332.7, *Elementary School Progress Report Marking Practices and Procedures*, dated August 3, 2018.

Paper Documents: Paper copy required for Roll Book Submission

1. ____ Written communication sent home to parents that includes an explanation of marks such as expected learning targets, objectives, goals, and/or California State Standards for the grade-level, curriculum covered in the class, rubrics, mastery learning measures and other criteria, including:
 - Teacher welcome letter to parents
 - Back to School Night informational materials
 - Classroom Behavior Expectations and Rules
2. ____ Signed Progress Report Teacher Verification Rosters (MiSiS)
3. ____ Warning notices sent to parents at the mid-point of the reporting period, if a student was in danger of receiving a “2” or lower in any subject area.
4. ____ Signed and Dated Roll Book Certification Form (this form-Attachment A)