



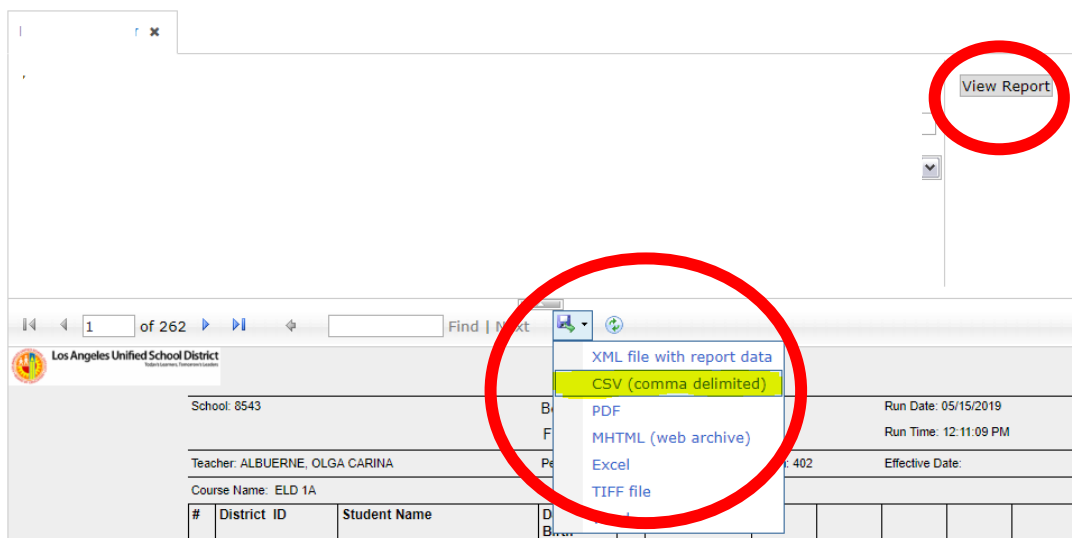
City Year Data Request Protocol: Teacher Section Assignment in CSV

City Year's data team would like to request that school partners provide a **Teacher Section Assignment Report** and a **District Courses Report** in a **specific format** that will optimize our ability to identify and track focus list students as early in the school year as possible. Specific instructions are detailed below, we are requesting that this data be provided **as soon as possible**.

**City Year will only collect outcome data for students we provide direct services to via whole class support, focused interventions, and Extended Learning Spaces.*

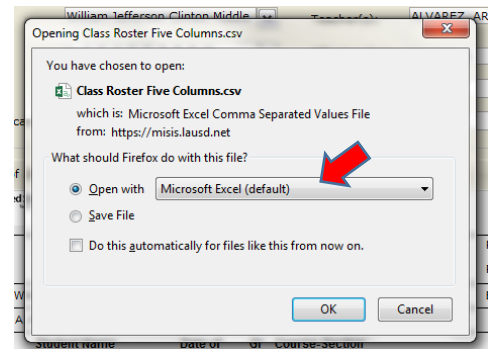
Teacher Section Assignment Report Export Process:

1. Log into MiSiS Account
2. Locate the **Teacher Section Assignment Report** under the *Pre-Commits* reports
3. Configure the report as follows:
 - a. **Local District, Campus, and School(s):** **Info should pre-populate to your school (select all schools, including magnet)*
 - b. **Term:** (location code of your choice if you have various schools on your campus) 2021-2022 A-Track Fall
 - c. **Scenario:** select **"Active"** scenario
 - d. **Teacher(s):** **"All Teachers"**
4. Once filters are set, click **View Report**
5. Report will populate under the **Report Filters**. To download the report, select the **Save Icon** and **download the file as CSV (Comma delimited)**.





- Open file with **Microsoft Excel (default)**, save copy of the file and provide it to your City Year Program Manager.



File should look like the example below (not exact example):

Teacher Name	Staff ID	Department	ROOM	Periods Availability	# of Periods	Period Section Assignment	# of Constraints	Constraint Description
			1 - 1-230 2 - 1-230 3 - 1-230 4 - 1-230 5 - 1-230 H - 1-230	All Available	6	1 (locked) - CC GEOMETRY A 310423.1 (Singleton) 2 (locked) - CC ALGEBRA I 310342.2 3 (locked) - CONF/PREP PER 910203.98 4 (locked) - CC ALG I TUT LAB A 312813.1 (Singleton) 5 (locked) - CC ALGEBRA I (ELD 1/2) 310342.3 (Singleton) H (locked) - ADVIS LP SK A 420111.1	9	9 Total Constraints # of periods unavailable = 0 # of sections locked to a period = 6 # of sections linked = 0 # of sections combined = 0 # of sections that are singletons = 3
			1 - 1-101 2 - 1-101 3 - 1-101 4 - 1-101 5 - 1-101 H - 1-101	All Available	6	1 (locked) - SERVICE SH 460113.1 2 (locked) - SERVICE SH 460113.2 3 (locked) - SERVICE SH 460113.3 4 (locked) - SERVICE SH 460113.4 5 (locked) - SERVICE SH 460113.5 H (locked) - SERVICE SH 460113.6	6	6 Total Constraints # of periods unavailable = 0 # of sections locked to a period = 6 # of sections linked = 0 # of sections combined = 0 # of sections that are singletons = 0
			1 - 1-235 2 - 1-235 3 - 1-235 4 - 1-235 5 - 1-235 H - 1-235	All Available	7	1 (locked) - CONF/PREP PER 910203.100 2 (locked) - HEALTH SH 260103.1 (Singleton) 3 (locked) - INTCOOR SC 1A (ELD 1/2) 980121.4 (Singleton) 4 (locked) - BIOLOGY A 360701.1 5 (locked) - PHYSIOLOGY A 361001.1 (Singleton) H (locked) - LEADER SH A 460903.1 (Singleton) H (locked) - ADVIS LP SK A 420111.2	11	11 Total Constraints # of periods unavailable = 0 # of sections locked to a period = 7 # of sections linked = 0 # of sections combined = 0 # of sections that are singletons = 4
			1 - 1-228 2 - 1-228 3 - 1-228 4 - 1-228 5 - 1-228 H - 1-228	All Available	7	1 (locked) - WHQ MOD WLD A 370127.1 (Singleton) 2 (locked) - WHQ MOD WLD A (ELD 1/2) 370127.2 (Singleton) 3 (locked) - PRIN AM DEMOCR 910903.1 (Singleton) 4 (locked) - CONF/PREP PER 910203.102 5 (locked) - US HIST 20TH A 370128.1 H (locked) - US HIST 20TH A 370128.2 H (locked) - ADVIS LP SK A 420111.3	10	10 Total Constraints # of periods unavailable = 0 # of sections locked to a period = 7 # of sections linked = 0 # of sections combined = 0 # of sections that are singletons = 3

- City Year Program Managers please rename these files and upload them to Cyconnect as **"Your Schools Name_Teacher Roster Report"**. If you already have an existing report uploaded, please replace the older file with the new one keeping the file name identical.



District Course Report Export Process:

1. Log into MiSiS Account
2. Locate the **District Course Report**
3. The report will automatically run when selected

Los Angeles Unified School District

Print District Course

Title	District Course ID	Department	Reqd	Credit	A.G.	Grade Span	Honors	Online Course	Repeatable Courses	Max Credit	ROP_CTE
*G-English	102301	ENGLISH	N	0.0	G		N	N	Y	20.00	
H *G-English	102301H	ENGLISH	N	0.0	G		Y	N	Y	20.00	
*E-Late 1	102501	WORLD LANGUAGE	N	0.0	E		N	N	Y	20.00	
H *E-Late 1	102501H	WORLD LANGUAGE	N	0.0	E		Y	N	Y	20.00	
*E-Late 2	102502	WORLD LANGUAGE	N	0.0	E		N	N	Y	20.00	
H *E-Late 2	102502H	WORLD LANGUAGE	N	0.0	E		Y	N	Y	20.00	
*E-Late 3	102503	WORLD LANGUAGE	N	0.0	E		N	N	Y	20.00	
H *E-Late 3	102503H	WORLD LANGUAGE	N	0.0	E		Y	N	Y	20.00	
*E-Late 4	102504	WORLD LANGUAGE	N	0.0	E		N	N	Y	20.00	
H *E-Late 4	102504H	WORLD LANGUAGE	N	0.0	E		Y	N	Y	20.00	
*G-Other	102601	ADMINISTRATIVE	N	0.0	G		N	N	Y	20.00	
H *G-Other	102601H	ADMINISTRATIVE	N	0.0	G		Y	N	Y	20.00	
*Home	103000	ADMINISTRATIVE	N	0.0			N	N	N	0.00	
*G-Math	103101	MATHEMATICS	N	0.0	G		N	N	Y	20.00	
H *G-Math	103101H	MATHEMATICS	N	0.0	G		Y	N	Y	20.00	
*G-Bio Sci	103601	SCIENCE - BIOLOGICAL	N	0.0	G		N	N	Y	20.00	
H *G-Bio Sci	103601H	SCIENCE - BIOLOGICAL	N	0.0	G		Y	N	Y	20.00	
*G-Phys Sci	103602	SCIENCE - PHYSICAL	N	0.0	G		N	N	Y	20.00	

4. Click **View Report**
5. Report will populate under the **Report Filters**. To download the report, select the **Save Icon** and **download the file as CSV (Comma delimited)**.
6. Name the report "Your School's Name_District Course Report"

Thank You!

If you have any questions or concerns, please contact your City Year Program Manager or Chris Bischel (City Year Impact Analytics Director) at 213-596-5897 or cbischel@cityyear.org