



Information Technology Strategic Execution Plan Amendments Project Definitions and Associated Actions Attachment A – BOE #284-19/20

Program: My Integrated Student Information System (MiSiS)
Project: One Enrollment
Budget: \$8,802,832 Bond Funds (96%) and \$372,500 General Funds (4%)

Introduction

The One Enrollment project will build a streamlined “One Enrollment” registration portal that will enable parents and guardians to submit initial student enrollment information. One Enrollment will allow parents and guardians to enter enrollment data for new students and verify data for existing students. The portal will be integrated with MiSiS to capture existing data in order to eliminate some data entry from parents and school staff. Therefore, it will reduce annual enrollment paperwork efforts that are currently required at all L.A. Unified schools, in addition to the need to print and assemble enrollment packets at schools.

Currently, MiSiS supports the registration and enrollment of approximately 500,000 students attending LAUSD schools. Existing students are registered into next years’ grade at the same school through a process called Next Year Enrollment (NYE). Unified Enrollment (UE) supports the application process to Choices Schools and is able to capture initial registration data for approximately 80,000 of these students. These preliminary records are then sent (via interface) to MiSiS to complete enrollment and scheduling at the approved and confirmed schools. Substantial effort is required by parents and schools to complete and process the paperwork. The enrollment process requires parents completing up to 19 forms and school staff entering all that data into MiSiS. A subset of this process is done year after year for each student and requires significant filling out, keying, and data cleanup, etc.

The One Enrollment portal will be integrated with:

- Unified Enrollment (UE) to transition existing student applicant data to the Choices accepted school.
- Early Education Student Information System (EESIS) for student data to support the transition into Kindergarten in MiSiS.
- Household Hub (HHH) to unify student-parent accounts and reduce efforts for parents to connect all their children.
- Parent Portal/LA Unified Mobile App for account authentication and parent email consolidation.

Refining these efforts into a single “system of record” will eliminate collecting information from numerous systems, reduce parent efforts to rewrite similar information among a menu of enrollment forms, reduce school staff workload, improve overall data quality, and simplify the electronic transferring of student data. Lastly, Pupil Services is responsible for student enrollment and is the key business owner driving policy for



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enrollment and process changes to accommodate the new One Enrollment process. The project has already been through the EPMO review and prioritization process by the Instructional Governance Committee, Business Governance Committee, and Executive Governance Committee.

Scope

- Build an online portal for registration and enrollment for parents and guardians and integrate it with MiSiS for emergency card information and enrollment information.
- Integrate with Household Hub (HHH) to unify student-parent accounts within Parent Portal for account authentication and parent email consolidation.
- Interface One Enrollment with Resident School Identifier (RSI) to validate and verify residential school boundary. Enable pre-registration of Early Education students into feeder elementary schools by interfacing EESIS with MiSiS.
- Revise enrollment policy according to new online enrollment registration and integrate Student Health and Human Services (SHHS), Office of Data and Accountability (ODA), Information Technology Division (ITD), Early Childhood Education, and District Operations for policy creation, review, and approval.
- Integrate parent information into a single system of record included in the Household Hub (HHH).
- Integrate EESIS information into MiSiS. Allow data capture of new student data into One Enrollment to support online data capture into EESIS.
- Consolidate Parent Accounts Across All Systems.
- Automate Student Permits.

Expected Outcomes

- Improve data quality and consistency for all parents and students.
- Improve reporting of student data workflow.
- Reduce data entry by L.A. Unified staff.
- Integrate parent information.
- Decrease parents' time at the school to correct student enrollment information.
- Reduction in forms to be filled out by parents.
- Reduction in number of times parents' need to correct prefilled data.
- Reduce the number of packets that are prepared for enrollment every year thus reducing staff efforts to assemble them and the associated paper costs.
- Reduction in paperwork and paper costs to enroll a student.
- More staff time to address other school opening tasks.
- Improve transition of Early Education students into K-12 schools.



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- Create a common look and feel for all parent-facing applications.

Budget and Schedule

Project cost is estimated at \$9,175,332 and will be completed by the end of 2021. The project deliverables are outlined below with estimated time of effort. Upon project approval, the project plan will be refined to a detailed project schedule.

ONE ENROLLMENT PROJECT TIMELINE

One Enrollment Parent Registration Portal						
2020				2021		
January - March	April - June	July - September	October - December	January - March	April - June	July - September
Reviews by: Instructional Governance Business Governance Executive Governance Committees Jan-Feb 2020		Rollout (Pilot only): One Enrollment -- with Emergency Card				Rollout: Online Enrollment Registration Portal -- with Emergency Card
			Rollout to Production: Household Hub Integration			
		QA Release: EESIS Integration with Next Year Enrollment (NYE)	Rollout to Production: EESIS Integration with Next Year Enrollment			Strategic Roadmap <ul style="list-style-type: none"> Consolidation of Parent Accounts across All Systems Student Permit Automation
One Enrollment Registration Policy Creation, Review and Iterations						
	One Enrollment Communications Campaign and School Staff Training	One Enrollment Communications Campaign and School Staff Training		One Enrollment Communications Campaign and School Staff Training		
	One Enrollment Communications Campaign to Parents	One Enrollment Communications Campaign to Parents				

LOS ANGELES UNIFIED SCHOOL DISTRICT

SCHOOL CONSTRUCTION BOND CITIZENS' OVERSIGHT COMMITTEE

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Tenth District PTSA

Bevin Ashenmiller, Vice-Chair

LAUSD Student Parent

Karen Krygier, Secretary

L.A. City Controller's Office

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AARP

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L.A. Co. Auditor-Controller's Office

Celia Ayala (Alternate)

Early Education Coalition

Connie Yee (Alternate)

L.A. Co. Auditor-Controller's Office

Jose Zambrano (Alternate)

Tenth District PTSA

(Vacant)

Assoc. General Contractors of CA

Joseph P. Buchman – Legal Counsel

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Government Financial Strategies

Timothy Popejoy

Bond Oversight Administrator

Perla Zitle

BOC Staff

RESOLUTION 2020-5

BOARD REPORT NO. 284-19/20

AMENDMENT TO THE INFORMATION TECHNOLOGY DIVISION
STRATEGIC EXECUTION PLAN TO APPROVE THE ONE ENROLLMENT
PROJECT

WHEREAS, District Staff proposes that the Board of Education amend the Information Technology Division (ITD) Strategic Execution Plan (SEP) to approve the definitions, allocate funds, and take the associated action(s) for the One Enrollment project as described in attached Board Report No. 284-19/20.

WHEREAS, District Staff proposes the following actions:

- Move \$8,802,832 from the “Upgrade and Equip with 21st Century Technology” SUP category of need to the “Technology Infrastructure & Systems Upgrades” SUP category of need.
- Allocate \$8,802,832 bond funding to complete the One Enrollment Project.
- Approve execution of the One Enrollment project.

WHEREAS, the SUP includes a spending target to address “Technology Infrastructure and System Upgrades”; and

WHEREAS, the One Enrollment project will build an online student registration and enrollment portal for parents and guardians; and

Bond Oversight Committee

**RESOLUTION 2020-5
AMENDMENT TO THE INFORMATION TECHNOLOGY DIVISION STRATEGIC
EXECUTION PLAN TO APPROVE THE ONE ENROLLMENT PROJECT**

WHEREAS, District Staff anticipates that the proposed SEP amendment will facilitate implementation of the ITD SEP, and therefore, it will not adversely affect the District’s ability to successfully complete the ITD SEP.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The School Construction Citizens’ Bond Oversight Committee recommends that the Board of Education adopt amendment of the Information Technology Division Strategic Execution Plan to approve the One Enrollment project listed above as described in Board Report 284-19/20, a copy of which is attached hereto in the form it was presented to the BOC and is incorporated herein by reference.
2. This resolution shall be transmitted to the Los Angeles Unified School District Board of Education and posted on the Bond Oversight Committee’s website.
3. The District is directed to track the above recommendation and to report on the adoption, rejection, or pending status of the recommendations as provided in section 6.2 of the Charter and Memorandum of Understanding between the Bond Oversight Committee and the District.

NOT ADOPTED on February 27, 2020, by the following vote:

AYES: 0

ABSTENTIONS: 4

NAYS: 7

ABSENCES: 3

Rachel Greene
Chair

Bevin Ashenmiller
Vice-Chair



Proposed IT Strategic Execution Plan Amendment to Add
One Enrollment Project
Brd Rpt 284-19/20

Soheil Katal, Chief Information Officer
Board Meeting March 10, 2020



Proposed New Project – Executive Summary

- Build an online portal for parents/guardians to enroll new students or update the annually disseminated forms while introducing much needed efficiencies.
- Integrate Early Education Student Information System (EESIS) student data to support the transition to Kindergarten in MiSiS.
- Refine to a single system of record for parent information in order for all systems to maintain a single instance of parent information.
- Significantly reduce printing and manual completion of annual forms.
- Estimated completion is 18 months from approval date for \$9.175M.
- District is exploring policies and processes that need to be updated.



Enrollment – Current process

Parents are provided with an enrollment packet that consists of 19 forms and documents

Several forms are disseminated and updated every year

School staff reviews forms for accuracy and completion

School staff enters and verifies data into MISIS



Estimated One Enrollment Timeline

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2020				2021		
January - March	April - June	July - September	October - December	January - March	April - June	July - September
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Proposed One Enrollment – Budget

Project	Estimated Phase Completion	Bond	General Fund	TOTAL
One Enrollment portal	18 months after project approval	\$8,802,832	\$ 372,500	\$9,175,332
	TOTAL	\$8,802,832	\$372,500	\$9,175,332

Funding Sources:

- *The One Enrollment project will be funded through a combination of Bond and General Fund.*
- *Upon completion of the project, an estimated 20% or \$2M of ongoing General Fund is needed for maintenance and future enhancements.*



Benefits/Return on Value (ROV)

- ❖ Reduce time it takes for parents to complete enrollment packets
- ❖ Improve data accuracy
- ❖ Reduce mailing costs
- ❖ Greater online communication and pathways to parent engagement
- ❖ Reduce annual paperwork efforts for required enrollment forms
- ❖ Create efficiencies for school support Staff
- ❖ Parent data will be maintained in only one system of record and streamlines access to student data
- ❖ Data captured to monitor entire enrollment process
- ❖ Reduce paper/printing cost and the carbon footprint
- ❖ Decrease delay between students enrolling and receiving services



Return On Investment/Value

Once One Enrollment has been fully implemented there will be an estimated annual savings of **\$3.5M***

\$5.5M Current Annual Estimated Cost - **\$2M** One Enrollment Annual Maintenance = **\$3.5M**

\$9.175M total implementation cost / **\$3.5M** annual cost savings = **2.7 to 3.7** years to achieve ROI

**This is not taking into to account the Return On Value (ROV) regarding related services that would benefit from One Enrollment. This estimate will vary based on the adoption rate of One Enrollment and ROV.*

**Details of the \$5.5M current annual estimated cost is included in Attachment D – One Enrollment Appendix I DRAFT-ROI Analysis.*



Questions