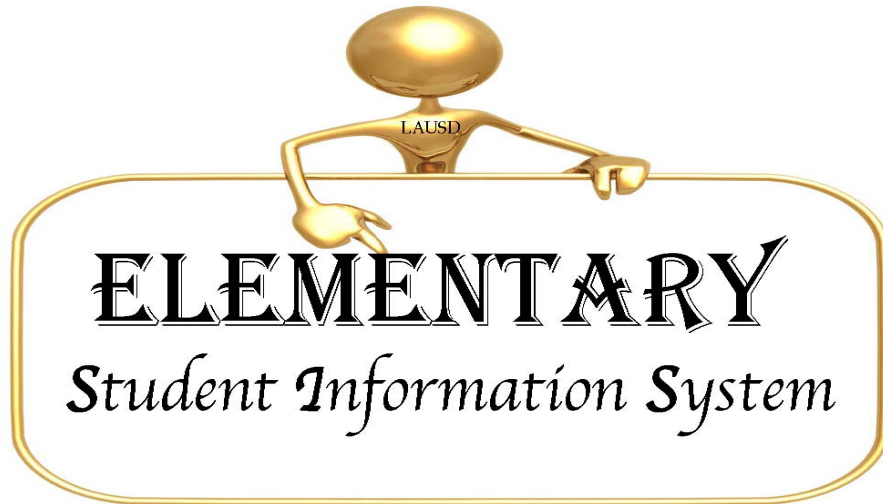


Office of Data and Accountability
STUDENT INFORMATION SYSTEMS BRANCH



ELEMENTARY SIS USER'S ENGLISH SENTENCE MANUAL

• General Sentences	pages 2-4
• Traveling/ Permits	page 4
• 5 th / 6 th Grade Matriculants	page 5
• Middle School Assignments	page 5
• Health	page 6
• Intervention/ Summer School	pages 7-9
• Master Plan Sentences	pages 10-11
• Reclassification	page 12
• Special Education	page 12
• Suspensions	page 13
• Testing	pages 13-15
• End of the Year	page 16
• Downloading Information into Excel	page 17

To print a report using an English sentence, at the Main Menu type :E <enter> :PON (regular sized print) or PON16 (compressed print) <enter>. Use PON with the sentences in this guide unless PON16 is indicated.

GENERAL SENTENCES

1. Address (list of all students living on a particular street) :PON16
:SORT XXXX WITH 6 = "[BROOKLYN]" BY 6S BY 5 ADDRESS NAME GRADE ROOM PHONE (N)
2. Birth country counts
:SORT XXXX BY 19 BREAK-ON 19 BL5 TOTAL CT (D)
3. Birthdates by month, by date order for a specific classroom
:SORT XXXX WITH ROOM = "XX" BY BIRTHMONTH BREAK-ON BIRTHMONTH BY BIRTHDAY BIRTHDAY BL5 NAME (N)
4. Birthdates - one specific month, one specific room
:SORT XXXX WITH BIRTHMONTH = "JAN" AND WITH ROOM = "XX" BY BIRTHDAY BY NAME BIRTHMONTH BIRTHDAY BIRTHYEAR BL5 NAME (IN)
5. Birthdates - entire school by month, by date order - each month on a separate page
:SORT XXXX BY BIRTHMONTH BREAK-ON BIRTHMONTH "P" BY BIRTHDAY BIRTHDAY BL5 NAME ROOM (N)
6. Birthdates - entire school by track by month, by date order - each track on a separate page
:SORT XXXX BY TRACK BREAK-ON TRACK "P" BY BIRTHMONTH BREAK-ON BIRTHMONTH BY BIRTHDAY BIRTHDAY BL5 NAME ROOM (N)
7. Count - enrollment total
:COUNT XXXX
8. Count - enrollment total (excluding pre-kingergarten)
:COUNT XXXX WITH GRN GE "0"
9. Counts - ethnicity
:SORT XXXX BY 11 BREAK-ON ETHNICITY BL5 TOTAL CT (D) or run the same report from Screen 30, option 14, GIFTED (it will print gifted and school ethnicities)
10. Counts - ethnicity by grade level (to count by track, then grade level, add BY TRACK before BY GRN and BREAK-ON TRACK before BREAK-ON GRN)
:SORT XXXX BY GRN BREAK-ON GRN BY 11 BREAK-ON ETHNICITY BL5 TOTAL CT (D)
11. Counts - gender
:SORT XXXX BY 10 BREAK-ON 10 BL5 TOTAL CT (D)
12. Count - grade level (one specific level - example below is 3rd grade)
:COUNT XXXX WITH GRN = "3"
13. Counts - grade levels (to exclude special day program students add WITH NO 103 after XXXX)
:SORT XXXX BY GRN BREAK-ON GRN BL5 TOTAL CT (DN)
14. Counts - grade levels by track
:SORT XXXX BY TRACK BREAK-ON TRACK BY GRN BREAK-ON GRN BL5 TOTAL CT (DN)
15. Count - gifted
:COUNT XXXX WITH 142

16. Count - Title 1
:COUNT XXXX WITH 116 = "Y"
17. Gifted list--by room
:SORT XXXX WITH 142 BY ROOM BREAK-ON ROOM BY NAME NAME GRADE 142 GIFTED (N)
To print the report with each room on a separate page add ""P"" after BREAK-ON ROOM
18. Gifted - potential
Screen 30, option 12, :GIFTED-2YEAR and
Screen 30, option 13, :GIFTED-3YEAR
19. Homeless roster
:SORT XXXX WITH 52 BY NAME NAME 52 GRADE ROOM (N)
20. Information on Screen 13 :PON16
:SORT XXXX WITH 190 OR WITH 191 OR WITH 192 BY NAME NAME 190 191 192LONG GRN ROOM (N)
21. Meal program counts
:SORT XXXX BY 115 BREAK-ON 115 BL5 TOTAL CT (D)
22. Meal program counts (excluding pre-kindergarten)
:SORT XXXX WITH GRN GE "0" BY 115 BREAK-ON 115 BL5 TOTAL CT (D)
23. Meal program with code 5
:SORT XXXX WITH 115 = "5" BY NAME NAME 115 GRADE ROOM (N)
24. Meal program counts of free and reduced lunch (codes 1, 2, and 5), excluding pre-kindergarten
:SORT XXXX WITH GRN GE "0" AND WITH 115 = "1" "2" "5" BY 115 BREAK-ON 115 BL5 TOTAL CT (D)
25. Meal program missing (excluding pre-kindergarten)
:SORT XXXX WITH NO 115 AND WITH GRN GE "0" BY NAME NAME 115 GRADE 41 ROOM (N)
26. Meal program missing
:SORT XXXX WITH NO 115 BY NAME NAME 115 GRADE 41 ROOM (N)
27. Migrant roster
:SORT XXXX WITH 113 BY NAME NAME 113 51 GRADE ROOM (N)
28. Out-of-home care
:SORT XXXX WITH 668 BY NAME NAME 668 GRADE ROOM (N)
29. Paraprofessional information
:SORT XXXX-TA BY NAME NAME 3 10 11 12 DBL-SPC (N)
30. Parent council rosters :PON16
EL Advisory Council Meeting
:SORT XXXX WITH 162 = "LEP" BY NAME NAME PARENT-NAME PHONE 162 GR ROOM HEADING "EL ADVISORY COUNCIL MEETING" (N)
Title I Advisory Council Meeting (Targeted)
:SORT XXXX WITH 116 = "Y" BY NAME NAME PARENT-NAME PHONE GR ROOM 116 HEADING "TITLE I ADVISORY COUNCIL MEETING" (N)
31. Parent education levels - missing data
:SORT XXXX WITH NO 45 BY ROOM BY NAME BREAK-ON ROOM ""P"" NAME 45 PARENT-NAME 29 GRADE (N)
32. Parent education levels - summary (counts only)
:SORT XXXX WITH 45 BY 45 BREAK-ON 45 BL5 TOTAL CT (D)

33. Parent languages - summary (counts only)
:SORT XXXX BY PGLANG BREAK-ON PGLANG BL5 TOTAL CT (D)
34. Parent languages - missing data
:SORT XXXX WITH NO 39 BY ROOM BREAK-ON ROOM BY NAME NAME 39 150 GRADE ROOM (N)
35. Retained - (current students retained at the end of last school year)
Screen 30, option 15, **RETAINED**
36. Retained - any student with retention information in SIS (check cum to verify retention occurred)
:SORT XXXX WITH 144 OR WITH 145 BY NAME NAME 144 145 289 GR ROOM (N)
37. Siblings sorted by track, then alphabetical by grade (this will also work for single track schools)
:SORT XXXX WITH 37 BY TRACK BREAK-ON TRACK BY GRN BREAK-ON GRN BY NAME NAME 37 ROOM (N)
38. Siblings sorted by track by grade by room
:SORT XXXX WITH 37 BY TRACK BREAK-ON TRACK BY GRN BREAK-ON GRN BY ROOM BREAK-ON ROOM BY NAME NAME 37 (N)
39. SSID roster
:SORT XXXX BY NAME NAME 14 41 GRADE ROOM (N)
40. SSID missing
:SORT XXXX WITH NO 14 BY NAME NAME 14 41 GRADE ROOM (N)
41. Writing assessment rosters - grades 2-5/6
:SORT XXXX WITH PA-LA BY ROOM BY NAME BREAK-ON ROOM "P" 0 NAME GR PA-LA BL1 PA-DATE 162 CUR-ELD (IN)
42. Writing assessment rosters for EL students who took the ELD Writing Assessment
:SORT XXXX WITH 162 = "LEP" AND WITH 663 BY ROOM BY NAME BREAKON ROOM "P" 0 NAME GR 664 BL1 663 BL1 162 CUR-ELD (IN)
43. Looking for an a phone number (wrong number in Connect-Ed)
:SORT XXXX WITH 9 = "#####" OR WITH 1174 = "#####" OR WITH 1175 = "#####"
BY NAME NAME PHONE 1172 1173 1174 1175 1176 1177 GR ROOM (N)
44. Comparing Screen 32 and Screen 10 information :PON16
:SORT XXXX BY ROOM BREAK-ON ROOM "P" BY NAME NAME 12 1221 1222 1223 1224 1225 1226 40 41 102 104 (N)

Traveling/ Pemits

1. Bus roster - alphabetical
:SORT XXXX WITH 281 BY NAME NAME 281 GRADE ROOM (N)
2. Bus roster - by am route
:SORT XXXX WITH 281 BREAK-ON 281 BY 281 BY NAME 284 NAME GRADE ROOM (N)
3. Bus roster - by room (each room on a separate page)
:SORT XXXX WITH 281 BY ROOM BREAK-ON ROOM "P" BY 281 BY NAME NAME 281 284 GRADE (N)
4. Permits :PON16
:SORT XXXX WITH 81 BY NAME NAME 81 86 GRADE ROOM BL1 96NAME (N)
:NON-RES list of students who are not in your resident location are and who currently have a permit entered in SIS
:NON-RES-CLEANUP list of students who are not in your resident location area and do NOT have a non-resident (permit) code in SIS.
5. Traveling students sorted by traveling program, then by resident school
:SORT XXXX WITH 80 BY 80 BREAK-ON 80 BY 96 BREAK-ON 96 BY NAME NAME 0 NAME ROOM GRN (IN)

5th/6th GRADE MATRICULANTS

1. Missing middle school location - in March, the middle school location code (field 192) for 5th/6th grade matriculants will be downloaded. To generate a list of matriculants who are missing the middle school code. (For 6th graders, substitute "6" for "5" in the following sentence). :PON16
:SORT XXXX WITH GRN = "5" AND WITH NO 192 BY NAME NAME GRADE ROOM 41 192 103 (N)

DRP Roster

2. An alphabetical list of DRP (Degrees of Reading Power) scores after the data has been entered on Screen 12, fields 656 (DRP Date) and 657 (DRP Score)
:SORT XXXX WITH 656 BY NAME NAME 656 657 GRADE ROOM (N)

DPI

3. Alphabetical roster of DPI (Diagnosis and Placement Inventory) levels after the data has been entered on Screen 12, fields 90 (DPI Date) and 179 (DPI Level)
:SORT XXXX WITH 90 BY NAME NAME 90 179 GRADE ROOM (N)
4. Roster with DPI levels, each room on a separate page
:SORT XXXX WITH 90 BY ROOM BREAK-ON ROOM "P" BY NAME NAME 90 179 GRADE (N)
5. Roster by track, then by middle school location, each middle school on a separate page (this sentence will also work for single track schools) :PON16
:SORT XXXX WITH 90 BY TRACK BREAK-ON TRACK BY NEXT-SCHOOL BY NAME NAME 90 179 162 GRADE BREAK-ON 192 "P" (N)

Middle School Assignments

Use PON16 for the sentences that follow. For schools with 6th grade matriculants, substitute "6" for "5" in these sentences

6. Alphabetical list of matriculating students with the middle school name
:SORT XXXX WITH GRN = "5" BY NAME NAME GRADE ROOM 192 (N)
7. Alphabetical roster of matriculating students sorted by room, each room on a separate page
:SORT XXXX WITH GRN = "5" BY ROOM BREAK-ON ROOM "P" BY NAME NAME GRADE 192 (N)
8. Matriculating students sorted by room, then by middle school, each room on a separate page
:SORT XXXX WITH GRN = "5" BY ROOM BREAK-ON ROOM "P" BY 192 BREAK-ON 192 BY NAME NAME GRADE (N)
9. Matriculating students sorted by track, then by middle school location
:SORT XXXX WITH GRN = "5" BY TRACK BREAK-ON TRACK BY NEXT-SCHOOL BREAK-ON 192 BY NAME NAME GRADE ROOM (N)
10. Middle school roster sorted by middle school
:SORT XXXX WITH GRN = "5" BY NEXT-SCHOOL BREAK-ON 192 BY NAME NAME GRADE ROOM (N)
11. Middle school roster, each middle school on a separate page
:SORT XXXX WITH GRN = "5" BY NEXT-SCHOOL BREAK-ON 192 "P" BY NAME NAME GRADE ROOM (N)

Health

1. First graders with no CHDP exam data
:SORT XXXX WITH GRN = "1" AND WITH NO 307 BY NAME NAME 307 329 GR ROOM (N)

2. Immunizations - two sentences are needed to view all the immunizations :PON16
Sorted by track, alphabetically - this sentence lists Polio shots 1 - 4 and DPT shots 1 – 5
:SORT XXXX BY TRACK BY NAME 0 NAME GR 72 73 74 75 66 67 68 69 70 ROOM (IN)

Sorted by track, alphabetically - this sentence lists TBC date and result, MMR shots 1 & 2, Hepatitis B shots 1 - 3, Varicella shot 1, and any exemption codes (if applicable)
:SORT XXXX BY TRACK BREAK-ON TRACK "P" BY NAME 0 NAME GR ROOM BL1 302 303 77 87 324 325 326 327 63 (IN)
single track schools can also use the above sentences...type as listed

To select one grade level, add WITH GRN = "X" at the beginning of the sentence, after XXXX Example
:SORT XXXX WITH GRN = "5" BY TRACK BY NAME, etc. for 5th grade students.

3. Partial TBC data or with a positive x-ray result :PON16
:SORT XXXX WITH NO 303 OR WITH 303 = "P" AND WITH 306 NE "N" BY GRN BY NAME NAME BREAK-ON GRN ROOM BL1 302 303 305 306 DBL-SPC (N)

4. Dental health data for kindergartners and selected first graders :PON16
:SORT XXXX WITH GRN = "0" OR WITH GRN = "1" AND WITH NO 1166 BY GRADE BY NAME NAME 40 41 BREAK-ON GRADE ROOM 1166 1167 DBL-SPC (N)

5. To print a list of students with dental health data
:SORT XXXX WITH 1166 OR WITH 1167 BY GRN BY NAME NAME GRADE 40 41 ROOM 1166 1167 (N)

Health Reports that can be run from the menus are:

Screen 14 - Report Menu

- Option 2 Student Information (Health and Emergency) Print by: (T)rack, (G)rade, (R)oom, (S)tudent (one page per student)
- Option 28 Student Immunization Record (California School Immunization Record) Print by: (T)rack, (G)rade, (R)oom, (S)tudent (one page per student)

Screen 20 - Special Report Menu

- Option 25 Kindergarten Immunization Report Annual Report of Kindergarten Students with Incomplete Immunization. Report prints an "X" on the student's line to indicate a missing or invalid immunization. (e.g. An MMR shot before the 1st birthday.) Ideally no students should appear on the report, indicating the school's kindergarten immunization records are appropriate.
- Option 26 Tuberculosis Test Report
- Option 27 Health Screen Roster Blank lined roster. Print by: (T)rack or by (R)oom)
- Option 28 CHDP Roster Print by: (T)rack, by (R)oom) or (A)ll

Intervention

Use **PON16** for the sentences that follow.

1. Possible intervention for students in grades 3-5, based on CST Language Arts or Math levels of "BB" "FBB"

:SORT XXXX WITH GRN GE "3" AND WITH CST-LA-LVL = "FBB" "BB" OR WITH GRN GE "3" AND WITH CST-MATH-LVL = "FBB" "BB" BY ROOM BY NAME BREAK-ON ROOM-TCHR "BP" NAME GR 162 CUR-ELD ELD-YRS CST-LA-LVL CST-MATH-LVL PREV-READ-MARK READ-MARK PREV-MATH-MARK MATH-MARK HEADING "STUDENTS IN ROOM 'B' WHO MAY BE ELIGIBLE FOR INTERVENTION" (N)

To print the report with 1 specific track add **AND WITH TRACK = "X"** after **"3"** (add this after both 3s in the sentence.)

2. Possible EL students who would benefit from intervention - students in grades 4-5/6 who have been at an ELD level more that 1 year and have CST Language Arts or Math levels of "BB" "FBB", sorted by room.

:SORT XXXX WITH GRN GE "4" AND WITH 162 = "LEP" AND WITH ELD-YRS GT "1" AND WITH CST-LA-LVL = "FBB" "BB" OR WITH CST-MATH-LVL = "FBB" "BB" BY ROOM BREAK-ON ROOM BY ELD-YRS BY NAME NAME GR CUR-ELD ELD-YRS READ-MARK WRITE-MARK MATH-MARK CST-LA-LVL CST-MATH-LVL (N)

Standards-Based Promotion

(According to MEM. 4767 (SBP) is on hold until further notice)

After the second grading period report card marks have been entered in ISIS and after the Unit 3 scores have been entered in SOAR, students in grades 2-5 who may be at risk of not meeting promotion standards can be identified by typing the following "commands" at the Main Menu:

For 2nd and 3rd grade EO, IFEP, RFEP, and LEP students at ELD level 5

**:E
:SBP-ROSTER-23**

For 4th and 5th / 6TH grade EO, IFEP, RFEP, and LEP students at ELD level 5

**:E
:SBP-ROSTER-45**

For EL students in grades 2-5/6 at ELD levels 1-4

**:E
:EL-SBP-ROSTER**

The last 3 columns of the **EL-SBP-ROSTER** should be reviewed to evaluate whether a student who has not met standards-based promotion criteria is a candidate for a waiver.

Summer School/ Intervention

(Due to budget constraints Summer School is currently not being offered)
(Use **PON16** for these sentences)

To print rosters of students in grades 2-5/6 who are eligible for summer intervention use the following sentences:

1. Students in grades 2-3 with reporting marks of "1" or "2" in reading or writing Single Track Schools

```
:SELECT XXXX WITH GRN = "2" "3"  
>SORT XXXX WITH READ-MARK = "1" "2" OR WITH WRITE-MARK = "1" "2" BY ROOM BY NAME BREAK-  
ON ROOM "P" NAME 162 CUR-ELD ELD-YRS READ-MARK WRITE-MARK BL5 CST-LA-LVL BL5 GR (N)
```

Muti Track Schools - A Track

```
:SELECT XXXX WITH GRN = "2" "3" AND WITH TRACK = "A"  
>SORT XXXX WITH READ-MARK = "1" "2" OR WITH WRITE-MARK = "1" "2" BY ROOM BY NAME BREAK-  
ON ROOM "P" NAME 162 CUR-ELD ELD-YRS READ-MARK WRITE-MARK BL5 CST-LA-LVL BL5 GR  
TRACK (N)
```

2. Students in grades 4-5 with reporting marks of "1" or "2" in reading, writing, or math Single Track Schools

```
:SELECT XXXX WITH GRN = "4" "5"  
>SORT XXXX WITH READ-MARK = "1" "2" OR WITH WRITE-MARK = "1" "2" OR WITH MATH-MARK = "1"  
"2" BY ROOM BY NAME BREAK-ON ROOM "P" NAME 162 CUR-ELD ELD-YRS READ-MARK WRITE-  
MARK MATH-MARK BL5 CST-LA-LVL CST-MATH-LVL BL5 GR (N)
```

Muti Track Schools - A Track

```
:SELECT XXXX WITH GRN = "4" "5" AND WITH TRACK = "A"  
>SORT XXXX WITH READ-MARK = "1" "2" OR WITH WRITE-MARK = "1" "2" OR WITH MATH-MARK = "1"  
"2" BY ROOM BY NAME BREAK-ON ROOM "P" NAME 162 CUR-ELD ELD-YRS READ-MARK WRITE-  
MARK MATH-MARK BL5 CST-LA-LVL CST-MATH-LVL BL5 GR TRACK (N)
```

Beginning in April, schools may enter summer intervention data into SIS on Screen 26.

SUMMER INTERVENTION

These sentences will only work at the receiving schools AFTER the sending schools have entered all summer intervention data on Screen 26

Receiving schools can run class rosters (Screen 26, option 12) and emergency rosters (Screen 26, option 13) for their entire summer school population. Additional rosters/counts can be run by using English sentences. To print the English sentence dictionary for summer intervention at the Main Menu type :E <enter> :SUMMER-DICT <enter> (use **PON16** for the following optional sentences)

1. Alpha roster (enter the summer school location code in place of XXXX)

```
:SORT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH SUM-HOURS NE "0" BY NAME NAME  
SUM-GRADE SUM-IPROG SUM-RSN SUM-SUBJ SUM-TEACHER SUM-ALOC ELD-LEVEL CLASSIF (N)
```

2. Alpha roster by attendance location

```
:SORT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH SUM-HOURS NE "0" BY SUM-ALOC BY  
NAME BREAK-ON SUM-ALOC NAME SUM-GRADE SUM-IPROG SUM-RSN SUM-TEACHER ELD-LEVEL  
CLASSIF (N)
```


3. Alpha roster by program by grade
:SORT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH SUM-HOURS NE "0" BY SUM-IPROG BY SUM-GRADE BY NAME BREAK-ON SUM-IPROG SUM-RSN BREAK-ON SUM-GRADE TOTAL CT 0 NAME SUM-ALOC (IN)
4. Class roster for 1 teacher
Print the roster from Screen 26, option 12. Enter the teacher 's employee #.
5. Class rosters with student counts (a space between each teacher)
:SORT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH SUM-HOURS NE "0" BY SUM-TEACHER BY NAME BREAK-ON SUM-TEACHER TOTAL CT NAME SUM-GRADE SUM-IPROG SUM-RSN SUM-ALOC (N)
6. Classroom counts by program by teacher
:SORT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH SUM-HOURS NE "0" BY SUM-IPROG BY SUM-TEACHER BREAK-ON SUM-IPROG BREAK-ON SUM-TEACHER BL5 TOTAL CT (DN)
7. Counts by program (A, E, I)
:SORT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH SUM-HOURS NE "0" BY SUM-IPROG BREAK-ON SUM-IPROG BL5 TOTAL CT (DN)
8. Mandatory intervention students - ONLY retained students are mandatory
:SORT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH SUM-HOURS NE "0" AND WITH GRADE = "[R]" BY NAME NAME SUM-TEACHER SUM-IPROG SUM-ALOC SUM-MARK PWA 24 25 26 27 28 (N)
9. Master Plan roster for program I
:SORT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH SUM-IPROG = "I" AND WITH SUM-SUBJ = "E" "L" AND WITH SUM-HOURS NE "0" BY GRADE BREAK-ON GRADE BY CLASSIF BREAK-ON CLASSIF BY ELD-LEVEL BREAK-ON ELD-LEVEL BY NAME NAME BL5 TOTAL CT SUM-ALOC HEADING "SUMMER STUDENTS BY GRADE AND BY CLASSIFICATION AND ELD LEVEL" (N)
10. Math intervention - 4th and 5th graders
:SORT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH GRADE GE "4" AND WITH SUM-IPROG = "I" AND WITH SUM-SUBJ NE "E" AND WITH SUM-HOURS NE "0" BY GRN BREAK-ON GRN BY NAME NAME BL5 TOTAL CT SUM-ALOC HEADING "4TH AND 5TH GRADERS WITH MATH INTERVENTION" (N)
11. Missing teacher employee #
:SORT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH SUM-HOURS NE "0" AND WITH NO SUM-TEACHER BY NAME NAME SUM-GRADE SUM-IPROG SUM-TCHR SUM-ALOC (N)
12. Missing marks or hours - at the close of intervention
:SELECT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH SUM-HOURS NE "0" BY NAME
<enter>
>SORT SUMMER.INTERVEN WITH NO SUM-HOURS OR WITH NO SUM-MARK BY NAME NAME SUM-GRADE SUM-IPROG SUM-RSN SUM-HOURS SUM-MARK (N)
13. Summer mailing labels-alphabetical The receiving school can print mailing labels by entering the following at the Main Menu: :E :SUMMER-LABELS (N)

MASTER PLAN SENTENCES

Use the sentences below for reports concerning EL students:

1. Count of EL students, excluding pre-kindergarten
:COUNT XXXX WITH GRN GE "0" AND WITH 162 = "LEP"
2. Count - EL students
:COUNT XXXX WITH 162 = "LEP"
3. Counts - EL students by grade by ELD level (to count by track, then grade level, then current ELD level, add BY TRACK before BY GRN and BREAK-ON TRACK before BREAK-ON GRN)
:SORT XXXX WITH 162 = "LEP" BY GRN BY CUR-ELD BREAK-ON GRN BREAK-ON CUR-ELD BL5 TOTAL CT (DN)
4. List of EL students sorted by room and ELD level, each room on a separate page
:SORT XXXX WITH GRN GE "0" AND WITH 162 = "LEP" BY ROOM BY CUR-ELD BY NAME BREAK-ON ROOM ""P"" 0 NAME BREAK-ON CUR-ELD CUR-ELD-START-DATE ELD-YRS BL1 GR (IN)
5. Counts of ELD levels by grade
:SORT XXXX WITH 162 = "LEP" BY GRN BY CUR-ELD BREAK-ON GRN BREAK-ON CUR-ELD BL5 TOTAL CT (DN)

Same report sorted by track and grade

:SORT XXXX WITH 162 = "LEP" BY TRACK BY GRN BY CUR-ELD BREAK-ON TRACK BREAK-ON GRN BREAK-ON CUR-ELD BL5 TOTAL CT (DN)

6. Counts - home languages
:SORT XXXX BY L1 BREAK-ON L1 BL5 TOTAL CT (DN)
7. Counts -home languages by room
:SORT XXXX BY ROOM BY L1 BREAK-ON ROOM BREAK-ON L1 BL5 TOTAL CT (DN)
8. Counts - parent languages
:SORT XXXX BY PGLANG BREAK-ON PGLANG BL5 TOTAL CT (DN)
9. Counts - parent languages by room
:SORT XXXX BY ROOM BY PGLANG BREAK-ON ROOM BREAK-ON PGLANG BL5 TOTAL CT (DN)
10. ELD levels for students with more than one year at an ELD level--grade 1 and above, sorted by track, by grade, by ELD level, by room :PON16
:SORT XXXX WITH GRN GE "1" AND WITH ELD-YRS GT "1" BY TRACK BY GRN BY CUR-ELD BY ROOM BY NAME BREAK-ON TRACK BREAK-ON GRN BREAK-ON CUR-ELD ELD-YRS CUR-ELD-START-DATE BL1 0 NAME ROOM (IN)

Same report, sorted by track, by grade, by current ELD level, in alphabetical order :PON16

:SORT XXXX WITH GRN GE "1" AND WITH ELD-YRS GT "1" BY TRACK BY GRN BY CUR-ELD BY NAME BREAK-ON TRACK BREAK-ON GRN BREAK-ON CUR-ELD ELD-YRS CUR-ELD-START-DATE BL1 0 NAME ROOM (IN)

11. List of completed ELD levels and dates sorted by room, each room on a separate page :PON16
:SORT XXXX WITH 162 = "LEP" BY ROOM BY NAME BREAK-ON ROOM-TCHR ""BP"" 0 NAME GR 150 811 812 813 814 815 816 817 818 819 820 HEADING "ELD LEVELS COMPLETED FOR 'B'" (IN)

MASTER PLAN SENTENCES (continued)

12. ELD marks of 3 and 4 on the Progress Report for language arts - possible time for an EL level change : PON16
:SORT XXXX WITH 162 = "LEP" AND WITH CUR-ELD LE "4" AND WITH ELD-READ-MARK GE "3" AND WITH ELD-WRITE-MARK GE "3" AND WITH ELD-SPEAK-MARK GE "3" AND WITH ELD-LISTEN-MARK GE "3" BY TRACK BY ROOM BY NAME BREAK-ON ROOM ""P"" BL1 0 NAME GRADE CUR-ELD ELD-READ-MARK ELD-WRITE-MARK ELD-SPEAK-MARK ELD-LISTEN-MARK (IN)
13. Language classification missing (field 162 - EO, IFEP, RFEP, LEP)
:SORT XXXX WITH NO 162 BY NAME NAME 150 162 GRADE ROOM 40 41 (N)
14. Language classification counts (EO, IFEP, LEP, RFEP)
:SORT XXXX BY 162 BREAK-ON 162 BL5 TOTAL CT (D)
15. Language classification counts (EO, IFEP, LEO, RFEP) by grade
:SORT XXXX BY GRN BY 162 BREAK-ON GRN BREAK-ON 162 BL5 TOTAL CT (D)
16. Master Plan rosters for previous year (ELD level and language classification is current; report also does not include students who matriculated or left the school) :PON16
:SORT XXXX BY PREV-ROOM BY 162 BY NAME BREAK-ON PREV-ROOM ""P"" BREAK-ON 162 NAME PREV-GRADE 150 91 151 152 94 157 158 CUR-ELD CUR-ELD-START-DATE (N)
17. Teachers who may not be authorized to teach English learners
:SORT XXXX-TCHR WITH NO 10 AND WITH NO 12 AND WITH NO 13 BY NAME NAME GRADE ROOM 10 12 13 21 (N)
18. Teacher bilingual (Master Plan) information :PON16
:SORT XXXX-TCHR BY NAME NAME GRADE ROOM 10 11 12 13 21 (N)
19. Master Plan rosters for retired students by last year's classrooms (with data current as of the L date)
:SORT XXXX-RET WITH 191 GE "4-28-08" BY ROOM BY 162 BY NAME BREAK-ON ROOM ""P"" BREAK-ON 162 NAME GRADE 150 91 151 152 94 157 158 CUR-ELD CUR-ELD-START-DATE (N)
20. Home language classification missing (field 150)
:SORT XXXX WITH NO 150 BY NAME NAME 150 162 GRADE ROOM TEACHER (N)
21. Master Plan roster -for RSP students :PON16
:SORT XXXX WITH 467 BY 468 BY 162 BY 164 BY GRN BY NAME BREAK-ON 468 ""P"" BREAK-ON 162 TOTAL CT 0 NAME GRADE ROOM 150 164 152 151 158 157 388 389 CUR-ELD CUR-ELD-START-DATE (IN)
22. No primary language assessment for grade K and above :PON16
:SORT XXXX WITH 162 = "LEP" AND WITH GRN GE "0" AND WITH NO 94 AND WITH NO 148 BY TRACK BREAK-ON TRACK BY GRN BREAK-ON GRN BY NAME NAME 94 ROOM 162 150 148 40 41 (N)
23. Program code missing (Master Plan Program EI, WB, SI, DS, DK, etc.)
:SORT XXXX WITH 162 = "LEP" AND WITH NO 164 BY GRN BY NAME NAME GRADE 162 164 ROOM (N)

RECLASSIFICATION

1. Count of reclassified
:COUNT XXXX WITH 323 (N)
2. Count of reclassified by grade
:SORT XXXX WITH 323 BY GRN BREAK-ON GRN BL5 TOTAL CT (D)
3. Count of students reclassified during the current year
:COUNT XXXX WITH 323 GE "7-01-10"
4. Count of retired students reclassified during the current year
:COUNT XXXX-RET WITH 323 GE "7-01-10"
5. Count of students reclassified during the previous school year
:COUNT XXXX WITH 323 GE "7-01-09" AND LE "6-30-10"
6. Count of retired students reclassified during the previous school year
:COUNT XXXX-RET WITH 323 GE "7-01-09" AND LE "6-30-10"
7. List of reclassified students--alphabetical
:SORT XXXX WITH 323 BY NAME NAME 162 323 GRADE ROOM (N)
8. List of reclassified students - by date of reclassification
:SORT XXXX WITH 323 BY 323 BY NAME NAME 162 323 GRADE ROOM (N)
9. List of reclassified students - by grade
:SORT XXXX WITH 323 BY GRN BY NAME BREAK-ON GRN NAME 162 323 ROOM (N)
10. List of reclassified students - by room
:SORT XXXX WITH 323 BY ROOM BY NAME BREAK-ON ROOM NAME 162 323 GRADE (N)
To print the report with each room on a separate page add ""P"" after BREAK-ON ROOM

SPECIAL EDUCATION

1. Alphabetical list of students with an IEP that includes address and phone :PON16
:SORT XXXX WITH 121 BY NAME NAME FULL-ADDRESS PHONE GRADE ROOM (N)
2. DIS rosters
Screen 30, option 6, DIS-ROSTER
3. IEP Dates by 1 Year Review Date :PON16
:SORT XXXX WITH 121 BY 465 BY NAME NAME GRADE ROOM 465 121 103 122 467 464 123 466 (N)
4. IEP Dates by 3 Year Review Date :PON16
:SORT XXXX WITH 121 BY 466 BY NAME NAME GRADE ROOM 466 121 103 122 467 464 123 465 (N)
5. RSP roster
Screen 30, option 8, RSP-ROSTER
6. SDP rosters
Screen 30, option 7, SDP-ROSTER

SUSPENSIONS

1. 2009-10 school year suspension total (student count, not # of suspensions)
:COUNT XXXX WITH 125 GE "7-01-09"
2. List of students with suspensions 2009-10 (detailed) :PON16
:SORT XXXX WITH 125 GE "7-1-09" BY NAME NAME 125 126 127 128 129 GRADE ROOM (N)
3. Count of retired students with suspensions 2009-10 (student count, not # of suspensions)
:COUNT XXXX-RET WITH 125 GE "7-1-09"
4. Retired students with suspensions 2008-09 (detailed) :PON16
:SORT XXXX-RET WITH 125 GE "7-1-08" BY NAME NAME 125 126 127 128 129 GRADE ROOM 191 (N)
5. 2008-09 school year suspension total (student count, not # of suspensions)
:COUNT XXXX WITH 125 GE "7-01-08" AND LE "6-30-09"
6. List of students with suspensions 2008-09 (detailed) :PON16
:SORT XXXX WITH 125 GE "7-1-08" AND LE "6-30-09" BY NAME NAME 125 126 127 128 129 GRADE ROOM (N)
7. Count of retired students with suspensions 2008-09 (student count, not # of suspensions)
:COUNT XXXX-RET WITH 125 GE "7-1-08" AND LE "6-30-09"
8. Retired students with suspensions 2008-09 (detailed) :PON16
:SORT XXXX-RET WITH 125 GE "7-1-08" AND LE "6-30-09" BY NAME NAME 125 126 127 128 129 GRADE ROOM 191 (N)

TESTING

Testing Required Data

1. Missing 39 Parent Language
:SORT XXXX WITH GRN GE "0" AND WITH NO 39 BY ROOM BY NAME NAME 39 150 GRADE ROOM (N)
2. Missing 45 Parent Ed Level
:SORT XXXX WITH GRN GE "0" AND WITH NO 45 BY ROOM BREAK-ON ROOM "P" BY NAME NAME 45 PARENT-NAME 29 GRADE (N)
3. Missing 115 Meal Program
:SORT XXXX WITH GRN GE "0" AND WITH NO 115 BY NAME NAME 115 GRADE ROOM 41 (N)
4. Missing 162 Classification :PON16
:SORT XXXX WITH GRN GE "0" AND WITH NO 162 BY NAME NAME 150 162 GRADE ROOM 40 41 (N)
5. Missing 186 US 1st Sch Date or missing 189 CA 1st Sch Date :PON16
:SORT XXXX WITH GRN GE "0" AND WITH NO 186 OR WITH GRN GE "0" AND WITH NO 189 BY ROOM BY NAME NAME 40 41 186 189 GRADE ROOM DBL-SPC (N)

Testing Rosters for CAPA, CELDT, STS, and Aprenda

Aprenda

: E
:APRENDA-ROSTER

CAPA

: E
:CAPA-ROSTER

CELDT

: E
: GOT-CELDT or
Screen 30, option 1, GOT-CELDT

STS

: E
:STS-ROSTER

TEST DATA ANALYSIS Sentences Using Test Data to Inform Instruction

CELDT

1. CELDT history for EL students :PON16
:SORT XXXX WITH 162 = "LEP" AND WITH 800 BY ROOM BREAK-ON ROOM ""P"" BY NAME 0 NAME
GR 91 151 164 CUR-ELD 789 790 791 797 1121 798 799 800 (IN)
2. Students that have advanced 1 CELDT level (try after new CELDT results are in SIS)
:SORT XXXX WITH CELDTA-DELTA AND WITH CELDTA-DELTA GE "1" BY TRACK BY GRN BY
NAME BREAK-ON GRN NAME 162 CELDT-LEVEL CELDTA-DELTA ROOM (N)
3. Students that have advanced 2 CELDT levels (try after new CELDT results are in SIS)
:SORT XXXX WITH CELDTA-DELTA AND WITH CELDTA-DELTA GT "1" BY TRACK BY ROOM BY
NAME BREAK-ON ROOM ""P"" NAME 162 CELDT-LEVEL CELDTA-DELTA GR (N)

CST Results

4. CST scores - descending CST LA Scores (by track by grade, includes CST Math scores) :PON16
:SORT XXXX WITH CST-DATE BY TRACK BREAK-ON TRACK BY GRN BREAK-ON GRN ""P"" BY-
DSND CST-LA-SCR BY NAME NAME BREAK-ON CST-LA-LVL CST-LA-SCR BL5 CST-MATH-LVL CST-
MATH-SCR CST-WRITE-SCR ROOM BL5 TOTAL CT (N)
5. CST scores - descending CST Math Scores (includes CST LA scores) :PON16
:SORT XXXX WITH CST-DATE BY TRACK BREAK-ON TRACK BY GRN BREAK-ON GRN ""P"" BY-
DSND CST-MATH-SCR BY NAME NAME BREAK-ON CST-MATH-LVL CST-MATH-SCR BL5 CST-LA-LVL
CST-LA-SCR CST-WRITE-SCR ROOM BL5 TOTAL CT (N)

To run the previous 2 sentences by room, substitute **BY ROOM** for **BY GRN** and **BREAK-ON ROOM** for **BREAK-ON GRN** and **GR** for **ROOM** at the end of the sentence.

6. CST reading lists
:SORT XXXX WITH CA-READ-LIST BY ROOM BY NAME BREAK-ON ROOM-TCHR ""BP"" NAME CA-
READ-LIST GR HEADING "READING LIST FOR 'B'" (N)
7. CST science scores for last year's 5th graders
:SORT XXXX-RET WITH 191 GE "4-28-10" AND WITH CST-SCI-SCR BY ROOM BY NAME BREAK-ON
ROOM ""P"" NAME CST-SCI-LVL CST-SCI-SCR GRADE (N)
8. CST science scores for last year's 5th graders for K-6 schools
:SORT XXXX WITH PREV-GRADE = "5" AND WITH CST-SCI-SCR BY PREV-ROOM BY NAME BREAK-
ON PREV-ROOM ""P"" NAME CST-SCI-LVL CST-SCI-SCR PREV-GRADE (N)

RSP or Gifted

(Use **PON16** for these sentences)

9. RSP - CST scores for students with RSP services sorted by grade
:SORT XXXX WITH CST-DATE AND WITH 467 BY GRN BY NAME BREAK-ON GRN NAME 467 162
CUR-ELD CST-LA-LVL CST-LA-SCR CST-WRITE-SCR CST-MATH-LVL CST-MATH-SCR (N)
10. RSP - CST comparison levels and scores for students with RSP services sorted by grade
:SORT XXXX WITH CST-DATE AND WITH 467 BY GRN BY NAME BREAK-ON GRN 0 NAME 467 1037
1031 1038 1032 1039 1033 BL1 1049 1043 1050 1044 1051 1045 ROOM (IN)
11. Gifted with CST scores sorted by grade
:SORT XXXX WITH CST-DATE AND WITH 142 BY GRN BY NAME BREAK-ON GRN NAME 142 CST-LA-
LVL CST-LA-SCR CST-MATH-LVL CST-MATH-SCR ROOM (N)

Specific Grade CST Results

(Use **PON16** for these sentences. Substitute "4" for grade level you are looking for)

12. 4th Graders - CST scores by current teacher, each room on a page
:SORT XXXX WITH GRN = "4" BY ROOM BY NAME BREAK-ON ROOM-TCHR ""BP"" NAME GR 162
CUR-ELD CST-LA-LVL CST-MATH-LVL BL1 HEADING "CST TEST SCORES FOR 'B' AS OF 'DLL'" (N)
13. 4th Graders - CST scores by previous teacher, each room on a page
:SORT XXXX WITH GRN = "4" BY 119 BY NAME BREAK-ON 119HDG ""BP"" PREVROOM NAME GR
162 CUR-ELD CST-LA-LVL CST-MATH-LVL BL1 HEADING "CST SCORES FOR 'B' AS OF 'DLL'" (N)

CST Language / Math Levels = "B" "BB" "FBB"

(use **PON16** for these sentences)

14. Sorted by room, each room on a page
:SORT XXXX WITH CST-LA-LVL = "B" "BB" "FBB" OR WITH CST-MATH-LVL = "B" "BB" "FBB" BY
ROOM BY NAME BREAK-ON ROOM ""P"" NAME GRADE 162 CUR-ELD CST-LA-LVL CST-LA-SCR CST-
MATH-LVL CST-MATH-SCR (N)
15. Sorted by track by grade by room
:SORT XXXX WITH CST-LA-LVL = "B" "BB" "FBB" OR WITH CST-MATH-LVL = "B" "BB" "FBB" BY
TRACK BY GRN BY ROOM BY NAME BREAK-ON TRACK BREAK-ON ROOM NAME GRADE 162 CUR-
ELD CST-LA-LVL CST-LA-SCR CST-MATH-LVL CST-MATH-SCR (N)

To print this report with each room on a separate page add ""P"" after **BREAK-ON ROOM**

End of the Year

1. To print reorganization cards from Screen 20, Option 6. You may print by Track, Grade, Room or Student.
To print the cards by gender, at the Main Menu type: **E <enter>**
:SELECT XXXX WITH 10 = "F" AND WITH GRN LE "4" BY ROOM BY NAME
>REORG-CARDS (N)
Substitute "M" for male. For multi-track schools add **AND WITH TRACK = "X"** after "F". For schools with 6th grade, substitute "5" for "4".

2. Sending rosters for next school year (after new room #s have been entered in SIS)
•All students except matriculants
:SORT XXXX WITH GRN LT "5" BY ROOM BY GRN BY NAME BREAK-ON ROOM-TCHR "'BP"' NAME GRADE NEWROOM BL5 TOTAL CT HEADING "NEW ROOM ASSIGNMENTS FOR 'B' AS OF 'DLL'" (N)

• One track
:SORT XXXX WITH GRN LT "5" AND WITH TRACK = "X" BY ROOM BY GRN BY NAME BREAK-ON ROOM-TCHR "'BP"' NAME GRADE TRACK NEWTRACK NEWROOM BL5 TOTAL CT HEADING "NEW ROOM ASSIGNMENTS FOR 'B' AS OF 'DLL'" (N)

3. Receiving rosters for next school year (after new room #s have been entered in SIS)
• All students except matriculants
:SORT XXXX WITH GRN LT "5" BY NEWROOM BY GRN BY NAME NAME GRADE BREAK-ON NEWROOM "'P"' BL5 ROOM TOTAL CT HEADING "RECEIVING ROSTER AS OF 'DLL'" (N)

• One track
:SORT XXXX WITH GRN LT "5" AND WITH NEWTRACK = "X" BY NEWROOM BY GRN BY NAME NAME GRADE NEWTRACK TRACK BREAK-ON NEWROOM "'P"' BL5 ROOM TOTAL CT HEADING "RECEIVING ROSTER AS OF 'DLL'" (N)

4. Cums - organizing for next school year
:SORT XXXX WITH GRN LE "4" BY ROOM BY 194 BY NAME BREAK-ON ROOM-TCHR "'BP"' BREAK-ON 194 NAME GRADE 192 HEADING "NEW ROOM ASSIGNMENTS FOR 'B'" (N)
One track
:SORT XXXX WITH GRN LE "4" AND WITH TRACK = "X" BY ROOM BY 194 BY NAME BREAK-ON ROOM-TCHR "'BP"' BREAK-ON 194 NAME GRADE 192 HEADING "NEW ROOM ASSIGNMENTS FOR 'B'" (N)

5. Before rollover, this English sentence will print future Master Plan rosters by the future room number (if the students' next room number has been entered on Screen 16, Option 8 or 9.) At the Main Menu type: **E <enter> :PON16**
:SORT XXXX WITH 194 BY 194 BY 162 BY NEWGRADE BY NAME BREAK-ON 194 "'BP"' BREAK-ON 162 TOTAL CT 0 NAME NEWGRADE 150 164 152 151 158 157 CUR-ELD HEADING "NEW MASTER PLAN ROSTER FOR ROOM 'B'" (IN)

Before rollover, for only one future room, try this sentence:
:SORT XXXX WITH 194 = "XX" BY 162 BY NEWGRADE BY NAME BREAK-ON 162 TOTAL CT 0 NAME NEWGRADE 150 164 152 151 158 157 CUR-ELD HEADING "NEW MASTER PLAN ROSTER FOR ROOM XX" (IN)

6. A list of students with missing NEW room numbers
:SORT XXXX WITH NO ROOM BY GRN BY NAME NAME ROOM GRADE (N)

DOWNLOADING STUDENT DATA FROM SIS

Before you can begin to download student data onto your desktop/disk, you must have the principal's authorization. All student records are confidential. By using the following directions you will be able to download SIS data of your choice as easily as creating an English sentence. An excel file will be created which is tab delimited. After completing the steps below, the file will be on the Windows desktop.

Type the **E** and press <ENTER>

- At the colon (:) type **SIS-DISK** and press <ENTER>. This will initiate a series of system prompts that will guide you during the download.

```
SET LEVEL INFORMATION
ENTER SELECTION # OR 'OFF' :E
:SIS-DISK
```

- At this point, you should have been redirected to a new screen. Type in the name you want to give your file followed by the a (.) and the letters **XLS (see example)**. Remember what you name it.

```
DOWNLOAD SIS DATA TO DISK
Enter the name of the disk file: YOURFILENAME.XLS
```

- Enter the selection criteria, just as you do with an English sentence (e.g. WITH 162 = "LEP"). Enter this section only if you want a specific group. If you want all of your students press <ENTER> to skip this prompt to select all students in the school.

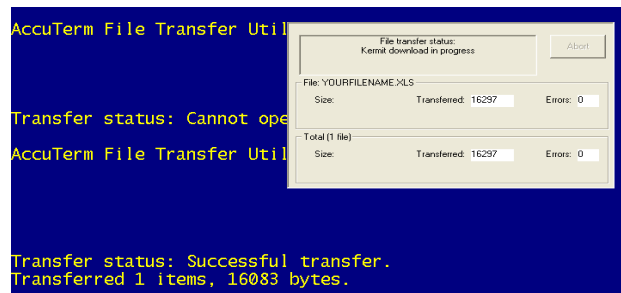
```
Enter the selection criteria (WITH...optional) : WITH 162 = "LEP"
```

- Enter the order in which you want the list to be downloaded. If you want a different sort order other than alpha by grade, enter your choice (e.g. **BY ROOM BY NAME**), otherwise press <ENTER>.

```
Enter the sort order (BY...optional) : BY ROOM BY NAME_
```

- Enter the fields you want, using the standard field number or word names as indicated in the SIS Dictionary section at the back of the SIS Manual or by going to esis.lausd.net, then look on the middle of the page where you will find **NEW-ESIS Student Information Dictionary.xls**. Enter the field names in the order you want them to download. (e.g. **12 NAME ROOM TEACHER**) Make sure these names or field numbers (12 IS THE FIELD NUMBER FOR DISTRICT ID) are separated by spaces. Enter field names, separated by spaces : 12 NAME ROOM TEACHER

- Once the Accu Term Data Transfers Utility appears, the download begins. A pop-up window will appear indicating the progress of the download process. After the download is complete type :GO and press <ENTER>. This will return you to the SIS Main Screen. Go to your desktop and find the file you just saved. Double click it and it will open as an Excel Spreadsheet. If you make a mistake delete the file and try again.



Remember never to e-mail student sensitive information to anyone!!!!!!