Los Angeles Unified School District
Office of Data and Accountability

Student Information Systems Branch

ESY - EXTENDED SCHOOL YEAR

SUMMER 2011

ESY - Extended School Year - Program A
Summer 2011
Sending Schools

<u>Eligibility</u>
For students with special education services, check the IEP to verify that the student is eligible for Extended School Year (ESY) or you may print the ESY Eligibility Report from Welligent.

<u>Entering Data</u>
It is the responsibility of the sending school to enter all ESY data (except teacher employee number, marks, and hours.)

> **Field 801 - enter Y** for **all** students attending ESY - Extended School Year. You must enter the Y in order to access the summer screens, options 11-16.

> **Field 802 - enter Y** for students who will need transportation.

<u>Grade</u> - enter current grade.

<u>Parent Confirmation</u> - Y or N

<u>Intervention Program</u> - A

<u>Subject</u> - enter L (English Language Arts) if E (English Language Development) does not automatically populate.

<u>Start and end dates</u> are 07-06-11 to 08-02-11. Do **NOT** change these dates, even if the student does not attend, starts later, or leaves before the session is over.

<u>Intervention Location</u> - the summer school sites have changed. Be sure you reenter the new summer site.

<u>Attendance Location</u> - your location code will automatically fill-in.

<u>Hours- No-Shows- Screen 26, option1A or 1AR (for retired students)</u>
Before the norm day classification on the 5th day, enter 0 hours for students who are eligible, but whoseparents declined or were a no-show. Entering 0 hours will remove the students from the class rosters.
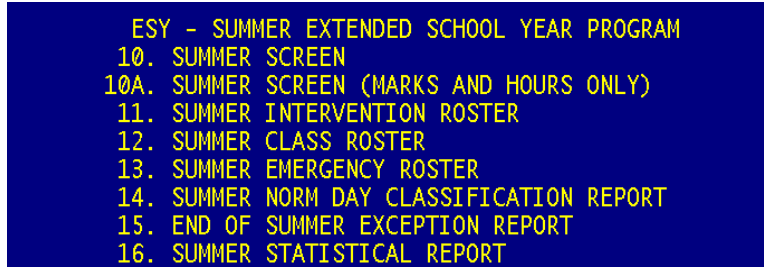
After rollover (June 24), you may enter information for your retired students, using Screen 26, option 1R (retired).Type 1R at "Enter Selection number". <u>Do NOT return the students to the active file.</u>

<u>ESY Roster - Fax to your receiving school</u>
Run your ESY roster from Screen 26, option 11, and fax to your receiving school. If you add students, refax the rosters.

Receiving Schools

SCREEN 26

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        ESY - SUMMER EXTENDED SCHOOL YEAR PROGRAM
        10. SUMMER SCREEN
       10A. SUMMER SCREEN (MARKS AND HOURS ONLY)
        11. SUMMER INTERVENTION ROSTER
        12. SUMMER CLASS ROSTER
        13. SUMMER EMERGENCY ROSTER
        14. SUMMER NORM DAY CLASSIFICATION REPORT
        15. END OF SUMMER EXCEPTION REPORT
        16. SUMMER STATISTICAL REPORT
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Accessing Student Data / Entering Student Data - Screen 26, option 10
Receiving schools may access student data and enter student data via Screen 26,option 10. Use Screen 0 to locate the student's District ID #.

To enroll an eligible student, enter the student's 10 digit District ID # in field 0.
        Field 21 will automatically fill-in with **Y**.
        Enter **Y** in field 22 if the student is transported.

Grade - enter current grade.

Parent Confirmation - Y or N

Intervention Program - A

Subject - enter L (English Language Arts) if E (English Language Development) does not automatically populate.
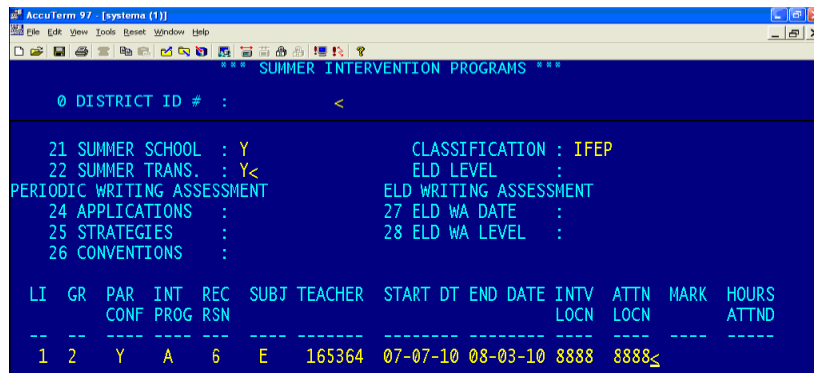
Teacher - enter the teacher's employee number. If the student changes classes, enter the new teacher's employee # in place of the original teacher.

Start and end dates - **07-06-11** to **08-02-11** will automatically fill-in as you enter data. Do NOT change the dates, even if a student starts late, ends early, or does not attend. For no-shows, enter 0 (zero) for hours before the norm classification on the 5th day.

Intervention Location - the summer school sites have changed. Be sure you reenter the new summer site.

Attendance Location - enter the student's attendance location.

Entering a district ID on Screen 26, option 10 automatically enrolls the student in the summer school pool. Contact SIS to remove a student that was wrongly entered. Do NOT reenter the student's district ID to verify that the student has been removed, as this will automatically reenroll the student if you file the record.

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AccuTerm 97 - [systema (1)]
 File  Edit  View  Tools  Reset  Window  Help

                    *** SUMMER INTERVENTION PROGRAMS ***

     0 DISTRICT ID # :          <


    21 SUMMER SCHOOL : Y              CLASSIFICATION : IFEP
    22 SUMMER TRANS. : Y<             ELD LEVEL      :
PERIODIC WRITING ASSESSMENT         ELD WRITING ASSESSMENT
    24 APPLICATIONS  :              27 ELD WA DATE   :
    25 STRATEGIES    :              28 ELD WA LEVEL  :
    26 CONVENTIONS   :

 LI  GR  PAR  INT  REC  SUBJ TEACHER  START DT END DATE INTV  ATTN  MARK  HOURS
         CONF PROG RSN                                  LOCN  LOCN        ATTND
 --  --  ---- ---- ---  ---- -------  -------- -------- ----  ----  ----  -----
  1   2   Y    A    6    E    165364  07-07-10 08-03-10 8888  8888<
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Page 2

Rosters / Reports

Missing Teacher Employee #
To print a list of students missing the teacher's employee number, run class rosters from Screen 26, option 12. All students will print out by teacher, and students without a teacher's employee number will print out on a separate list with no teacher name on the top. Enter the teacher's employee number on Screen 26, option 10 and rerun the list.

Teacher / Class Rosters - option 12
Receiving schools can print class rosters for all classrooms or by individual teacher's employee #.

Emergency Rosters - option 13
Run emergency rosters for all classrooms or by individual teacher's employee #.

Norm Day Classification - option 14 – July 12
Before July 12, (the 5th day norm day classification), enter 0 hours for eligible students whose parents declined or were a no-show. Entering 0 hours will remove the students from the class rosters. On the fifth day of ESY, Tuesday, July 12, print the Norm Day Classification Report and fax it to the Local District Intervention Coordinator.

Final Week of ESY - July 27- August 2

Hours - option 1A or 10A

During the last week of intervention, enter the number of hours the student attended ESY. If you haven't already done so, enter 0 (zero) hours for no-shows. For retired students, enter hours on Screen 26, option 1AR. At the ENTER SELECTION # OR <ENTER>: type **1AR**. Do NOT bring them back from the retired file. Students will NOT have partial hours, as any portion of an hour of attendance is counted as a whole hour.

Marks
Do NOT enter marks for students in ESY.

Exception Report - option 15
After entering the attendance hours, print the exception report for the ESY program. Enter "A" for the Program Code. Clean up data as needed. Reprint the exception report. You should get the message "Congratulations".

Statistical Report- option 16
Print the report from option 16. Enter "A" for the Program Code. The statistical is to be reviewed and signed by the principal.

> Fax the statistical and error-free exception report to the Local District Intervention Coordinator on August 3 by 2:00 p.m. File the statistical report, error-free exception report, class rosters, and attendance registers at the school site.

MEMORANDUM

See MEM - 5411.1 "Procedures for Preschool/ Elementary Special Education Extended School Year Programs and Services," March 16, 2011 for ESY information.

English Sentences

Receiving schools can run class rosters (Screen 26, option 12) and emergency rosters (Screen 26, option 13) for their entire ESY population. Additional rosters/counts can be run by using English sentences. To print the English sentence dictionary for the summer program at the Main Menu type :E <enter>

: **SUMMER-DICT** <enter>

For the following (optional) sentences, at the Main Menu type:
:E
:PON16

<u>The sentences below can only be run at the receiving school.</u>
<u>Enter the summer school location code in place of XXXX.</u>

1. <u>Alpha Roster with special education eligibility, special day class code, RSP (if applicable).</u>

:SORT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH SUM-HOURS NE "0" BY NAME NAME SUM-GRADE SUM-IPROG SUM-TEACHER SUM-ALOC SPED-ELIG SDC RSP(N)

2. <u>Alpha Roster with Last Year's Meal Program</u>

:SORT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH SUM-HOURS NE "0" BY NAME NAME MEALPROG SUM-GRADE SUM-ASCHOOL SUM-IPROG (N)

3. <u>Alpha Roster by Attendance Location</u>

: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 (N)

4. <u>Alpha Roster for 1 Specific Attendance Location</u>

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

5. <u>Class Roster for 1 Teacher</u>

Print the roster from Screen 26, option 12. Enter the teacher 's employee number.

6. <u>Class Rosters with Student Counts (a space between each teacher)</u>

: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-ALOC (N)

7. <u>Classroom Counts by Teacher</u>

Run the Norm Day Classification, Screen 26, option 14. It is always current and updates when new students are added.

8. <u>Total ESY Count</u>

:COUNT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH SUM-HOURS NE "0"
or run the Norm Day Classification, Screen 26, option 14

9. <u>Count by Sending School</u>

:SORT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH SUM-HOURS NE "0" BY SUM-ASCHOOL BREAK-ON SUM-ASCHOOL BL5 TOTAL CT (DN)

10. Mailing Labels-Alphabetical

The receiving school can print mailing labels by entering the following at the Main Menu:

:E
:SUMMER-LABELS (N)

11. Mailing Labels for Students with Zero Hours

:E
: SUMMER-LABELS-ZERO-HOURS

12. 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-TCHR SUM-ALOC (N)

13. At the Close of ESY - Missing Hours

:SELECT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH SUM-HOURS NE "0" WITH NO SUM-HOURS BY NAME NAME SUM-HOURS (N)

14. At the Close of ESY - Sorting the red folders by summer teacher, by location

:SORT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH SUM-HOURS NE "0" BY SUM-TEACHER BREAK-ON SUM-TEACHER "'BP'" BY SUM-ASCHOOL BY NAME NAMESUM-ASCHOOL HEADING "BUNDLING RED FOLDERS FOR 'B'" (N)

Be careful of punctuation - there are quotation marks, apostrophe, BP, apostrophe, quotation marks

15. Students with zero hours

:SORT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH SUM-HOURS = "0" BY SUM-IPROG BY NAME BREAK-ON SUM-IPROG NAME SUM-GRADE SUM-RSN SUM-ALOCSUM-HOURS (N)