



LOS ANGELES UNIFIED SCHOOL DISTRICT  
**PLANNING AND ASSESSMENT**  
 STUDENT INFORMATION SYSTEMS BRANCH

Distribution:  
 Elementary Principals  
 Elementary Assistant Principals  
 Elementary School Admin. Asst.  
 Elementary Office Technicians  
 Elementary Coordinators

**Elementary SIS Newsletter**

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 Superintendent

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**SUMMER INTERVENTION - PROGRAM I**

Voluntary Intervention

Any student in grades 2-5 receiving Progress Report marks of "1" or "2" in reading or writing or EL students in grades 2-5 not making sufficient progress, are eligible to attend summer intervention. In addition, students in 4th and 5th grades receiving marks of "1" or "2" in math are also eligible to attend. The Intervention Handbook, Summer 2008, pages 8-10, contains sentences that identify students who may be eligible to participate. To download the handbook, in your web browser enter the url [esis.lausd.net](http://esis.lausd.net), click on SIS newsletters, then New Intervention Handbook, Summer 2008.

Mandatory-Standards Based Promotion

**ONLY STUDENTS IN GRADES 2-5/6 WHO WILL BE RETAINED IN JUNE ARE MANDATORY FOR SUMMER INTERVENTION.** 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 :E

For 2nd and 3rd grade EO, IFEP, RFEP, and LEP students at ELD level 5  
**:SBP-ROSTER-23**

For 4th and 5th / 6TH grade EO, IFEP, RFEP, and LEP students at ELD level 5  
**:SBP-ROSTER-45**

For EL students in grades 2-5/6 at ELD levels 1-4  
**:EL-SBP-ROSTER**

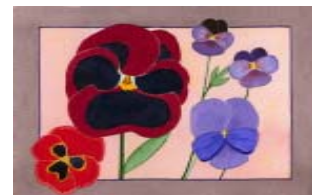
The last 3 columns of the EL-SBP-ROSTER should be reviewed to evaluate whether a student who has not met standards-based promotion criteria is a candidate for a waiver.

Entering summer intervention data

Schools may now enter summer intervention data on Screen 26, using either option 1 or option 10. **If using Screen 1, you MUST enter Y in field 801 for all intervention students and, if transported, Y in field 802.** The beginning and ending dates are the same for all students- 07-07-08 to 08-01-08.

0 ID #:		2695		GARCIAS, CLAUDIA YURIANA (TWIN				DIST ID 060995F123				
801 SUMMER SCHOOL		: Y		802 SUMMER TRANSPORTATION:				Y				
LI	GR	PAR CONF	INT PROG	REC RSN	SUBJ	TEACHER	START DT	END DATE	INTV LOCN	ATTN LOCN	MARK	HOURS ATTND
1	3	Y	I	1	E	165364	07-07-08	08-01-08	4247	8888		

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### EIEP SUMMER INTERVENTION

**Priority 1:**

The Emergency Immigrant Education Program provides intervention to immigrant students in grades K-5/6, born outside the United States, and enrolled in a school in the United States fewer than three years. Schools can print the roster of eligible EIEP students from Screen 20, option 14, SNOR Report.

**Priority 2:**

Students at ELD levels 1 or 2 who were born in the US, left the country, then enrolled in a US school during the 2007-08 school year are also eligible. Students could have attended school in the US previously, if the total enrollment is less than 3 years. Survey teachers for those students who meet this criteria.

An English sentence can also be used to assist you in identifying these students. The school will have to check the enrollment papers for each student on this list to determine if the student came from a foreign country this school year (2007-08) and has been enrolled in a United States school less than a total of 3 years. At the Main Menu type :E

:PON16

:SORT XXXX WITH CUR-ELD = "1" "2" AND WITH 19 = "USA" AND WITH 40 = "E5"  
AND WITH 41 GE "7-01-07" BY NAME NAME 40 41 43 GRADE ROOM (N)

### NEW! SCREEN 31 - PARENT NOTIFICATION SCREEN

Beginning **April 7**, schools can enter parent/guardian notification and contact information on Screen 31, Parent Notification Screen. The information on this screen is linked to the Connect-Ed districtwide notification system.

The Connect-Ed messaging service enables schools and the district to personally communicate with parents regarding emergency situations, attendance, school events, and other important issues (example: beginning of testing, etc.) Personalized messages will be sent to the home, work, or cell phones, and in the future, to email addresses.

Using the returned Connect-Ed contact forms, enter the parent/guardian information in SIS. At the Main Menu select Screen 31. Enter the student's 4 digit local ID, then press <enter>. At the control prompt enter 1170 for Parent/Guardian 1. SIS previously entered the home phone number as the default number for the general, attendance, and emergency # for Parent/Guardian 1. If you wish to change one of the numbers, type the correct phone number over the number. Continue to enter contact information for Parent/Guardian 1, then Parent/Guardian 2. At the control prompt, type FI to file (save.)

\*\*\* PARENT NOTIFICATION CONTACT INFORMATION \*\*\*

```

0 ID #      : 2695          GARCIAS, CLAUDIA YURIANA (TWIN  DIST ID 060995F123
                                1170          1171
                                PARENT/GUARDIAN 1      PARENT/GUARDIAN 2

CONTACT NAME   : REGINA GARCIA

GENERAL PHONE  : 2132414617

ATTENDANCE PHONE: 2132414617

EMERGENCY PHONE : 2132414617

P/G 1 E-MAIL ADDRESS : SSMITH@VERIZON.NET

P/G 2 E-MAIL ADDRESS :
```

### 5TH GRADE MATRICULANT INFORMATION

A second download of information to the middle schools will be made on May 23, 2008. Use the sentences below for matriculant information. For all sentences below, at the Main Menu type **:E <enter> :PON <enter>** (unless **PON16** is indicated).

Missing the middle school location code. Use PON16:

**:SORT XXXX WITH GRN = "5" AND WITH NO 192 BY NAME NAME 103 ADDRESS ROOM (N)**

Rerun this sentence periodically to make sure all matriculants have an entry in Screen 13, field 192, Next School Location. If you're not sure which middle school the student should attend, enter the address in school finder, Screen 16, option 12, to find the correct middle school location code. Then enter the location code (not the name of the school) on Screen 13, field 192.

For students who live or will be moving out of the district, on Screen 13, field 192, enter the city where the student will be attending middle school - example: Long Beach.

#### Middle School Assignments

1. Alphabetical list of matriculating students with the middle school name:

**:SORT XXXX WITH GRN = "5" BY NAME NAME GRADE ROOM BL1 192 (N)**

2. Alphabetical roster of matriculating students sorted by room, each room on a separate page:

**:SORT XXXX WITH GRN = "5" BY ROOM BY NAME BREAK-ON ROOM "P"  
NAME GRADE 192 (N)**

3. Matriculating students sorted by room, then by middle school, each room on a separate page:

**:SORT XXXX WITH GRN = "5" BY ROOM BY 192 BY NAME BREAK-ON ROOM "P"  
NAME GRADE BREAK-ON 192 (N)**

4. Alphabetical roster of matriculating students with an IEP, sorted by middle school, listing eligibility, Resource, DIS services, and Special Day Program, each middle school on a separate page. Use **PON16:**

**:SORT XXXX WITH GRN = "5" AND WITH 121 BY NEXT-SCHOOL BY NAME NAME  
GRADE ROOM BL1 121 103 467 122 BREAK-ON 192 "P" (N)**

5. Roster sorted by middle school:

**:SORT XXXX WITH GRN = "5" BY NEXT-SCHOOL BY NAME NAME GRADE ROOM BL1  
BREAK-ON 192 (N)**

6. Roster sorted by middle school, each middle school on a separate page:

**:SORT XXXX WITH GRN = "5" BY NEXT-SCHOOL BY NAME NAME GRADE ROOM  
BL1 BREAK-ON 192 "P" (N)**

7. Roster by track, then by middle school location:

**:SORT XXXX WITH GRN = "5" BY TRACK BY NEXT-SCHOOL BY NAME BREAK-ON  
TRACK NAME GRADE ROOM BL1 BREAK-ON 192 (N)**

#### DRP Roster

To print 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 Roster

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)**

Roster with DPI levels, each room on a separate page:

**:SORT XXXX WITH 90 BY ROOM BY NAME BREAK-ON ROOM "P" NAME 90 179 GRADE (N)**

Roster by track, then by middle school location, each middle school on a separate page (this sentence will also work for single track schools). Use **PON16:**

**:SORT XXXX WITH 90 BY TRACK BY NEXT-SCHOOL BY NAME BREAK-ON TRACK  
NAME 90 179 162 GRADE BREAK-ON 192 "P" (N)**

**MAGNET PLACEMENT**

Sending Schools

Later this month, magnet school locations will be downloaded into SIS on Screen 13, field 192, for those students who have been accepted to a magnet school. Students with this information on Screen 13 will be L'd out during rollover in June. If the parent notifies you in writing that he/she declines the magnet placement, remove the information from Screen 13, field 192 (control N), and notify the magnet school that the student will remain at your school. If the student will be matriculating and declines the magnet placement, be sure to enter the middle school location code.

To type a list of students who have been accepted into a magnet, at the Main Menu type :E

:PON

:SORT XXXX WITH 192TYPE = "EC" "ES" "SP" "JC" BY NAME NAME GRADE 192 (N)

PAR not needed. The sending school does not need to provide a PAR for the magnet school.

Magnet Schools

Magnet schools do not need to ask for a PAR. Parents should not be asked to bring a PAR when registering their student at the Magnet. The data needed to help place a student in classes for next year is available. Magnet schools may call elementary SIS at (213) 241-4617 and request a Magnet Data Roster. SIS will print a roster of the needed data either by alpha or grade and fax it to your school.

The roster includes the following information for each accepted student:

District ID

Student name

Current school

Grade

Ethnicity

Gifted

Special education information including SDP, RSP, DIS

Home language

Master Plan information - classification, program, and current ELD level

Immunization status

**CHECK-AGE - TOO YOUNG? TOO OLD?**

The difference between the age and the grade of elementary school students is generally either 5 or 6. For example, kindergarten students- grade 0, are usually 5-6 years old, first grade students-grade 1, are usually 6-7 years old, etc. To view a list of students who are out of this age range, type the following English sentence at the Main Menu :E

:CHECK-AGE

Students on this list may have been retained, may have been placed in a lower grade due to error or special circumstances, or there may be a data entry error when the student's birthdate was entered in SIS. Correct birthdate data entry errors on Screen 10, field 15.

NAME	RM	GR	AGE	BIRTHDATE
9314 SKY, DANIEL	3	0	7	02-06-01
2076 BANUELOS, ALMA DELIA	7	1	8	02-09-00
2358 BERRY, MERRY	5	1	8	01-13-00
4154 VELAZQUEZ, JEFFREY JIM	50	4	11	02-22-97
2708 AGUIRRE, DAVID REYNALDO	78	5	12	01-02-96

**L INFORMATION ON SCREEN 13**

**Matriculating/magnet students**

SIS has assigned the next school location, (field 192), on Screen 13 for students matriculating from an elementary school or from a primary center to an elementary school. Later this month, students who have been accepted to magnet schools will have their magnet location loaded into the next school field. It is NOT necessary to enter the L code and L date for the matriculating or magnet students. It will automatically be done at rollover.

**Matriculating students with option areas**

In some cases, parents have a choice of schools. It is the school's responsibility to contact these parents and then enter the school of choice. If the student will be leaving your school, enter the next school's actual location code in field 192, not the school name.

**Students leaving your school at the end of the school year due to other reasons**

For all non-matriculating students who plan to transfer to another school for the following school year, the office must enter the following on Screen 13:

0 ID #	:
190 L CODE	:
191 L DATE	:
192 NEXT SCHOOL LOC:	

**Students in grades pre-kindergarten - 4th grade with L information on Screen 13**

To generate a list of students with L information in grades pre-kindergarten - 4th, at the Main Menu type

```
:E
:PON16
:SELECT XXXX WITH GRN LT "5"
>SORT XXXX WITH 190 OR WITH 191 OR WITH 192 BY NAME NAME 190 191 192LONG
GRADE ROOM (N)
```

**Review this list. If the student is NOT leaving your school, remove the data from fields 190, 191, and 192 (control N), and FI (file) to save.**

It is important to update this information as soon as possible. This data will be used for the selection of students eligible for Supplemental Educational Services on April 24, final transfer of students to middle schools on May 23, and rollover after June 20.

**CELDT ROSTERS - TEST HISTORY**

CELDT rosters with a CELDT test history for EL students can be printed using an English sentence. At the Main Menu type :E

```
: PON16
: SORT XXXX WITH 162 = "LEP" AND WITH 800 BY ROOM BY NAME BREAK-ON ROOM
"P" 0 NAME GR 91 151 164 CUR-ELD 789 790 791 797 1121 798 799 800 (IN)
```

CELDT rosters with the current CELDT scores for ELs, (one year's scores), can be printed from Screen 14, option 24, ELD Monitoring Roster.



## YEAR END TASKS CHECK-OFF LIST

**\*\*\*Complete all procedures before rollover begins on June 20 at 5:00 p.m.\*\*\***

**Enrollment**

As new students enroll from now until the end of this school year, continue to enter them as you normally do (Screen 16, option 11, or on Screen 10).

**Pre-enrollment**

Prior to rollover (after June 20), students who pre-enroll for the new school year, generally pre-kindergartners and kindergartners, and who are not currently enrolled in an LAUSD school, can be pre-enrolled on Screen 10. Do NOT enter a room number for these students on Screen 10, field 104. Enter room numbers on Screen 16, option 9, field 194. Also, remember to enter a grade level 1 year lower than their grade level for the new year. (i.e. use a period for new kindergartners and a comma for new pre-kindergartners.) These students will not be counted on the current classification report if you enter a future E date.

**New room numbers**

- **Prior to rollover**, new room numbers may be entered on Screen 16, options 7, 8, or 9, field 194.
- Print class or grade rosters using Screen 14, options 7 or 14. Select by room or by grade. Write each student's new room number next to his/her name on the rosters (including pre-k and special education, excluding matriculating students). Use these class or grade rosters to enter new room numbers for all students on Screen 16, option 7, 8, or 9, field 194.

Option 7 displays students in alphabetical order by their **current room** and allows you to enter students' new room numbers very quickly using the current room list.

Option 8 displays students in alphabetical order **by specified track or grade** and allows you to enter new room number very quickly by track or by grade.

Option 9 displays each student **individually**, and is a slower process for entering new room numbers.

- **Warning!** Do not use Screen 10, field 104 (current room field) to enter new room numbers for the coming school year. Only use field 104 for changes to the current school year's room numbers. Use Screen 16, options 7, 8, or 9, field 194, to enter next year's room numbers.



**Receiving Rosters**

After new rooms have been entered, print receiving rosters to show students in their new rooms with their current year's room. (Receiving rosters may be rerun as many times as needed.)

- *All students except matriculating 5th graders (substitute 6 for 5 in the sentence below for matriculating 6th graders).* Students who did not receive a new room will print out last on this report:

```

: PON16
: SORT XXXX WITH GRN LT "5" BY NEWROOM BY GRN BY NAME NAME NEWGRADE
  GRADE BL1 162 CUR-ELD BREAK-ON NEWROOM ""P"" BL1 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 NEWGRADE GRADE NEWTRACK TRACK BL1 162 CUR-ELD BREAK-ON
  NEWROOM ""P"" BL1 ROOM TOTAL CT HEADING "RECEIVING ROSTER AS OF 'DLL'" (N)

```

- *Alphabetical roster of all non-matriculating students with new room #s:*

```

: SORT XXXX WITH GRN LT "5" BY NAME NAME NEWGRADE GRADE NEWROOM ROOM BL5
  162 CUR-ELD(N)

```

- *For students with an incorrect new room, enter correct rooms on Screen 16, option 9.*

**YEAR END TASKS CHECK-OFF (cont.)**

**Receiving Rosters (continued)**

• For a list of students with no new room number:

:PON16

:SORT XXXX WITH GRN LT "5" AND WITH NO NEWROOM BY GRN BY NAME NAME  
GRADE NEWROOM ROOM BL1 190 191 192 (N)

• Enter the new room number on Screen 16, option 9.

**Sending Rosters**

When a correct set of receiving rosters has been run, print sending class lists that show students on this year's class rosters with their new rooms next to their names.

• All students except matriculants.

:PON

: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:

:PON

: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)

**Retentions**

The office staff is NOT able to mark a student for retention in SIS. The teacher is responsible for entering "Will be retained" on the Online Progress Report for the 3rd reporting period. If "Will Be Retained" is checked (prior to rollover on June 20), the following will be entered in SIS at rollover:

- Field 144, Screen 4, retention grade
- Field 145, Screen 4, retention date
- Field 289, Screen 4, retention type REG (regular) will fill-in for grades 0-1

The office staff will need to enter the retention type on Screen 4, field 289, for students in grades 2-5.

If the student was retained due to Standards Based Promotion, enter SBP. If the student was retained for other reasons, enter REG. If a student is retained after rollover on June 20, the office staff is responsible for completing fields 144, 145, and 289.

**RSP MASTER PLAN ROSTER**

You may generate a Master Plan roster(s) for your RSP class(es). A separate roster will print for each resource teacher. At the Main Menu type :E

:PON16

:SORT XXXX WITH RSP 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)





## TRAINING

### SIS Training Class Schedule - SIS

Sign up on Inside LAUSD @ the Learning Zone under Elementary Student Information Systems Unit.

#### Using ESIS and DSS to Monitor and Inform Instruction

4 1/2 hour hands-on class for administrators and aspiring administrators. The focus of the class is on using both Web SIS and DSS to access data in order to monitor and inform instruction.

**April 17**

Beaudry Bldg. 21st Floor

8:00-12:30

#### Intermediate SIS / Intermediate Elementary Web SIS Training (sentence writing)

3 1/2 hour hands-on class designed for classified and certificated elementary staff responsible for data entry, data access and analysis, instruction, or program development. This session is for users already familiar with SIS. The focus of this class is on creating ad hoc reports (English sentences).

**April 17**

Beaudry Bldg. 21st Floor

12:30-4:00

## IMPORTANT DATES TO REMEMBER

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>2 • 7th Month Statistical Single Track due to LD</li> <li>4 • 7th Month Classification due 4-Trk A</li> <li>9 • 7th Month Statistical due 4-Trk A</li> <li>18 • 7th Month Classification due 3-Trk A, 4-Trk C<br/>• 9th Month Classification due 3-Trk C, 4-Trk D</li> <li>25 • 7th Month Statistical due 3-Trk A, 4-Trk C<br/>• 8th Month Classification due Single Track<br/>• 9th Month Statistical due 3-Trk C, 4-Trk D<br/>• 10th Month Classification due 3-Trk C<br/>• Last day for 3-Track C</li> </ul> | <ul style="list-style-type: none"> <li>2 • 8th Month Classification due 4-Trk A<br/>• 8th Month Statistical due Single Track<br/>• 10th Month Statistical due 3-Trk C</li> <li>9 • 8th Month Statistical Due 4-Trk A<br/>• 10th Month Classification due 4-Trk D</li> <li>12 • Last day for 4-Track D</li> <li>16 • 8th Month Classification due 4-Trk B, C<br/>and 3-Trk A, B<br/>• 10th Month Statistical due 4-Trk D</li> <li>23 • 8th Month Statistical due 4-Trk B, C<br/>and 3-Trk A, B<br/>• 9th Month Classification due Single Track</li> <li>26 • Memorial Day</li> <li>30 • 9th Month Classification due 4-Trk A<br/>• 9th Month Statistical due 4-Trk A</li> </ul> |
|--|--|