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

Ramon C. Cortines
Superintendent

Ginger Whitmore * Bob Brostoff * Francisco Sahagun * Judi-Lynn Lumpkin * Claire Lubrin * Frances Salazar

Volume 20 Number 9 **APRIL 2009**

SUMMER INTERVENTION - PROGRAM I

Students in grades 2-5/6 who are not making adequate progress are eligible for summer intervention, Program I. The following SIS reports will assist you in identifying these students.

ELA

EO, IFEP, RFEP, or EL students with an overall CELDT level 4 or 5 (with no subtest less than 3) in grades 2-5/6 are eligible to attend intervention if they meet any of the following criteria for eligibility:

- Scoring Below Basic or Far Below Basic in CST Language Arts
- Scoring Below Basic or Far Below Basic in CST Math
- Progress Report mark of 1 in Reading
- Progress Report mark of 1 in Math
- Performance Writing Assessment score of 1
- SOAR Fluency - scoring below the 25th percentile on the Unit 3 Fluency: 2nd grade - 46 words per minute, 3rd - 70 wpm, 4th - 89 wpm, 5th - 99 wpm
- SOAR Comprehension - scoring below a 4 on the Unit 3 Comprehension

Use the following sentence (which will be available in mid-April) to print a roster of these students. At the Main Menu type: E <enter>

:SUMMER-ELA-ROSTER <enter>

ELD

EL students in grades 2-5/6 are eligible to attend intersession if their CELDT level has not improved or they have remained at the same ELD level 2 or more years.

Use the following sentence (which will be available in mid-April) to identify these students. At the Main Menu type: E <enter>

:SUMMER-ELD-ROSTER <enter>

Additional Information--Voluntary/Mandatory

Most of the students who attend intervention are voluntary. ONLY STUDENTS IN GRADES 2-5/6 WHO WILL BE RETAINED IN JUNE FOR STANDARDS-BASED REASONS ARE MANDATORY. These students are required to attend intervention. Check with administration for a list of these retained students. **The school is responsible for entering SBP on Screen 4, field 289 - Retention Type, for these students.** In late June schools may print the Retention Roster from Screen 30, option 15. See page 7 of this newsletter for additional retention information.

Table of Contents

Summer Intervention - Program I ... 1
ESY - Program A ... 2
ELD Levels - Time for a Change? . 2
Advancing an ELD Level ... 2
CELDT Comparison ... 2
5th Grade Matriculant Information . 3
Magnet Placement ... 4
Check-Age-Too Young? Too Old? 4
Information on Screen 13 ... 5
CELDT Rosters - History ... 5
Year End Tasks Check-Off ... 6-7
RSP Master Plan Roster ... 7
SIS Training ... 8
Calendar ... 8

SUMMER INTERVENTION - PROGRAM A - EXTENDED SCHOOL YEAR (ESY)

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. In addition, special education students who meet the criteria for Program I or Program E are eligible to attend, depending on their academic needs.

ELD LEVELS - TIME FOR A CHANGE?

The Progress Report should reflect the reading, writing, speaking, and listening grades on the current ELD portfolio. If an EL student has 3s and 4s on the Progress Report for ELD reading, writing, speaking, and listening, it may be time for the student to advance to the next ELD level.

To print a list of these students, at the Main Menu type :E

```
: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 0
 BREAK-ON ROOM "'P'" NAME GRADE CUR-ELD ELD-READ-MARK ELD-WRITE-MARK
 ELD-SPEAK-MARK ELD-LISTEN-MARK (IN)
```

Staff can review rosters and update ELD portfolios as applicable. Please make sure your school's EL Coordinator gets a copy of the roster. Use the above sentence shortly after each grading period to help you determine which students may be ready to advance an ELD level.

Be careful of punctuation in the above sentence - in the 4th line, after the word ROOM, there are quotation marks, apostrophe, P, apostrophe, quotation marks.

STUDENTS WHO HAVE ADVANCED ONE OR MORE ELD LEVELS

You may identify students who have advanced one or more ELD levels this school year, 2008-09, by typing the following English sentence. This roster is sorted by track, by grade level, then by current ELD level.
At the Main Menu type **:E**

```
:PON16
:SORT XXXX WITH 812 GE "7-01-08" OR WITH 814 GE "7-01-08" OR WITH 816 GE "7-01-08"
 OR WITH 818 GE "7-01-08" OR WITH 820 GE "7-01-08" BY TRACK BY GRN BY CUR-ELD BY
 NAME BREAK-ON TRACK NAME BREAK-ON GRN 162 BREAK-ON CUR-ELD 812 814 816 818
 820 ROOM BL5 TOTAL CT (N)
```

To print this roster by room:

```
:SORT XXXX WITH 812 GE "7-01-08" OR WITH 814 GE "7-01-08" OR WITH 816 GE "7-01-08"
 OR WITH 818 GE "7-01-08" OR WITH 820 GE "7-01-08" BY TRACK BY ROOM BY CUR-ELD
 BY NAME NAME 162 BREAK-ON CUR-ELD 812 814 816 818 820 BREAK-ON ROOM "'P'" BL5
 TOTAL CT (N)
```

ANNUAL CELDT COMPARISON

You may print a roster of students who have advanced 1 or more CELDT levels, using the following English sentence. 1 indicates the student has advanced 1 CELDT level, 2 indicates advanced 2 levels, etc. <u>This sentence can only be used after the annual CELDT scores are downloaded and before the following school year (usually late January-June).</u> This roster is sorted alphabetically by grade. At the Main Menu type **:E**

```
:PON
: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)
```

To print the roster by room:

```
:SORT XXXX WITH CELDTA-DELTA AND WITH CELDTA-DELTA GE "1" BY TRACK BY ROOM
 BY NAME BREAK-ON ROOM "'P'" NAME 162 CELDT-LEVEL CELDTA-DELTA GR (N)
```

Be careful of punctuation - there are quotation marks, apostrophe, P, apostrophe, quotation marks after BREAK-ON ROOM. To see students with no change or a decreased CELDT level, substitute **LE "0"** for GE "1".

5TH GRADE MATRICULANT INFORMATION

A second download of information to the middle schools will be made May 22, 2009. 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 12N (legacy blue screen), 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) be careful of punctuation--that's quotation marks, apostrophe, P,apostrophe, quotation marks.
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. If needed, correct birthdate data entry errors on Screen 10, field 15.

NAME	RM	GR	AGE	BIRTHDATE
9314 SKY, DANIEL	3	0	7	02-06-02
2076 BANUELOS, ALMA DELIA	7	1	8	02-09-01
2358 BERRY, MERRY	5	1	8	01-13-01
4154 VELAZQUEZ, JEFFREY JIM	50	4	11	02-22-98
2708 AGUIRRE, DAVID REYNALDO	78	5	12	01-02-97

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 responsiblity 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.

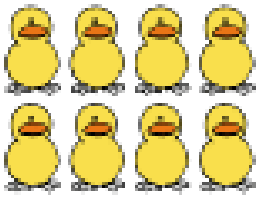
It is important to update this information as soon as possible. This data will be used for the selection of students eligible for Supplemental Educational Services, final transfer of students to middle schools on May 22, and rollover after June 19.

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 19 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 19), 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)

Be careful of punctuation in the above sentences - in the 2nd line, after the word ROOM-TCHR, there are quotation marks, apostrophe, BP, apostrophe, quotation marks. At the end of the sentence, there is an apostrophe, DLL, apostrophe, quotation marks.

☐ **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 19), 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 19, 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

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

Initial Training

4 hour hands-on class for classified and certificated personnel that introduces school staff to Elementary SIS. Class content includes navigating the screens, enrollment, data entry for line control screens, and updating classroom and student files.

April	23	Zelzah Training Center	8:00-12:00
	30	Beaudry Bldg. 21st Floor	8:30-12:30

Introduction to SIS - Initial Elementary Web SIS Training

3 hour hands-on class for classified and certificated personnel responsible for SIS data entry, access, and analysis. It introduces school staff to Web SIS and allows them to practice some of the enhancements available on Web SIS.

April	23	Zelzah Training Center	1:00-4:00
	30	Beaudry Bldg. 21st Floor	1:00-4:00

CALENDAR

APRIL 2009

3 • 7th Month Classification Single Track , 4-Trk A

6-10 • Spring Break Single Track Calendars

10 • 7th Month Statistical due 4-Trk A

15 • 7th Month Statistical due Single Track

17 • 7th Month Classification due 3-Trk A, 4-Trk C
• 9th Month Classification due 3-Trk C, 4-Trk D

24 • 7th Month Statistical due 3-Trk A, 4-Trk C
• 9th Month Statistical due 3-Trk C, 4-Trk D

29 • Last day for 3-Track C

MAY 2009

1 • 8th Month Classification due 4-Trk A, Single Track
• 10th Month Classification due 3-Trk C

6 • 10th Month Statistical due 3-Trk C

8 • 8th Month Statistical Due 4-Trk A, Single Track
• 10th Month Classification due 4-Trk D
• Last day for 4-Track D

15 • 8th Month Classification due 4-Trk B, C and 3-Trk A, B
• 10th Month Statistical due 4-Trk D

22 • 8th Month Statistical due 4-Trk B, C and 3-Trk A, B

25 • Memorial Day

29 • 9th Month Classification due 4-Trk A, Single Track