



**Los Angeles Unified School District**  
**Office of Data and Accountability**  
**Student Information Systems Branch**

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**SUMMER SCHOOL- 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. You can find the Extended School Year Handbook by going to <http://esis.lausd.net>> SIS Newsletters > ESY- Extended School Year Handbook.

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**ANNUAL CELDT COMPARISON**

You may print a roster of students who have advanced one or more CELDT levels. The first sentence indicates the students that have advanced 1 CELDT level. The second sentence indicates any student that has advanced 2 CELDT levels. This roster is sorted alphabetically by grade. At the Main Menu type: **E <enter>**

**:PON 16**

**: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 GT "1" BY TRACK BY ROOM BY NAME BREAK-ON ROOM ""P"" NAME 162 CELDT-LEVEL CELDTA-DELTA GR (N)**

To see students with no change or a decreased CELDT level, substitute LE "0" for GE "1".

**Distribution:**

- Elementary Principals
- Elementary AP/APEIS
- Elementary School Admin.Asst.
- Elementary Office Technicians
- Elementary Coordinators

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**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 <enter>**

**: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.

## STUDENTS WHO HAVE ADVANCED ONE OR MORE ELD LEVELS

You may identify students who have advanced one or more ELD levels this school year, 2009-2010, by typing the following English sentence. At the Main Menu type: **E <enter>**

This roster is sorted by track, by grade level then by current ELD level.

**:PON16**

**:SORT XXXX WITH 812 GE "07-01-09" OR WITH 814 GE "07-01-09" OR WITH 816 GE "07-01-09"  
OR WITH 818 GE "07-01-09" OR WITH 820 GE "07-01-09" 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 a roster by room:

**:SORT XXXX WITH 812 GE "07-01-09" OR WITH 814 GE "07-01-09" OR WITH 816 GE "07-01-09"  
OR WITH 818 GE "07-01-09" OR WITH 820 GE "07-01-09" 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)**

Be careful of punctuation ""P"" (QUOTATION MARKS), (APOSTROPHE), (P), (APOSTROPHE), (QUOTATION MARKS)

## L INFORMATION ON SCREEN 13

### Matriculating/Magnet students/New schools

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 another school. We have also entered the next school location for schools with boundary changes or with new schools opening close to their location. Students who have been accepted to magnet schools have had 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. Once the data has been entered schools can get that information by typing the following English sentence. At the Main Menu type: **E <enter>**

To print a roster by grade of any student in grades Pre-K – 4th grade with data in field 192:

**:SORT XXXX WITH 192 AND WITH GRN LT "5" BY GRADE NAME ROOM GRADE ADDRESS  
PARENT-NAME 192**

*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.*

### 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 to 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 LOCN:
  
```

It is important to update this information as soon as possible. This data will be used for the selection of students eligible for Supplemental Education Services.

## MAGNET PLACEMENT

### Sending Schools

Magnet school locations have been loaded 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 L'd out during rollover in June. If the parent notifies you in writing that he/she declines the magnet placement, remove the information on 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 get a list of students who have been accepted into a magnet, at the Main Menu type: **E <enter>**

**:PON16**

**: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 should 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
- \*Current School
- \*Ethnicity
- \*Home language
- \*Immunization status
- \*Gifted
- \*Grade
- \*Student name
- \*Special Education Information including RSP, SDP, DIS
- \*Master Plan Information– Classification, program, and current ELD level

## 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 <enter>**

**: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)**

**Be careful of punctuation ""P"" (QUOTATION MARKS), (APOSTROPHE), (P), (APOSTROPHE), (QUOTATION MARKS)**

## YEAR END TASK CHECK-OFF LIST

\*\*\*\*Complete all procedures before rollover begins June 25, 2010 at 5:00p.m.\*\*\*

### Enrollment

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

### Pre-Enrollment

Prior to rollover (after June 25 after 5 pm), 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. (Example: 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 Year room numbers

Prior to rollover, new year 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 slower process for entering new room numbers.

\*Warning! Do not use Screen 10, field 104 (current room field), or Screen 32 to enter new room numbers for the coming school year 2010-2011. Only use Screen 32 for changes to the current school year's room numbers. Use Screen 16, Option 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 sentences below for 6th graders.) Students who did not receive a new room will print out last on this report.

**: 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)**

## YEAR END TASK CHECK-OFF (CONTINUED)

### Receiving Rosters (continued)

Alphabetical roster of all non-matriculating students with new room numbers.

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

For a list off 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 Roster

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

For a list of all students except matriculating students

**:PON**

**:SORT XXXX WITH GRN LT "5" BY ROOM BY GRN BY NAME BREAK-ON ROOM-TCHR  
"BP" NAME GRADE NEWROOM BL5 HEADING "NEW ROOM ASSGNMENTS 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 ""P"" (QUOTATION MARKS), (APOSTROPHE), (P), (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 Report Card for the 3rd reporting period. If "Will Be Retained" is checked (prior to rollover on June 25), the following will be entered in SIS at rollover;

\*Field 144, Screen 4, Retention Grade

\*Filed 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 25, the office staff is responsible for completing fields 144, 145, and 289.

## 5TH GRADE MATRICULATING INFORMATION

A second download of information to the middle schools will be made in late May 2010. 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 are 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 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**

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. Middle school roster sorted by middle school

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

5. Middle school roster, each middle school on a separate page

**:SORT XXXX WITH GRN = "5" BY NEXT-SCHOOL BY NAME NAME GRADE ROOM BREAK-ON 192 "P" (N)** (for schools with 6th grade matriculants, substitute "6" for "5" in these sentences)

6. Alphabetical roster of matriculating students with an IEP, sorted by middle school, listing eligibility, Resources, 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)**

7. 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)**

## 5TH GRADE MATRICULATING INFORMATION

8. 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)**

9. 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 BY NEXT-SCHOOL BY NAME BREAK-ON TRACK NAME 90 179 162 GRADE BREAK-ON 192 "P" (N)**

## STUDENTS MISSING FIRST ENROLLMENT ON ISIS

There was an ISIS interface issue that caused some student's first enrollment to disappear in ISIS. Any student that attended your school during this school year (2009-2010), left your school, then re-enrolled at your school may have his/her first enrollment period disappear. We are able to fix this problem by having you give us some information regarding the student's enrollment. You will need to know the students E code (for 2009-2010), E-date (for 2009-2010), L- date, L- code, room number, grade level, and track (if applicable). Please fill out the last page of this newsletter and fax it to ISIS (213) 241-8498. If student(s) had any other E1/L1 information please include as well. If you have any questions please call ISIS at (213) 241-4617. Please fill out the last page of this newsletter and fax it to ISIS (213) 241-8498.

## SENTENCES AND OLD NEWSLETTERS

Please visit <http://www.lausd.k12.ca.us/lausd/offices/sis/NewsLetters.htm> to view old news letters. Print out the "SPECIAL EDITION...ENGLISH SENTENCE MANUAL!!!" to view the most commonly used English Sentences.



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## Fax for Students that re-enrolled at your school during the 2009-2010 school year.

There was an ESIS interface issue that caused some student's first enrollment to disappear in ISIS. Any student that attended your school during this school year (2009-2010), left your school, then re-enrolled at your school may have his/her first enrollment period disappear. We are able to fix this problem by having you give us some information regarding the student's enrollment. You will need to know the students E code (for 2009-2010), E-date (for 2009-2010), L- date, L- code, room number, grade level, and track (if applicable). Please fill out this page and fax it to ESIS (213) 241-8498. If student(s) had any other E1/L1 information please include as well. If you have any questions please call ESIS at (213) 241-4617.

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

School: \_\_\_\_\_ Location Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### Student Information

Student Name: \_\_\_\_\_ Dist. ID# (10-digit): \_\_\_\_\_

4-digit ID	E-Code (2009-2010)	E-Date (2009-2010)	L-Code (2009-2010)	L-Date (2009-2010)	Room for this school year	Grade level for this school year	Track

*Did student have any other E1/L1 entries on Screen 32? Y/N*  
*If yes please use lines below to enter information from Screen 32.*

Line #	L-Date (2009-2010)	Room number	Grade	Track	E-Date (2009-2010)	Room number	Grade	Track

Please fax to 213-241-8498