



Editor: Staff

# LOS ANGELES UNIFIED SCHOOL DISTRICT PLANNING, ASSESSMENT & RESEARCH

## Student Information Systems Branch Elementary SIS Newsletter

DISTRIBUTION  
Local District Superintendent  
Local District Directors of  
Instruction  
Local District School Support  
Directors  
Elementary Principals  
Coordinators  
SIS Operators

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Superintendent

Marian Fortunati \* Claire Lubrin \* Talina Munoz \* Ginger Whitmore \* Bob Brostoff \*

Volume 18 Number 2

AUGUST 2006

### SSID # - CBEDS INFORMATION DAY, WEDNESDAY, OCTOBER 4

Please enroll new students immediately. It is essential that all new students be entered promptly into SIS, as this year only students that have an SSID # (Statewide Student Identifier - also known as CSIS ID) by CBEDS Information Day, October 4, will be counted in the school's enrollment on the Annual School Program Survey.

For tracks that have not yet started, enter a future E Date. The student will NOT get a District ID without an E Date. After the student receives a District ID, it may take **several weeks** to obtain an SSID number. To print a list of students in grades K-5/6 without SSID numbers who have been enrolled 2 or more months: at the Main SIS Menu type **:E <enter> :PON <enter>**

**:SORT XXXX WITH GRN GE "0" AND WITH NO SSID AND WITH 41 LT "X-01-06"  
BY 41 BY NAME NAME 40 41 SSID (N)**

(note: In August replace X with 6 for the month (anyone enrolling before June), in September replace X with 7, in October replace X with 8.

FAX this list to Brian Lucas, ISIS Coordinator, at (213) 241-6939. His office is working to reconcile anomalies.

### KINDERGARTEN E CODE / E DATE REMINDER

For new kindergarten students who attended pre-kindergarten in LAUSD, you must change the E code to E7 (field 40) and change the E date (field 41) to the current year's E date on Screen 10. Do not leave the "E" as the student's E code.

When an E7 code is entered for any kindergarten student, the following fields automatically fill-in:

SCREEN 2

field 189 CA 1st School Date

field 186 US 1st School Date

SCREEN 4

field 98 LAUSD entry grade

field 107 School entry grade

To print a roster of kindergarten students with E as the E code, at the Main Menu type **:E**

**:PON**

**:SORT XXXX WITH GRN = "0" AND WITH 40 = "E" BY NAME NAME 40 41  
GRADE ROOM 144 (N)**

Or, run the Classification Check Rosters for all kindergarten rooms (Screen 23, option 8, to verify E information). Kindergartners retained at your school should already have E7 as the E code and an E date from the 2005-2006 school year. *Only pre-kindergarten students should have E as an E code.*

For kindergarten transfers who have attended kindergarten (NOT pre-kindergarten) at a previous school, enter an E2 (LAUSD school), E3 (CA public), E4 (CA private), or E5 (outside CA) E code.



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## ANNUAL PROGRAM SURVEY

The Annual School Program Survey Administrative Manual, Fall 2006, is available on the School Information Branch web site. It contains complete instructions for completing the Survey, using SIS. This year for ALL tracks and ALL calendars CBEDS Information Day is Wednesday, October 4, 2006. The information for the Annual Program Survey will be captured electronically at 5:00 p.m. on that day.

Beginning Monday, October 9, print the Fall Survey forms from Screen 20:

- Option 1 - selections 1, 2, and 4
- Option 7 - Permit Tally Report,
- Option 14 - SNOR Report
- Option 15 - Traveling Student Report (receiving schools only)

All forms are due to the Testing Center on Wednesday, October 11, 2006 by 12:00 noon.

### Clean-up Your Room / Teacher Data

#### **Run the Room Teacher List from Screen 14, option 4 by Track or by Grade**

In order for the Annual School Program Survey to be accurate, room and teacher data must be current. All non-register carrying personnel should be listed at the top of the roster. Pre-kindergarten should be listed first, then kindergarten, etc. Special Day Program classes should be listed at the end of the report. RSP is listed at the top of the report in year-round schools and at the bottom of the report in single track schools.

#### **Non-Register Carrying Personnel**

For non-register carrying personnel, on Screen 16, option 2, enter the title of the position, **NOT** a room number, in field 0. You may use any abbreviation up to 7 letters for these positions, except for Principal, which must be PRIN. Examples: PRIN AP APEIS COOR LCOACH MCOACH TITLE1 RSP

#### **RSP**

Do NOT enter a grade or track for any of the non-register carrying positions, except RSP. You must enter RSP on Screen 16, option 2, in field 2 GRADE/RSP/SDP, in order for the RSP class to be listed on the SESAC.

#### **SDP Classrooms**

The Special Day Program code must be current. Enter the SDP code on Screen 16, option 2, in field 2 GRADE/RSP/SDP. Check with the APEIS for SDP assignment. See page 3 of the newsletter for SDP codes.

#### **Common Errors - Correct on Screen 16, option 2**

- A kindergarten teacher is listed at the bottom of the report. Correct this by changing the grade from K to 0 in field 2.
- A special education pre-kindergarten teacher is listed at the top of the list. Change the grade from ,U to the SDP code in field 2. Example: PSM.
- The Math Coach or Literacy Coach is not on the list. Follow the directions in the "Non-register Carrying Personnel" on this page.

#### **Run the Teacher List - Detailed from Screen 16, option 2A by Track or by Grade**

The non-register carrying personnel should be listed at the top, then pre-kindergarten, kindergarten, etc. RSP is listed at the top of the report in year-round schools and at the bottom of the report in single track schools.

#### **Common Errors - Correct on Screen 16, option 2A**

- There are teachers on the report who are no longer in your school. Enter their employee #, and at the control prompt type DE to delete them.
- Some of the teachers are missing site years. Give the teacher a copy of this screen, have them write the start dates. Then enter the information in fields 5-9 as needed.

**ANNUAL PROGRAM SURVEY - ROOM TEACHER LIST**

*PRINT SCREEN 14, OPTION 4 (Room Teacher List), then make corrections on SCREEN 16, OPTION 2*  
 Write corrections on the roster. Then go to Screen 16, option 2 to add, correct, or delete information. (See page 5 of the June newsletter for detailed instructions.)

- For Special Day Programs, enter only current Special Day Program codes for "GRADE" on Screen 16, option 2, field 2.
- SDP, LH, ULH, USLD are not valid Special Day Program codes.
- To verify the Special Day Program code for a specific room, check with your AP EIS.
- You may also run the Classification Check Roster, Screen 23, option 8 for that room.
- Each student in a Special Day Program should have the same Special Day Program code on Screen 24, field 103.

Current Special Education Program codes are:

APH	Aphasia	MDS	Multiple Disabilities - Severe
AUT	Autism	MRM	Mentally Retarded - Moderate
CBI	Community Based Instruction	MRS	Mentally Retarded - Severe
DBL	Deaf / Blind	OI	Orthopedic / Other Health Impaired
DHH	Deaf / Hard of Hearing	PCC	Preschool Collaborative Classroom
ED	Emotional Disturbance	PSI	Preschool Intensive
EE	Early Elementary	PSM	Preschool Mixed
INF	Infant	SLD	Specific Learning Disabled
K1C	K-1 Collaborative	TEL	Teleteaching
MD	Multiple Disabilities	VI	Visually Impaired

REPRINT SCREEN 14, OPTION 4 to verify changes.

**ANNUAL SCHOOL PROGRAM SURVEY - TEACHER LIST DETAILED**

For the Annual School Program Survey all register-carrying certificated personnel and non-register-carrying certificated personnel (e.g., Principal, AP, Coordinators, Coaches, Resource Teachers, RSP Teachers, etc.) must have hours, site start date, LAUSD start date, and teacher years entered on Screen 16, option 2A. Exceptions are itinerant certificated personnel (e.g. nurses, traveling music teachers, psychologists, counselors, etc.) They are NOT entered in this screen even if they are full time at your school.

PRINT THE STAFF LIST, SCREEN 14, OPTION 5 (Teacher List - Detailed)

Write the corrections/additions on the roster, then enter all changes on Screen 16, option 2A. Delete teachers no longer at your school. (See page 6 of the June newsletter for detailed instructions.)

# Teacher List – Detailed

Print: Screen 14, Option 5  
Correct: Screen 16, Option 2A

EMP #.	NAME	ROOM #.	TR	GRADE	120+ HRS?	SITE YEARS	LAUSD YEARS	TEACH YEARS
633	PANG BOYI, GRACE	AP			Y	24	34	34
853	MYKLEBJUST, DAVID LEONARD	BIL			Y	24	34	34
232	DEVEREUX, MARY LOUISE	COORD			Y	25	39	38
874	GONZALES, VICTORIA A	COACH			Y	1	33	33
218	RITZER, DANNY VON	MCOACH			Y	1	33	33
383	LON, JONES	PRIN			Y	23	29	29
057	WISE, GARY LEE	RSP			Y	1	32	32
906	ANKENY, GERALDINE STUPI	SP			Y	21	39	39
050	ISHII, JOANNE YAMANE	25A	0		Y	14		
255	LAMBERT, JULIE ANN	25P	0		Y	21	39	39
803	ADAMSON, MYRTICE MURPHY	24A	0		Y	18	30	30
421	BARROWS, PAUL RAY	24P	0		Y	5		
015	CULLON, ETHEL M	7	0/1		Y	21	39	39
018	PELAYO, ROBERT	4	L		Y	1	7	7
047	SIMPSON, ADQUANITA DENIS	5	L		Y	3	30	30
511	RODEL, CORAZON BARRAQUE	3	2		Y	15		
383	MAXWELL, MARGARET PRADO	8	2		Y	15		
333	LIBERATORE, MARIO	10	2		Y	5	34	33
098	YOSHII, ELSIE CHEW	13	2		Y	18	31	31
559	GARCIA, EVA	13E	2		Y	7	14	14
971	MOFFIE, RICHARD LLOYD	31	2/3		Y	29	35	35
999	MARTENS, GREG (TRG)	33	2/3		Y	14	36	36
198	FERNANDEZ, SAUL	22	3		Y	2	6	6
853	KOUFFMAN, SHIRLEY EHRLICH	30	3		Y	5	33	33
243	FORTUNATI, MARIAN BEACH	30	3		Y	1	35	35
917	HERST, JACQUELYN FREEB	30	3		Y	14	15	15
400	MORRISON, VINCENT	31	3		Y	5	33	33
384	MISTER, ESIS	51	3		Y	18	30	29
378	PARDINI, AMANCIO	50	4		Y	17	36	36
925	RAY, DELDRES JEAN	50	4		Y	17	36	36
588	HODGINS, JUDY ANDREA	24	5		Y	13	34	36
234	MORGAN, JOHN HENRY	78	5		Y	25	29	29
384	WHITMORE, GENDER S	78	5		Y	15	35	34
888	JOHNS, DEBORAH ANN	16	APH		Y	15	29	15
226	YUBA, CECILIA LOUISE	16	SLD		Y	15	29	15
814	RAPPOZ, GREGORY C	16	SLD		Y			

**Check List**

- Missing Information
- Duplicate Rooms
- Non-register carrying people

REPRINT SCREEN 14, OPTION 5 to verify your changes.

REBUILD FILES SCREEN 16, OPTION 1

After making all room and teacher changes, run Rebuild Files (Screen 16, option 1). Anytime you change teacher or room assignments on Screen 16, options 2 and 2A, run Rebuild Files. (Be sure any other SIS users are at the Main Menu while the files are rebuilding.)

**ANNUAL SCHOOL PROGRAM SURVEY - FORMS 7 / 4E**

**Form 7 - Student Ethnicity Report**

Every classroom teacher should have a Form 7. Each teacher should review all information on the the class roster and the teacher information on the second page. If the student information is incorrect, the teacher should make corrections on the form. If the teacher information is incorrect, do a "print screen" from Screen 16, option 2A, and have the teacher make corrections to the dates.(See screen below.) Return corrected forms and "print screens" to the coordinator for input on SIS.

**Form 4E - Non-Register Carrying Personnel**

In order for Form 4E to print, schools must enter an activity code on Screen 16, option 2A, for all non-register carrying certificated staff, including:

- Assistant Principal
- Coordinators
- RSP Teacher
- Literacy Coach
- Math Coach

**Form 4E will not print if an activity code has not been entered.** (see screen below)

Do NOT enter a line of information for itinerant certificated personnel (e.g. nurses-including full-time nurses, traveling music teachers, psychologists, counselors, etc.) They will report their assignments with their service units centrally.

A partial list of non-register carrying assignments follows. See the Annual School Program Survey Manual, page 8, for the complete list of codes.

- |   |  |
|---|--|
| 800202 Literacy Coach                       | 910101 Coordinator, Categorical Programs |
| 800203 Math Coach                           | 910102 Coordinator, Curriculum           |
| 800301 RSP Teacher                          | 910104 Coordinator, English Learners     |
| 900102 Assistant Principal                  | 910107 Coordinator, Magnet               |
| 900106 Assistant Principal, Beyond the Bell | 910108 Coordinator, SB 65                |
| 900105 Assistant Principal, EIS             |  |

**SCREEN 16, OPTION 2A**

\* \* \* ENTER/UPDATE TEACHER DATA \* \* \*

0 EMPLOYEE # : 168864	ROOM #: COOR	GRADE:	TRACK:
NAME : WHITE, GEORGE S			
2 120+ HOURS : Y		AUTHORIZATION TO TEACH ELs	
		BIL FLUENCY : SA	
		BCC/BCLAD :	
		LDS/CLAD/ELL : Y	
		SB1969/395 :	
5 SITE START DATE : 09-01-1998	21 GOAL :		
6 PREV YEARS AT SITE : 8			
TOTAL YEARS AT SITE : 16			
7 LAUSD START DATE : 09-01-1985			
8 PREV YEARS IN LAUSD :			
TOTAL YEARS IN LAUSD : 21			
9 YRS OUTSIDE LAUSD :			
TOTAL YEARS SERVICE : 21			

  

LI	ACT CODE	POSITION TITLE	HRS/MONTH
1	910101	COORD, CATEGORICAL PROG	120

**ANNUAL SCHOOL PROGRAM SURVEY - FORM 3 - SUPPLEMENTARY SCREEN**

**Use Screen 20, option 1, selection 5 to enter the following information for Form 3.**

**SCREEN 20, OPTION 1, SELECTION 5**

**\*\* FALL SURVEY FORM 3 - SUPPLEMENTARY SCREEN \*\***

0. LOCATION CODE: 8888 WONDERFUL ELEMENTARY SCHOOL

1. NO. OF PREGNANT STUDENTS LAST SCHOOL YEAR: 0

2. NO. OF ABOVE WHO ARE NOT ENROLLED AS OF SURVEY DAY: 0

SAFE SCHOOL PLAN	LAST REVISED	LAST REVIEWED WITH STAFF
3. PREVENTION PROGRAMS :	01-09-06	03-06-06
5. EMERGENCY PROCEDURES:	05-08-06	07-10-06

**OPPORTUNITIES FOR PARENT INVOLVEMENT**

7. ADVISORY COUNCIL :	Y	12. SUPERVISION VOLUNTEER:
8. GOVERNANCE COUNCIL :	Y	13. FUND RAISING : Y
9. PTA/PTO :	Y	14. SCHOOL BEAUTIFICATION:
10. CLASSROOM VOLUNTEER: Y		15. OTHER :
11. OFFICE VOLUNTEER :		

**Pregnant Students** - enter the number of students enrolled at your school during 2005-06 who were pregnant. Of the identified pregnant students, enter the number of students who are NOT enrolled as on Survey/Norm day, October 4, 2006. Enter 0 (zero) if school has no pregnant students.

**Safe School Plan** - Enter the dates (mm/dd/yy) the Prevention Programs and the Emergency Procedures were last revised and reviewed.

Fields 1, 2, 3, 4, 5, and 6 are not to be left blank.

**Parent Involvement** - Enter Y (yes) for opportunities for parent involvement. Enter Y for all that apply.

**INDEPENDENT STUDY**

To set up a student on independent study do the following:

- On Screen 16, option 2, set up an IS classroom.

Enter room as IS

FI (file to save)

Do NOT enter grade or track.

- On Screen 10

Enter IS in field 104 (room)

FI (file to save)

- When the student returns back to school, on Screen 10

Enter room # instead of IS in field 104

FI (file to save)

**L INFORMATION ON SCREEN 13**

Active students should not have L information on Screen 13. To print out a roster of active students who have L information, at the Main Menu type: **E**

**:SORT XXXX WITH 190 OR WITH 191  
OR WITH 192 BY NAME NAME 190  
192 GRADE ROOM (N)**

If the L information is valid and the student has left your school, type DE (delete) at the control prompt to move the student into your retired file.

But if the student is active at your school, remove fields 190, 191, 192 (control N), then type FI (file) at the control prompt to save.

**RETIRE? DELETE?**

**Retire**

If a student who was previously at your school has not returned, L him out. Select Screen 13, and enter data in the following fields:

- 190 L Code
- 191 L Date
- 192 Next School Location
- 83 Transfer Reason

At the Control Prompt, type DE (delete) which moves the student record to your retired file.

**Delete**

If you enrolled or transferred a student into your school, but the student NEVER attended - not even in pre-kindergarten ( a no-show), call SIS to delete the student record. In this case, the student record is erased from your school file, and will not be in your retired file.

**PLEASE HELP - PAR NOT NEEDED**

As a courtesy, if a student has moved and is enrolling in another LAUSD school, please L out the student promptly so the next school can transfer the student using the District ID. **After a student has left your school, please do not ask that parents come back to pick up a par.**

If the previous school has L'd out the student, but you don't have the District ID, obtain the # from Screen 0, Districtwide Student ID Look-up.

For the enrolling school, **please do not send parents back to the previous school to pick up a PAR** if they arrive at your school first to enroll - use the fax/phone to contact the previous school.

However, if a parent returns for a PAR, please accommodate the parent's request.



**TRAVELING STUDENTS**

For traveling students, enter the type of traveling program on Screen 13, field 80.

- CAP/A
- CAP/V
- MAG
- OTS
- PSC
- PWT
- SAB
- SPED

Enter Y in field 85, if transportation is required.

**PRINT LAST YEAR'S REPORT CARDS**

To print last year's report cards for current or retired students, select Screen 27, option 8P or 9P. You can print by Track, by Room, or by Student.

If a student retired before rollover (June 24), select option 8PR or 9PR. Do NOT bring the student back from the retired file.

**CELDT TESTING**

Initial CELDT Testing

New enrollees in grades K-5/6 with a home language other than English need to be administered the CELDT within 30 days of enrollment. See the July newsletter for Initial CELDT testing information.

Annual CELDT Testing

All EL students need to be CELDT tested yearly. The CELDT coding roster (Screen 20, option 22) lists test purpose (Annual or Initial). To print room rosters of EL students needing the Annual CELDT, at the Main Menu type :E

```

:PON
:SORT XXXX WITH 800 AND WITH 162
= "LEP" BY TRACK BY ROOM BY NAME
BREAK-ON ROOM "P" NAME 162
CELDT-DATE CELDT-LEVEL TRACK (N)
  
```

To print one track:

```

:SORT XXXX WITH 800 AND WITH 162
= "LEP" AND WITH TRACK = "X" BY
ROOM BY NAME BREAK-ON ROOM "P"
NAME 162 CELDT-DATE CELDT-LEVEL
TRACK (N)
  
```

## PARENT EDUCATION SURVEY

As part of the California State STAR Assessment Program, LAUSD is required to submit to the State, information on parent education level. Enter the information into SIS on Screen 3, field 45. Many schools include a parent education survey letter in the enrollment packet. A partial sample letter is included below:

*Please check the best description of the highest level of education for the parent/guardian with whom the student resides. Please mark only one. Por favor, indique abajo la descripción mejor del nivel de educación más alta para el padre, la madre, o el guardián que vive con este estudiante. Por favor marque uno solamente.*

- |          |  |       |  |
|----------|--|-------|--|
| 1. _____ | Not a high school graduate                         | _____ | No se graduó de la escuela preparatoria (high school)        |
| 2. _____ | High school graduate                               | _____ | Se graduó de escuela preparatoria (high school)              |
| 3. _____ | Some college                                       | _____ | Estudios al nivel universitario                              |
| 4. _____ | College graduate<br>(4 Year College or University) | _____ | Se graduó del nivel universitario<br>(Universidad de 4 años) |
| 5. _____ | Graduate school/postgraduate                       | _____ | Estudios después de el diploma universitario                 |
| 6. _____ | Decline to state                                   | _____ | Se niega decir   |

All schools should attempt to get responses from parents for Screen 3, field 45, Choice #6 should NOT be entered unless a parent declines. If this field is blank, schools should attempt to get a response.

To print a roster of students in grades K-5/6 with missing parent education level, at the Main Menu type: **E**  
**:PON16**  
**:SORT XXXX WITH GRN GE "0" AND WITH NO 45 BY ROOM BY NAME BREAK-ON**  
**ROOM NAME PARENT-NAME 45 GRADE (N)**

### PARENT COUNCIL ROSTERS

You can generate rosters for your parent council meetings using the following English sentences.

#### EL Advisory Council Meeting

At the Main Menu type :E

**: PON16**

**: 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)**

### ANNUAL NOTIFICATION ELs

For ELs who have been enrolled in the district from the previous school year, parental notification regarding instructional program placement, ELD progress, and grade-level performance must be provided no later than 30 calendar days after the beginning of the school year.

Print the "Annual Assessment Results and Program Placement for English Learners" from Screen 16, option 39. Select by (T)rack, by (R)oom, or by (S)tudent. Letters will only print for EL students who have downloaded CELDT results.

See REF-2638.0, "Annual Parent Notification Requirements Under Title III of the No Child Left Behind Act for Elementary Schools", dated July 24, 2006, for details.

#### Initial Notification

New enrollees in grades K-5/6 with a home language other than English must be tested with initial CELDT within 30 days of enrollment. Notify parents of program placement with the "Initial Notification of Enrollment in the Elementary Structured English Immersion Program" form letter from the Instructional Programs for English Learners, Elementary School Guide. The initial notification letter is NOT available on SIS.



**LABELS**

These instructions are for the dot matrix printer:

Labels can be generated for new students enrolling after a specific date. For example, mailing labels can be printed for all students who enrolled beginning July 1, 2006, sorted by room. At the Main Menu type :E

: **PON**  
: **SELECT XXXX WITH 41 GE "7-01-06" BY ROOM BY NAME**  
(the following message will appear on the screen:) # ITEMS SELECTED  
>**LABELS (N)**

Substitute the word **LABELS** in the previous sentence with one of the following key words listed below to print other types of labels.

*Type PON for these labels. Use small labels (3 1/2 X 15/16).*

<u>LABEL TYPE</u>	<u>DESCRIPTION</u>
<b>LABELS</b>	Mailing labels
<b>PARENT-LABELS</b>	Mailing labels with parent name

*Use PON16 for these labels. Use small labels.*

<b>ATT-LABELS</b>	Attendance card
<b>CUM-LABELS</b>	Cum card

*Use PON16 for these labels. Use large labels (4 x 1 7/16).*

<b>EMER-LABELS</b>	Emergency card
<b>HEALTH-LABELS</b>	Health card
<b>IMMUN-LABELS</b>	Immunization labels
<b>REG-LABELS</b>	Registration card (front)
<b>REG-BACK-LABELS</b>	Registration card (back)

For schools using the laser printer for labels:

You may use any laser printer that is attached directly to your computer. If you are printing to the T622, you must first attach a parallel cable and set up a parallel port - follow the directions in the April, 2005, newsletter. Use Avery compatible 5160 for mailing labels and 5162 for all other labels; the computer will prompt you with the correct label size.

To print the labels above or custom labels, you must first do a SAVE LIST.

At the Main Menu type :E

: **SELECT XXXX WITH 41 GE "7-01-06" BY ROOM BY NAME**  
(the following message will appear on the screen:) # ITEMS SELECTED  
>**SL LIST (N)**  
(the following message will appear on the screen:) List "LIST" in file 'pointer file' saved.  
: **GO**

(SL signifies SAVE LIST--in this example I named it "LIST"--any name can be used; if you had named it "LABELS" the word "LABELS" would be listed in the message instead of "LIST".)

At the Label Menu, Screen 15, select the label you wish to print. For example, select option 6, Attendance Card.

At the prompt: Do you want to select by (T)rack, (R)oom, or (S)tudent, enter **L** (meaning the Saved List)  
(the following message will appear on the screen:) ENTER SAVE LIST NAME  
type **LIST** or the name you gave it, press enter, and the labels will print

If you want to do a custom label, follow the directions above and at the Label Menu, Screen 15, select option 12, Custom Labels.

**SIS Training Class Schedule - SIS**

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

**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).

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

4 1/2 hour hands-on class for certificated personnel including administrators, coordinators, and coaches. The focus of the class is using both Web SIS and DSS to access data that monitors and informs instruction.

**August**

18	Using SIS/DSS	North Valley OC	8:00-12:30
25	Using SIS/DSS	Beaudry Bldg. 21st Fl.	8:00-12:30
29	Using SIS/DSS	Soto	8:00-12:30
	Sentence Writing/Web	Soto	1:00-4:30

**September**

15	Sentence Writing/Web	North Valley OC	12:30-4:00
21	Sentence Writing/Web	Webster	12:30-4:00
22	Sentence Writing/Web	Beaudry Bldg. 21st Fl.	12:30-4:00
27	Sentence Writing/Web	Ft. MacArthur	12:30-4:00

**October**

9	Using SIS/DSS	Soto	8:00-12:30
19	Using SIS/DSS	Ft. MacArthur	8:00-12:30
20	Using SIS/DSS	North Valley OC	8:00-12:30
27	Using SIS/DSS	Beaudry Bldg. 21st Fl.	8:00-12:30

**SIS Training Class Schedule - ITD**

Sign up on Inside LAUSD @ the Learning Zone under "Information Technology Training Branch".

**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.

**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. This session is for users already familiar with SIS. It introduces school staff to Web SIS and allows them to practice some of the enhancements available on Web SIS.

**August**

8	Initial Web	San Julian	1:00-4:00
23	Initial Web	North Valley OC	1:00-4:00

**September**

9	Initial	San Julian	12:00-4:00
19	Initial	North Valley OC	12:00-4:00

**October**

11	Initial Web	San Julian	1:00-4:00
25	Initial Web	North Valley OC	1:00-4:00

### IMPORTANT DATES TO REMEMBER

#### AUGUST 2006

- 2 • Rebuild Files - Districts 1-3
- Last day of summer / A track intervention
- 4 • 1st Month Statistical due 3-Track B,C  
and 4-Track B, C, D
- 9 • Rebuild Files - Districts 4-6
- 16 • Rebuild Files - Districts 7-8
- 18 • First day of school for 4-Track A
- 25 • 2nd Month Classification Report  
for 3-Track C and 4-Track B, D
- Norm Classification Report for 3-Track B  
and 4-Track C
- CELDT data entry deadline for 4-Track A
- 30 • First day of school for 3-Track A

#### SEPTEMBER 2006

- 1 • 2nd Month Statistical due 3-Track B, C and  
4-Track B, D
- 4 • Holiday - Labor Day
- 5 • First Day of School for Single Track  
Schools
- CELDT data entry deadline for 3-Track A
- 8 • 1st Month Classification due 4-Track A
- 12 • CELDT data entry deadline for Single Track
- 13 • Rebuild Files - Districts 1-3
- 15 • 1st Month Classification due 3-Track A
- 1st Month Statistical due 4-Track A
- 20 • Rebuild Files - Districts 4-6
- 22 • 3rd Month Classification due 3-Track C and  
4-Track B,D
- 27 • Rebuild Files - Districts 7-8
- 29 • 1st Month Classification due Single Track
- 1st Month Statistical due 3-Track A
- 3rd Month Statistical due 3-Track C and  
4-Track B,D