



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

David L. Brewer III  
Superintendent

Marian Fortunati \* Bob Brostoff \* Claire Lubrin \* Francisco Sahagun \* Ginger Whitmore

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AUGUST 2007

### SSID # - CBEDS INFORMATION DAY, WEDNESDAY, OCTOBER 3

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 3, 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

:PON

:SORT XXXX WITH GRN GE "0" AND WITH NO SSID AND WITH 41 LT "X-01-07"  
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 Talina Munoz, at (213) 241-8966. Her office is working to reconcile anomalies.

### 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 14, option 39. Select by Track, by Room, or by Student. 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.



#### Table of Contents

SSID #, CBEDS Information Day ....	1	CELDT Testing .....	2
Annual Notification ELs .....	1	Annual Program Survey .....	3-7
Parent Education Survey .....	2	Independent Study .....	7
Parent Council Rosters .....	2	Birthday Sentence .....	7
Parent Names - NWC Removed ....	2	SIS Training .....	8
		Calendar .....	9

## PARENT EDUCATION SURVEY

As part of the California STAR Program, LAUSD is required to submit information on parent education level on the STAR answer document. 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 levels, 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)

### PARENT NAMES - NWC REMOVED

In preparation for ISIS, SIS is doing some data clean-up. Later this month, SIS will be deleting NWC from the father, mother, and guardian fields (24, 30, 31) on Screen 3 and 10.

Remember to enter only legal names in those fields. NWC, UNKNOWN, NOT STATED, DECEASED, etc. should not be entered, as the system reads it as the name or part of the name.

### 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. To print a roster of students by grade level, with no downloaded CELDT results, at the Main Menu select Screen 30, option 1, GOT-CELDT.

#### 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). Another option is 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 at a multi-track school:

: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)

## ANNUAL PROGRAM SURVEY

The Annual School Program Survey Administrative Manual, Fall 2007, is available on the School Information Branch web site <http://schoolinfo.lausd.net>. It contains complete instructions for completing the Survey. This year for ALL tracks and ALL calendars CBEDS Information Day is Wednesday, October 3, 2007. The information for the Annual Program Survey will be captured electronically after 5:00 p.m. on that day.

To prepare for the Survey, follow the instructions in this newsletter, pages 3-7, to enter/clean-up data. After you have entered corrections in SIS, be sure to print test runs to verify your data. Print the test runs from Screen 20, option 1, Fall Survey Menu, selection 1 - Form 3 (Principal's Report), selection 2 - Form 4E (Certificated Resource Personnel Report), selection 3 - Form 7 (Student Ethnicity Report), selection 5 - Form 3 (Supplementary Screen).

### 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 4 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. Enter the job title such as MCOACH or MATHCO in field 0, employee # in field 2, and Y or N in field 11.
- The RSP teacher has a room number, for example 38C. Delete that room number. Then add RSP or RST or RST1 in field 1, the employee # in field 2, enter the grade as RSP in field 2, and enter Y or N in field 11.

#### **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 4 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.

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
DHH	Deaf / Hard of Hearing	OI	Orthopedically Impaired
ED	Emotional Disturbance	PCC	Preschool Collaborative Classroom
EE	Early Elementary	PSI	Preschool Intensive
ICA	Intensive Collab. Aut Program	PSM	Preschool Mixed
INF	Infant	SLD	Specific Learning Disability
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 5 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
NY, GRACE	AP				Y	24	34	34
ST, DAVID	BIL				Y	24	34	34
K, MARY LI	COORD				Y	25	30	38
S, VICTORI	COACH				Y	1	33	33
DANNY VOI	MCOACH				Y	1	33	33
NES	PRIN				Y	23	29	29
ARY LEE	RSP				Y	1	32	32
GERALDINI	SP				Y	21	39	39
JOANNE YAN	25A	0			Y	14		
JULIE AM	25P	0			Y	21	39	39
MYRTICE	24A	0			Y	18	30	30
PAUL RAY	24P	0			Y	5		
ETHEL M	7	0/1			Y	21	39	39
ROBERT	4	1			Y	1	7	7
ADQUANIT	5	1			Y	3	30	30
CDRAZON BI	3	2			Y	15		
MARGARET	8	2			Y	15		
DRE, MARTI	10	2			Y	5	34	33
ELSEE CHI	13	2			Y	18	31	31
EVA	13E	2			Y	7	14	14
RICHARD I	31	2/3			Y	29	35	35
GREG ITI	33	2/3			Y	14	36	36
EZ, SAUL	22	3			Y	2	6	6
N, SHIRLEY	30	3			Y	5	33	33
TI, MARIM	30	3			Y	1	35	35
JACQUELYN	30	3			Y	14	15	15
N, VINCENT	3	3			Y	5	33	33
ESIS	51	3			Y	18	30	29
AMANCIO	50	4			Y	17	36	36
LORES JEAN	50	4			Y	17	36	36
JUDY ANI	24	5			Y	13	34	36
JOHN HENI	78	5			Y	25	29	29
E, GENDER	78	5			Y	15	30	34
DEBORAH AM	16	APH			Y	15	29	15
SCILLA LOI	16	SLD			Y	15	29	15
GREGORY I	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/office staff for input on SIS. Print test runs for form 7, Screen 20, option 1, selection 3 to verify changes. Check warning messages. Correct the information in SIS and rerun the test runs.

**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 on Screen 16, option 2A.** (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 - Principal's Form.**

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

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

0. LOCATION CODE: 8888 WONDERFUL ELEMENTARY SCHOOL

1. NO. OF PREGNANT/PARENTING STUDENTS THIS SCHOOL YEAR: 0

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

**OPPORTUNITIES FOR PARENT INVOLVEMENT**

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

Pregnant/Parenting Students - Enter the number of pregnant/expectant/parenting students who received specialized services (i.e. counseling, classes, case management, child care etc.) this school year.

Safe School Plan - Enter the dates (mm/dd/yy) the Prevention Programs and the Emergency Procedures were last revised and reviewed. Fields 1-5 are not to be left blank.

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

After you have entered the information, Print Form 3 - Principal's Form, from Screen 20, option 1, selection 1, to verify information is accurate. Also verify the Principal's information.

The Gifted/Talented, Independent Study, and Retained information is taken directly from SIS. See the Administrative Manual, page 10, for additional information.

**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)

**BIRTHDAY SENTENCE**

Would you like to print a roster of students' birthdays by month? You can print rosters using an English sentence. For a roster of the entire school, at the Main Menu type :E

:PON16  
:SORT XXXX WITH BIRTHMONTH = "AUG"  
BY BIRTHMONTH BY BIRTHDAY BY NAME  
BIRTHMONTH BIRTHDAY BIRTHYEAR AGE  
BL1 NAME TEACHER ROOM (IN)  
(use the first 3 letters of the month)

To print a birthday roster for one room  
:SORT XXXX WITH ROOM = "XX"  
BY BIRTHMONTH BY BIRTHDAY BY NAME  
BIRTHMONTH BIRTHDAY BIRTHYEAR AGE  
BL1 NAME TEACHER ROOM (IN)

**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**

17	Sentence Writing/Web	Beaudry Bldg. 21st Fl.	12:30-4:00
23	Using SIS/DSS	Roscoe Prof. Dev. Cen.	8:00-12:30

**September**

17	Sentence Writing/Web	Beaudry Bldg. 21st Fl.	12:30-4:00
21	Using SIS/DSS	Beaudry Bldg. 21st Fl.	8:00-12:30
27	Sentence Writing/Web	Roscoe Prof. Dev. Cen.	12:30-4:00

**October**

5	Using SIS/DSS	Ft. MacArthur	8:00-12:30
11	Using SIS/DSS	Roscoe Prof. Dev. Cen.	8:00-12:30
12	Using SIS/DSS	Baldwin Hills Prof. Dev.	8:00-12:30
18	Using SIS/DSS	Beaudry Bldg. 21st Fl.	8:00-12:30
19	Using SIS/DSS	Beaudry Bldg. 21st Fl.	8:00-12:30
24	Sentence Writing/Web	Beaudry Bldg. 21st Fl.	12:30-4:00
25	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**

29	Initial	Soto	8:00-12:00
	Initial Web		1:00-4:00

**September**

12	Initial	Ft. Mac	8:00-12:00
	Initial Web		1:00-4:00

**October**

2	Initial	North Valley OC	8:00-12:00
	Initial Web		1:00-4:00
17	Initial	Webster	8:00-12:00
	Initial Web		1:00-4:00





**IMPORTANT DATES TO REMEMBER**

**AUGUST 2007**

- 3 • Last day of summer / A track intervention  
• 1st Month Statistical Due 3-Track B,C and 4-Track B, C, D
- 15 • Rebuild Files - Districts 1-3
- 22 • First day of school for 4-Track A  
• Rebuild Files - Districts 4-6
- 23 • First day of school for 4-Track A
- 24 • 2nd Month Classification Report for 3-Track C and 4-Track B, D  
• Norm Classification Report for 3-Track B and 4-Track C
- 29 • First day of school for 3-Track A
- 29 • Rebuild Files - Districts 7-8
- 31 • CELDT data entry deadline for 4-Track A  
• 2nd Month Statistical due 3-Track B, C and 4-Track B,C,D

**SEPTEMBER 2007**

- 3 • Holiday - Labor Day
- 5 • First Day of School for Single Track Schools
- 7 • CELDT data entry deadline for 3-Track A
- 12 • CELDT data entry deadline for Single Track (see June newsletter, pp. 8-9)  
• Rebuild Files - Districts 1-3
- 14 • 1st Month Classification due 4-Track A
- 19 • Rebuild Files - Districts 4-6
- 21 • 1st Month Classification due 3-Track A  
• 3rd Month Classification due 3-Track C and 4-Track B,D  
• 1st Month Statistical due 4-Track A
- 26 • Rebuild Files - Districts 7-8
- 28 • 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

