



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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**AUGUST 2008**

**ANNUAL PROGRAM SURVEY - DATA CAPTURED WEDNESDAY, OCTOBER 1**

The information for the Annual Program Survey will be captured electronically after 5:00 p.m. on Wednesday, October 1 for all calendars, all tracks.

Changes for this year's Annual Program Survey are the elimination of the KLCS Survey and the Technology Survey. The Annual School Program Survey Administrative Manual, Fall 2008, will be available on the School Information Branch web site (<http://schoolinfo.lausd.net>) later this month. It contains complete instructions for completing the survey.

In preparation for the Survey follow the instructions below regarding enrollment:

**1. District ID:**

When enrolling a new student, please check screen 0 first, before enrolling them to see if the student already has a District ID. When you enroll the student using the existing District ID on Screen 16, option 11, all student information including testing, IEP, and Master Plan is brought to the new school.

**2. New Kindergartners** - the E Code must be "E7" and the E Date must show the current year (2008).

Enter an "E7" code for all new kindergartners, unless they attended kindergarten at a previous school or are repeating the grade. If the student attended Pre-Kindergarten in LAUSD, you must overwrite the E Code "E" with "E7" and overwrite the E Date with the this year's enrollment date. Run Classification Check Rosters, Screen 23, option 8, for your kindergarten classes to verify E Codes and E Dates.

**3. Enroll All Students Promptly:**

Please enroll new students immediately. It is essential that all new students be entered promptly into SIS, so students will be assigned a District ID and then an SSID # (Statewide Student Identifier). 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 a few weeks to obtain an SSID number.

**4. Concurrent Enrollment:**

When a student is enrolled at two different schools on Norm Day, October 1, the schools must work together to resolve the concurrent enrollment issue. When a new school notifies you the child is now attending their school, L the student out, entering the last day of in-seat attendance at your school for the L date (NOT the date you were notified). Even if you do not L out the student who is no longer attending, the student will be counted for CBEDS at the second school, not your school.



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## ANNUAL PROGRAM SURVEY

Follow the instructions in this newsletter, pages 2-6, 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 - Enter Data on Screen 16, option 2

#### 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. 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.)

#### 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  
Do NOT enter a grade or track for any of the non-register carrying positions, except RSP.

#### RSP

Enter RSP or RST or RESOURC or any combination of up to 7 letters as the room # in field 0.  
In order for the RSP class to be listed on the SESAC, schools must enter RSP on Screen 16, option 2, in field 2 GRADE/RSP/SDP

0 ROOM #	:	RSP
CURRENTLY ASSIGNED TEACHER		
1 EMP #	:	165364
JONES, ANTHONY		
2 GRADE/RSP/SDP:		RSP
3 TRACK	:	
11 120+ HOURS	:	Y

#### SDP Classrooms

The Special Day Program code must be current. Enter the program 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 program 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 1, 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 RESOURC in field 0, the employee # in field 1, enter the grade as RSP in field 2, and enter Y or N in field 11.

**ANNUAL PROGRAM SURVEY - ROOM TEACHER LIST**

*Screen 14, option 4 (Room Teacher List). Make corrections on Screen 16, option 2.*

**Room Teacher List**

Print: Screen 14, Option 4  
Correct: Screen 16, Option 2

**Non-register carrying  
Certificated personnel**

Enter Title in the Room number field.

SRLDP = • (dot)

Kindergarten = 0 (zero)

Special Day Program (SDP) =  
Use current codes ONLY

- For Special Day Programs, enter only valid 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

After making room changes, Rebuild Files (Screen 16, option 1); then reprint Screen 14, option 4 to verify changes.

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

*Print the Staff List, Screen 14, option 5 Teacher List - Detailed by Track or by Grade.*

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.)

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.) It is not necessary to enter them in this screen even if they are full time at your school.

# Teacher List – Detailed

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

WONDERFUL ES (8888) TEACHER ROSTER

FMP #	NAME	ROOM #	TR	GRADE	120+ HRS?	SITE YEARS	LAUSD YEARS	TEACH YEARS
	VY, GRACE	AP			Y	24	34	34
	ST, DAVID	BIL			Y	24	34	34
	X, MARY LC	COORD			Y	25	38	38
	S, VICTORI	LCOACH			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	9P				21	39	39
	JOANNE YAN	23A	0			14		
	JULIE AP	23P	0		Y	21	39	39
	MYRTICE	24A	0		Y	10	30	30
	PAUL RAY	24P	0		Y	5		
	ETHEL M	7	0/1		Y	21	39	39
	ROBERT	4	1		Y	1	7	7
	ACQUANIT	5	1		Y	3	30	30
	CORAZON B	3	2		Y	15		
	MARGARET	8	2		Y	15		
	ORE, MARI	10	2		Y	5	55	55
	ELSIE CHI	13	2		Y	10	31	31
	EVA	13I	2		Y	7	14	14
	RICHARD I	31	2/3			29	35	35
	GREG ITI	33	2/3		Y	14	36	36
	SAUL	22	3		Y	2	6	6
	N, SHIRLEY	26	3		Y	5	33	33
	TI, MARIAN	30	3		Y	1	35	35
	JACQUELYN	30	3		Y	14	15	15
	N, VINCENT	31	3		Y	5	33	33
	ESIS	51	3			18	18	19
	AMANCIO	50	4		Y	17	36	36
	LORES JEAN	50	4		Y	17	36	36
	JUDY ANE	24	5		Y	13	34	36
	JOHN HENI	78	5		Y	25	29	29
	E, GINGER	78	5		Y	11	38	38
	666 JOHNS, DEBORAH ANN	16	APH					
	528225 YUBA, CECILIA LOUISE	16	SLD		Y	15	15	15
	618814 RAPOZO, GREGORY C	16	SLD		Y			

## Check List

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

### 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.

*After making room/teacher changes, Rebuild Files (Screen 16, option 1); then reprint Screen 14, option 4 to verify changes. (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 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 :	01-15-08	01-22-08
5. EMERGENCY PROCEDURES:	05-06-08	05-13-08

**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/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 are taken directly from SIS. See the Administrative Manual 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)**

**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)**



**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). The CELDT coding roster has been updated to match the answer documents. 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)**

**SIS Training Class Schedule for Fall, 2008**

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

**Intermediate SIS / Intermediate Elementary Using Web SIS (sentence writing)**

English sentences have you stumped? Tired of retyping the sentence on legacy (blue screen) and finding out it doesn't work? Sign-up for our redesigned Intermediate Sentence Writing Class, using Web SIS. This 3 1/2 hour hands-on class is 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. You will leave this class knowing the 5 components of an English sentence and be able to construct English sentences on your own.

**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. CST scores will be loaded in late August. Learn how to create reports for your professional developments using CST and SOAR data available in SIS/DSS .

**August**

21	Sentence Writing/Web	Beaudry Bldg. 21st Fl.	12:30-4:00
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**September**

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

16	Using SIS/DSS	Beaudry Bldg. 21st Fl.	8:00-12:30
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16	Sentence Writing/Web		12:30-4:00
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17	Using SIS/DSS	Zelzah	8:00-12:30
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17	Sentence Writing/Web		12:30-4:00
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24	Using SIS/DSS	Ft. Mac	8:00-12:30
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24	Sentence Writing/Web		12:30-4:00
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27	Using SIS/DSS	Webster	8:00-12:30
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27	Sentence Writing/Web		12:30-4:00
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**IMPORTANT DATES TO REMEMBER**

**AUGUST 2008**

- 1 • Last day of summer / A track intervention
- 1st Month Statistical Due 3-Track B,C and 4-Track B, C, D
- 15 • First day of school for 4-Track A
- 22 • 2nd Month Classification Report for 3-Track B, C and 4-Track B, D
- 23 • First day of school for 4-Track A
- 29 • Norm Classification Report for 3-Track B and 4-Track C
- 2nd Month Statistical due 3-Track B, C and 4-Track B, D

**SEPTEMBER 2008**

- 1 • Holiday - Labor Day
- 2 • First day of school for 3-Track A
- 3 • First Day of School for Single Track Schools
- 5 • 1st Month Classification due 4-Track A
- 12 • 1st Month Statistical due 4-Track A
- 19 • 1st Month Classification due 3-Track A
- 3rd Month Classification due 3-Track C and 4-Track B,D
- 26 • 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

