ELEMENTARY
Student Information System

Los Angeles Unified School District

Office of Data, Accountability and Performance Management

Student Information Systems Branch

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SOAR Retires

The Student Online Assessment Reports, or what we have all come to know as SOAR, will be decommissioned on August 18, 2011. Reports from the 2010-11 school year will be available to users until that date.

SOAR will no longer be the system of record for Elementary Reading / Language Arts Periodic Assessments. Please refer teachers and instructional coaches to the Comprehensive Assessment Program home page at **http://cap.lausd.net** and click on the link to ***MEMO 5518.2 2011-2012 Elementary Comprehensive Assessment Program*** for more information about the new assessments.

Teachers can also access SOAR data for both current and former students from the Classroom menu in *MyData* (**http://mydata.lausd.net**).

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 (Track B example)

:SORT XXXX WITH 800 AND WITH 162 = "LEP" AND WITH TRACK = "B" BY ROOM BY NAME BREAK-ON ROOM "'P'" NAME 162 CELDT-DATE CELDT-LEVEL TRACK (N)
(Replace track letter as needed)

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Distribution:

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Elementary School Admin. Asst.
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Inside this issue:

SOAR Retires	*1*
CELDT Testing	*1*
Elementary SIS Training	*2*
Annual Program Survey	*2-6*
Managing No-Shows	*7*
Birthday Sentence	*7*
Parent Ed Levels	*8*
Parent Council Rosters	*8*
Classification	*8*
Progress Reports	*8*

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Elementary SIS/ISIS Training

Both **Initial** (for beginners) Elementary SIS/ ISIS training and **Intermediate** (sentence writing) training courses are being scheduled for mid and late August in preparation for the new school year. Please check the Learning Zone website frequently for these and other training opportunities at **http://lz.lausd.net**.

Log on to Learning Zone with your single sign-on account and click on the "Courses" tab and then the "Class Offerings" link. In the Program drop-down menu, select "Elementary Student Information Systems Unit" and click on the search button to see the courses currently offered.

Annual Program Survey– Wednesday, October 5, 2011

The information for the Annual Program Survey (Fall Survey) will be captured electronically at 5:00 p.m. on Wednesday, October 5, 2011 for all calendars and tracks.

The Fall 2011 Annual School Program Survey Administrative Manual will be available on the School Information Branch Website (**http://schoolinfo.lausd.net**) in September. It will contain complete instructions for completing the survey.

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

1. **District ID:**

   *Before enrolling a new student, please check Screen 0 -Districtwide Student ID Lookup **first** to see if the student already has a District ID. If you find the student on screen 0, enroll the student using the existing District ID on Screen 16, Option 11, to make sure that all student information, including testing, IEP, and Master Plan data are brought to the new school.*

2. **New Kindergartners:**

   The E-Code must be "E7" and the E-Date must show current year. Enter an "E7" code for all new kindergartners, unless they attended kindergarten at a previous school or are repeating the grade. 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 in SIS, so they can be assigned a District ID and 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 will take several weeks to obtain an SSID number from the state.

4. **Concurrent Enrollment:**

   When a student is enrolled at two different schools on Survey Day, October 6, the schools must work together to resolve the concurrent enrollment issue. When a new school notifies you that a child is now attending their school, you must **IMMEDIATELY** L-out (retire) the student, entering the last day of **IN-SEAT** attendance at that school as the L-Date (Not the date the school was 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. Failure to adhere to this will cause the schools statistical reports and ISIS/LAUSDMAX reports to be inaccurate.

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).

Annual Program Survey *continued*

NOTE: selection 5– Form 3 (Supplementary Screen) WILL NOT BE COLLECTED THIS YEAR.

Clean-up your room/teacher data– Enter data on Screen 16, Option 2

Print 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 pages 4 and 5 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 in field 0, NOT a room number. Please use the list below for room assignment name to use in field 0. The Principal position must be PRIN. Do NOT enter a grade or track for any of the non-register carrying positions, except RSP.

RSP

Enter RSP in the room # field on Screen 16, Option 2. 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.**

SDP Classrooms

The Special Day Program code must be current. Enter the program code on Screen 16, Option 2, in field **2**

Activity Code & Position Titles

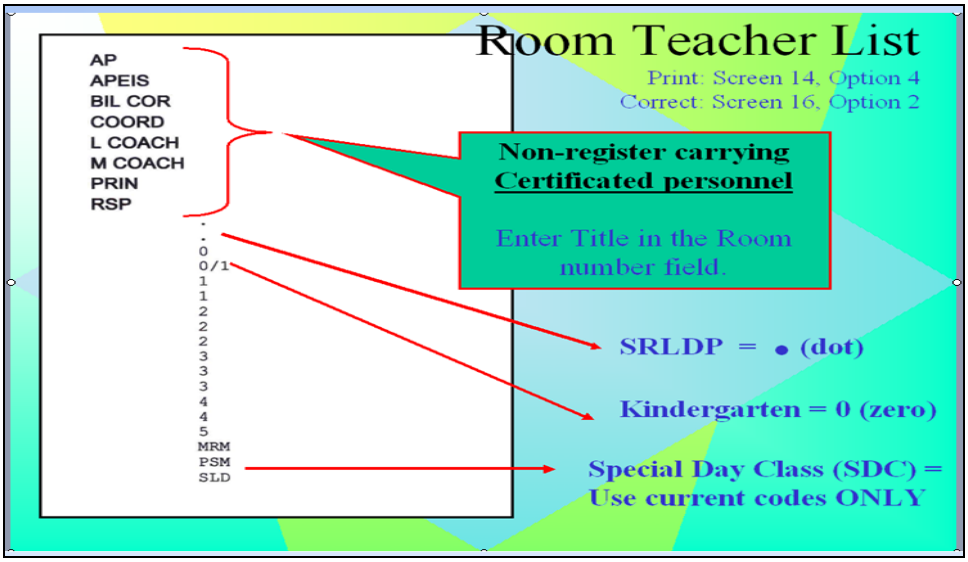
Activity Code & Position Title	Room Assignment
800101 Art	ARTTCHR
800102 Computer/Technology Lab	TECHTCHR
800103 Health (not school nurse)	HEALTH
800104 Library/Media Lab	LIBTCHR
800202 Literacy Coach	LCOACH
800203 Math Coach	MCOACH
800202/800203 Instructional Coach (Math & Lit. Coach)	LMCOACH
800105 Mathematics; Math Lab	MTHTCHR
800106 Music (not itinerant)	MUSTCHR
800107 Oral Language	ORLTCHR
800114 Other Integrated Subjects	OISTCHR
800108 PE (not Adapted PE)	PETCHR
800109 Psychomotor Development	PSYTCHR
800110 Reading; Reading Lab	RDNTCHR
800206 Resource Teacher (not RSP)/ Pool Teacher	RCSTCHR
800111 Science	SCITCHR
800112 Social Studies	HISTCHR

Activity Code & Position Title	Room Assignment
800113 Written Composition	WRITCHR
800310 Inclusion Facilitator	INCFACT
800301 RSP Teacher	RSPTCHR
900102 Assistant Principal (AP)	AP
900106 AP, Beyond the Bell	APBTB
900105 AP, EIS	APEIS
910101 Coordinator, Categorical Program	COORD
910102 Coordinator, Curriculum//Intervention	INTCORD
910104 Coordinator, English Learners	ELCORD
910105 Coordinator, Gifted	GIFCORD
910107 Coordinator, Magnet/YRS	MAGCORD
910108 Coordinator, SB65	S65CORD
910109 Coordinator, Sp. Ed./Bridge	BRGCORD
910404 Counselor (not Itinerant)	COUNSLR
910103 Coordinator, Problem Solving/Data	DATCORD
900104 Other Administrator	OTHADMN

Common Errors - Correct 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 (See list below)
- The Math Coach is not on the list. Enter the job as MCOACH 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. The add RSP in field 0, then employee number in field 1, enter the grade as RSP in field 2, and enter Y or N in field 11.

IMPORTANT!!! After making any corrections on Screen 16, Option 2, always REBUILD YOUR FILES, by going to Screen 16, Option 1; then reprint Screen 14, Option 4 to verify changes.



Special Education Program Codes

For Special Day Programs, enter only VALID Special Day Program codes for "GRADE" on Screen 16, Opt. 2.

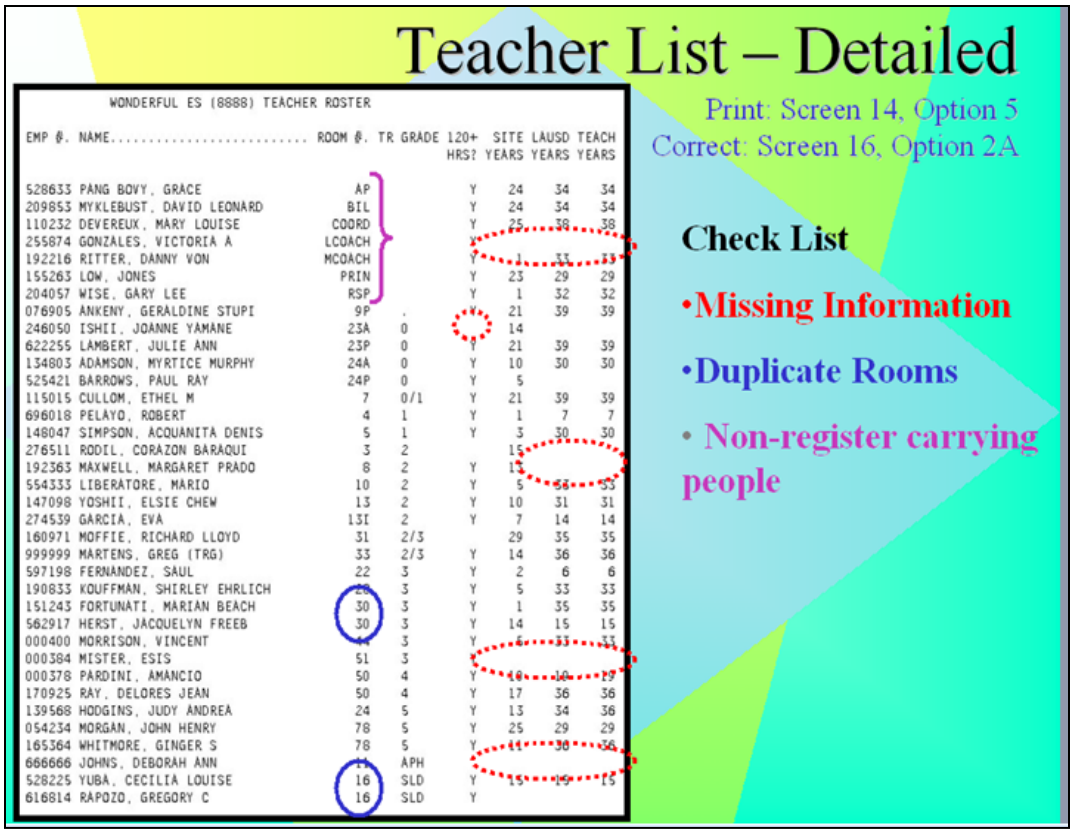
APH	**Aphasia**	**MDS**	**Multiple Disabilities Severe**
AUT	**Autism**	**MRM**	**Mentally Retarded Moderate**
CBI	**Community Based Instruction**	**MRS**	**Mentally Retarded Severe**
DHH	**Deaf/Hard of Hearing**	**OI**	**Orthopedically Impaired**
ED	**Emotional Disturbance**	**PCC**	**Preschool Collaborative Classroom**
EE	**Early Elementary**	**PPH**	**Preschool Phonological Program**
ICA	**Intensive Collaborative Aut. Program**	**PSI**	**Preschool Intensive**
INF	**Infant**	**PSM**	**Preschool Mixed**
K1C	**K-1 Collaborative**	**SLD**	**Specific Learning Disability**
KCC	**Kindergarten Collaborative Classroom**	**TEL**	**Teleteaching**
MD	**Multiple Disabilities**	**VI**	**Visually Impaired**

Annual Program Survey *continued*

Print the Staff List, Screen 14, Option 5 Teacher List– Detailed by Track or Grade.

Write the corrections/additions on the roster, then enter all changes on Screen 16, Option 2A. Delete staff members no longer at your school. Enter the employee number in field 0, then at the control line type: **DE** then <enter>.

For the Annual Program Survey all register-carrying certificated personnel and non-register carrying certificated personnel 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.**



More 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 line 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. (Any time you change teacher or room assignments on Screen 16, Options 2 and 2A, run Rebuild Files. Be sure all other SIS users are at the Main Menu while the files are rebuilding.

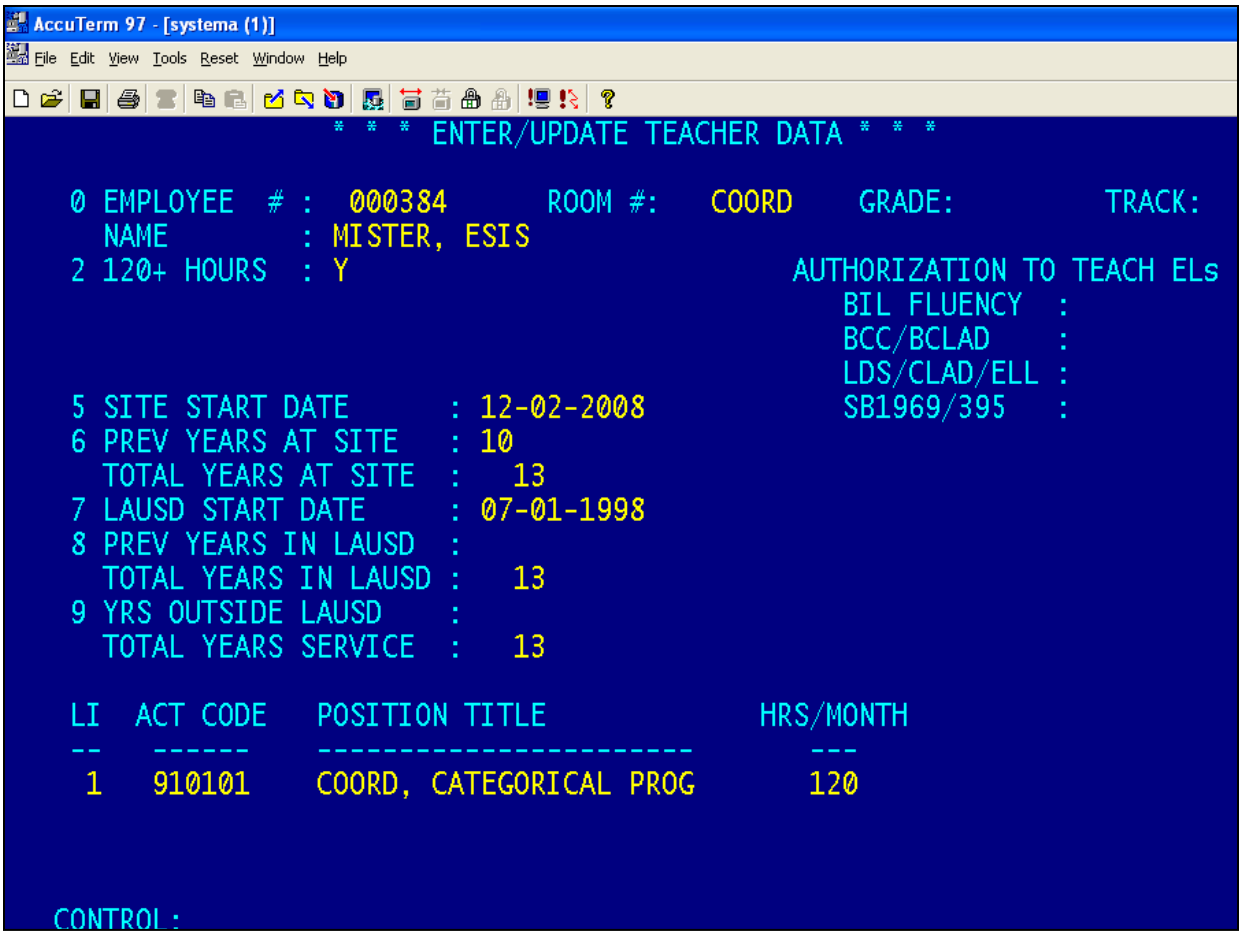
Annual Program Survey *continued*

Form 7– Student Ethnicity Report

Every classroom teacher should have a Form 7. Each teacher should review all information on the class roster and the teacher information on the second page. If the student information is incorrect, the teacher should make the corrections on the form. If the teacher information in incorrect, do a "print screen," from Screen 16, Option 2A, and have the teacher make corrections to the dates. (see below) Return corrected forms and "print screens" to the coordinator/office staff for input on SIS. Print test runs form 7, Screen 20, Option1, selection 3 to verify changes. Check warning messages. Correct the information on 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. (see page 2) Form 4E will not print if an activity code has not been entered on Screen 16, Option 2A.



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

Managing "No-Shows"

In preparation for the "No-Shows" in the upcoming school year, please follow the below procedures:

NO SHOW ON 1st day of instruction

If you know a student will not be there on the first day of class because a parent has communicated this notice, change the E date on Screen 32 to reflect the new E date of when the student will start and FI (file) the record.

NOTE: Any student that shows 3 consecutive non-excused absences or blanks will be deleted or retired from Elementary SIS and ISIS. If a student that attended the school in prior year was retired because of first three days of absence, the student record can be retrieved using Screen 16, Option 4 from the retired files. DO NOT create a new student record for these students.

NO SHOW - Returning Student (Retire the Student)

If a student who attended the previous school year in your school did not return, you must L them out.

1. Remove all information from Screen 32 then proceed to Screen 13, and enter data in the following fields:

190	L Code
191	L Date (last day of in seat attendance from the previous school year)
192	Next School Location
83	Transfer Reason

2. At the Control Prompt, type DE and <Enter> to move the student record to the retired files.

NO SHOW - New Students (ESIS Support deletes the file)

If you enrolled or transferred a student into your school, but the student *NEVER* attended – including Special Ed. Pre-K students, please submit the "Student Deletes and Port Reset Form." The form can be found at https://esis.lausd.net. In this case, the student is completely erased from your school file. ***Please DO NOT retire the student.*** This causes the system to think they had an active record at your school. ESIS will delete this type of student record once the form is faxed in to our office to ensure the student does not show up as ever having been enrolled at your school. *Important! This should only be completed for a student that NEVER attended your school. Students that have attended your school should be retired using the same process above.*

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 (example is for August), 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 (Replace "Y" with the room you want to see)

:**SORT XXXX WITH ROOM = "Y" BY BIRTHMONTH BY BIRTHDAY BY NAME BIRTHMONTH BIRTHDAY BIRTHYEAR AGE BL1 NAME TEACHER ROOM (IN)**

Parent Education Level 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.

All schools should attempt to get responses from parents for Screen 3, field 45. The option to Decline to State should not be entered unless the parent declines to state. If this field is left blank, schools should attempt to get a response.

To print a roster of students grades K-5/6 with missing parent education levels, at the Main Menu type:**E**

:PON 16

: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 roster for your parent council meetings using the following English sentences. At the Main Menu type:**E**

:PON16

For the EL Advisory Council Meeting

:**SORT XXXX WITH 162 = "LEP" BY NAME NAME PARENT-NAME PHONE 162 GR ROOM HEADING "EL ADVISORY COUNCIL MEETING" (N)**

For the 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)

Classification Reports before E-Date

Schools often need to find out how many students they have assigned prior to the first day of school. If you try to print a classification report before the first day of school you will find your new enrollees and most of your Kinder students and teachers will not appear. That is because classification reports only report students that have an E-date that has already past. To find out how many students are enrolled in a room, including future enrolled students at the Main Menu type:**E**

:SORT XXXX BY GRN BY ROOM BREAK-ON GRN BREAK-ON ROOM BL5 TOTAL CT (D)

Student Progress Reports (Report Cards)

All student final progress reports, including copies that need to be included in the student cumulative record file, are accessible from LAUSDMAX. For instructions please visit the ISIS homepage at **http://isis.lausd.net**. On the sidebar menu select **For Schools > Elementary**. Click on Grades link and then on the Admin Portal tab. On this page you will find the most recent ISIS Mark Reporting Procedures Handbook for Elementary Schools (v1.3) Guides have also been provided for setting up and printing the Elementary Progress Reports.

NOTE: DO NOT PRINT REPORT CARDS FOR AN ENTIRE GRADE LEVEL, TRACK, OR FOR THE ENTIRE SCHOOL. Print report cards for one teacher at a time.