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LOS ANGELES UNIFIED SCHOOL DISTRICT PLANNING, ASSESSMENT & RESEARCH

Student Information Systems Branch Elementary SIS Newsletter

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

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Happy Holidays from Elementary SIS



Table of Contents	
Updating SIS for Testing	1
Testing Required Data	2-3
CAPA Roster	3
Standards-Based Tests Spanish ..	3
OPR Information	4
Teachers	
Substitutes	
Intervention	
Printer Problems	
Suspensions	5
ELD Levels-Time for a Change? ...	5
Retired Students	6
Transgender Preferred Name	6
SIS Training	6
Calendar	7

UPDATING SIS FOR TESTING

In preparation for CST, CAT/6, CAPA, STS, Aprenda, and Fitnessgram testing programs, schools must enter all required student information into SIS in order to receive accurate pre-coded answer documents and barcode labels. Student information must be updated in SIS no later than 5:00 p.m. on the following dates:

CST & CAPA Grades 2-5/6, CAT/6 Grades 1 & 3, STS Grades 2-4

<u>Calendar</u>	<u>Due in SIS</u>
3-Track C and 4-Track D	December 15, 2006
Single Track	February 16, 2007
3-Track A, B and 4-Track A, B, C	February 16, 2007

STAR – CST Writing Test, Grade 4 ONLY

Single Track	December 15, 2006
3-Track B, C and 4-Track A, B, D	December 15, 2006
3-Track A and 4-Track C	February 26, 2007

Fitnessgram, Grade 5

All calendars	January 2, 2007
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Aprenda 3

4-Track B	January 19, 2007
Single Track	February 16, 2007
3-Track C and 4-Track A, C, D	February 16, 2007
3-Track A, B	March 9, 2007

Use the sentences on pages 2-3 to identify missing information. After entering missing data, run the Testing Required Data Roster, Screen 20, option 23, to verify that the data is complete. (2 pages per room)

TESTING DATA REQUIRED FIELDS

The following fields (45, 57, 121, and 162) are state required with tolerance levels set for the school district.

It is very important that these fields are accurately entered into SIS. The following sentences will identify students with missing data:

Missing 45 Parent Ed Level

: PON

: SORT XXXX WITH GRN GE "0" AND WITH NO 45 BY ROOM BY NAME BREAK-ON ROOM "P" NAME 45 PARENT-NAME 29 GRADE (N)

Enter the parent ed level (field 45) individually on Screen 3 or enter the missing data for a class on Menu 16, option 7, field 45.

Missing 57 Asian/PI subgroups

Print report on Screen 30, option 16, A-PIETHN.

If there is a blank line(s) on the report, add subgroup code on Screen 2 field 57 (or field 58 if student has a dual ethnicity):

B	Cambodian	G	Guamanian
C	Chinese	H	Hawaiian
I	Indian	S	Samoan
J	Japanese	T	Tahitian
K	Korean	O	Other Pacific Islander
L	Laotian		
V	Vietnamese		
O	Other Asian		

Missing 115 Meal Program

Provision II schools (NOT in the base year) are exempt and do not need to enter codes for this field

For all other schools, the following English sentence will identify missing meal codes:

: PON

: SORT XXXX WITH GRN GE "0" AND WITH NO 115 BY NAME NAME 115 GRADE ROOM 41 (N)

Mail completed lunch application to the Food Services Branch, which will download meal codes into SIS.

Missing 121 Sp Ed Student Eligibility

Print report on Screen 30, option 9 **BAD-IEPDATES**.

See the AP-EIS or the IEP for missing eligibility or dates. The eligibility and dates from Welligent are transferred to SIS every Tuesday night.

Missing 162 Classification

:PON16

:SORT XXXX WITH GRN GE "0" AND WITH NO 162 BY NAME NAME 150 162 GRADE ROOM 40 41 (N)

If student's home language is not English, give student the CELDT test and calculate the score.

On Screen 5 enter the following:

91	ENG PROF TEST: CELDT
151	ENG PROF DATE : 09-19-06 (example)
162	CLASSIFICATION: LEP or IFEP

TESTING - REQUIRED FIELDS (cont.)

The following fields (39 and 186) are state required for ALL STUDENTS:

Missing 39 Parent Language

: PON

: SORT XXXX WITH GRN GE "0" AND WITH NO 39 BY ROOM BY NAME NAME 39 150 GRADE ROOM (N)

Enter parent/guardian language (field 39) individually on Screen 3 or enter the missing data for a class on Screen 16, option 7. (Parent language usually matches the student's home language.) This is the language that parents prefer to receive written communication from the school or District.

This year field 186, US 1st School Date, is a required field. Field 189, California 1st School Date, is required by SIS as part of completing the enrollment, although it is NOT required for state testing. The following sentence will identify students missing field 186, US 1st School Date, and/or field 189, California 1st School Date:

Missing 186 US 1st Sch Date or missing 189 CA 1st Sch Date

: PON16

: SORT XXXX WITH GRN GE "0" AND WITH NO 186 OR WITH GRN GE "0" AND WITH NO 189 BY ROOM BY NAME NAME 40 41 186 189 GRADE ROOM DBL-SPC (N)

- If the E code is E7, both fields 186 and 189 will be the same date as field 41 (E date).
- If the E code is other than E7, look on the enrollment form in the cum to determine US 1st school date (field 186) and/or CA 1st school date (field 189).
- Enter the dates for field 186 and/or field 189 individually on Screen 2, or enter the missing data for many students in a class on Screen 16, option 7.

CAPA

Information from Welligent is downloaded into SIS for Special Education students in grades 2-5/6 required to take the CAPA (California Alternate Performance Assessment). Testing forms, documents, and labels will be sent to the schools for students taking the CAPA, if the appropriate testing information has been entered into Welligent.

To print a list of students in grades 2-5/6 with a CAPA indicator on their Welligent IEP, at the Main Menu type:

:E

:CAPA-ROSTER

School personnel must verify that all the students on the list are the ones who will be taking CAPA and check the list for any missing students. If a student is missing, it may mean that the student does not have a complete IEP, or CAPA has not been entered into Welligent as the STAR test the student should be taking. If a change needs to be made to a student's CAPA status, it must be changed in Welligent per the student's IEP. This change cannot be made in SIS by the school.

STANDARDS-BASED TESTS IN SPANISH

The new Standards-Based Tests in Spanish will be given again in the spring. To print a roster of students who need to take the test, at the Main Menu type:

:E

:STS-ROSTER

This roster is current and must be reprinted again closer to the testing date, as new students may have enrolled in your school. See MEM-3184 for additional information.

ONLINE PROGRESS REPORT / PRINTER PROBLEMS

Teachers - call the HELPDESK (323) 224-2277 for OPR password issues.

Call SIS @ (213) 241-4617 for the following OPR issues:

Teacher is inactive

If the teacher logs in and gets the message "inactive", call SIS to reactivate the account.

Teacher on leave

A teacher on leave will not be able to access the OPR. The substitute should enter marks during the teacher's absence. (See below.)

Teacher returned from leave but not able to access the OPR

Office staff checks Screen 16, option 2, to verify teacher is listed under "Currently Assigned Teacher" and that the substitute has been deleted. If the teacher is still not able to access the OPR, call SIS.

Long term substitutes

- Office staff needs to enter substitute information on Screen 16, option 2.
- Enter the substitute on the left hand side of the screen under "Currently Assigned Teacher" and Y for 120 hours. Enter the teacher on leave on the right side of the screen under "On Leave/Shared Teacher"; enter N for 120 hours.
- If the substitute is a "new user", he/she needs to click on **New User?** on the logon screen and follow the prompts. If the substitute still cannot access the OPR, call SIS to make sure that the substitute has been assigned to the school.

The **Intervention Program** will print out on the Online Progress Report for any intervention program for the current school year (July 1, 2006-June 30, 2007.) That is why summer intervention is listed on the Progress Report. Example:

INSTRUCTIONAL SERVICES: INTERVENTION(S):

Dear Parent(s) or Guardians(s):

You were informed during a conference (or in writing) that your child would participate in the following intervention(s):

Report Period: 1 - Summer School Intersession Program

Printer problems

•Each progress report is printing on 2 pages. Solution: turn the printer off, then on. The progress report should print correctly now.

•The first progress report is printing correctly, all the rest are printing with numbers and letters down the side of the page. Solution: follow the directions in the May, 2006 newsletter, page 7, to reload your printer drivers or call SIS to assist you in reloading them.

•An extra page is printing between each report card. Solution: at the Main Menu go the File, then Print Setup. Under Slave Printer, click on Graphics mode, then Page setup. Under Orientation, put a dot in Use Printer Default. Click on OK. Under Slave Printer, click on Text mode, then click on Apply, then OK.

Printing last year's progress reports

Yes, you can print progress reports for students or classrooms from the 2005-2006 school year! At the Main Menu, select Screen 27, option 8P or 9P (P stands for previous year).

If the student left your school before rollover on June 23, 2006, at the Main Menu, select Screen 27, option 8PR or 9PR. (PR = previous retired). Do not return the retired student to the active file.

SUSPENSIONS

- Enter the suspension information into SIS on Screen 22, Student Behavior Screen.
- Then print the suspension PAR on Screen 14, option 19.

To print a history of all suspensions at the school, select Screen 14, option 18 (Behavior Report). The report can be run by (N)ames or (D)etailed. Select by (R)ooms or by (T)racks. Both reports print one classroom per page.

The following English sentences will enable you to print suspension data for specific time periods:
2006-07 school year suspension total (student count, not # of suspensions)

:PON
 :COUNT XXXX WITH 125 GE "7-01-06"

list of students with suspensions 2006-07 (detailed)

:PON16
 :SORT XXXX WITH 125 GE "7-1-06" BY NAME NAME 125 126 127 128 129
 GRADE ROOM (N)

count of retired students suspension total 2006-07 (student count, not # of suspensions)

:PON
 :COUNT XXXX-RET WITH 125 GE "7-1-06"

list of retired students with suspensions 2006-07 (detailed)

:PON16
 :SORT XXXX-RET WITH 125 GE "7-1-06" BY NAME NAME 125 126 127 128 129
 GRADE ROOM 191 (N)

previous school year

To obtain reports for the 2005-06 school year substitute "7-1-05" AND LE "6-30-06" in place of "7-01-06" in the sentences above.

ELD LEVELS--TIME FOR A CHANGE?

The Online Progress Report should reflect the reading, writing, speaking, and listening grades on the current ELD portfolio. If an EL student has 3s and 4s on the Online Progress Report for ELD reading, writing, speaking, and listening, it may be time for the student to advance to the next ELD level.

To print a list of these students, at the Main Menu type: E

:PON16
 :SORT XXXX WITH 162 = "LEP" AND WITH CUR-ELD LE "4" AND WITH ELD-READ-MARK GE "3" AND WITH ELD-WRITE-MARK GE "3" AND WITH ELD-SPEAK-MARK GE "3" AND WITH ELD-LISTEN-MARK GE "3" BY TRACK BY ROOM BY NAME 0
 BREAK-ON ROOM "P" NAME GRADE CUR-ELD ELD-READ-MARK ELD-WRITE-MARK
 ELD-SPEAK-MARK ELD-LISTEN-MARK (IN)

Staff can review rosters and update ELD portfolios as applicable. Please make sure your school's EL Coordinator gets a copy of the roster. (This sentence will also work for single track schools.)

Use the above sentence shortly after each grading period to help you determine which students may be ready to advance an ELD level.



RETIRED STUDENTS - USE THE "R" FEATURE

Don't reactivate a retired student to view information. Use the "R" feature on Information Screens at the Main Menu. At the main menu type the screen # + R.

For example, to view the former student's Master Plan information do the following at the main menu:

- type 5R <enter>
- type the student's 4 digit ID <enter>

To view the CST scores for a retired student, at the main menu:

- type 7 (Testing Menu) <enter>
- type 4 (CST Menu) <enter>
- type 1R (CST Screen) <enter>
- type the student's 4 digit ID <enter>

The "R" feature is activated for one selection on Screen 14, selection 13 (Pupil Accounting Report). The PAR may be printed without making the student active. At the main menu, type 14, then type 13R, then the 4 digit ID.

The "R" feature is "View Only" with these exceptions—Screen 26, options 1R and 1AR (Intervention Services). Information on these screens may be added or changed for a retired student without making him/her active. After entering the data, type FI at the Control prompt to save the record. The student remains in the retired file.

Reminder: a student should only be activated if he/she returns to your school.

TRANSGENDER PREFERRED NAME

If a transgender or gender nonconforming student indicates to school personnel that they wish to be addressed by a name corresponding to their gender identity, that name may be entered into SIS on field 665, Screen 2.

The preferred name field will be automatically listed on class rosters, (Screen 14, options 7, 8, 9) next to the student's legal name. The preferred name is indicated by "(P)" after the preferred name. For additional information see Reference Guide "Ensuring Equity for and Nondiscrimination of Transgender and Gender Nonconforming Students", Office of the General Counsel, dated March 7, 2005.

Note: Field 665, Preferred Name, is ONLY to be used for transgender and gender nonconforming students who wish to be addressed by a name other than their legal name.

Field 665 should not be confused with the nickname field, (Screen 2, field 4), which should be used for all other students.

SIS Training Class Schedule

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

January

18	Using SIS/DSS	Roscoe Professional Development Center	8:00-12:30
19	Using SIS/DSS	Beaudry Bldg. 21st Floor	8:00-12:30
25	Using SIS/DSS	Delta Center, Baldwin Hills Elementary	8:00-12:30

IMPORTANT DATES TO REMEMBER

DECEMBER 2006

- 1 • Master Plan Survey data "frozen"
- 4th Month Classification 4-Trk A, C
- 3rd Month Statistical Single Track
- 4th Month Statistical 4-Trk B
- 4-5 • Print Master Plan Survey
- 6 • Rebuild Files - Districts 1-4
- Master Plan Survey due
- 8 • 4th Month Classification 3-Trk A, B
- 4th Month Statistical 4-Trk A, C
- Title I Report Due-TAS Schools
- 13 • Rebuild Files - Districts 5-8
- 15 • 5th Month Classification 4-Trk A
- 4th Month Statistical 3-Trk A, B
- 22 • 5th Month Classification 3-Trk A
- 18-Jan. 7 • Winter Recess: Single Track
- 18-Jan. 1 • Winter Recess: 4-Track Schools
- 25-Jan. 1 • Winter Recess: 3-Track Schools

JANUARY 2007

- 5 • 5th Month Classification 3-Trk B, 4Trk B
- 5th Month Statistical 3-Trk A, 4-Trk A
- 10 • Rebuild Files - Districts 1-3
- 12 • 4th Month Classification Single Track
- 5th Month Classification 4-Trk C
- 5th Month Statistical 3-Trk B, 4-Trk B
- 6thMonth Classification 3-Trk C
- 15 • Holiday - Martin Luther King, Jr. Birthday
- 17 • Rebuild Files - Districts 4-6
- 19 • 4th Month Statistical Single Track
- 5th Month Statistical 4-Trk C
- 6th Month Statistical 3-Trk C
- 24 • Rebuild Files - Districts 7-8
- 26 • 6th Month Classification 4-Trk D

