



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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Happy Holidays from Elementary SIS



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UPDATING SIS FOR 2008 STAR TESTING

In preparation for CST, CAT/6, CAPA, CMA, 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. CMA Grades 3-5. CAT/6 Grade 3. STS Grade 2-5/6

Calendar

3-Trk C
 4-Trk D
 Single Track
 3-Trk A, B and 4-Trk A, B, C

Due in SIS

December 14, 2007
 December 21, 2007
 February 6, 2008
 February 21, 2008

STAR – CST Writing Test. Grade 4 ONLY

Single Track, 3-Trk B, C, 4-Trk A, B, D
 3-Trk A and 4-Trk C

December 21, 2007
 February 25, 2008

CAT/6 Grade 1

3-Trk C and 4-Trk D
 Single Track, 3-Trk A, B, 4-Trk A, B, C

January 24, 2008
 March 14, 2008

Fitnessgram. Grade 5

All calendars

January 2, 2008

Aprenda 3

4-Track B
 Single Track, 3-Trk A, B, C, 4-Trk A, C, D

January 18, 2008
 February 14, 2008

Use the sentences on page 2 to identify missing information. After entering data, run the Testing Required Data Roster, Screen 7, option 7, or Screen 20, option 23, to verify that the data is complete. (2 pages per room)

TESTING DATA REQUIRED FIELDS

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 162 Classification

:PON16

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

If a 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 |

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 in from the school or District.

Missing 186 US 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)

This year field 186, US 1st School Date, is a required field. Field 189, California 1st School Date, is required by SIS as a part of completing the enrollment, although it is NOT required for state testing. The sentence above will give information for both fields 186 and 189.

- 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.
- **Data for field 186 will not print on the Testing Required Data Roster for EO, IFEP, and RFEP students.**

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:
2007-08 school year suspension total (student count, not # of suspensions)

**:PON
 :COUNT XXXX WITH 125 GE "7-01-07"**

list of students with suspensions 2007-08 (detailed)

**:PON16
 :SORT XXXX WITH 125 GE "7-1-07" BY NAME NAME 125 126 127 128 129
 GRADE ROOM (N)**

count of retired students suspension total 2007-08 (student count, not # of suspensions)

**:PON
 :COUNT XXXX-RET WITH 125 GE "7-1-07"**

list of retired students with suspensions 2007-08 (detailed)

**:PON16
 :SORT XXXX-RET WITH 125 GE "7-1-07" BY NAME NAME 125 126 127 128 129
 GRADE ROOM 191 (N)**

previous school year

To obtain reports for the 2006-07 school year substitute "7-1-06" AND LE "6-30-07" in place of "7-01-07" in the sentences above.

ELD LEVELS--TIME TO UPDATE?

The 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 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.

Be careful of punctuation in the above sentence - in the 4th line, before the P there are quotation marks, apostrophe, P, apostrophe, quotation marks --"P".



SPECIAL EDUCATION UPDATE

Welligent is feeding special education data directly to SIS. The special education fields on SIS, Screen 24, the IWEN screen, are now READ ONLY, with the exception of field 468, RSP teacher employee #. Information cannot be entered in the fields below.

121 SPED STUDENT ELIGIBILITY
477 IEP % TIME IN SPED
103 SPECIAL ED CLASS
467 RSP
464 INITIAL IEP DATE
123 CURRENT IEP DATE
465 1 YR REVIEW DATE
466 3 YR RE-EVAL DATE
478 CURRICULUM TYPE
120 EXIT DATE

DIS SERVICES

If the special education information is incorrect in SIS, check the IEP in Welligent. Another IEP meeting may need to be held to correct the special education information.

Information may be entered in field 111, Section 504 Plan Date, and also Low/Non-Verbal Observation Matrix fields 772-779, and field 468, RSP teacher employee #.

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.

SIS Training Class Schedule for January

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

| <u>January</u> | | | |
|-----------------------|---------------------------------------|--------------------------|--------------------------|
| 17 | Using SIS/DSS Sentence Writing/Web | Webster Middle School | 8:00-12:30 12:30-4:00 |
| 18 | Using SIS/DSS Sentence Writing/Web | Beaudry Bldg. 21st Floor | 8:00-12:30 8:00-12:30 |
| 30 | Using SIS/DSS Sentence Writing/Web | Zelzah | 8:00-12:30 8:00-12:30 |

There will be NO training in February as schools will be preparing for the Master Plan Survey. Data for the Master Plan Survey will be frozen on February 29, 2008. The Survey is due March 4, 2008.

IMPORTANT DATES TO REMEMBER

DECEMBER 2007

- 7 • 4th Month Classification due 4-Trk A
- 4th Month Statistical due 4-Trk B
- 14 • 4th Month Classification due Single Track, 3-Trk A and B
- 4th Month Statistical due 4-Trk A
- 19 • 4th Month Statistical due 3-Trk A and B
- Fax and Mail
- 21 • 5th Month Classification due 4-Trk A and B, 3-Trk A
- 15-Jan. 6 • Winter Recess: Single Track
- 22-Jan. 6 • Winter Recess: 4-Trk Schools
- 22-Jan. 1 • Winter Recess: 3-Trk Schools

JANUARY 2008

- 4 • 5th Month Statistical due 3-Trk A
- 11 • 4th Month Statistical due Single Track
- 5th Month Classification due 4-Trk B
- 5th Month Statistical due 3-Trk B, 4 Trk A, C
- 18 • 5th Month Statistical due 3-Trk B, 4-Trk B
- 21 • Holiday - Martin Luther King, Jr. Birthday
- 25 • 6th Month Classification 3-Trk C

