



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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*Happy Holidays from Elementary SIS*



*Bob, Francisco, Richard, Judi, Ginger & Claire*

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**UPDATING SIS FOR 2008 STAR TESTING**

In preparation for CST, CAPA, CMA, STS, 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. Refer to REF-4562, "Updating Elementary SIS to Prepare for Testing Programs, Spring 2009", dated Nov. 24, 2008 for detailed information. 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, STS Grade 2-5/6**

<b><u>Calendar</u></b>	<b><u>Due in SIS</u></b>
3-Trk C and 4-Trk D	December 16, 2008
Single Track	February 6, 2009
3-Trk A, B and 4-Trk A, B, C	February 23, 2009

**STAR – CST Writing Test, Grade 4 ONLY**

Single Track, 3-Trk B, C, 4-Trk A, B, D	December 16, 2008
3-Trk A and 4-Trk C	March 2, 2009

**Fitnessgram, Grade 5**

All calendars	December 23, 2008
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## 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 the student the CELDT test and calculate the score.

On Screen 5 enter the following:

91	ENG PROF TEST: CELDT
151	ENG PROF DATE : 09-15-08 (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)

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.***

### MASTER PLAN SURVEY (2/27/09) - CLEANUP / ADD DATA NOW

The 2008-09 Master Plan Survey data will be captured after 5:00 p.m. Friday, February 27, 2009. This is the last day to enter/update information or make corrections in SIS. "Master Plan Program Survey Instructions for Elementary Schools, 2008-2009" contains complete information. It will be published later this month.

Use the following SIS reports and sentences to assist you in cleaning up your data:

#### **Screen 30, Option 1 - GOT-CELDT**

This roster lists all students with a home language other than English who have NO downloaded CELDT results. All students on the list should have the following:

L1 - home language code other than 00

Classification - either LEP or IFEP

Proficiency Test - CELDT

English Proficiency Date must be the current school year (single track schools 9/3/08 or later and multi-track schools 7/1/08 or later).

No students should have P/LAS, PLA, or PI as the Proficiency Test. No students should have a date prior to those listed above - if the date is prior to 5 months ago, the test may not have been given. Check the cum for the CELDT sticker. If there is no sticker, give the student an Initial CELDT.

#### **Screen 30, Option 3 - EL-CLEANUP**

This is an error report. There should be NO students on this list. Correct or add data on Screen 5, field 150 - Home Language, field 162 - Classification, and/or field 164, Master Plan Program. Add ELD level on Screen 6.

#### **EL Students Missing the Primary Language Assessment**

Run the English sentences in the September, 2008 newsletter, page 7. Test students with the P/LAS, LAS, or BINL as soon as possible and submit to School Information Branch.

#### **Paraprofessional Assignments**

Enter paraprofessional/volunteer data on Screen 16, option 10. (You can only use the legacy blue screen SIS, not Web SIS). Be sure to enter the exact room number. Then run the Teacher/Paraprofessional Report on Screen 14, option 6. You may also use this sentence to print a paraprofessional roster. The roster below includes OPLS, Other Primary Language Support personnel, if they have been entered by the school.

Type:

:PON

:SORT XXXX-TA BY NAME NAME 4 10 11 12 DBL-SPC (N)

### WELLIGENT / SIS REMINDER - AMENDMENTS

Welligent feeds all information into SIS biweekly. For students with an IEP, the special education fields on Screen 24 are loaded from Welligent with the exception of field 468, RSP Teacher Employee #, which must be added by the school, if applicable.

**Welligent Reminder:** If it has been decided at the IEP meeting that the student would benefit from changing programs - (e.g. Special Day Program changing to General Education with Resource (RSP) or General Education with Resource changing to Special Day Program), the change must be made on an Annual Review, **NOT** through an amendment. Any program change made through an amendment will not feed to SIS. If there is an Annual Review coming up, please correct the placement. If the Annual Review was held recently and the placement is incorrect, it would be best to hold another Annual Review.

### WILDFIRES - STUDENTS DISPLACED

If a student enrolled at your school because he/she was displaced by the wildfires, on Screen 13, field 81, Non-Resident, enter code 45 (Disaster), and in field 86, Non-Resident Effective Date, enter the date the student enrolled at your school. If in temporary housing, enter the Homeless Code on Screen 4, field 52.

See REF - 4566.0 "Enrollment Procedures for Students Displaced by Natural Disasters", dated November 18, 2008 for additional details including homeless codes. Homeless codes can also be found in the May, 2008 newsletter, page 2.

## 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:  
2008-09 school year suspension total (student count, not # of suspensions)

**:PON  
:COUNT XXXX WITH 125 GE "7-01-08"**

list of students with suspensions 2008-09 (detailed)

**:PON16  
:SORT XXXX WITH 125 GE "7-1-08" BY NAME NAME 125 126 127 128 129  
GRADE ROOM (N)**

count of retired students suspension total 2008-09 (student count, not # of suspensions)

**:PON  
:COUNT XXXX-RET WITH 125 GE "7-1-08"**

list of retired students with suspensions 2008-09 (detailed)

**:PON16  
:SORT XXXX-RET WITH 125 GE "7-1-08" BY NAME NAME 125 126 127 128 129  
GRADE ROOM 191 (N)**

previous school year

To obtain reports for the 2007-08 school year substitute "7-1-07" AND LE "6-30-08" in place of "7-01-08" 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, type :

**: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".



**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, type:

**:CAPA-ROSTER**

School personnel must verify that all the students on the list are the ones who will be taking the 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.

**IMPORTANT DATES TO REMEMBER**

**DECEMBER 2008**

- 1 • 3rd Month Statistical due Single Track
- 5 • 4th Month Statistical due 4-Trk A, B, C
- 12 • 4th Month Classification due 3-Trk A, B
- 17 • 4th Month Statistical due 3-Trk B
- 19 • 4th Month Classification due Single Track
- 5th Month Classification due 4-Trk A
- 26 • 5th Month Classification due 3-Trk A, B
- 22-Jan. 9 • Winter Recess: Single Track
- 22-Jan. 2 • Winter Recess: 4-Trk Schools
- 22-Jan. 2 • Winter Recess: 3-Trk Schools

**JANUARY 2009**

- 9 • 5th Month Classification due 4-Trk B, C
- 5th Month Statistical due 4-Trk A, 3-Trk A, B
- 16 • 4th Month Statistical due Single Track
- 5th Month Statistical due 4-Trk B, C
- 19 • Holiday - Martin Luther King, Jr. Birthday
- 23 • 6th Month Classification 4-Trk D, 3-Trk B, C
- 30 • 6th Month Statistical due 4-Trk D, 3-Trk B, C

