



Los Angeles Unified School District  
**Office of Data and Accountability**  
 Student Information Systems Branch

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WE WOULD LIKE TO THANK YOU FOR YOUR CONTINUED PATIENCE AND SUPPORT AS WE DO OUR BEST TO SUPPORT YOU.

## UPDATING SIS FOR 2010 STAR TESTING

In preparation for the CST, CAPA, CMA, and STS 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-4969, "Updating Elementary SIS to Prepare for Testing Programs, Spring 2010" dated Nov. 24, 2009 for detailed information. Student information must be updated in SIS no later than 5:00 on the following dates:

CST & CAPA grades 2-6, CMA grades 3-6, and STS grades 2-6

Calendar	Due in SIS to receive Pre-ID documents	Data due in SIS to receive "Late" Pre-ID labels for New Students
3- Track C, 4-Track D	December 18, 2009	February 3, 2010
Single track	February 12, 2010	March 26, 2010
3- Track A & B 4-Track A,B, & C	February 18, 2010	April 1, 2010

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**Distribution:**

- Elementary Principals
- Elementary AP/APEIS
- Elementary School Admin.Asst.
- Elementary Office Technicians
- Elementary Coordinators

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## CAPA ROSTER

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 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.

## 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 Parent Ed level (Field 45)**

: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 using Screen 3. Field 45

### **Missing Asian/PI Subgroups (Field 57or Field 58)**

Print report on Screen 30– Option 16, **A-PIETHN**.

All Asian students should have a #2- ASIAN in Field 11 for ethnicity and one of the following codes. If there is a blank line(s) on the report, add the subgroup code on Screen 2 field 57 (or field 58 if student has a dual ethnicity):

I-	ASIAN INDIAN	J-	JAPANESE
B-	CAMBODIAN	K-	KOREAN
C-	CHINESE	L-	LOATIAN
F-	FILIPINO*	O-	OTHER ASIAN/P.I.
G-	GUAMANIAN	S-	SAMOAN
H-	HAWAIIAN	T-	TAHITIAN
M-	HMONG	V-	VIETNAMESE

\*NOTE (F)- FILIPINO is new this year.

### **Missing Master Plan Classification (Field 162)**

:PON

: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 and calculate the score. On Screen 5- (Master Plan Information) enter the following information:

91    ENG PROF TEST:CELDT  
151    ENG PROF DATE: MM-DD-YY  
162    CLASSIFICATION: LEP or IFEP

### **Missing Parent Language (Field 39)**

: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 using Screen 3, field 39. (Please note that this field may be different than the student's "Home Language"- field 150), Field 39 is the language that parents prefer to receive written communication from the school or district.

## TESTING DATA REQUIRED FIELDS (CONTINUED)

### Missing Home Language (Field 150)

:PON

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

Enter parent/guardian language using screen 10, field 150.

### Missing US 1<sup>st</sup> school Date (Field 186)

:PON

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

Field 186, US 1<sup>ST</sup> School Date, is a required field. Field 189, is required by SIS as part of completing the enrollment. 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)*
- *Enter the dates for field 186 and /or field 189 using Screen 3.*
- *If the E code is other than E7, look on the enrollment form in the CUM to determine US 1<sup>st</sup> school date (field 186) and /or CA 1<sup>st</sup> school date (field 189).*

**DATA FOR FIELD 186 WILL NOT PRINT ON THE TESTING REQUIRED DATA ROSTER FOR EO, IFEP, OR RFEP STUDENTS.**

## MASTER PLAN SURVEY (03/01/10) – CLEANUP / ADD DATA

**The 2009-2010 Master Plan Survey data will be captured ON COUNT DAY (March 01, 2010).**

Information entered in SIS by 5:00 p.m. will be captured for the survey. Schools may want to print a complete set of test runs and Master Plan Program Rosters to keep as reference. This will be the LAST day to enter/update information or make corrections in SIS. "Master Plan Program Survey Instructions for Elementary Schools, 2009-2010" contains complete information. It will be published later this month.

### Screen 30-Option 1 GOT CELDT

The "GOT-CELDT" 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:

<b>L1-</b>	home language code other than "00"- English
<b>Classification-</b>	either LEP or IFEP
<b>Proficiency Test-</b>	CELDT
<b>English Prof. Date-</b>	must be the current school year (single track schools 09/09/09 or later and Multi-track schools 07/01/09 or later)

No student 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, the student should be given the Initial CELDT.

### Screen 30, Option 3- EL CLEANUP

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

## MASTER PLAN SURVEY (03/01/10)- CONTINUED

### EL Students Missing the Primary Language Assessment

To generate a roster of EL students with no Primary Language Assessment by grade order, then by room order, at the Main Menu type:

**:PON16**

**:SORT XXXX WITH 162 = "LEP" AND WITH NO 94 AND WITH NO 148 BY GRN BY ROOM BY L1 BY NAME BREAK-ON GRN ""P"" BREAK- ON ROOM BREAK-ON L1 NAME 94 148 12 162 (N)**

To print this roster by track order, then by grade order, then by room order, insert **BY TRACK** after NO 148 in the sentence above. To run the roster with one specific track insert **AND WITH TRACK = "X"** after NO 148. To generate a roster of students with no Master Plan language classification (field 162) and no Primary Language Assessment by grade order, then room order, at the Main Menu type :

**:PON16**

**:SORT XXXX WITH NO 162 AND WITH NO 94 AND WITH NO 148 BY GRN BY ROOM BY L1 BY NAME BREAK-ON GRN ""P"" BREAK-ON ROOM BREAK-ON L1 NAME 162 94 148 (N)**

To print this roster by track order, then by grade order, then room order, insert **BY TRACK** after NO 148 in the sentence above. To run the roster with one specific track insert **AND WITH TRACK = "X"** after NO 148. Test students with the P/LAS, LAS, or BINL as soon as possible and submit to the 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 the below sentence to print a paraprofessional roster. The roster below includes OPLS, Other Prietary 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)**

### Certificated Assignments

Print the "Detailed Teacher Roster- by grade" using Screen 14, Option 5 and the "Room Teacher List" Screen 14, Option 4, to verify what is currently on SIS. Enter information in the fields listed below in SCREEN 16, Options 2 and 2A. Add new teachers and update teachers with a new room or grade. Delete teachers who are no longer working at the school. REBUILD cross-reference files using Screen 16, Option 1, after Options 2 and 2A have been revised.

### Deleting Certificated Staff Who No Longer Work At The School

- In Screen 16, Option 2A, Field "0", type the employee number and press <Enter>.
- At the command <Control> type "DE" for delete and press <Enter>.

# MASTER PLAN SURVEY (02/26/10)- CONTINUED

## SCREEN 16, Option 2

- *Room Number (Field 0): Enter room number for teachers or JOB TITLE (Room Assignment- see following table) for non-register-carrying certificated staff.*
- *Employee Number (Field 1)*
- *Grade (Field 2)*
- *Track (Field 3): Multi-track schools only*
- *120+ Hours (Field 11): Enter "Y" for full-time; "N" for part-time.*
- *EL Mixing (Field 23): Enter "Y" for Yes, "N" for No mixing (Mixing is required if class is 100% ELs)*

\*If a teacher leaves the school or moves rooms **do not delete the room.** (See comments in the Screen 32 section. ) Unless the room is left you will not be able to take attendance for this class in ISIS.

## ACTIVITY CODE & POSITION TITLE

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	MHTTCHR
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	INCFAC
800301 RSP Teacher	RSPTCHR
900102 Assistant Principal (AP)	AP
900106 AP, Beyond the Bell	APBTB
900105 AP, EIS	APEIS
910101 Coordinator, Categorical Program	COORD
910202 Coordinator, Curricu- lum//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

## 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 #, 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 Resources (RSP) or General Education with Resource through changing to Special Day Program), the change must be made through a review, **NOT WITH AN AMENDMENT.** Any program change made through an amendment will not feed into 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.

## ENROLLMENT/ STATISTICAL

We are receiving several calls about problems with school's statistical reports not balancing. There are a variety of reasons why this is happening. The most common reasons they are not balancing are:

- *Pre-K students are being enrolled as Kinder students. Please make sure Pre-K students are assigned to the correct classroom and correct grade.*
- *Students were not properly moved using Screen 32. (See comments below) Students in Independent Studies were not moved correctly or the IS class was not set up correctly.*
- *Students with IEP's state something different than what school personnel enter in the Screen 10 or 32. Whatever is in the IEP will dictate what shows up in ESIS.*

When users call ESIS for assistance, we will request an ISIS data report and forward it to the school. The purpose of the data report is for schools to compare their ESIS records with ISIS records. The ISIS data report contains one spreadsheet with two tabs. One tab is SM # Summary which is statistical numbers from ISIS which are used to compare to ESIS statistical. The other tab is SM # Detail which is all the students included in the Summary tab.

Other reports that may help resolve discrepancies include:

- *Running the SMASR for the months in question and compare them to ESIS class rosters.*
- *Print ESIS E/L (Screen 32 information) list to compare to the ISIS data. (See sentence below)*
- *Enter all their attendance back to the beginning of school, then call ESIS to request ISIS statistical data to come through, Schools will need to re-run all statistical the following day.*

## SCREEN 32

In order for ISIS to feed ESIS the correct attendance information, attendance must be entered retroactively from July (year-round schools) or September (traditional schools).

If you would like to check which students have information on screen 32 type:

**:PON16**

**:SORT XXXX WITH 1190 BY NAME 0 NAME GR ROOM 1190 1191 1192 1193 1194  
1195 1196 1197 1198 1199 1200 DBL-SPC HEADING "REPORT OF SCREEN 32 L1/E1  
INFORMATION AS OF 'DLL' " (IN)**

Just as a review for all of our users of when to use screen 32. Screen 32 should be used any time a student is moved and requires an L1 or E1. Situations include: A student moves to a different room, A student moves to a different grade, A student moves to an **I**ndependent **S**tudies assignment (**IS**), or if a continuing student returns to school after the opening day. For setting up an **IS** assignment please visit <http://isis.lausd.net> > elementary schools> attendance> Attendance Procedure Handbook for Elementary Schools.

### **Closed rooms:**

If you have had to close a room and redistribute the students, you must leave the closed room in your room file (Screen 16 option 2) with the grade but no teacher assigned. That room number cannot be used for the remainder of the school year. If you have to use that room number place an "x" after the number, ex: "15x"



## REPORT CARD GRADES

**At this time schools** will be using OPR to enter grades for the next reporting window. For year-round schools the next grading window is due to open on 1/22/10 for 3 Track B & C and 4 Track C, & D. Please remember to keep current your teacher assignments on Screen 16 and ensure teacher access to SOAR/OPR is up-to-date. If you need to fax in a request to adjust teachers access please do so ASAP.

## 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 3's and 4's 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. Before moving the student up an ELD level make sure to check all of the ELD strands are at least a 3 in the ELD folder.

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 162 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".

## KEEPING YOUR SINGLE SIGN-ON ACTIVE/ENABLED

We would like to remind all of our users to periodically check your *lausd.net* e-mail for the warning that your SSO will expire. Your SSO will remain active for 180 days from last time of use while ESIS and ISIS (LAUSD MAX) expires after 120 days. This is important for users trying to access SOAR, OPR (Grades on old system), and Web SIS.



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## OTHER FRIENDLY REMINDERS

Please continue to fax in your port resets, student deletes, and access for Web SIS or SOAR. Visit our Websites to download forms for Access or Report Card Grade Modifications. We want to remind everyone that we are unable to enter grades for an entire class. We only have the staff to make "Corrections" as a result of a grading mistake.

If you would like to set up a trouble call please follow the directions below::

### **Instructions for opening an online help ticket:**

1. Go to <http://servicedesk.lausd.net>, and click **Customer Self Service** from the "Quick Links" menu on the right.
2. Log in using your Single Sign-On (SSO) username and password (same used for LAUSD email and ISIS)
3. Click **Submit a Request**.
4. Make sure your phone number, location, and other identifying information on the left side is correct.
5. On the right, you'll provide information related to the problem.
6. Click the grey button next to the **Category** box, and click **Applications**, and then **ISIS – Problem or question related to ISIS**.
7. You will be redirected back to the **Submit a Request** details screen.
8. In the **Description** box, describe the problem, so that the person assigned to your request will have enough details to investigate. Please include all the details within your email.
9. When you are finished, click **Submit**, at the bottom left of the screen.



ONCE AGAIN WE WOULD LIKE TO THANK YOUR FOR  
YOUR CONTINUED PATIENCE AND  
SUPPORT AS WE DO OUR BEST TO SUPPORT YOU.

Upcoming Events

**Please visit Learning Zone to view upcoming ESIS/ Web SIS training sessions.**