



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

José Razo* Eunice Combs* Joanne Akasaka* Andrea Canty* Judi-Lynn Lumpkin* Angelique Morales* Vicki Gonzales

PRINTING REPORT CARDS FROM ISIS

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We have received many calls on printing report cards or setting up your printer to print double sided **from ISIS**. For instructions please visit the ISIS homepage at <http://isis.lausd.net>. Find Schools> Elementary. Click on Grades and click on the Admin Portal tab. On the right side of the page you will find **Important: Instructions for Printing Elem. Report Cards and Setting Printers for Elem. Report Cards.**

December 2010/
January 2011

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.

Distribution:

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

UPDATING SIS FOR 2011 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-5343, "Updating Elementary SIS to Prepare for Testing Programs, Spring 2011" dated Dec. 01, 2010 for detailed information. Student information must be updated in SIS no later than 5:00 on the following dates:

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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
4- Track D	December 17, 2010	January 27, 2011
Early Start Single Track	January 28, 2011	February 25, 2011
Single Track, 4- Track A, B, C	February 8, 2011	March 8, 2011

STAR – CST and CMA Writing Test, Grade 4 ONLY

Calendar	Due in SIS to receive Pre-ID documents	Data due in SIS to receive "Late" Pre-ID labels for New Students
All Single Track, 4- Track A, B, D	December 17, 2010	January 21, 2011
4-Track C	February 18, 2011	March 28, 2011

Fitnessgram Grade 5

Calendar	Due in SIS
Single Track, 4-Track	December 17, 2010

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

Missing Master Plan Classification (Field 162)

: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 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)

:PON16

: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. Do not change field 150 for the student.

TESTING DATA REQUIRED FIELDS (CONTINUED)

Missing Home Language (Field 150)

:PON16

: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 1st school Date (Field 186)

:PON16

: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 1ST 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 2.
- 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).

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

MASTER PLAN SURVEY (03/01/11) – CLEANUP / ADD DATA

The 2010-2011 Master Plan Survey data will be captured ON COUNT DAY (March 01, 2011).

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. March 1, 2011 will be the LAST day to enter/update information or make corrections in SIS. "Master Plan Program Survey Instructions for Elementary Schools, "2010-2011" 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:

L1-	home language code other than "00"- English
Classification-	either LEP or IFEP
Proficiency Test-	CELDT
English Prof. Date-	must be the current school year (single track schools 09/09/10 or later and Multi-track schools 07/01/10 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, 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 (03/01/11)- CONTINUED

EL Students Missing the Primary Language Assessment

To generate a roster of EL students with a missing Primary Language Assessment by grade, then by room, 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, then by grade, then by room, 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 a missing Primary Language Assessment by grade, then room, 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, then by grade, 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. (*This is now available via the "blue screen" SIS, or 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 in 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 (03/01/11)- CONTINUED

SCREEN 16, Option 2

- Room Number (Field 0): Enter room number for teachers or JOB TITLE (Room Assignment- Look for it on the Feb. Newsletter or when the Master Plan Survey Manual 2010-2011 is posted) 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. The room must remain in the room file to prevent student attendance from being lost.

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.

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.

ENROLLMENT/ STATISTICAL

As a friendly reminder, Statistical Reports can only be printed on the "Blue Screen" SIS. To print the Statistical report go to Screen 29, choose option 4. The system will prompt you to choose a school month, enter the month you need to print and press <enter>. Your report will print. Fill out the appropriate areas, contact information and have the school's principal sign it. Follow the instructions on Ref. 1074.8. Schools should submit their monthly Statistical reports as scheduled in the calendar of reports. For further instructions please review page 3 of the reference guide. **Please DO NOT fax any Statistical reports to our office.** If you have to fax in your report fax it to 213-241-6830, 213-241-6831, or 213-241-6833.

SCREEN 32

Use the English Sentence below to create a report with the information on Screen 32. Please note that LAUSD MAX interfaces to Screen 32 so if the **E** fields on Screen 32 are missing it will cause students not to show up. At the Main Menu type:**E <enter>**

:PON16

**:SORT XXXX BY ROOM BREAK-ON ROOM ""P"" BY NAME NAME 1221 1222 1223 1224 1225
1226 1227 1228 1229 1230 12 (N)**

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"

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, 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 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"".

UPCOMING ELEMENTARY SIS TRAININGS

SIS Training Class Schedule

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

Introduction to SIS– Initial Elementary Training Class Schedule

This 3 1/2 hour hands-on class is for classified and certificated personnel which covers the basics and introduces school staff to Elementary SIS. It goes over SIS data entry, access and analysis using both the Legacy System, "Blue Screen" as well as Web SIS.

January 12, 2011	Beaudry Bldg 10th fl.	8:00-11:30
January 26, 2011	North Valley Occupation Center Rm.15	8:00-11:30
February 2, 2011	Ft. MacArthur	8:00-11:30
February 9, 2011	Beaudry Bldg 10th fl.	8:00-11:30
February 23, 2011	North Valley Occupation Center Rm.15	8:00-11:30

Intermediate SIS– Sentence Writing Training Class Schedule

This 3 1/2 hour hands-on class is for classified and certificated personnel. It introduces school staff to writing English sentences (proc reports) in Elementary SIS. This session covers both the Legacy System, "Blue Screen" as well as Web SIS. This session is for users already familiar with SIS.

January 12, 2011	Beaudry Bldg 10th fl.	12:30-4:00
January 26, 2011	North Valley Occupation Center Rm.15	12:30-4:00
February 2, 2011	Ft. MacArthur	12:30-4:00
February 9, 2011	Beaudry Bldg 10th fl.	12:30-4:00
February 23, 2011	North Valley Occupation Center Rm.15	12:30-4:00



Elementary SIS Support

333 S. Beaudry Ave. 16th Floor
 Los Angeles, CA 90017
 Website: <http://esis.lausd.net>

Phone: (213) 241- 4617
 Fax: (213) 241- 8498
 E-mail: esissupport@lausd.net