



Editor: Staff

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
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Volume 18 Number 7

FEBRUARY 2007

MIDDLE SCHOOL DOWNLOAD

In anticipation of the electronic data transfer to middle schools after February 26, the location code of the middle school of residence has been downloaded in SIS (Screen 13, field 192) for matriculating general education students and for the following SDP (special day program students): Specific Learning Disability (SLD) or Mentally Retarded (MR) in a non-severe class. See REF-3490, "Elementary Transfer Data to Middle Schools", dated January 22, 2007, for additional details.

Some students did not automatically receive a middle school location code. To print a list of matriculants missing field 192 (Next School Location), at the Main Menu type: **E**

: **PON16**

: **SORT XXXX WITH GRN = "5" AND WITH NO 192 BY ROOM BY NAME NAME**

192 FULL-ADDRESS GRADE ROOM (N) (substitute "6" for "5" for 6th grade matriculants)

**Enter the missing middle school location codes on
Screen 13, field 192, by 5:00 p.m., February 26.**

The middle school location code may be missing for one of the following reasons:

1. Option Areas:

Students who live in option areas will not have a location code downloaded into Screen 13, field 192. **It is the responsibility of the school to contact these parents and then enter the middle school of their choice by February 26.**

2. Address Errors:

The middle school location code is based on the student's address in SIS.

SIS has sent your school an exception report of students who were not assigned a middle school on Screen 13, field 192.

This list will include the addresses you have entered on SIS, the type(s) of errors found, and the probable solution to the problem, such as:

- √ Address errors (this includes errors in street number, name, prefixes, suffixes, city names, zip code.
- √ Students who live outside of LAUSD boundaries.
- ✘ Correct the error(s); then enter the middle school location code on Screen 13, field 192.

3. For SDP special education students (not SLD or MR in a non-severe class):

By May 11, 2007, elementary schools will receive a list of these middle school assignments from the local district special education coordinator for matriculating SDP students. *Schools should then enter the middle school location code from the list on Screen 13, field 192.*

4. Magnet Programs:

Students accepted into magnet programs will have this magnet school's location code loaded over the resident middle school's location code before a second download occurs (after May 21).

Middle School Download	1	<u>Table of Contents</u>	ELAP Intervention	5
Middle School Assignments	2	More SNOR - March 2	Civil Rights Compliance - Feb. 28 ..	6
DPI/DRWC	2-3	SIS Index	STS / Apenda Rosters	6
Check Your Addresses	3	English Sentence Manual	Progress Report Required	6
Resident Location Code	3	Getting Ready for ISIS	Entering IWEN Data - Screen 24 ...	7
Primary Center Matriculants	4	Standards-Based Promotion	Training / Calendar	8-9

MIDDLE SCHOOL ASSIGNMENTS

To print an alphabetical list of matriculating students sorted by middle school, at the Main Menu type :E
 :PON16
 :SORT XXXX WITH GRN = "5" BY NEXT-SCHOOL BY NAME NAME GRADE ROOM
 BREAK-ON 192 (N)

To print the same list by track:
 :SORT XXXX WITH GRN = "5" BY TRACK BY NEXT-SCHOOL BY NAME BREAK-ON TRACK
 ""P"" NAME GRADE ROOM BREAK-ON 192 (N)

To print matriculating students sorted by room and by middle school, with each room on a separate page):
 :SORT XXXX WITH GRN = "5" BY ROOM BY 192 BY NAME BREAK-ON ROOM ""P""
 NAME GRADE BREAK-ON 192 (N)

There will be two major electronic data transfers to the middle schools--the first after February 26, 2007, and the second electronic transfer after May 21, 2007. In addition, DPI and DRP scores are transferred bi-weekly. If an address change results in a change to the middle school assignment, the elementary school needs to update Screen 13, field 192 accordingly. Extracts will be used in April and May to notify the middle school of changes. (For 6th grade matriculants, substitute 6 for 5 in the above sentences.)

Middle schools should not ask elementary schools for a PAR (Pupil Accounting Report) regarding students they will be receiving.

DPI - DIAGNOSIS AND PLACEMENT INVENTORY

DPI All 5th or 6th grade matriculating English Learners, ELD levels 1-5, will take the DPI (Diagnosis and Placement Inventory) to determine placement in the adopted secondary ELD/ESL series, *High Point*. See REF-3473, "Assessment of 5/6th Grade Elementary English Learners for Placement in Middle School ELD/ESL Curriculum", January 18, 2007. After testing, enter the DPI test date on Screen 12, field 90, and DPI level in field 179.

Students' scores and the DPI level must be recorded on a form prior to entering the data into SIS. Schools may either use the Diagnosis and Placement Inventory Record (Attachment B of REF-2182); or use the following SIS sentence which generates the same student information and provides spaces for scores and DPI level. At the Main Menu type :E <enter> :PON16 <enter>

**:SORT XXXX WITH 162 = "LEP" AND WITH GRN = "5" BY ROOM BREAK-ON
 ROOM-TCHR ""BP"" BY NAME NAME DIST-ID ELD-YRS CUR-ELD CELDT-LEVEL DPI-SCORES
 179 HEADING "DIAGNOSIS AND PLACEMENT RECORD FOR 'B' AS OF 'DLL'" (N)**

Substitute 6 for 5 if you have 6th grade matriculants.

SIS Due Dates for Entry of DPI results:

3 Track B & C	March 9
4 Track B & D	March 16
Single Track	March 30
4 Track A & C	April 20
3 Track A	April 20



SCREEN 12	
*** ACADEMIC PROGRAMS INFORMATION SCREEN ***	
0 ID #	: <
130 READING PROG 1:	DEVELOPING READERS AND WRITERS COURSE
131 GRADE EQUIV :	656 DRP DATE :
132 DATE :	657 DRP SCORE :
133 READING PROG 2:	
134 GRADE EQUIV :	DIAGNOSIS AND PLACEMENT INVENTORY
135 DATE :	90 DPI DATE :
	179 DPI LEVEL :

DRWC - DEVELOPING READERS AND WRITERS COURSE

Schools may print a roster of matriculating EO, IFEP, and RFEP students who are at risk of not meeting standards based promotion criteria or not meeting secondary literacy plan requirements. At the Main Menu type

: E
: DRP-CANDIDATES

These students should be administered the DRP (Degrees of Reading Power) test. Enter the DRP test date on Screen 12, field 656, and DRP score in field 657. DRP scores may qualify students for placement in DRWC classes. See "Assessment and Placement of Students, Grades 5-10, for Intervention Program, DRWC", for additional information.

CHECK YOUR ADDRESSES

Now is a good time to clean up your address information for all students.

To check the accuracy of your address records' data, at the Main Menu type :E

: PON16
: SORT XXXX BY 6S BY 5 5 6 CITY-L (N)

This is a roster of all addresses at your school. Check that the address data is consistent. If needed, correct the address on Screen 4 or Screen 10. Follow the tips listed below:

Data Entry Tips for Addresses

1. No punctuation.
2. The street type MUST be a 2 letter abbreviation. (AV BL CT DR LN RD ST TR)
(Streets with Canyon as part of the name should not be abbreviated. Example: LAUREL CANYON BL is correctly written.)
3. The pound sign (#) precedes apartment numbers or letters. (1258 OAK ST #A)
4. Use the letters N, S, E, and W instead of spelling out NORTH, SOUTH, EAST, WEST. (N HOPE ST)
5. Separate each part of the address by a space, except after the pound sign. (S MARIPOSA AV #16)
6. Enter numbered streets as numbers, not words. (5TH, not FIFTH)
7. Enter "TH", "RD", "ST" as part of the numbered street name. (1ST, 3RD)
8. If the address has a fraction, write it as 1/2 or 1/4, not 1-2 or "HALF".

RESIDENT LOCATION CODE

Missing Resident Location Code

On Screen 13, field 96, Resident Location, automatically fills-in if the student's address listed on Screen 10 is within LAUSD boundaries and if the address is typed correctly. All students should have something entered in this field. To print a list of students missing field 96, at the Main Menu type :E

: PON16
: SORT XXXX WITH NO 96 BY 6S BY 5 BY NAME 0 NAME 5 6 CITY-L 81 (IN)

If the address is within your school boundaries, check to be sure the address has been typed correctly. If the address is out of the District, enter 0000 in field 96 on Screen 13. After all corrections have been made rerun the sentence to verify there are no students missing the resident location code, field 96.

Resident Location Code Out of School's Attendance Area

Students not in your attendance area may be at your school on permit or a as part of a traveling program. (CAP, MAG, PWT, SAB, SPED, etc.) To print a list of students with resident codes other than your school's, at the Main Menu type :E

: PON16
: SORT XXXX WITH 96 NE "XXXX" BY 96 BY NAME NAME 80 81 86
FULL-ADDRESS GR BREAK-ON 96NAME (N)

This list also includes permit, permit date, and traveling program code.

PRIMARY CENTER MATRICULANTS

For matriculating primary center students, SIS has loaded the next school location code on Screen 13, field 192. To print a list of matriculating students missing the next location code, at the Main Menu type :E

:PON

:SORT XXXX WITH GRN = "0" AND WITH NO 192 BY NAME NAME 192 ROOM (N)

For 1st or 2nd grade matriculants, substitute "1" or "2" for "0" in the sentence above. If the 192 field, Next School Location, is blank, enter the correct next school location code into Screen 13, field 192.

If your students matriculate to more than one location, you can print a roster by new location. At the Main Menu type :E

:PON

:SORT XXXX WITH GRN = "0" BY NEXT-SCHOOL BY NAME NAME GR ROOM
BREAK-ON 192 (N)

MORE SNOR - MARCH 2

Data for the Student National Origin Report (formerly known as the EIEP Survey), can be entered into SIS until 5:00 pm. on Friday, March 2, 2007.

Print Screen 30, option 2, SNOR-CLEANUP to identify students with missing information.

Enter the missing information:

Screen 2

field 19 (Birth Country)

field 186 (US 1st School Date)

Screen 5

field 151 (Eng. Prof. Date)

Print the report from Screen 20, option 14, Student National Origin Report, to verify corrections.

The data will be captured electronically after 5:00pm on Friday, March 2, 2007. Schools do not need to submit the SNOR Report.

At the end of count day, March 2, print the report from Screen 20, option 14, and keep in your school files. See MEM-3519 "Student National Origin Report 2006-07", dated February 5, 2007, for additional information.

SIS INDEX

The 2006 SIS index is available online @ esis.lausd.net. In the middle column under Web SIS, click on SIS Newsletters. Then click on New 2006 Index. The Index is organized alphabetically by topic.



NEW! ENGLISH SENTENCE MANUAL

We have had many requests from our users for an English Sentence Manual. It's available now! Our 14 page Elementary SIS User's English Sentence Manual can be accessed and printed from our online newsletter link @ esis.lausd.net. In the middle column under Web SIS, click on SIS Newsletters. Then click on English Sentence Manual.

The manual includes:

- General Sentences
- 5th/6th Grade Matriculants
- Health
- Intervention
- Master Plan Sentences
- Reclassification
- Special Education
- Suspensions
- Testing



GETTING READY FOR ISIS

In preparation for ISIS, SIS data is currently being loaded into the ISIS data base. Because of the importance of clean data being transferred, SIS is reviewing duplicate records.

If you receive a fax from SIS informing you that there are students with duplicate records, please assist us to determine which student ID # to keep by doing the following:

- Print out Screen 14, option 3, (or 3R for retired-do NOT bring them back from the retired file), All Student Information, for each record on the list. This will help you determine which record to keep/delete when SIS makes follow-up calls. SIS will be keeping the record with testing information.

Thank you for your help.

STANDARDS-BASED PROMOTION

After the second grading period report card marks have been entered in OPR and after the Unit 3 scores have been entered in SOAR, students in grades 2-5 who may be at risk of not meeting promotion standards can be identified by typing the following "commands" at the Main Menu:

For 2nd and 3rd grade EO, IFEP, RFEP, and LEP students at ELD level 5

**:E
:SBP-ROSTER-23**

For 4th and 5th / 6TH grade EO, IFEP, RFEP, and LEP students at ELD level 5

**:E
:SBP-ROSTER-45**

For EL students in grades 2-5/6 at ELD levels 1-4

**:E
:EL-SBP-ROSTER**

The last 3 columns of the EL-SBP-ROSTER should be reviewed to evaluate whether a student who has not met standards-based promotion criteria is a candidate for a waiver.

For detailed information regarding promotion/intervention, refer to the following:

REF-1009 "Required Elementary SIS Data for Standards-Based Promotion and Intervention Programs for 2004-2005", dated May 17, 2004

MEM-2409.0 "2006-2007 Summer School/Intersession Programs for Elementary Schools", dated March 10, 2006

REF-1690.1 "ELD Standards-Based Promotion Roster for Elementary English Learners", dated April 24, 2006

REF-1463.1 "Unit 3 Elementary Periodic Writing Assessment, Grades 2-5/6", dated January 20, 2005

ELAP INTERVENTION

English Learners in grades 4-5/6 who are not making adequate progress on ELD standards are eligible to attend intervention as per MEM-3173.0 "2006-2007 English Language Acquisition Program for Elementary and Secondary Schools", dated October 9, 2006.

To print a roster of those students who have been at an ELD level more that 1 year, sorted by room, at the Main Menu type **:E**

**:PON16
:SORT XXXX WITH GRN GE "4" AND WITH 162 = "LEP" AND WITH ELD-YRS
GT "1" BY ROOM BREAK-ON ROOM BY ELD-YRS BY NAME NAME GR CUR-ELD
ELD-YRS READ-MARK WRITE-MARK (N)**

To print a roster of all English Learners in grades 4-5/6, sorted by room:

**:PON16
:SORT XXXX WITH GRN GE "4" AND WITH 162 = "LEP" BY ROOM BREAK-ON
ROOM BY CUR-ELD BY NAME NAME GR CUR-ELD ELD-YRS READ-MARK WRITE-
MARK (N)**

Teachers can use these rosters to select their English Learners who are not making adequate progress for the intervention.

CIVIL RIGHTS COMPLIANCE REPORT - FEBRUARY 28

The 2006 Civil Rights Compliance Report has been sent to schools. To ensure that the data accurately reflects your school, review the report. The figures on this report were taken directly from SIS on October 4, 2006, CBEDS Day. It is NOT necessary to recalculate the figures; however, schools may verify the figures by printing the Annual Program Survey Principal's Report from Screen 20, option 1, selection 1. The totals on this report match the totals on the Civil Rights Compliance Report.

Suspensions on this report were taken from data entered into SIS during the 2005-06 school year. It is not necessary to recalculate the figures; however, schools may print rosters/counts of suspended students using English sentences. See the December 2006-January 2007 SIS Newsletter, "Suspensions", page 5.

After the report has been reviewed, circle Item #3, have the Principal sign, and mail by February 28 to:

**School Information Branch
Beaudry Building, 21st Floor**

WHO TAKES THE APRENDA 3 OR STANDARDS-BASED TESTS IN SPANISH?

Run both rosters below to list the students who need to take the Standards-Based Tests in Spanish or the Aprenda 3.

The following Spanish speaking EL students are eligible to take the STS Tests:

- Grades 2-4 ELs enrolled in a US school less than 12 months in any program (EI, WB, DS, SW).
- Grades 2-4 ELs, receiving instruction in Spanish, enrolled in a Spanish Basic Bilingual or Spanish Dual Language Program (WB, DS, SW)

To print the roster, at the Main Menu type :E
:STS-ROSTER

The following students are eligible to take the Aprenda 3 Test:

Aprenda 3 District Edition

- Grade 1 Spanish speaking ELs in a Basic Bilingual Program or EO/IFEP/RFEPS in a Spanish Dual Language Program, receiving instruction in Spanish (WB, DS, SW)
- Grades 2-5/6 EO, IFEP, and RFEP students, receiving instruction in Spanish, in a Spanish Dual Language Program (DS)

Aprenda 3 State Edition

- Grades 5/6 Spanish speaking ELs in grades 5/6 enrolled in a US school less than 12 months in any program (EI, WB, DS, SW)
- Grades 5/6 ELs, receiving instruction in Spanish, enrolled in a Basic Bilingual or Spanish Dual Language Program (WB, DS, SW)

To print the roster, at the Main Menu type :E
:APRENDA-ROSTER

PROGRESS REPORT REQUIRED

Progress Report marks must be assigned to all students grades K-5/6 who have attended 15 days or more as per BUL-2332, "Elementary School Progress Report Practices and Procedures", dated Feb. 22, 2006.

An SIS generated Progress Report for each student in grades K-5/6 who has attended 15 or more days is required for each reporting period. This requirement includes students with a teacher on leave or with a substitute. There are NO exceptions. (See the December 2006/January 2007 SIS newsletter for information re: teachers on leave and long term substitutes or call SIS @ (213) 241-4617.)

After the marks have been entered, every teacher is required to submit both the **Achievement and Work & Study Habits Rosters** (without exception) to the Main Office or principal designee before printing. These reports must be signed and dated and kept in a file in the Main Office for the current school year.

ENTERING IWEN DATA ON SCREEN 24

IWEN data is loaded directly from Welligent into SIS, Screen 24. Although schools may still enter data in these fields, that data will be overwritten every Tuesday evening with the data from Welligent.

Currently eight fields are downloaded (see checked fields on Screen 24 below). Also, on Screen 10, field 475, HAS IEP, the Y is loaded.

- 121 SP ED STUDENT ELIGIBILITY**
- 477 IEP % TIME IN SPED**
- 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**

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*** INDIVIDUALS WITH EXCEPTIONAL NEEDS (IWEN) ***

  0 ID # _____ :
  111 SECT 504 PLAN DATE :          LOW/NON-VERBAL OBSERVATION MATRIX
✓ 121 SP ED STUDENT ELIG :          772 ASSESSOR LANGUAGE :
✓ 477 IEP % TIME IN SPED :          773 STUDENT COMM SYS :
  103 SP ED CLASS _____ :          774 ENG ADMIN DATE :
  467 RSP _____ :          775 ENG COM SCORE :
  468 RSP TEACHER EMP # _____ :          776 ENG COM LEVEL :
✓ 464 INITIAL IEP DATE _____ :          777 L1 ADMIN DATE :
✓ 123 CURRENT IEP DATE _____ :          778 L1 COM SCORE :
✓ 465 1 YR REVIEW DATE _____ :          779 L1 COM LEVEL :
✓ 466 3 YR RE-EVAL DATE _____ :          ✓478 CURRICULUM TYPE :
✓ 120 EXIT DATE _____ :
  142 GIFTED CATEGORIES _____ :
  143 GIFT ELIG. DATES _____ :

  LI DIS FREQ/MO MIN/FREQ PROVIDER          LOCN
  
```

At this time, the following fields need to be updated on SIS by school personnel:

- 103 SPECIAL ED CLASS**
- 467 RSP**
- 468 RSP TEACHER EMP #**
- DIS SERVICES**

Field 103 reminder: All students in the same SDP room must have the same Special Ed. Class Code, field 103. This is also the same code that is entered for that room on Screen 16, option 2, field 2, Grade/RSP/SDP. To check whether students in the same SDP room have the same 103 code, run the classification check roster for that room, Screen 23, option 8, or to check all SDP classes, run Screen 30, option 7, SDC-ROSTER.

Waiting for the completion of a 30 Day IEP:

For students from out of the District with an IEP, who are waiting for the completion of a 30 Day IEP, schools need to enter data in the following fields as applicable:

- 103 SPECIAL ED CLASS**
- 467 RSP**
- 468 RSP TEACHER EMP #**

If the student is in an SDP class, it is important to enter the Special Ed. Class Code in field 103, so the Classification Report will reflect the correct # of students in the SDP column.

When the IEP has been entered into Welligent, the bolded fields at the top of this page will populate Screen 24.

SIS Training Class Schedule

PAR-SIS

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

Using ESIS and DSS to Monitor and Inform Instruction

4 1/2 hour hands-on class for certificated personnel including administrators, coordinators, and coaches. The focus of the class is using both Web SIS and DSS to access data that monitors and informs instruction.

February

15	Ft. MacArthur	8:00-12:30
16	Professional Development Center @ Roscoe El	8:00-12:30
22	Delta Training Center @ Baldwin Hills El	8:00-12:30
23	Beaudry Bldg. 21st Floor	8:00-12:30

Intermediate SIS / Intermediate Elementary Web SIS Training (sentence writing)

3 1/2 hour hands-on class designed for classified and certificated elementary staff responsible for data entry, data access and analysis, instruction, or program development. This session is for users already familiar with SIS. The focus of this class is on creating ad hoc reports (English sentences).

March

9	Delta Training Center @ Baldwin Hills El	12:30-4:00
15	Ft. MacArthur	12:30-4:00
16	Beaudry Bldg. 21st Floor	12:30-4:00
23	Professional Development Center @ Roscoe El	12:30-4:00

ITTB-ITD

Sign up on Inside LAUSD @ the Learning Zone under "Information Technology Training Branch".

Initial Training

4 hour hands-on class for classified and certificated personnel that introduces school staff to Elementary SIS. Class content includes navigating the screens, enrollment, data entry for line control screens, and updating classroom and student files.

Introduction to SIS - Initial Elementary Web SIS Training

3 hour hands-on class for classified and certificated personnel responsible for SIS data entry, access, and analysis. It introduces school staff to Web SIS and allows them to practice some of the enhancements available on Web SIS.

February

7	Initial	North Valley OC	8:00-12:00
7	Initial Web	North Valley OC	1:00-4:00
21	Initial	North Valley OC	8:00-12:00
21	Initial Web	North Valley OC	1:00-4:00

March

6	Initial	North Valley OC	8:00-12:00
6	Initial Web	North Valley OC	1:00-4:00
20	Initial	North Valley OC	8:00-12:00
20	Initial Web	North Valley OC	1:00-4:00

IMPORTANT DATES TO REMEMBER



MARCH

- 2 • 6th Month Classification due 3-Trk B, 4-Trk B
- 6th Month Statistical due 4-Track D
- 7 • Rebuild Files - Districts 1-3
- 9 • 5th Month Classification due Single Track
- 6th Month Classification due 4-Trk C
- 6th Month Statistical due 3-Trk B, 4-Trk B
- 7th Month Classification due 3-Trk C
- 14 Rebuild Files - Districts 4-6
- 16 • 5th Month Statistical due Single Track
- 6th Month Statistical due 4-Trk C
- 7th Month Statistical due 3-Trk C
- 19 • Presidents' Day Holiday
- 21 • Rebuild Files - Districts 7-8
- 23 • Middle school transfer data information due in SIS for matriculants
- 7th Month Classification due 4-Trk D

- 2 • Print SNOR Survey
- 7th Month Classification due 3-Trk B, 4-Trk B
- 7th Month Statistical due 4-Trk D
- 7 • Rebuild Files - Districts 1-3
- SNOR Survey due
- 9 • 6th Month Classification due Single Track, 4-Trk A
- 7th Month Statistical due 3-Trk B, 4-Trk B
- 8th Month Classification due 3-Trk C
- 14 • Rebuild Files - Districts 4-6
- 16 • 6th Month Statistical due Single Track, 4-Trk A
- 8th Month Statistical due 3-Trk C
- 21 • Rebuild Files - Districts 7-8
- 23 • 6th Month Classification due 3-Trk A
- 8th Month Classification due 4-Trk D
- 30 • 7th Month Classification due Single Track
- 6th Month Statistical due 3-Trk A
- 8th Month Statistical due 4-Trk D

