



# LOS ANGELES UNIFIED SCHOOL DISTRICT PLANNING & ASSESSMENT

## Student Information Systems Branch Elementary SIS Newsletter

DISTRIBUTION  
Local District Superintendent  
Local District Directors of  
Instruction  
Local District School Support  
Directors  
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Coordinators  
SIS Operators

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Superintendent

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FEBRUARY 2008

### MASTER PLAN PROGRAM SURVEY - FEBRUARY 29

The 2007-08 Master Plan Survey data will be captured after 5:00 p.m. Friday, February 29. This is the last day to enter/update information or make corrections in SIS. See the "Master Plan Program Survey Instructions for Elementary Schools, 2007-2008", to complete the survey.

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 after 9/4/07 and multi-track schools after 7/4/07).

No students should have P/LAS, PLA, or PI as the Proficiency Test. No students should have a date prior to those listed above.

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

This is an error report, and there should be NO students on this list. Correct or add data on Screen 5, field 150 - L1, Home Language, field 162 - Classification, and/or field 164, Master Plan Program. Add ELD level on Screen 6. (Exception: SDP students with a COM level will show up on this report-they do not need an ELD level.)

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

Run the English sentences in the September, 2007 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 (use the legacy blue screen SIS, not Web SIS). Follow the directions in the "Master Plan Program Survey Instructions", page 6. 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.

At the Main Menu type: :E

:PON

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

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### SNOR - FEBRUARY 29

Data for the Student National Origin Report (formerly known as the EIEP Survey), can be entered in SIS until 5:00 pm. on Friday, February 29, 2008.

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, February 29, 2008. Schools need to submit the SNOR Report with the Master Plan Survey forms to the testing center on March 4, 2008.

### PRIMARY CENTER MATRICULANTS

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

:E

:PON16

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

For 1st or 2nd grade matriculants, substitute "1" or "2" for "0" in the sentence above.

Some students did not automatically receive a next school location code due to option areas, address errors, or students living outside of the LAUSD district. If needed, correct any address errors on Screen 10. Use School Finder, Screen 16, option 12, to determine the next school location. If School Finder indicated that the students are living in an option area, it is the responsibility of the school to contact those parents and then enter the school of their choice in Screen 13, field 192.

For students living outside LAUSD boundaries, enter location code 0000 (out of district). If the parent plans to send the student to an LAUSD school, the parent must get a permit from their home district, then contact the Permits Office (213) 745-1960. If the student is granted a permit, the parent must then contact the next school.

To print an alphabetical roster of matriculating students, at the Main Menu type :E

:PON16

:**SORT XXXX WITH GRN = "0" BY NAME NAME NEXT-SCHOOL GRADE ROOM (N)**

To print a roster of matriculating students by the next school, then alphabetically:

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

To print a roster of matriculating students by room:

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

Be careful of punctuation - that's (quotation marks), (apostrophe), (P), (apostrophe), (quotation marks).

### MIDDLE SCHOOL DOWNLOAD

In anticipation of the electronic data transfer to middle schools after February 22, the location code of the middle school of residence has been downloaded in SIS on Screen 13, field 192, for matriculating general education students and for SDP students in SLD (Specific Learning Disability) or MR (Mentally Retarded) in a non-severe class.

Some students did not automatically receive a middle school location code. SIS has faxed schools an exception report of students who were not assigned a middle school due to option areas, address errors, or students living outside of the LAUSD district.

After correcting or adding data, run the sentence below to print a roster of matriculants still missing the middle school location code. 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 22.***

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

By May 9, 2008, 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.

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).

Students living outside the LAUSD district :

Enter location code 0000 (out of district) on Screen 13, field 192. If the parent plans to send the student to an LAUSD middle school, the parent must get a permit from their home district, then contact the Permits Office (213) 745-1960. If the student is granted a permit, the parent must then contact the middle school.

See REF-3490.2, "Elementary Transfer Data to Middle Schools", dated February, 2008, for additional details.

### 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)**

Be careful of punctuation - that's (quotation marks), (apostrophe), (P), (apostrophe), (quotation marks)

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 a second electronic transfer after May 23, 2008. 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.** Exceptions: A PAR may be required for students applying for an advanced studies program or for an independent charter.

**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-3473.1, "Assessment of 5/6th Grade Elementary English Learners for Placement in Middle School ELD/ESL Curriculum", January, 2008. 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-3473.1) 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. Be careful of punctuation-after ROOM-TCHR, type quotation marks, apostrophe, BP, apostrophe, quotation marks. At the end of the sentence type apostrophe, DLL, apostrophe, quotation marks.

SIS Due Dates for Entry of DPI results:

4 Track B & D	March 4
3 Track B & C	March 7
Single Track	April 11
4 Track A & C	April 18
3 Track A	April 18

SCREEN 12

\*\*\*ACADEMICPROGRAMSINFORMATIONSCREEN\*\*\*

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. (See graphic above.) DRP scores may qualify students for placement in DRWC classes. See MEM-4081.0 "Assessment and Placement of Students, Grades 5-10, for Intervention Program, DRWC", January, 2008, for additional information.

SIS Due Dates for Entry of DPI results:

4 Track B	March 14
4 Track A & D	April 4
4 Track C	April 14
3 Track A & C	March 21
3 Track B	May 16
Single Track	April 18



**DENTAL HEALTH ASSESSMENT FOR KINDER AND 1ST GRADERS**

State law, Education Code Section 49452.8, mandates an oral health assessment for all kindergartners and first graders not previously enrolled in a public school, (first graders with E codes of E4, E5, and E7 for the 2007-2008 school year). When you receive the Oral Health Assessment/Waiver Request Form from the parent/guardian, enter the data in the new dental fields on Screen 11, Health Information Screen - field 1166, Dental Exam Date, and field 1167, Dental Exam Result. The new fields will go live later this month.

**Oral Health Assessment**

If Section 2: Oral Health Data Collection has been completed by a dental professional, enter the Assessment Date in field 1166. The date must be within 12 months of student enrollment; a future date cannot be entered.

Enter one of the following result codes in field 1167:

- **F** – Visible caries and/or fillings present
- **C** – Visible caries present
- **S** – (Satisfactory) No obvious problem found

If both "Yes" boxes are checked (Visible caries and/or fillings present and Visible caries), enter **F**. If nothing is checked, but the assessment date is filled in and there is a signature of the dental professional, enter **S**.

305 TB X-RAY :	306 RESULT :
329 CHDP DATE :	307 CHDP :
1166 DENTAL EXAM DT: <b>01-25-08</b>	1167 RESULT: <b>F</b> CARIES/FILLINGS

**Waiver**

If Section 3: Waiver of Oral Health Assessment Requirement has been completed by the parent or guardian, enter one of the following waiver codes in field 1167. You cannot enter a date with a waiver code.

- **I** – Insurance reasons
- **M** – Monetary reasons
- **P** – Personal reasons

If the optional section is filled out, enter the code most appropriate.

305 TB X-RAY :	306 RESULT :
329 CHDP DATE :	307 CHDP :
1166 DENTAL EXAM DT:	1167 RESULT: <b>M</b> MONETARY

**Form Maintenance**

Enter all returned Oral Health Assessment/Waiver Request forms in SIS. Keep all forms in students' cumulative record folders.

**Labels**

The Health label, Screen 15, option 8, includes the 2 new fields: the Dental Exam Date and the Result.

**Dental Exam Report**

On May 30, 2008, the data will be captured electronically after 5:00 p.m. On June 2, 2008, print the report from Screen 20, option 8, Dental Exam Report, and keep for your own school record.

**Roster of Eligible First Grade Students**

To print a roster of first graders who are required to have the assessment, at the Main Menu type:

```
:E
:PON
:SORT XXXX WITH GRN = "1" AND WITH ECODE2 = "E4" "E5" "E7" AND WITH
EDATE2 AFTER "7-01-07" BY NAME NAME 40 41 GRADE ROOM (N)
```

## 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:

MEM-3586.0 "2007-2008 Summer School/Intersession Programs for Elementary Schools", dated March 9, 2007

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 19, 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-3998.0 "2007-2008 English Language Acquisition Program for English Learners in Grades 4-5/6", dated November 2, 2007.

To print a roster of 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:

**: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)**

To sort either sentence by track add **BY TRACK** before **BY ROOM**.

To print just one track add **"AND WITH TRACK = "X"** before **BY ROOM**.

To print each room on a separate page, add **"P"** after **BREAK-ON ROOM**.

Be careful of punctuation - that's (quotation marks), (apostrophe), (P), (apostrophe), (quotation marks).

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

Students who have reclassified within the last 2 years are eligible to participate in ELAP intervention in order to maintain their acquisition of English. Use this sentence to print a roster of recently reclassified students:

**:SORT XXXX WITH GRN GE "4" AND WITH 323 GE "7-01-05" BY ROOM BREAK-ON ROOM NAME NAME GR READ-MARK WRITE-MARK (N)**

**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.

<b><u>March</u></b>	6	Webster Middle School	8:00-12:30
	12	Zelzah Training Center	8:00-12:30
	27	Ft. Mac	8:00-12:30

<b><u>April</u></b>	17	Beaudry Bldg. 21st Floor	8:00-12:30
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**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).

<b><u>March</u></b>	6	Webster Middle School	12:30-4:00
	12	Zelzah Training Center	12:30-4:00
	27	Ft. Mac	12:30-4:00

<b><u>April</u></b>	17	Beaudry Bldg. 21st Floor	12:30-4:00
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**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.

<b><u>March</u></b>	10	Zelzah Training Center	8:00-12:00
	31	Ft. Mac	8:00-12:00

**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.

<b><u>March</u></b>	10	Zelzah Training Center	1:00-4:00
	31	Ft. Mac	1:00-4:00

## IMPORTANT DATES TO REMEMBER



### MARCH

- |   |  |
|---|--|
| <p>1</p> <ul style="list-style-type: none"> <li>• 5th Month Classification due Single Track</li> <li>• 6th Month Classification due 4-Trk C</li> <li>• 6th Month Statistical due 3-Trk C, 4-Trk D</li> </ul> <p>8</p> <ul style="list-style-type: none"> <li>• 6th Month Classification due 3-Trk B, 4-Trk B</li> <li>• 5th Month Statistical Single Track</li> <li>• 6th Month Statistical due 4-Trk C</li> </ul> <p>15</p> <ul style="list-style-type: none"> <li>• 6th Month Statistical due 3-Trk B, 4-Trk B</li> </ul> <p>18</p> <ul style="list-style-type: none"> <li>• Presidents' Day Holiday</li> </ul> <p>22</p> <ul style="list-style-type: none"> <li>• 7th Month Classification due 3-Trk C, 4-Trk D</li> </ul> <p>29</p> <ul style="list-style-type: none"> <li>• Master Plan Survey Data Captured 5:00 p.m.</li> <li>• 6th Month Classification due Single Track</li> <li>• 7th Month Classification due 3-Trk B</li> <li>• 7th Month Statistical due 3-Trk C, 4-Trk D</li> </ul> | <p>3</p> <ul style="list-style-type: none"> <li>• Print Master Plan Survey Forms, Screen 20, option 3, # 1, 2, 3, 4, 5</li> <li>• Print SNOR Survey, Screen 20, option 14</li> </ul> <p>4</p> <ul style="list-style-type: none"> <li>• Submit Master Plan Survey to Testing Centers</li> </ul> <p>7</p> <ul style="list-style-type: none"> <li>• 6th Month Classification due 4-Trk A</li> <li>• 6th Month Statistical due Single Track</li> <li>• 7th Month Classification due 4-Trk B</li> <li>• 7th Month Statistical due 3-Trk B</li> </ul> <p>14</p> <ul style="list-style-type: none"> <li>• 6th Month Statistical due 4-Trk A</li> <li>• 7th Month Statistical due 4-Trk B</li> </ul> <p>17-21</p> <ul style="list-style-type: none"> <li>• Spring Break Single Track Calendars</li> </ul> <p>21</p> <ul style="list-style-type: none"> <li>• 6th Month Classification due 3-Trk A</li> <li>• 8th Month Classification due 3-Trk C, 4-Trk D</li> </ul> <p>28</p> <ul style="list-style-type: none"> <li>• 6th Month Statistical due 3-Trk A</li> <li>• 7th Month Classification due Single Track</li> <li>• 8th Month Statistical due 3-Trk C, 4-Trk D</li> </ul> |
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