



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**

Ramon C. Cortines  
 Superintendent

Ginger Whitmore \* Bob Brostoff \* Francisco Sahagun \* Judi-Lynn Lumpkin \* Claire Lubrin \* Frances Salazar

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**MASTER PLAN PROGRAM SURVEY - FEBRUARY 27**

The 2008-09 Master Plan Survey data will be captured after 5:00 p.m. Friday, February 27. This is the last day to enter/update information or make corrections in SIS. See the "Master Plan Program Survey Instructions for Elementary Schools, 2008-09", 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 on or after 9/3/08 and multi-track schools on or after 7/1/08).

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.

**EL Students Missing the Primary Language Assessment**

Run the English sentences in the September, 2008 newsletter, page 7. Test students with the P2000, LAS Links, 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 27

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 27, 2009.

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 27, 2009. Schools need to submit the SNOR Report with the Master Plan Survey forms to the testing centers on March 3, 2009.

### PRIMARY CENTER MATRICULANTS

SIS loaded the next school location code on Screen 13, field 192 for matriculating primary center students. Some students did not automatically receive a next school location code due to option areas, address errors, or students living outside of LAUSD. During the first week of February, SIS will fax an exception report of students missing the next location code or you may use the following English sentence.

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 sentences above and below.

- 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.
- Rerun the sentence above to be sure there are now NO matriculants missing a next school location code.

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 20, 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. During the first week of February SIS will fax 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 20.***

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

By May 8, 2009, 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 into field 192 before the second download occurs (after May 22).

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-3490.4, "Elementary Transfer Data to Middle Schools", dated January 30, 2009, 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 22, 2009. 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** ALI 5th or 6th grade matriculating English Learners, ELD levels 1-5, will take the DPI (Diagnosis and Placement Inventory) except for the following students:

- ELs with a current CST-ELA score of Proficient or Advanced and a current CELDT overall level of 3, 4, or 5
- ELs with a current CST-ELA of Basic and a CELDT overall level of 4 or 5

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  
:DPI-LIST

After testing, enter the DPI test date on Screen 12, field 90, and DPI level in field 179.

### SIS Due Dates for Entry of DPI results:

4 Track B & D	March 13
3 Track B & C	March 6
Single Track	April 17
4 Track A & C	April 17
3 Track A	April 17

**SCREEN 12**

\*\*\*ACADEMIC PROGRAMS INFORMATION SCREEN\*\*\*

0 ID # :

**DEVELOPING READERS AND WRITERS COURSE**

656 DRP DATE :

657 DRP SCORE :

**DIAGNOSIS AND PLACEMENT INVENTORY**

90 DPI DATE :

179 DPI LEVEL :

See REF-3473.3, "Assessment of 5/6th Grade Elementary English Learners for Placement in Middle School ELD/ESL Curriculum", January 23, 2009 for complete information.

## 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.

MEM-4081.0 "Assessment and Placement of Students, Grades 5-10, for Intervention Program, DRWC", is currently being revised and will be published later this month. SIS entry deadline dates are available in the memorandum.

**SILVER ANNIVERSARY FOR SIS - FEBRUARY 27**

Happy 25th birthday, Elementary SIS! We now provide service and support to 565 elementary schools. SIS began 25 years ago on February 27, 1984, at Commonwealth Elementary School. Over the years there have been many improvements and enhancements. We're not getting older, we're getting better! Thank you to all school personnel for your diligent work entering clean data in SIS!



**SIS Training Class Schedule**

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

**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>	26	Zelzah Training Center	8:30-12:00
	27	Beaudry Bldg. 21st Floor	8:30-12:00

**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>	18	Zelzah Training Center	8:00-12:00
	19	Beaudry Bldg. 21st Floor	8:30-12:30
<b><u>April</u></b>	23	Zelzah Training Center	8:00-12:00
	30	Beaudry Bldg. 21st Floor	8:30-12:30

**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>	18	Zelzah Training Center	1:00-4:00
	19	Beaudry Bldg. 21st Floor	1:00-4:00
<b><u>April</u></b>	23	Zelzah Training Center	1:00-4:00
	30	Beaudry Bldg. 21st Floor	1:00-4:00

## IMPORTANT DATES TO REMEMBER



- 6 • 5th Month Classification due Single Track
- 6th Month Classification due 4-Trk B, C
- 13 • 5th Month Statistical Single Track
- 6th Month Statistical due 4-Trk B, C
- 16 • Presidents' Day Holiday
- 20 • 7th Month Classification due 3-Trk B, C & 4-TrkD
- 27 • Master Plan Survey Data Captured 5:00 p.m.
- 7th Month Statistical due 3-Trk B, C, & 4-TrkD

## MARCH

- 2 • Print Master Plan Survey Forms, Screen 20, option 3, # 1, 2, 3, 4, 5
- Print SNOR Survey, Screen 20, option 14
- 3 • Submit Master Plan Survey to Testing Centers
- 6 • 6th Month Classification due Single Track & 4-Trk A
- 7th Month Classification due 4-Trk B
- 13 • 6th Month Statistical Single Track & 4-Trk A
- 7th Month Statistical due 4-Trk B
- 20 • 6th Month Classification due 3-Trk A
- 8th Month Classification due 3-Trk C & 4-Trk D
- 27 • 6th Month Statistical due 3-Trk A
- 8th Month Statistical due 3-Trk C & 4-Trk D

