



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

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Master Plan Program Survey 03/01/2010

The 2009-2010 Master Plan Survey data will be captured after 5:00 p.m. on Monday, March 1, 2010. This is the last day to enter/update information or make corrections to SIS. See the "Master Plan Program Survey Instructions for Elementary Schools, 2009-2010," to complete the survey.

Use the following SIS report and sentences to assist you in cleaning up your data:

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 09/09/09 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.

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 student first home language by using screen 10, field 150.

Missing Program Placement (Field 164)

- :PON**
- :SORT XXXX WITH GRN GE "0" AND WITH NO 164 AND WITH 162 = "LEP" BY ROOM BY NAME NAME 164 GRADE ROOM (N)**

Enter the program placement using screen 5, field 164.

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Distribution:

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

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

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

164 PROGRAM PLACEMENT: WB, EI, SI, DS, DK, DM, W, SP, SW, or P

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.

Be careful of punctuation "'P"' (QUOTATION MARKS), (APOSTROPHE), (P), (APOSTROPHE), (QUOTATION MARKS)

Paraprofessional Assignments

Enter paraprofessional/volunteer data on Screen 16, Option 10. (You can only use the legacy "blue screen" SIS, not Web SIS). Follow the directions in the "Master Plan Program Survey Instructions," pg.6. 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 Primarily 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)

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

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>.

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	Activity Code & Position Title	Room Assignment
800101 Art	ARTTCHR	800113 Written Composition	WRITCHR
800102 Computer/Technology Lab	TECHTCHR	800310 Inclusion Facilitator	INCFAC
800103 Health (not school nurse)	HEALTH	800301 RSP Teacher	RSPTCHR
800104 Library/Media Lab	LIBTCHR	900102 Assistant Principal (AP)	AP
800202 Literacy Coach	LCOACH	900106 AP, Beyond the Bell	APBTB
800203 Math Coach	MCOACH	900105 AP, EIS	APEIS
800202/800203 Instructional Coach (Math & Lit. Coach)	LMCOACH	910101 Coordinator, Categorical Program	COORD
800105 Mathematics; Math Lab	MHTCHR	910102 Coordinator, Curriculum/Intervention	INTCORD
800106 Music (not itinerant)	MUSTCHR	910104 Coordinator, English Learners	ELCORD
800107 Oral Language	ORLTCHR	910105 Coordinator, Gifted	GIFCORD
800114 Other Integrated Subjects	OISTCHR	910107 Coordinator, Magnet/YRS	MAGCORD
800108 PE (not Adapted PE)	PETCHR	910108 Coordinator, SB65	S65CORD
800109 Psychomotor Development	PSYTCHR	910109 Coordinator, Sp. Ed./Bridge	BRGCORD
800110 Reading; Reading Lab	RDNTCHR	910404 Counselor (not Itinerant)	COUNSLR
800206 Resource Teacher (not RSP)/ Pool Teacher	RCSTCHR	910103 Coordinator, Problem Solving/Data	DATCORD
800111 Science	SCITCHR	900104 Other Administrator	OTHADMN
800112 Social Studies	HISTCHR		

SCREEN 32

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)**

If you would like to check which students have information on screen 32 within a specific time period type:

:PON16

**:SORT XXXX WITH 1191 GE "10-01-09" AND WITH 1191 LE "10-30-09" OR WITH 1196 GE
"10-01-09" AND WITH 1196 LE "10-30-09" BY GRADE BY NAME 0 NAME GR ROOM 1190 1191
1192 1193 1194 1195 1196 1197 1198 1199 1200 HEADING "REPORT OF SCREEN 32 L1/E1
INFORMATION AS OF 10-30-09"**

**THE ABOVE SENTENCE WOULD GIVE YOU ALL L1/E1 BETWEEN 10/1/09 TO 10/30/09. TO CHANGE
THE BEGINNING DATE CHANGE THE DATE OF YOUR REPORT CHANGE THE DATE IN " " AFTER
THE -GE-. TO CHANGE THE END DATE OF THE REPORT CHANGE THE DATE IN " " AFTER THE -
LE.**

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> page 17.

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." All students in the new room should have the room assignment exactly the same as the teacher room assignment.

REPORT CARD GRADES

At this time, schools will be using OPR to enter grades for the next reporting window. All schools' grading window is due to open on 2/22/10 or sooner. Your window will close according to your regular calendar. For traditional schools this will be 03-26-10. This is to allow ample time for schools to enter grades in case any students are eligible for reclassification before the Master Plan Survey on March 1.

Please remember to keep your teacher assignments current on Screen 16 and ensure teacher access to SOAR/OPR is up-to-date. If you need to fax in a request to adjust teacher's or substitutes' access please do so ASAP to 213-241-8498.

SNOR-MARCH 1

Data for the Student National Origin Report can be entered in SIS until **5:00 p.m. on Monday, March 1, 2010.** Print Screen 30, Option 2, SNOR-CLEANUP to identify students with missing information.

To enter missing information go to:

Screen 2

Field 19 (Birth Country)

Field 186 (US 1st School Date)

Screen 5

Field 151 (English Proficiency Date)

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

The data will be captured electronically after 5:00 pm on Monday, March 1, 2010. Schools need to send in the SNOR with the Master Plan Survey Forms to the School Information Branch.

SCHOOL DOWNLOADS

SIS will assign the next school (field 192) for several groups of students. These are:

- Students matriculating from an elementary to a middle school
- Students matriculating from a primary center to an elementary school
- Students living within the boundaries of one of the 17 new elementary schools
- Students having their resident school change because of boundary changes

MIDDLE SCHOOL DOWNLOADS

In anticipation of the electronic data transfer to middle schools after February 26 (date subject to change) 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 in February SIS 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 boundaries.

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 students>**

Enter the missing middle school location codes on Screen 13, Field 192,
by 5:00 pm February 26(date subject to change)

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

By May 7, 2010, elementary schools will receive a list of middle school assignments from the local district special education coordinator for matriculating SDP students. Schools should then enter the middle school location code.

MIDDLE SCHOOL DOWNLOAD

Students living outside LAUSD boundaries:

Enter location code 0000 (out of district) on Screen 13, field 192. If the parent plans to send the student to a LAUSD middle school, the parent must get a permit from their home district, then contact the Permits Office (213)241-1960. If the student is granted a permit, the parent must then contact the middle school.

See REF-3490.5, "Elementary Transfer Data to Middle Schools." dated February 5, 2010, for additional details.

Magnet Programs:

Later next month, students who have been accepted to magnet schools will have their magnet location loaded into field 192 before the second download occurs. (May 21) In some cases, the student is at your school because of a Magnet, PWT, Public School Choice, permit or other program. These students MAY choose to remain at your school. If they are staying at your school, remove the information in field 192 (using control-N).

School Choice:

In some cases, parents in certain areas and grade levels have a choice of schools. These students have a next school code beginning with 0. It is the school's responsibility to contact these parents and then enter the school of choice. If the student will be leaving your school, enter the new school's location code. If the student will be remaining, remove the information in field 192.

Please Note:

The rollover process at the end of the year will automatically L out all students with data in field 192. It will also L out any student with an L code and L date before 7-1-10.

It is important to update this information as soon as possible. This data will be used for the selection of students eligible for Supplemental Educational Services, final transfer of students to middle schools will occur on May 24th and rollover on June 26th.

To get a list of students living in an option area:

:E

:LIST XXXX WITH 192 = "0]" BY GRN BY NAME NAME GRN 192LONG

To get a list of non-matriculating students who may be leaving your school:

:E

: LIST XXXX WITH 192 AND WITH GRN LE "4" BY GRN BY NAME NAME GRN 192LONG

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)

Be careful of punctuation "P" (QUOTATION MARKS), (APOSTROPHE), (P), (APOSTROPHE), (QUOTATION MARKS)

There will be a second electronic transfer May 21,2010. In addition, DPI and DRP scores will be transferred electronically. 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 occur in March and April to keep the middle school informed of any changes (for 6th grade matriculating students, 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. Exception: A PAR may be required for students applying for an advanced studies program or 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 except for the following students:

- EL's with a current CST-ELA score of Proficient or Advanced and a current CELDT overall level of 3,4,or 5.
- EL's with a current CST-ELA score of Basic and an overall CELDT 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 DPI Record (Attachment B; REF.3473.3) or use the following sentence which generates the same student information and provides space 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.

ACCELERATING ACADEMIC LITERACY

656 DRP DATE :

657 DRP SCORE :

DIAGNOSIS AND PLACEMENT INVENTORY

90 DPI DATE :

179 DPI LEVEL :

ACCELERATING ACADEMIC LITERACY

656 DRP DATE :

657 DRP SCORE :

DIAGNOSIS AND PLACEMENT INVENTORY

90 DPI DATE :

179 DPI LEVEL :

DPI-DIAGNOSIS AND PLACEMENT INVENTORY

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

DPI scores for the matriculating elementary students should be entered into SIS by the deadlines indicated below.

SIS Entry Due Dates for DPI Results

School Calendar	Date Due in SIS
4-Track B & D	March 12
4 -Track A & C	April 16
3-Track B & C	March 5
3-Track A	April 16
Single Track	April 9

ACCELERATED ACADEMIC LITERACY LANGUAGE PROGRAM

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 the DRP score in field 657. (see graphic on previous page) These students may qualify for placement in the Accelerating Academic Literacy program. They should be screened for Standards Based Promotion or as struggling readers using the criteria outlined in MEM-4854. "Verification of Student Placement in Accelerating Academic Literacy".

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 (LAUSDMAX) expires after 120 days. This is important for users trying to access SOAR, OPR (Grades on old system), and Web SIS. Office personnel may use the ELAR report to monitor staff passwords expiration dates. This report may be accessed through Inside LAUSD-DSS Webpage. The user must have access to DSS. DSS access forms are available on the same site. Select the DSS registration link.



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Phone :213- 241- 4617
Fax: 213- 241- 8498

OTHER FRIENDLY REMINDERS


Please continue to fax in your port resets, student deletes, and access for Web SIS , OPR 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.

Elementary SIS does not have access to your password or to change it. If you need assistance changing or updating your information please contact the helpdesk (213) 241-5200 and select for option 1.



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

SIS Training Class Schedule

Initial Training

Wednesday, March 3, 2010 from 8:00am – 12:00pm and 1:00pm-4:00pm at the **Fort Mac Training Center** (San Pedro, CA)

To enroll in a class, please register via the Learning Zone (<http://lz.lausd.net/>). Use your Single Sign-on to logon, select the Courses tab and look for course INITIAL ELEMENTARY SIS. Sign up for the location you wish to attend.