



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

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## Master Plan Program Survey 03/01/2011

The 2010-2011 Master Plan Survey data will be captured after 5:00 p.m. on Tuesday, March 1, 2011. This is the last day to enter/update information or make corrections to SIS. See REF- 5385 Master Plan Program Survey and Student National Origin Report for Elementary Schools, Jan. 31, 2011," to complete the survey. It can be found in the School Information Brach Website.

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:

- |  |   |
|--|---|
| <b>L1-<br/>Classification-<br/>Proficiency Test-<br/>English Prof. Date-</b> | home language code other than "00"- English either LEP or IFEP CELDT must be the current school year (single track schools 09/13/10 or later and Multi-track schools 07/01/10 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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<b>Distribution:</b>
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Elementary AP/APEIS
Elementary School Admin.Asst.
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**MASTER PLAN SURVEY (03/01/11)- 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 hand-score the test using the local scoring tool. The link can be found in the student testing unit webpage or at <https://esis.lausd.net>. 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 use the legacy "blue screen" SIS **OR** 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, **O**ther **P**rimary **L**anguage **S**upport 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 (03/01/11)- 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**

<b>Activity Code &amp; Position Title</b>	<b>Room Assignment</b>
800101 Art	ARTTCHR
800102 Computer/Technology Lab	TECHTCHR
800104 Library/Media Lab	LIBTCHR
800202 Literacy Coach	LCOACH
800203 Math Coach	MCOACH
800202/800203 Instructional Coach (Math & Lit. Coach)	LMCOACH
800105 Mathematics; Math Lab	MHTTCHR
800106 Music (not itinerant)	MUSTCHR
800107 Oral Language	ORLTCHR
800108 PE (not Adapted PE)	PETCHR
800109 Psychomotor Development	PSYTCHR
800110 Reading; Reading Lab	RDNTCHR
800206 Resource Teacher (not RSP)/ Pool Teacher	RCSTCHR
800111 Science	SCITCHR
800114 Core Integrated Subjects	RTICORD
800301 RSP Teacher	RSPTCHR

<b>Activity Code &amp; Position Title</b>	<b>Room Assignment</b>
800310 Inclusion Facilitator	INCFACT
800320 Other Sp Ed Resource Teacher	OTHERSE
900102 Assistant Principal (AP)	AP
900105 AP, EIS	APEIS
900106 AP, Beyond the Bell	APBTB
900104 Other Administrator	OTHADMN
910101 Coordinator, Categorical Program	COORD
910102 Coordinator, Curricu- lum//Intervention	INTCORD
910103 Coordinator, Problem Solving/Data	DATCORD
910104 Coordinator, English Learners	ELCORD
910105 Coordinator, Gifted	GIFCORD
910107 Coordinator, Magnet/YRS	MAGCORD
910108 Coordinator, SB65	S65CORD
910109 Coordinator, Sp. Ed./Bridge	BRGCORD
910404 Counselor (not Itinerant)	COUNSLR

## SNOR - MARCH 1

Data for the Student National Origin Report can be entered in SIS until **5:00 p.m. on Tuesday, March 1, 2011**. 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 Tuesday, March 1, 2011. Schools need to send in the SNOR with the Master Plan Survey Forms to the School Information Branch.

## NEW FIELD FOR PERTUSSIS (WHOOPING COUGH) VACCINE REQUIREMENT

The Office of Student Health and Human Services recently sent out MEM- 5362.0 as well as REF- 5238.0. In these communications you are informed of the need to document and track the Tdap vaccine. In accordance with these communications Elementary SIS has created a new field for the Tdap Booster. In Screen 11 you will now find a new field labeled 288 TDAP BOOSTER. Effective immediately you are able to enter a date of this vaccination as long as the student received it on or after their 7th birthday.

Beginning July 1, 2011, all students advancing to grades 7-12 are required to show evidence of the Tdap vaccine on or after their 10th birthday. (if the student has received Tdap on or after their 7th birthday, the student will meet the school immunization requirement.)

Effective July 1, 2012, all students entering or advancing to the 7th grade will be required to show evidence of receipt of the Tdap vaccine on or after their 10th birthday.

For assistance with this requirement please contact District Nursing Services at (213) 765-2800.

## SCREEN 32

If you would like to check which students have room changes on screen 32 type: **PON16**

**:SORT XXXX WITH 1222 GE "09.14.10" AND WITH 1227 GE "09-15-10" BY ROOM BREAK-ON ROOM ""P"" BY NAME NAME 12 1221 1222 1223 1224 1225 1226 1227 1228 1229 1230**

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 Independent Studies 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.

## MIDDLE 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 2 new elementary schools
- Students having their resident school change because of boundary changes

In anticipation of the electronic data transfer to middle schools after February 25 (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 will not automatically receive a middle school location code. During 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 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 25 (date subject to change)**

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

By May 7, 2011, 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 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 2011. In addition, DPI 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.**

## 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-3490.6, "Elementary Transfer Data to Middle Schools." dated February 2011, 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. 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 7-1-11.

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 in May 2011 and rollover on June 25th.

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

## SIS TRAINING CLASS SCHEDULE

We have set up 2 Beginner/Initial Elementary SIS classes in the Learning Zone. All classes are in the morning from 8:00 a.m. to 11:30 a.m. One training will be at the Beaudry Bldg. 10th Floor on Feb. 9, 2011. The second training will be held at North Valley Occupational Center Room. 15 on February 23, 2011.

We have also set up 2 Intermediate Elementary SIS (Sentence Writing) classes on those same dates and locations in the afternoon. These classes are will be held from 12:30 p.m. to 4:00 p.m.

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 or INTERMEDIATE ELEMENTARY SIS. Sign up for the location you wish to attend.

