Volume 18 Number 1   **JULY 2006**

SUMMER INTERVENTION

Many English sentences were included in the special intervention broadcast and the June newsletter, page 3. Here are some additional sentences to help you.

Alphabetical roster of students with last year's meal program
At the Main Menu type :**E**
   :**PON16**
   :**SORT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" BY NAME NAME MEALPROG SUM-GRADE SUM-ASCHOOL SUM-IPROG (N)**

List of students with 0 hours
   :**SORT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH SUM-HOURS = "0" BY SUM-IPROG BY NAME BREAK-ON SUM-IPROG NAME SUM-GRADE SUM-RSN SUM-ALOC SUM-HOURS (N)**

Mandatory
Remember, ONLY retained students are mandatory.
   :**SORT SUMMER.INTERVEN WITH SUM-ILOC = "XXXX" AND WITH GRADE = "[R" BY NAME NAME SUM-TEACHER SUM-IPROG SUM-ALOC SUM-MARK PWA 24 25 26 27 28 (N)**

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Extra Extra!

CHANGES FOR MEAL PROGRAM

All meal codes from last year have been removed from field 115. Schools are no longer able to enter meal program codes. This year the Food Services Division will be entering the meal codes from the new 2006-2007 lunch applications. Code 5, Direct Certification, has been downloaded by SIS.

To print an alphabetical roster of current students with last year's meal codes, at the Main Menu type :**E**
      :**PON**
      :**SORT XXXX BY NAME NAME OLD115 115 GR ROOM (N)**

To print the roster by track:
      :**SORT XXXX BY TRACK BY NAME BREAK-ON TRACK "'P'" NAME OLD115 115 GR ROOM (N)**

Call Food Services at (213) 241-2993 for further information. For application questions, call (213) 241-3185.

Lined Meal Program Rosters
To print a roster of students' meal codes select Screen 14, option 22. To print the same roster with birthdates, on Screen 14, enter **22NEW**. This roster prints in smaller font.

L INFORMATION ON SCREEN 13?

Do any of your active students still have L information on Screen 13? To print out a roster of active students with L information, at the Main Menu type: **E**
      :**PON16**
      :**SORT XXXX WITH 190 OR WITH 191 OR WITH 192 BY NAME NAME 190 191 192 GRADE ROOM (N)**
If the L information is valid and the student has left your school, type DE (delete) at the control prompt to move the student into your retired file. But if the student is active at your school, remove fields 190, 191, 192 (control N), and at the control prompt, type FI (file) to save.

KINDERGARTEN REMINDER

For new kindergarten students who attended pre-kindergarten in LAUSD, you must change the E code to E7 (field 40) and change the E date (field 41) to the current year's date on Screen 10.

When an E7 code is entered for any kindergarten student, the following fields automatically fill-in:

SCREEN 2

field 189 CA 1st Public School Date
field 186   US 1st School Date

SCREEN 4

field 98   LAUSD entry grade
field 107   School entry grade

Kindergarten students with an E for the E code will be missing this information until the code is changed to E7.

To verify that the E code and E date information are correct, run the Classification Check Rosters for all kindergarten rooms (Screen 23, option 8). (Kindergarten retentions should already have an E7 and an E date from the 2005-2006 school year.)

AVOID DUPLICATES - CHECK ID

For every new enrollee check Screen 0, Districtwide Student ID Lookup, to see if the student has been previously enrolled in another LAUSD elementary school and already has a District ID.

Then check your retired file to see if the student was previously enrolled in your school, (Screen 16, option 5). If the student was NOT at your school previously, use Screen 16, option 11 to enroll the student.

If the student was at your school previously and then transferred to another LAUSD school, leave the student in the retired file. Then:

- enter the 10 digit LAUSD ID on Screen 16, option 11

- answer yes to "Has this student been at your school before?"

- the student's record from the previous school will be brought over and the 4 digit ID from the retired file will be activated

- update student information

COMPLETING THE ENROLLMENT

After enrolling or transferring a student, enter the following information to complete the enrollment process:

SCREEN 2

field 57 and/or field 58 if Asian or Pacific Islander ethnicity
field 189 CA 1st Public School Date
field 186   US 1st School Date

SCREEN 3

field 39 P/G Language
field 45 Parent Ed Level
emergency contacts

SCHOOL CLOSED?

During the summer, students may transfer from a single track to a multi-track school. SIS will L out the student from the closed school. Call or fax the following information to ESIS:

> your school and location code
> contact person and employee #
> student name
> previous school and location code (if known)
> previous local ID of the student (if known)
> District ID or birthdate and gender
> transfer reason

SIS will contact your school when the student has been L'd out of the old school. This will allow you to transfer the student's data into your school, using Screen 16, option 11.

In the fall, single track schools can generate a list of those students who were retired by SIS during the summer.

SCHOOL LABELS

You may print custom address labels for your school. At the Main Menu type: **E**
  : **SELECT XXXX** <enter>
  >**CUSTOM-LABELS (N)**

Follow the prompts that appear on the screen.
  Select 5 lines.
  Do you want a title? (no)
  Do you want headers (no)

  Line 1: **SCHOOL-NAME**
  Line 2: **SCHOOL-ADDRESS**
  Line 3: **SCHOOL-CITY**
  Line 4: **SCHOOL-ZIP**

DEADLINE JULY 13 - UPDATE SIS FOR CELDT TESTING 2006-07

Annual and initial barcode labels will be provided to schools for the CELDT tests. Student information in the following fields must be updated in SIS no later than 5:00 p.m. on July 13 for 3-Track B, C and 4-track B, C, D. Students new to the district must be enrolled in SIS in order to generate a district ID. Be sure to enroll all new students in grades K-5/6 by these dates:

3-Track B and C	**July 13, 2006**
4-Track B, C, D	**July 13, 2006**
4-Track A	**August 25, 2006**
3-Track A	**September 5, 2006**
Single Track	**September 12, 2006**

Screen 2
field 57- Asian/PI subgroups (if ethnicity is Asian or Pacific Islander)
field 58 - Asian/PI subgroups (if second ethnicity, field 56, is Asian or Pacific Islander)
field 186 - US 1st School Date (kinders are downloaded)

Screen 5
field 150 - Home Language Survey
field 162 - Classification (if CELDT tested)
field 164 - Program Placement
field 388 Waiver Granted (if in Waiver to Basic or Dual Language program)
field 389 Waiver Date (if in Waiver to Basic or Dual Language program)

Screen 10
field 40 - E Code
field 41 - E Date
field 100 - Track
field 102 - Grade
field 104 - Room

To print a roster of students missing information, at the Main Menu type **:E**
    :PON16

missing field 57
run the A-PIETHN report from Screen 30, option 16, and fill in any blanks on Screen 2, field 57
missing field 186
    : SORT XXXX WITH GRN GE "0" AND WITH NO 186 BY NAME NAME 186 40 41 GR ROOM (N)
missing 150
    : SORT XXXX WITH NO 150 BY NAME NAME 150 GR ROOM (N)
missing 164
    : SORT XXXX WITH GRN GE "0" AND WITH 162 = "LEP"' AND WITH NO 164 OR WITH GRN
    GE "0" AND WITH NO 162 AND WITH NO 164 BY NAME NAME 150 162 164 GR ROOM (N)

You may print the CELDT Coding Roster for each class from Screen 20, option 22. (See MEM-2517, "Updating SIS to Prepare for CELDT, 2006-2007 Administration," dated May 15, 2006, for detailed information.)

NEW SPECIAL DAY PROGRAM CODE

A new SDP class has been created. The new class is a kindergarten and first grade collaborative with 20 general education with 10 special education students. For the SDP students enter K1C on Screen 24, field 103, Sp Ed Class. On Screen 16, option 2, set up two different room numbers, one for the general education class and one for the SDP class. For example:

General Ed Room	SDP Room
0 ROOM # 1B	0 ROOM # 1KB
1 EMPLOYEE # XXXXXX	1 EMPLOYEE # YYYYYY
2 GRADE 0	2 GRADE K1C

INITIAL CELDT TESTING

It's initial CELDT testing time! See School Information Branch's website latest features, Administration Instructions for "2006-2007 Annual and Initial California English Language Development Test (CELDT)" for detailed information. This assessment must be administered within 30 school days of enrollment for students in grades K-5/6 with a home language survey other than English.

To generate an alphabetical roster, by grade level, of students with no downloaded CELDT results, at the Main Menu select Screen 30, option 1, **GOT-CELDT**.

After Initial CELDT testing, tabulate the CELDT score by one of two methods:
- •manually calculate, using the CELDT Scoring Guide
- •use the CELDT Calculator

It is the school's responsibility to enter the following initial CELDT information into SIS on Screen 5:
- •field 91 **CELDT**
- •field 151 **CELDT Test Date** (MM-DD-YY)
- •field 162 Language Classification, enter either **LEP** or **IFEP**
- •field 164 if LEP, enter Master Plan Program Assignment
  (i.e. EI, WB, DS, DK, P, W, SI, SW, SP)

For kindergarten students with last year's P/LAS test information on Screen 5, fields 91 and 151, change P/LAS to CELDT in field 91 and change last year's test date to the current year's date in field 151.

When the Initital CELDT scores are downloaded, fields 91, 151,152, and 154 and 162 will be populated with CELDT data. In addition, fields 155 (reading) and 156 (writing) will be downloaded for students in grades 2-5/6 who took the Initial CELDT.

Pay special attention to students on the **GOT-CELDT** roster with 2005 or early 2006 testing dates. These students may not have been tested, as there are no test results in SIS.

STUDENT'S LAST NAME

When entering a new student in SIS, enter the name exactly as it appears on the birth certificate or other legal document. Examples:

If the last name is Moreno Hernandez, enter both names.

If the name is hyphenated, enter it Moreno-Hernandez.

In some cases, birth certificates from other countries do not list any last name. In that case, enter father's last name then mother's last name

2005-06 MASTER PLAN ROSTERS

To print master plan rosters for last year's classrooms, (active students with current data), at the Main Menu type
: **E**
: **PON16**
: **SORT XXXX BY PREV-ROOM BY 162 BY NAME BREAK-ON PREV-ROOM " 'P' "**
  BREAK-ON 162 NAME PREV-GRADE 150 91 151 152 94 157 158 CUR-ELD
  CUR-ELD-START-DATE (N)

To print master plan rosters for retired students by last year's classsrooms (with data current as of the L date):
: **SORT XXXX-RET WITH 191 GE "4-28-06" BY ROOM BY 162 BY NAME BREAK-**
  ON ROOM " 'P' " BREAK-ON 162 NAME GRADE 150 91 151 152 94 157 158
  CUR-ELD CUR-ELD-START-DATE (N)

CHECK YOUR ADDRESSES

When enrolling a student, use the address tips below to insure data that is consistent with other schools' data.

Data Entry Tips for Addresses:

1. No punctuation

2. The street type (suffix) MUST be a 2 letter abbreviation:

AL	Alley	PK	Park
AV	Avenue	PY	Parkway
BL	Boulevard	PZ	Plaza
CI	Circle	RD	Road
CR	Creek	SQ	Square
CT	Court	ST	Street
DR	Drive	TE	Terrace
HY	Highway	TR	Trail
LN	Lane	WK	Walk
MA	Mall	WY	Way
PL	Place		

(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 as a prefix instead of spelling out NORTH, SOUTH, EAST, WEST (example: 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 street name (1ST, 3RD)

8. If the address has a fraction, enter it as 1/2 or 1/4, not 1-2 nor "HALF"

To check the accuracy of your address records' data, at the Main Menu type **:E**
>   **:PON**
>   **:SORT XXXX BY 6S BY 5 5 6 (N)**

If needed, correct the address on Screen 4 or Screen 10.

OUT OF AREA LOCATION CODE

The resident location on Screen 13, field 96, will be updated by the middle of July. The resident location code Screen 13, field 96, automatically fills-in if the student's address listed on Screen 10 is within LAUSD boundaries and if the address is typed correctly.

After the update, you may print a roster of students living out of your attendance area or missing the resident location code with the following English sentence. At the main menu type **:E**
>   **:PON16**
>   **:SORT XXXX WITH 96 NE "XXXX]" BY 96 BY NAME NAME 81 86 ADDRESS
>   BREAK-ON 96NAME (N)**

Students missing a location code will be listed at the end of the roster. If the address is within your school boundaries, check to be sure the address has been typed correctly. Use the data entry tips above and reenter the address on Screen 10 if necessary . Then check Screen 13, field 96, to verify the correct location code has automatically filled in.

If the address is out of the District, enter 0000 in field 96 on Screen 13. After all corrections have been made, reprint the sentence to verify there are no students missing the resident location code, field 96.

If the student is attending your school on a permit, be sure to enter the permit code on Screen 13, field 81, and the permit effective date in field 86. To print a list of students with permits:
>   **:PON16**
>   **:SORT XXXX WITH 81 BY NAME NAME 81 86 GR ROOM BL1 96NAME (N)**

IMPORTANT DATES TO REMEMBER

JULY 2006

1 • Happy 2006-07 School Year
4 • Holiday - Fourth of July
5 • First day of school for 3-Track B, C
      and 4-Track B, C, D
   • Rebuild Files - Districts 1-3
   • 10th Month Statistical 3-Track A, B and
      4-Track A,B, and C due to the District Office
6 • First day of summer / A track intervention
7 • Last day to enter Online Progress Report
      marks / attendance for the 2005-06 school
      year
12 • Check for duplicates
   • Rebuild Files - Districts 4-6
13 • CELDT data entry deadline for 3-Track B, C
      and 4-Track B, C, D
19 • Rebuild Files - Districts 7-8
28 • 1st Month Classification for 3-Track B, C
      and 4-Track B, C, and D

AUGUST 2006

2 • Rebuild Files - Districts 1-3
   • Last day of summer / A track intervention
4 • 1st Month Statistical Due 3-Track B,C
      and 4-Track B, C, D
9 • Rebuild Files - Districts 4-6
16 • Rebuild Files - Districts 7-8
18 • First day of school for 4-Track A
25 • 2nd Month Classification Report
      for 3-Track C and 4-Track B, D
   • Norm Classification Report for 3-Track B
      and 4-Track C
   • CELDT data entry deadline for 4-Track A
30 • First day of school for 3-Track A