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 2006-2007 school year.)

MEAL PROGRAM

All meal codes from last year have been removed from field 115. Schools are not able to enter meal program codes. The Food Services Division will be entering the meal codes from the new 2007-2008 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)**
If you want information for 1 track, type WITH TRACK = "C" instead of BY TRACK in the previous sentence.
(or substitute A, B, D)

Call Food Services at (213) 241-2993 for 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.

E CODES

The Enrollment codes correctly used in SIS are:
E   preschool students
E1   student has returned to your school after 16 or more school days without having attended any school
E2   other LAUSD school or LAUSD Charter school
E3   public school in California
E4   non-public school in California/home schooling
E5   outside of California
E7   first time in school

E1 must now be entered in SIS for a student who LEAVES the school for 16 or more school days and then returns to the school without having attended any school (public or private in the USA or in another country).

First, reactivate such a student from the retired file, Screen 16, option 4. Then on Screen 10, enter E1 as the new E code and enter the new entry date. This student will now have 2 E codes and 2 E dates.

Do NOT put your school location code in field 42 (previous location).

E1 is NOT to be used in SIS when a child changes classes or tracks within the same school or is gone 15 or less school days and then returns.

However, E1 and L1 are used to indicate class or track changes within the same school on the attendance cards, registers, and the statistical.

L CODES

When an active student leaves your school, enter the L information on Screen 13, fields 190 191, 192, and 83. Use the following codes for field 190, Leave Code:

L   preschool students
L2   other LAUSD school or LAUSD Charter school
L3   public school in California
L4   non-public school in California/home schooling
L5   outside California
L7   matriculated
L8   unknown or deceased

```
0 ID #           :
    190 L CODE         :
    191 L DATE         :
    192 NEXT SCHOOL LOCN:

    83 TRANSFER REASON :
```

COMPLETING THE ENROLLMENT

After enrolling a new 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
(It is not necessary to enter 189 and 186 for kindergarteners with an E7 ecode. See page 1.)

SCREEN 3

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

SCREEN 11

Immunizations

OUT OF HOME CARE

On Screen 3, field 668 indicates that a student is in "out of home care". Data for this field is downloaded periodically from LA County DCFS.

The County placement codes that are downloaded into SIS are:

O = out of home placement - (foster homes, group homes, relative care)

A = adoptive placement - (ready for adoption, but child is still in foster homes)

N = non-foster care placement - (hospitalized or institutionalized)

R = indicates whether a child is returned home or temporarily out of a placement. Placement is in a home not considered "foster care", but is part of the child welfare system.

For students in "out of home care" with no information on Screen 3, field 668, schools must enter a **Y** ("Yes") in this field if a guardian has presented DCFS form #1399 - (Out of Home Care).

To print a roster of students in "out of home care", at the main menu type :**E**
      :**PON16**
      :**SORT XXXX WITH 668 BY NAME NAME
       668 29 31 GRADE ROOM (N)**

HOMELESS DATA - DUE 1ST MONTH

The list of homeless students will be captured electronically at the end of the FIRST school month. See MEM-3782.1, "Homeless Student Data Update and Documentation," dated July 2, 2007, for details. To print a list of homeless students at your school, select Screen 20, option 21.

No longer homeless - remove code
If the student is no longer homeless at the beginning of the school year, the school must remove the code from field 52 before the end of the first school month.

Currently homeless - fax questionnaires
Fax current year Student Residency Questionnaires for those remaining homeless and for newly identified homeless to the Homeless Education Program Office (213) 765-3867. For any questions regarding the questionnaire, call the Homeless Office @ (213) 765-2880. You may print the questionnaire from BUL-1570.

Codes
Enter one of the codes below on Screen 4, field 52, for homeless students. The code is to remain in SIS the entire 2007-08 school year (July-June).

A	Temporarily with an adult that is not the parent/guardian due to loss of housing
B	In a single-room-occupancy building
C	In a car, trailer, or campsite
F	Foster child awaiting placement
G	In a rented garage due to loss of housing
H	In a transitional housing program
L	Temporarily in another family's house or apartment due to loss of housing
M	In a motel or hotel
O	Other places unfit for human habitation
S	In a shelter
T	In a rented trailer/motor home/private property

TRAVELING STUDENTS

For traveling students, enter the type of traveling program on Screen 13, field 80.

CAP/A	Capacity Adjustment Program/Assigned
CAP/V	Capacity Adjustment Program/Voluntary
MAG	Magnet
OTS	Other Transported Students
PWT	Permit With Transfer
SPED	Special Education
PSC	Public School Choice
PSC/K	PSC / with Transportation
PSC/L	PSC / no Transportation
HOM	Homeless
SAB	Space Available Basis
SAT/Z	Satellite Zone

Enter Y if field 85, if transportation is required.

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

RETIRE? DELETE?

Retire
If a student who was previously at your school has not returned, L him out. Select Screen 13, and enter data in the following fields:

- 190   L Code
- 191   L Date
- 192   Next School Location
- 83   Transfer Reason

At the Control Prompt, type DE (delete) which moves the student record to your retired file.

Delete
If you enrolled or transferred a student into your school, but the student NEVER attended - not even in pre-kindergarten (a no-show), call SIS to delete the student record. In this case, the student record is erased from your school file, and will not be in your retired file.

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.

STUDENTS IN SRLDP/PCC

There are special instructions regarding data entry for preschool Special Education students participating in BOTH PCC (Preschool Collaborative Classroom) and SRLDP simultaneously. To be eligible for the PCC/SRLDP class, a student must be 4 years old by December 2.

PCC and SRLDP need separate room numbers in SIS, even though the classes are held in the same room. If you have not already done so, enter the separate PCC room on Screen 16, option 2.

A.M. Room Setup Example

SRLDP Room	PCC Room
ROOM # 1A	ROOM # 1XA
1 EMPLOYEE # XXXXXX	1 EMPLOYEE # YYYYYY
2 GRADE **.**	2 GRADE **PCC**

Student Information

Screen 10
For each special education student participating in BOTH PCC and SRLDP, enter the grade level and room information on Screen 10 as follows:
  • **field 102 (Grade) .**   (NOT ,U)
  • **field 104 (Room) PCC Room #**

On the classification the students will be included in the count of SRLDP students. On class rosters, the students will print out on the PCC room lists.

PLEASE HELP - PAR NOT NEEDED

As a courtesy, if a student has moved and is enrolling in another LAUSD school, please L out the student promptly so the next school can transfer the student using the District ID. **After a student has left your school, please do not ask that parents come back to pick up a PAR.**

If the previous school has L'd out the student, but you don't have the District ID, obtain the # from Screen 0, Districtwide Student ID Look-up.

For the enrolling school, **please do not send parents back to the previous school to pick up a PAR** if they arrive at your school first to enroll - use the fax/phone to contact the previous school.

However, if the parent returns for a PAR, please accommodate the parent's request.

SPECIAL DAY KINDERGARTEN / FIRST GRADE COLLABORATIVE

If your school has a combination kindergarten/first grade with 20 general education kindergartners and 10 special day program first graders, you need to enter a separate room for each group, even though they are sharing the same room. Enter each room separately on Screen 16, option 2. For example:

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

Student Information

Screen 10
For the general ed kindergarten students enter the grade level and room information on Screen 10 as follows:
  • **field 102 (Grade) 0**
  • **field 104 (Room # of kindergarten class)**
For the Special Day Progam first grade students enter the grade level and room information on Screen 10:
  • **field 102 (Grade) 1U**
  • **field 104 (Room # of SDP class)**

INITIAL CELDT TESTING

It's initial CELDT testing time! See Student Testing & Assessment's website, "Administration Instructions for the CELDT 2007-2008 Edition" 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.

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

2006-07 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 "4-27-07" 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. If the address is misspelled, Screen 13, field 96 will not fill-in. See the following article for students missing the resident location code.

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)

NO RESIDENT LOCATION

The resident location on Screen 13, field 96, has been updated. 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.

Missing the resident location code

You may print a roster of students missing the resident location code with the following English sentence. At the main menu type **:E**
　　　:PON16
　　　:SORT XXXX WITH NO 96 BY NAME NAME 81 86 ADDRESS (N)

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.

OUT OF AREA RESIDENT LOCATION

After you have cleaned up your addresses and all students have a resident location code on Screen 13, field 96, (follow the directions on page 6 of the newsletter), run the following sentence to list the <u>students who are not in your resident location area</u>. 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)**

<u>In preparation for ISIS, students who live out your area need to have either a permit or non-resident code entered is SIS, Screen 13, in field 81(now called non-resident reason code), and date effective entered in field 86.</u>

<u>Permits</u>
If the student is attending your school on a permit, be sure to enter the permit code on Screen 13, field 81, and the date in field 86. After you have entered the permits, print the list to verify your data. At the Main Menu type:

> **: E**
> **: PON16**
> **: SORT XXXX WITH 81 BY NAME NAME 81 86 GR ROOM BL1 96NAME (N)**

<u>All other Non-Residents</u>
After you have entered all the permits, print a list of all other non-resident students who do not have a code in field 81. At the Main Menu type **:E**

> **: PON16**
> **: SORT XXXX WITH 96 NE "XXXX" AND WITH NO 81 BY NAME NAME 81 86 ADDRESS 96NAME (N)**

Enter one of the codes below for permits/non-resident reason. Then rerun the sentence to verify there are no students missing information in field 81.

FIELD 81 - NON-RESIDENT REASON CODES

3	Special Education Assignment
4	PWT Assignment
5	Magnet/Alternative School Assignment
6	Satellite Zone Assignment
7	Capacity Adjustment Assignment
8	Statement of Residence
9	Inter-District Permit
10	Bilingual-ESL Program Assignment
11	Direction of Superintendent
13	Sibling Permit
14	Elem Child Care Permit
15	Medical Permit
16	Prospective Residence Change Permit
18	Opportunity Transfer (O.T.)
22	Continuing Enrollment Permit
32	Child Care Parent Supervision Permit
40	Open Enrollment
41	Advanced Studies Permit
43	Overcrowded Permit
44	Public School Choice
45	National Disaster
46	Charter School*
47	Public School Choice: Exited With Transportation
48	Public School Choice: Exited No Transportation

*Some charter schools have an attendance area.
If the student does not live in the attendance area of the charter school, enter this code.

LABELS

These instructions are for the dot matrix printer:
Labels can be generated for new students enrolling after a specific date. For example, mailing labels can be printed for all students who enrolled beginning July 1, 2007, sorted by room. (This sentence will work for 3-Track, 4-Track and Single Track schools). At the Main Menu type **:E**

> **: PON**
> **: SELECT XXXX WITH 41 GE "7-01-07" BY ROOM BY NAME**
>   (the following message will appear on the screen:) # ITEMS SELECTED
> **>LABELS (N)**

Substitute the word **LABELS** in the previous sentence with one of the following key words listed below to print other types of labels.

Type PON for these labels. Use small labels (3 1/2 X 15/16).

LABEL TYPE	DESCRIPTION
LABELS	Mailing labels
PARENT-LABELS	Mailing labels with parent name

Use PON16 for these labels. Use small labels.

ATT-LABELS	Attendance card
CUM-LABELS	Cum card

Use PON16 for these labels. Use large labels (4 x 1 7/16).

EMER-LABELS	Emergency card
HEALTH-LABELS	Health card
IMMUN-LABELS	Immunization labels
REG-LABELS	Registration card (front)
REG-BACK-LABELS	Registration card (back)

These instructions are for schools using the laser printer for labels:
 You may use any laser printer that is attached directly to your computer. If you are printing to the T622, you must first attach a parallel cable and set up a parallel port - follow the directions in the April, 2005, newsletter. Use Avery compatible 5160 for mailing labels and 5162 for all other labels; the computer will prompt you with the correct label size.

Tp print the labels above or custom labels, you must first do a SAVE LIST.

At the Main Menu type **:E**
> **: SELECT XXXX WITH 41 GE "7-01-07" BY ROOM BY NAME**
>   (the following message will appear on the screen:) # *ITEMS SELECTED*
> **>SAVE-LIST SCHOOLNAMELABELS (N)**
>   (put your school's name in place of SCHOOLNAME; for example ARAGONLABELS, etc.)
>   the following message will appear on the screen: *List 'SCHOOLNAMELABELS' in file 'pointer file' saved.*
> **: GO**

At the Label Menu, Screen 15, select the label you wish to print. For example, select option 6, Attendance Card.

At the prompt: "Do you want to select by (T)rack, (R)oom, or (S)tudent", enter **L** (meaning the Saved List)
>   (The following message will appear on the screen:) *ENTER SAVE LIST NAME.*
>   Type **SCHOOLNAMELABELS** or the name you gave it, press enter, and the labels will print.

If you want to do a custom label, follow the directions above and at the Label Menu, Screen 15, select option 12, Custom Labels. Enter **L** (for Saved List) at the prompt "Select by (T)rack, (R)oom, or (S)tudent". Type the name of the Saved List (you can use any name for a Saved List. Be sure to include your school's name as part of the name. Example: TENTHSTJOB1). Then follow the prompts.

SCHOOL LABELS

You may print address labels for your school.

<u>Using the Dot Matrix Printer:</u>

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**
    Line 5: <press enter>

This will print the same number of labels as students in your school.

If you want a smaller amount, you can adjust the sentence. In the example below, 50 labels will print.
    : **SELECT XXXX SAMPLING 50** <enter>
    >**CUSTOM-LABELS (N)**
Follow the same prompts as above.

<u>Regular SIS, Using the Laser Printer:</u>
    : **SELECT XXXX** <enter>
    :>SAVE-LIST SCHOOLNAMEADDRESS (N) (put your school's name in place of SCHOOLNAME)
    : GO

At the Label Menu, Screen 15, select option 12, Custom Labels. Enter **L** at the prompt "Select by (T)rack, (R)oom, or (S)tudent". Enter the *SAVE LIST NAME* you used above - example COMMONWEALTHADDRESS.

Follow the prompts that appear on the screen.
    Select 5 lines.
    Do you want a title? (no)
    Line 1: **SCHOOL-NAME**
    Line 2: **SCHOOL-ADDRESS**
    Line 3: **SCHOOL-CITY**
    Line 4: **SCHOOL-ZIP**
    Line 5: <press enter>

If you want fewer labels, adjust the sentence. In the example below, 50 labels will print.
    : **SELECT XXXX SAMPLING 50** <enter>
    :>SAVE-LIST SCHOOLNAMEADDRESS(N) (put your school's name in place of SCHOOLNAME)
    : GO

PRINT LAST YEAR'S REPORT CARDS

To print last year's report cards for current or retired students, select Screen 27, option 8P or 9P. You can print by Track, by Room, or by Student.

If a student retired before rollover (June 22), select option 8PR or 9PR. Do NOT bring the student back from the retired file.

IMPORTANT DATES TO REMEMBER

JULY 2007

1 • Happy 2007-08 School Year!
2 • First day of school 3-Track B, C
3 • 10th Month Statistical for 3-Track A, B, and 4-Track A, B, C due to the District Office
4 • Holiday - Fourth of July
5 • First day of school 4-Track B, C, D
6 • Last day to enter Online Progress Report marks / SOAR data for the 2006-07 school year
9 • First day of summer intervention / intersession
10 • Check for duplicates - retire students who have left
11 • Rebuild Files - Districts 1-3
13 • CELDT data entry deadline for 3-Track B, C and 4-Track B, C, D
18 • Rebuild Files - Districts 4-6
25 • Rebuild Files - Districts 7-8
27 • 1st Month Classification 3-Track B, C, and 4-Track B, C, D

AUGUST 2007

3 • Last day of summer / A track intervention
• 1st Month Statistical Due 3-Track B,C and 4-Track B, C, D
15 • Rebuild Files - Districts 1-3
22 • First day of school for 4-Track A
• Rebuild Files - Districts 4-6
24 • 2nd Month Classification Report for 3-Track C and 4-Track B, D
• Norm Classification Report for 3-Track B and 4-Track C
28 • First day of school for 3-Track A
29 • Rebuild Files - Districts 7-8
31 • CELDT data entry deadline for 4-Track A