



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

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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 2007-2008 school year.)

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Extra Extra!



MEAL PROGRAM

All meal codes from last year have been removed from field 115. Schools are not able to enter meal program codes. Meal codes from the new 2008-2009 lunch applications and code 5, Direct Certification, are being 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.

UPDATE L DATA ON SCREEN 13R

SIS has now made it possible for you to update L information on Screen 13 without bringing the student back from the retired file. You may change the L Code (field 190), Date (field 191), or Next School Location (field 192) without making the student active.

For example, a different LAUSD school requests the cum than the one you had previously entered on Screen 13, field 192. At the Main Menu, enter Screen 13R to update the student's record. Enter the student's 4 digit local ID, then field 192. At the control prompt type FI (file) to save. You may also update student records on Screens 4R and 26, option 1R and 1AR.

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 a 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

SCREEN 31
 Parent/guardian contact phone numbers and email addresses

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)

PRINT LAST YEAR'S PROGRESS REPORTS

July 1- 11, 2008

You may print last year's report cards for current or retired students through July 11 by selecting Screen 27, option 8 or 9. You can print by Track, by Room, or by Student.

If a student retired before rollover (June 20), select option 8R or 9R. Do NOT bring the student back from the retired file.

July 14, 2008 - July 10, 2009

Beginning July 14 and continuing through the 2008-09 school year, select Screen 27, option 8P or 9P to print last year's report cards.

If a student retired before rollover (June 20), select option 8PR or 9PR. Do NOT bring the student back from the retired file.

Two consecutive progress reports (current and past year) may be printed from SIS. To view/print progress marks from previous years, administrative staff may access marks using DSS.

ADDING THE SSID # TO THE CUM

The Office of Instruction is requiring the 10 digit SSID # to be added to each cumulative folder. SIS is testing a new cum label that includes the SSID #. The label will be available soon. Affix the new cum label over the original.

Instead you may hand-write the SSID # in the upper right hand corner of each cum above "Cumulative Record Folder". Example:

SSID #9060961862

TRAVELING STUDENTS

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

- CAP/ACapacity Adjustment Program/Assigned
- CAP/VCapacity Adjustment Program/Voluntary
- MAG Magnet
- OTS Other Transported Students
- PWT Permit With Transfer
- SPED Special Education
- PSC Public School Choice
- PSC/KPSC / 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, do NOT use Screen 16, option 4. 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 previous 4 digit ID will be used
- 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 (last day of in-seat attendance)
- 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

<u>SRLDP Room</u>	<u>PCC Room</u>
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 the parent to 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 the parent back to the previous school to pick up a PAR** if he/she arrives 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 and first grade with 20 general education kindergartners and 10 special day program kindergartners or 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:

<u>General Ed Room</u>	<u>SDP Room</u>
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 Program kindergarten/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, "California English Language Development Test (CELDT) 2008-2009 Edition, Administration Instructions" 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 response 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 eTIP 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, DM, 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 Initial CELDT scores are downloaded, fields 91, 151, 152, 154, 1124 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

2007-08 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 classrooms (with data current as of the L date):

```
:SORT XXXX-RET WITH 191 GE "4-25-08" 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)
```

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, 2008, sorted by room. At the Main Menu type **:E**

: PON

: SELECT XXXX WITH 41 GE "7-01-08" 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 5 line custom labels and 5162 for all other labels; the computer will prompt you with the correct label size.

To 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 "7-01-08" BY ROOM BY NAME

(the following message will appear on the screen:) # items selected

>SAVE-LIST SCHOOLNAMELABELS

(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. Use regular SIS for custom labels.

LABELS USING WEB SIS

These instructions are for schools using Web SIS and 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.

To print the labels for a select group of students (such as all new students entering on or after July 1), follow these directions:

At the main Menu select Screen 98, Create Student List.

In the text box type the following:

WITH 41 GE "7-01-08" BY ROOM BY NAME

Type the Save-List Name such as **MAINSTREETLABELS** (this is an example-use your school name plus a description such as SCHOOLNAMELABELS2, or SCHOOLNAMEATTENDANCE, etc.)

The following message will appear in the dialog box:

Your list has been saved with 109 items.

Your list is active and will automatically be utilized within the Web SIS application.

A saved list named: MAINSTREETLABELS, has also been created.

Click **OK**.

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

At the drop-down **Select by**, click on **Save List**.

At **Enter Save List** name type **MAINSTREETLABELS** (the save-list name you entered) and click on display.

To print, click on the printer icon, then click **OK** to print.

Other examples of student groups:

2nd graders sorted by room: In the text box on Screen 98 enter **WITH GRN = "2" BY ROOM BY NAME**

Students with an IEP, sorted alphabetically: In the text box on Screen 98 enter **WITH 121 BY NAME**

MISSING RESIDENT LOCATION CODE

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.

See the May 2008 newsletter, page 4, to run rosters of students not in your resident location area.

SCHOOL ADDRESS LABELS

You may print address labels for your school.

Using the Dot Matrix Printer:

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.

Regular SIS, Using the Laser Printer:

At the Main Menu type: **E**

: **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>

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

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)

Follow the same prompts as above.

IMPORTANT DATES TO REMEMBER

JULY 2008

- 1 • Happy 2008-09 School Year!
- First day of school 3-Trk B, C, and 4-Trk B, C, D
- 2 • **10th Month Statistical for 3-Track A, B, and 4-Track A, B, C due to the District Office**
- 4 • Holiday - Fourth of July
- 7 • First day of summer intervention / intersession
- 11 • Norm Day Classification due for summer intervention / intersession
- 25 • 1st Month Classification due 3-Trk B, C and 4-Trk B, C, D

AUGUST 2008

- 1 • Last day of summer intervention / intersession
- 1st Month Statistical Due 3-Trk B,C and 4-Track B, C, D
- 15 • First day of school for 4-Trk A
- 22 • 2nd Month Classification due 3-Trk B, C and 4-Trk B, D
- 29 • Norm Classification Report for 3-Trk B and 4-Track C
- 2nd Month Statistical Due 3-Trk B,C and 4-Track B, D

