



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**

Ramon C. Cortines  
 Superintendent

\* Claire Lubrin \* Francisco Sahagun \* Judi Lumpkin \*

**Volume 21 Number 1**

**JULY 2009**

**LAUSD MAX / SIS**

Attendance - Year Round Schools

Beginning July 1 for 3-Track and July 6 for 4-Track schools, teachers will be entering attendance in LAUSD MAX. Schools should have available lined class rosters, Screen 14, option 9, as a contingency.

Statistical - Year Round Schools

Attendance from LAUSD MAX and enrollment information from SIS, Screens 10 and 32, will populate the statistical report. The office staff will not be able to enter data on Screen 29 for the statistical report. Click here to review the statistical portion of the training.

All Schools - All Calendars

SIS created a new screen to record room changes during the school year, Screen 32, L1/E1 Information. Schools will continue to enroll new students on Screen 10 and transfer LAUSD students using Screen 16, option 11. Use Screen 32 to enter room and grade level changes for continuing students during the school year (not at rollover). Click here to review the new Screen 32, E1 and L1 Information portion of the training.

0 ID #	: 1857 PINZON, MARK					DIST ID 102203M063				
	----- FROM -----					----- TO -----				
LI	L DATE	ROOM	GRADE	TRACK	SDP	E DATE	ROOM	GRADE	TRACK	SDP
---	---	---	---	---	---	---	---	---	---	---
1	07-09-09	41D	1	D		07-10-09	21D	1	D	

If a continuing student returns to school after the opening day, enter the E1 information on the first line of Screen 32. Example: the student returns on July 8, not July 6. On line 1 on Screen 32 enter the E date, room, and grade.

0 ID #	: 1857 PINZON, MARK					DIST ID 102203M063				
	----- FROM -----					----- TO -----				
LI	L DATE	ROOM	GRADE	TRACK	SDP	E DATE	ROOM	GRADE	TRACK	SDP
---	---	---	---	---	---	---	---	---	---	---
						07-08-09	21D	1	D	

**Single track schools will continue to use attendance cards, registers, and enter statistical data in Screen 29 until training is completed between October-December.**

Table of Contents	
LAUSD MAX/SIS .....	1
ESIS Process FAQs .....	2-3
IS - Independent Study .....	3
Race/Ethnicity Changes .....	4
School Closed? PAR Not Needed .....	4
Screen 13 - Retired .....	5
Change Kindergarten Data .....	5
E / L Codes .....	5-6
Completing the Enrollment .....	6
Missing Resident Location .....	6
Avoid Duplicates / Retire/Delete .....	7
Out of Home Care .....	7
Traveling Students .....	7
Meal Codes .....	8
SRLDP/PCC .....	8
SDP K/1st Grade Collaborative .....	8
Initial CELDT Testing .....	9
Print Last Year's Report Cards .....	9
2008-09 Master Plan Rosters .....	9
Labels .....	10-11
Calendar .....	12



## ESIS Process FAQs

<b>If...</b>	<b>Do...</b>
Returning student enters the new school year later than the 1 <sup>st</sup> day of school, but within 15 days. (example: 1 <sup>st</sup> day of school is 7/6/09 but student returns on 7/9/09)	Enter the date the student returned on line 1 of Screen 32. Only complete the "E" side of the screen.
Student returning after 16 or more school days and did not attend any other school	Enter an E1 and a new E date on Screen 10. Do not replace the original E code or E date. Student will now have 2 E codes and 2 E dates. Do not enter on Screen 32!  Note: If student was L'd out and record was retired, return the retired student record to active file first by using Screen 16 option 4.
Student (except SRLDP) attended your school last year and did not return this school year	Retire student as of <b>6-30-09</b> on Screen 13. Complete fields 190, 191, and 192. Type DE at CONTROL: to retire the record.
New kindergarten student who attended SRLDP at your school last year and did not return this school year	<u>Screen 10:</u> <ul style="list-style-type: none"> <li>* Change E code from E7 back to E</li> <li>* Change E date back to pre-k E date</li> <li>* Change Grade back to pre-k "."</li> </ul> <u>Screen 13:</u> <ul style="list-style-type: none"> <li>* L Code = L</li> <li>* L Date = 6-30-09</li> <li>* Next School = If known, enter school location code or City. If unknown, enter "unknown".</li> <li>* Type DE at CONTROL: to retire the record.</li> </ul>
Future enrollee who never attended your school before and did not show up this school year	Do NOT retire this student! Call ESIS at (213)241-4617 to have the student deleted from the system.
Clerical error was made and wrong room and/or grade was entered on Screen 10, but student was physically in the correct room on 1 <sup>st</sup> day of school	Correct the room number and/or grade on Screen 10 only. Do not enter on Screen 32.
Student changes room, track, or grade	Use Screen 32 to L out from previous room and E in to new room. This information will automatically update screen 10.
Room changes between General Ed and SDP classrooms.	Use Screen 32 to L out from previous room and E in to new room. This information will automatically update screen 10.  Note: remember to add a U next to the grade level for SDP students.

## ESIS Process FAQs (cont.)

<b>Independent Studies</b>	
Student going to Independent Studies	<p>Use Screen 32 to L out from previous room and E in to Independent Studies room. Room number will be "IS". This information will automatically update screen 10.</p> <p>Note: Office staff will be responsible for submitting daily attendance for students on Independent Studies. Record students as absent until work is verified then office staff will revise attendance for each day.</p>
Student returns from Independent Studies	<p>Use Screen 32 to L out from Independent Studies room and E into the regular class. This information will automatically update screen 10. The teacher will be able to submit attendance in LAUSDMAX the day after the update on Screen 32.</p>

### IS - INDEPENDENT STUDY

If a student will be enrolling in Independent Study, the school must first set up an independent study room on Screen 16, option 2. Enter IS as the room #. IS is the room # for all tracks, all grades. Do NOT enter any other data and at the control prompt FI (file to save).

```

0 ROOM #           :      IS
CURRENTLY ASSIGNED TEACHER
1 EMP #           :
 
2 GRADE/RSP/SDP :
3 TRACK           :
11 120+ HOURS    :
```

On Screen 32, enter the last day the student is in the regular room as the L1 date, enter the room and the grade. Enter the next instructional day as the E1 date, IS for the room #, and the grade. The room # IS will populate on Screen 10.

```

0 ID #           : 2695 GARCIAS, CLAUDIA YURIANA

----- FROM -----          TO -----
LI  L DATE   ROOM  GRADE TRACK SDP    E DATE   ROOM  GRADE TRACK SDP
---  - - - - -  - -  - -  - -  - -  - -  - -  - -  - -  - -
1   07-02-09  78    5          07-03-09  IS    5
```

The office staff will be entering the attendance as absent in LAUSDMAX for IS students. When the student returns, the teacher will evaluate the assignments for attendance credit and the office staff will revise the attendance. Return the student to the regular room by entering the L1 and E1 information and room number change on Screen 32. The room change will populate on Screen 10.

### RACE / ETHNICITY CHANGES IN SIS

Following state mandates, SIS has made changes on how to enter the ethnicity code on Screen 10 and the second ethnicity code on Screen 2. Enter the ethnicity code for field 11 as follows:

- 1 - AMER INDIAN/ALASKAN
- 2 - ASIAN
- 3 - AFRICAN-AMERICAN
- 4 - HISPANIC
- 5 - WHITE
- 7 - PAC ISLANDER

SIS has converted the ethnicity code in field 11 for continuing Filipino students from code 6 to code 2, Asian. On Screen 2, field 57, SIS has loaded F for these students as a subgroup code. You will need to enter data for newly enrolling Filipino students on Screen 10 and Screen 2 as follows:

11 ETHNICITY 1	:	2 ASIAN	57 ASIAN/PI 1	:	F
----------------	---	---------	---------------	---	---

If a student has more than one ethnicity and one of them is Hispanic, enter code 4 for Hispanic in field 11 and on Screen 2, field 56, enter the race the parent indicated.

11 ETHNICITY 1	:	4 HISPANIC
56 ETHNICITY 2	:	3 WHITE

For students with Asian or Pacific Islander ethnicity, enter the subgroup codes on Screen 2, field 57 or 58, as applicable.

11 ETHNICITY 1	:	2 ASIAN	57 ASIAN/PI 1	:	V VIETNAMESE
56 ETHNICITY 2	:	7 PACIFIC ISLANDER	58 ASIAN/PI 2	:	H HAWAIIAN

### 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.

### 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 by phone or fax 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.

### SCREEN 13 - RETIRED

If you need to update L information on Screen 13, do NOT bring 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.

### CHANGE KINDERGARTEN E CODE AND E DATE

**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 2008-2009 school year.)

### E CODES

The Enrollment codes correctly used in SIS for field 40 on Screen 10 and Screen 4 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 also to be used in SIS, Screen 32 (NOT Screen 10), when a student changes classes or tracks or returns after the opening day - see page 1 of this newsletter.

**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 :	

L1 is to be used in SIS, Screen 32, when a student changes classes or tracks - see page 1 of this newsletter.

**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 3.)

**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

**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.

To print a roster of students living outside your attendance area with a permit at the Main Menu type :E

:NON-RES

To print a roster of students living outside your attendance area with no permit at the Main Menu type :E

:NON-RES-CLEANUP

See the May, 2009 newsletter, page 6, for permit information.

**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.

Next 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?"



**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.

**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)
```

**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.

**MEAL CODES**

All meal codes from last year have been removed from field 115. Schools are not able to enter meal program codes. Meal code code 5, Direct Certification from Cal Works have been downloaded. Meal codes from the new 2009-2010 lunch applications 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)

Be careful of punctuation in the sentence above. There are quotaion marks, apostrophe, P, apostrophe, quotation marks.

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.

**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.

**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 Progam 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 "California English Language Development Test (CELDT) 2009-2010 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 P2000 test information on Screen 5, fields 91 and 151, change P2000 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 all students who took the Initial CELDT.

Pay special attention to students on the **GOT-CELDT** roster with 2008 or early 2009 testing dates. These students may not have been tested, as there are no downloaded test results in SIS.

## LAST YEAR'S REPORT CARDS

July 1- 10, 2009 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 19), select option 8R or 9R. Do NOT bring the student back from the retired file.

July 13, 2009 - July 9, 2010 Beginning July 13 and continuing through the 2009-2010 school year, select Screen 27, option 8P or 9P to print last year's report cards. If a student retired before rollover (June 19), 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.

## 2008-09 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 "4-29-09" 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, 2009, sorted by room. At the Main Menu type **:E**

```

: PON
: SELECT XXXX WITH 41 GE "7-01-09" 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).*

<u>LABEL TYPE</u>	<u>DESCRIPTION</u>
<b>LABELS</b>	Mailing labels
<b>PARENT-LABELS</b>	Mailing labels with parent name

*Use PON16 for these labels. Use small labels.*

<b>ATT-LABELS</b>	Attendance card
<b>CUM-LABELS</b>	Cum card

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

<b>EMER-LABELS</b>	Emergency card
<b>HEALTH-LABELS</b>	Health card
<b>IMMUN-LABELS</b>	Immunization labels
<b>REG-LABELS</b>	Registration card (front)
<b>REG-BACK-LABELS</b>	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 May, 2006, 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 "7-01-09" 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 "7-01-09" 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**.

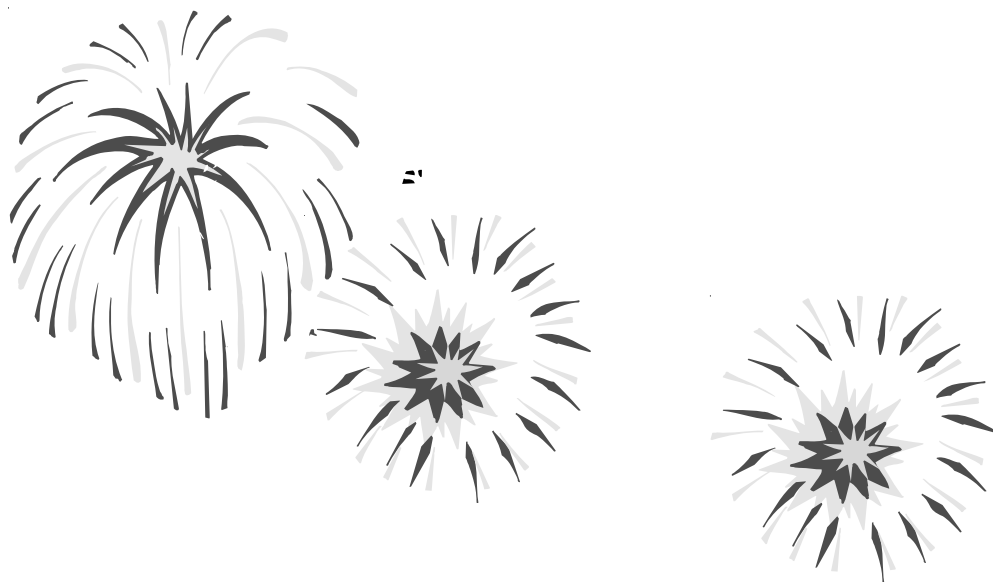
At **Enter Save List** name type **MAINSTREETLABELS** (the save-list name you entered) and click on display.

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**



## IMPORTANT DATES TO REMEMBER

### JULY 2009

- 1 • Happy 2009-10 School Year!
- First day of school 3-Trk B, C, and 4-Trk B, C, D
- **10th Month Statistical for 4-Track due Fax and mail to Attendance and Enrollment 213/241-6831**
- 3 • Holiday - Fourth of July (Independence Day)
- 6 • First day of school 4-Trk B, C, D
- First day of ESY Summer Program
- **10th Month Statistical for 3-Track A, B due Fax and mail to Attendance and Enrollment 213/241-6831**
- 10 • Norm Day Classification due for ESY Summer Program
- 24 • 1st Month Classification due 3-Trk B, C and 4-Trk B, C, D
- 31 • Last day of ESY Summer Program
- 1st Month Statistical Due 3-Trk B,C and 4-Track B, C, D

### AUGUST 2009

- 18 • First day of school for 4-Trk A
- 21 • 2nd Month Classification due 3-Trk B, C and 4-Trk B
- 28 • 2nd Month Statistical Due 3-Trk B,C and 4-Track B
- 31 • First day of school for 3-Trk A

