



Los Angeles Unified School District  
Office of Data, Accountability and Performance Management  
Student Information Systems Branch

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**WELCOME**

We would like to welcome back to the ESIS family Chris Granado as Specialist who was and is a wonderful asset to our support unit. At the same time, we would like to express our gratitude and well wishes to Jose Razo who will be starting his new assignment as Principal of Lankershim Elementary. Wish you the best, Jose!

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**KINDER REMINDER**

For new kindergarten students who attended pre-kindergarten in LAUSD, you must check to make sure the E code changed from E to E7 on Screen 32 and that their E date changed to the first day of school. We have populated that information for you on Screen 32. When an E7 code is entered for any kindergarten student the following files 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

To verify that the E code and E date information are correct, run the Classification Check Roster for all Kindergarten rooms (Screen 23, Option 8). Kindergarten re-tentions should already have an E7 and an E date from the 2011-2012 school year.

**Distribution:**

- Elementary Principals
- Elementary AP/APEIS
- Elementary School Admin. Asst.
- Elementary Office Technicians
- Elementary Coordinators

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**UPDATE L DATA ON SCREEN 13R**

SIS has made it possible for you to update L information on Screen 13 without bringing the students 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. You may also update student records on Screens 4R and 26R, Options 1R and 1AR.

**PLEASE HELP!!!!~ PROVIDE PARS AS NEEDED**

We are asking that you begin to issue PARs once again. As a courtesy, we ask schools that have students that are checking out to please L these students out promptly. If a parent requests a PAR please issue the PAR immediately. After a student has left your school, please **DO NOT** ask the parent to come back to pick up a PAR. The new school of record can request the previous school to FAX the PAR to the new school.

For the enrolling school, **DO NOT** send the parent back to the previous school to pick up a PAR. If the parent arrives at your school without a PAR, please call the previous school and request that they fax you a copy.

## NO-SHOWS

In preparation for the “No-Shows” in the upcoming school year, please follow the below procedures:

### **NO SHOW ON 1st day of instruction**

If you know a student will not be there on the first day of class because a parent has communicated this notice, change the E date on Screen 32 to reflect the new E date of when the student will start and FI (file) the record.

**NOTE:** Any student that shows 3 consecutive non-excused absences or blanks will be deleted or retired from Elementary SIS and ISIS. If a student that attended the school in prior year was retired because of first three days of absence, the student record can be retrieved using Screen 16, Option 4 from the retired files. **DO NOT create a new student record for these students.**

### **NO SHOW Returning Student (Retire the Student)**

If a student who attended the previous school year in your school did not return, you must L them out.

a. Remove all information from Screen 32 then proceed to Screen 13, and enter data in the following fields:

- 190 L Code
- 191 L Date (last day of in seat attendance from the previous school year)
- 192 Next School Location
- 83 Transfer Reason

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

### **NO SHOW New Students (ESIS Support deletes the file)**

If you enrolled or transferred a student into your school, but the student **NEVER** attended – including Special Ed. Pre-K students, please submit the “Student Deletes and Port Reset Form.” The form can be found at <https://esis.lausd.net>. In this case, the student is completely erased from your school file. **Please DO NOT retire the student.** This causes the system to think they had an active record at your school. ESIS will delete this type of student record once the form is faxed in to our office. This should only be completed for a student that **NEVER** attended your school. Students that have attended your school should be retired accordingly.

## AVOID DUPLICATES- CHECK ID

For every new enrollee, check Screen 0, District-wide 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 (for room and grade, use Screen 32)

### TRAVELING STUDENTS

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

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

### E-CODES

The Enrollment codes in SIS are:

- E Pre-School Students
- E1 Student has returned to your school after 10 or more days without having attended any school
- E2 Other LAUSD school or LAUSD Charter School
- E3 Public School in California or Non-LAUSD Charter Schools
- E4 Non-Public School in California/Home Schooling
- E5 Outside of California
- E7 First time in school

E1 must be entered in SIS for a student who LEAVES the school for 10 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 the student from the retired file, Screen 16, Option 4. Then on Screen 32, enter E1 as the new E code and enter the new entry date. This student will now have a new line on Screen 32 with a previous line showing his enrollment history for the 2011-2012 school year.

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

### 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 Pre-School Students
- L1 Student is changing grades, rooms, or tracks within the same school
- L2 Other LAUSD school or LAUSD Charter School
- L3 Public School in California or Non-LAUSD Charter Schools
- L4 Non-Public School in California/Home Schooling
- L5 Outside of California
- L7 Matriculated
- L8 Unknown or deceased

## 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 number. For year round tracks please use ISX, where X is the track letter. Enter the grade and track information and at the control prompt FI (file to save). The office staff then needs to assign a non-register carrying teacher to the IS class. For more information, please review the ISIS Attendance Procedure Handbook for Elementary Schools.

Main | Utility | Room Assignments  
\*\*\* SIS -- ENTER/UPDATE

0 ROOM # : IS  
CURRENTLY ASSIGNED TEACHER  
1 EMP # : 000010 RAZO, ANGELICA ITZEL  
2 GRADE/RSP/SDP : 4  
3 TRACK : A  
11 120+ HOURS :

```

*** SIS -- ENTER/UPDATE ROOM ASSI
0 ROOM # : IS
CURRENTLY ASSIGNED TEACHER
1 EMP # : 000010
RAZO, ANGELICA ITZEL
2 GRADE/RSP/SDP : 4
3 TRACK : A
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 number and the grade. The room number IS will populate on Screen 10.

## 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 SIS with the following information:

- Your school name and location code
- Name of contact person and employee #
- Student name
- Previous school name and location code
- Previous local ID (if known)
- District ID, or Birthdate and gender
- Transfer reason

Once we L out the student from the previous school, 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. For field 84 we will enter #9– For ESIS use only. To get the list at the control prompt type

```

:E
:PON16
:SORT XXXX-RET WITH 191 GE "06-30-11" AND WITH GRN NE "5" BY NAME NAME GRADE
ROOM 190 191 192 83 84 (N)
  
```

## 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 Pelayo Razo, enter both names.

If the name is hyphenated, enter it Pelayo-Razo.

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

## 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
- Filed 186 US 1st School Date

It is not necessary to enter 189 and 186 for kindergarteners with an E7 code. See page 1.

### Screen 3

- Field 39– Parent/Guardian Language
- Field 45- Parent Education Level

### Screen 11

- Update immunizations
- Enter Oral Health Assessment info. (required for Kgn or 1st grade, whichever is their first year in school)

### 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 home)
- 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 to 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)**

## LAST YEAR’S REPORT CARDS

You may print last year’s report cards for current or retired students going through ISIS/LAUSDMax.

Once logged in change the academic year to 2011. Go to **Reports> Grades> Standards Based Report Cards**. Use the drop down to find the teacher or student’s Report Card you would like to print then print PDF copy.

## 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. See below for a snapshot.

### A.M. ROOM Room Setup Example

#### SRLDP ROOM

```

*** SIS -- ENTER/UPDATE ROOM AS
0 ROOM # : 1A
CURRENTLY ASSIGNED TEA
1 EMP # : 000010 RAZO, ANGELICA ITZEL
2 GRADE/RSP/SDP:
    
```

#### PCC ROOM

```

*** SIS -- ENTER/UPDATE ROOM AS
0 ROOM # : 1XA
CURRENTLY ASSIGNED TEA
1 EMP # : 000010 RAZO, ANGELICA ITZEL
2 GRADE/RSP/SDP: PCC_<
3 TRACK
    
```

### Student Information

#### Screen 10/32

For each special education student participating in BOTH PCC and SRLDP, enter the grade level and room information on Screen 10 (When first enrolling child) or Screen 32 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 the class rosters, the students will print out on the PCC room list.

## SPECIAL DAY KINDERGARTEN/1ST GR. 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. Example:

#### General Ed. ROOM

```

*** SIS -- ENTER/UPDATE ROOM AS
0 ROOM # : 1B
CURRENTLY ASSIGNED TEA
1 EMP # : 000010 RAZO, ANGELICA ITZEL
2 GRADE/RSP/SDP: 0
3 TRACK : <
    
```

#### SDP ROOM

```

*** SIS -- ENTER/UPDATE ROOM AS
0 ROOM # : 1KB
CURRENTLY ASSIGNED TEA
1 EMP # : 000010 RAZO, ANGELICA ITZEL
2 GRADE/RSP/SDP: K1C
3 TRACK : <
    
```

### Student Information

#### Screen 10/32

For the general education kindergarten students enter the grade level and room information on Screen 10 (When first enrolling child) or Screen 32 as follows:

• Field 102 (Grade) **0**                      Field 104 (Room) **Room # of kindergarten class**

For the Special Day Program Kindergarten/First Grade students enter the grade level and room information on Screen 10 (When first enrolling child) or Screen 32 as follows:

• Field 102 (Grade) **1U**                      Field 104 (Room) **Room # of SDP class**

## LABELS FROM THE "BLUE SCREEN"

### **For the instructions for the dot matrix printer, please refer to the July 2009 newsletter.**

You may use any laser printer that is attached directly to your computer. If you are printing to the Lexmark T622, you must first attach a parallel cable and set up a parallel port– follow the direction 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. If you want to select students other than the regular choices, by room or by track, you must first do a SAVE LIST. Below is an example of a school that would like to make labels only for their English Learners. (Those students with field 162 = "LEP"). At the Main Menu type:**E**

**:SELECT XXXX WITH 162 = "LEP" BY ROOM BY NAME**

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

**>SAVE-LIST LANKERSHIMLABELS**

(put your school's name in place of **LANKERSHIM**; for example **LANKERSHIMLABELS**, etc.)

The following message will appear on the screen: **List 'LANKERSHIMLABELS' in file 'pointer-file' saved.** Type the following at the :

**:GO**

At the Label Menu, Screen 15, select the label you wish to print. For example, select Option 12, Custom Labels. 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 THE SAVE LIST NAME.**

Type **SCHOOLNAMELABELS** or the name you gave it, press enter. Choose the prompts for fields you want to appear on the labels. Press enter until the labels print.

## LABELS FROM WEBSIS

You may use any laser printer that is attached directly to your computer. If you are printing to the Lexmark T622, you must first attach a parallel cable and set up a parallel port– follow the direction 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 for a selected 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 "7-01-11" BY ROOM BY NAME**

Type the Save-List Name such as **NEWARMINTASTUDENTLABELS** (this example use your school name plus a description).

The following message will appear in the dialog box:

*Your list has been saved with XXX items.*

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

*A saved list named: **NEWARMINTASTUDENTLABELS**, has also been created, Click **OK***

At the Label Menu, Screen 15, select the label you wish to print.

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

At **Enter Save List** name type **NEWARMINTASTUDENTLABELS** (name of your list) and click on display.

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

## INITIAL CELDT TESTING

It's Initial CELDT time! See "California English Language Development Test (CELDT) 2011-2012 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.

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 2010 or early 2011 testing dates. These students may not have been tested, as there are no downloaded test results in SIS.

## LAST YEAR'S MASTER PLAN ROSTERS

To print master plan roster 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 roster for retired students by last year's classrooms (with data current as of the L date):

**:SORT XXXX-RET WITH 191 GE "04-23-11" 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)**

Be careful of punctuation "P" (QUOTATION MARKS), (APOSTROPHE), (P), (APOSTROPHE), (QUOTATION MARKS)



## 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 2011-2012 lunch applications will be downloaded by the Central Office.

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 = "X" instead of by track in previous sentence.

Substitute the track of choice for letter X. (A, B, C, or D)

Be careful of punctuation "P" (QUOTATION MARKS), (APOSTROPHE), (P), (APOSTROPHE), (QUOTATION MARKS)

Call Food Services at (213) 241- 2993 for information: for application question 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.





## Fax for Student Deletes and Port Resets

Please copy and use this form as needed for port resets and or student deletes. If you have any questions please call ESIS at 213-241-4617.

### Port Reset

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

School: \_\_\_\_\_ Location Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Port Number: \_\_\_\_\_

---

### Student Deletions

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

School: \_\_\_\_\_ Location Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Student Name: \_\_\_\_\_ Dist ID# (10-digit) \_\_\_\_\_

Local ID# (4-digit) to delete \_\_\_\_\_ Did student attend a LAUSD school last year? Y / N

Is this a duplicate ID? Y/N Correct Local ID# (4-digit): \_\_\_\_\_

---

Student Name: \_\_\_\_\_ Dist ID# (10-digit) \_\_\_\_\_

Local ID# (4-digit) to delete \_\_\_\_\_ Did student attend a LAUSD school last year? Y / N

Is this a duplicate ID? Y/N Correct Local ID# (4-digit): \_\_\_\_\_

---

Student Name: \_\_\_\_\_ Dist ID# (10-digit) \_\_\_\_\_

Local ID# (4-digit) to delete \_\_\_\_\_ Did student attend a LAUSD school last year? Y / N

Is this a duplicate ID? Y/N Correct Local ID# (4-digit): \_\_\_\_\_

---

Comments: \_\_\_\_\_

Please fax to 213-241-8498