



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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**JUNE 2008**

**JUNE 22 IS ROLLOVER**

All schools must complete the year-end procedures by Friday, June 20, 10:00 p.m. (See the April and May newsletters for detailed year-end tasks).

**ROLLOVER DOES NOT AFFECT SOAR OR ONLINE PROGRESS REPORTS.** Teachers may continue to enter grades and SOAR assessment data after rollover has been completed for their students, including matriculants, but the window for all tracks closes on July 11, 2008. Teachers and coaches will NOT be able to enter OPR or SOAR data during rollover weekend, from 10:00 p.m. Friday, June 20, through 10:00 p.m. Sunday, June 22.

**DONOT RETIRE** early tracks, matriculants, Magnet, or PWT students, unless they L out before the end of their track and begin at another school this school year. Students with a next school on Screen 13, field 192, will be automatically retired by SIS during the rollover process.

**HAPPYNEWYEAR!**  
 On Monday, June 23, your school's data will now reflect the 2008-09 school year! After logging in, the following message will appear "HAPPY NEW YEAR - YOUR SCHOOL HAS NOW BEEN ROLLED OVER." Matriculants and students with information on Screen 13, field 192, Next School Location, will have been moved to the retired file.



**PRIMARY CENTER MATRICULANTS**

PARs are not needed by the receiving school. Before rollover, primary centers may provide the receiving school with a roster of students with their district IDs, using an English sentence. (X is the highest grade at your school). At the Main Menu type:

:E  
 :PON  
 :SORT XXXX WITH GRN = "X" BY 192 BY NAME BREAK-ON 192 "P" NAME 12 GR (N)

After rollover, the primary centers may use this sentence:

:SORT XXXX-RET WITH GRN = "X" AND WITH 191 GE "4-25-08" BY 192 BY NAME BREAK-ON 192 "P" NAME 12 GR (N)

After rollover, receiving schools must transfer each student by entering the district ID on Screen 16, option 11.

**PRE-K AND K FUTURE ENROLLMENT**

Please look up every new student on Screen 0 before enrolling them. If the student is active at another LAUSD school, you must wait until after rollover to enroll him/her. Then use Screen 16, option 11, to bring the student in to your school. If the student is new to the district you may pre-enroll the student as new on Screen 10. Put a , (comma) for future pre-kindergartners and a . (period) for future kindergartners. The grade will advance at rollover.

Table of Contents	
June 20 Is Rollover .....	1
Primary Center Matriculants .....	1
Pre-K and K Future Enrollment ..	1
5th/6th Matriculants - Reclassify2	
5th/6th Graders - After Rollover 2	
Reclassification Rosters/Counts 3	
Future Master Plan Rosters... ..	3
After Rollover Tasks .....	4-7
Sending / Receiving Rosters .....	7
Advanced an ELD Level(s) .....	8
Calendar .....	8

## ELIGIBLE 5<sup>TH</sup> / 6<sup>TH</sup> GRADE EL MATRICULANTS - RECLASSIFY NOW

5th/6th grade EL matriculants (who are eligible) need to be reclassified as soon as possible so the middle school can assign them to the correct program. Be sure to reclassify them before the end of the school year.

Run the Potential Reclassification roster from Screen 14, option 25. If the student is on this roster, has all 3s or 4s on the progress report for ELA grades, and the teacher has judged that the student will be successful in a mainstream English program, reclassify the student by printing the letter. Reminder: make a copy of each letter and keep them in a notebook for 5 years. Follow the directions below :

Before rollover (June 20), print the letter from Screen 14, option 26, then enter the dates on Screen 5 in the following fields:

- Field 314 (Tchr Recommend Date)
- Field 322 (Parent Inform Date)

If you didn't reclassify the eligible student before rollover (June 20), follow these directions:

First return the student to the active file (Screen 16, option 4).

Print the letter (Screen 14, option 26).

Enter dates on Screen 5 in the following fields:

- Field 314 (Tchr Recommend Date)
- Field 322 (Parent Inform Date)

**Be sure to return the student to the retired file.** On Screen 13, enter the student's 4 digit local ID #, then type DE at the control prompt to retire the student.

Matriculants reclassified after May 28 - notify the middle schools.

For 5th graders who reclassified after the second electronic data transfer on May 28, the elementary school must notify the middle schools by phone and by fax. Fax Attachment A of REF-3490.3, "Transfer Data to Middle Schools", to EACH middle school that has newly reclassified students to insure their proper placement.

To print a roster of these recently reclassified matriculants, at the Main Menu type :E

:PON

:SORT XXXX WITH GRN = "5" AND WITH 323 GE "5-28-08" BY 192 BY NAME NAME 323  
192 (N)

## 5<sup>TH</sup> / 6<sup>TH</sup> GRADE MATRICULANTS - AFTER ROLLOVER

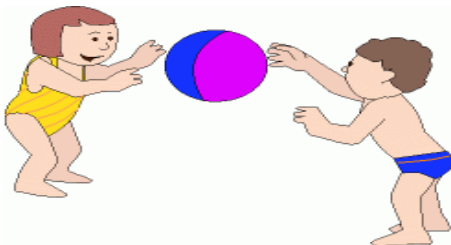
After rollover, you may print a roster of 5th graders with their next school location by typing the following sentence at the Main Menu :E

:PON

:SORT XXXX-RET WITH GRN = "5" AND WITH 191 GE "4-25-08" BY NAME NAME 192  
ROOM 191 (N)

To run the roster by next school location code:

:SORT XXXX-RET WITH GRN = "5" AND WITH 191 GE "4-25-08" BY 192 BY NAME BREAK-  
ON 192 NAME ROOM 191 (N)



## RECLASSIFICATION ROSTERS / COUNTS

See REF-1848.4, "Reclassification of English Learners, Elementary School", dated May 4, 2007, and the October 2007 newsletter, pages 2-3 for detailed reclassification information. The following English sentences may be used to print rosters/counts of reclassified students.

At the Main Menu type **:E** <enter> **:PON** <enter>

### Current reclassified students

1. Total count  
**:COUNT XXXX WITH 323 (N)**
2. Counts, sorted by grade  
**:SORT XXXX WITH 323 BY GRN BREAK-ON GRN BL5 TOTAL CT (DN)**
3. Alphabetical roster  
**:SORT XXXX WITH 323 BY NAME NAME 162 323 GR ROOM (N)**
4. Roster, sorted by grade  
**:SORT XXXX WITH 323 BY GRN BY NAME BREAK-ON GRN NAME 162 323 ROOM (N)**
5. Roster, sorted by date  
**:SORT XXXX WITH 323 BY 323 BY NAME NAME 323 162 GR ROOM (N)**

### Reclassified during the 2007-2008 school year

1. Total count  
**:COUNT XXXX WITH 323 GE "7-01-07" AND LE "6-30-08" (N)**
2. Total count of retired students  
**:COUNT XXXX-RET WITH 323 GE "7-01-07" AND LE "6-30-08" (N)**
3. Counts, sorted by grade  
**:SORT XXXX WITH 323 GE "7-01-07" AND LE "6-30-08" BY GRN BREAK-ON GRN BL5 TOTAL CT (DN)**
4. Counts of retired students, sorted by grade  
**:SORT XXXX-RET WITH 323 GE "7-01-07" AND LE "6-30-08" BY GRN BREAK-ON GRN BL5 TOTAL CT (DN)**
5. Alphabetical roster  
**:SORT XXXX WITH 323 GE "7-01-07" AND LE "6-30-08" BY NAME NAME 162 323 GR ROOM (N)**
6. Roster, sorted by grade  
**:SORT XXXX WITH 323 GE "7-01-07" AND LE "6-30-08" BY GRN BY NAME BREAK-ON GRN NAME 162 323 ROOM (N)**
7. Roster of retired students, sorted by grade  
**:SORT XXXX-RET WITH 323 GE "7-01-07" AND LE "6-30-08" BY GRN BY NAME BREAK-ON GRN NAME 162 323 ROOM (N)**

## FUTURE MASTER PLAN ROSTERS

Before rollover, this English sentence will print future Master Plan rosters by the future room number.

At the Main Menu type **:E**

**:PON16**  
**:SORT XXXX WITH 194 BY 194 BY 162 BY NEWGRADE BY NAME BREAK-ON 194**  
**“BP” BREAK-ON 162 TOTAL CT 0 NAME NEWGRADE 150 164 152 151 158 157 CUR-**  
**ELD HEADING “NEW MASTER PLAN ROSTER FOR ROOM 'B' ON ‘DLL’” (IN)**

Before rollover, for only one future room, try this sentence:

**:SORT XXXX WITH 194 = “XX” BY 162 BY NEWGRADE BY NAME BREAK-ON 162**  
**TOTAL CT 0 NAME NEWGRADE 150 164 152 151 158 157 CUR-ELD HEADING “NEW**  
**MASTER PLAN ROSTER FOR ROOM XX ON ‘DLL’” (IN)**

## AFTER ROLLOVER TASKS (you may begin on or after June 23)

The following need to be completed after rollover and NOT BEFORE so that student information will be ready for the new school year.

1. UPDATE ROOM # / ADMINISTRATIVE INFORMATION
2. UPDATE TEACHER INFORMATION
3. REBUILD FILES
4. STUDENT ROOM # CHANGES
5. VERIFY RETENTIONS
6. CHANGE E CODE AND E DATE FOR KINDERGARTNERS PREVIOUSLY IN SRLDP
7. PRINT ROOM AND ALPHA ROSTERS

### 1. UPDATE ROOM # / ADMINISTRATIVE INFORMATION - SCREEN 16, OPTION 2

#### **PRINT SCREEN 14, OPTION 4**

(Room Teacher List) Write corrections on the roster. Then go to Screen 16, option 2, and follow the instructions below to update the list:

#### **TO CHANGE A ROOM'S TEACHER OR GRADE**

To change only the teacher and/or grade information about a room, enter the room number, then type the new information (over the employee number, or the grade, or 120+ hours) and type FI (file) at the control prompt to save.

#### **TO ADD A NEW CLASSROOM**

To add a room #, enter:

- 0 ROOM #** (do NOT overwrite an existing room # with a new room number)  
(multi-track schools need to enter the track as the last character in the room # field, i.e. 56C)
- 1 EMP #**
- 2 GRADE** (or **Special Day Program Code** or **RSP**)
- 3 TRACK** (only for multi-track schools)
- 11 120+ HOURS**  
Y for full time  
N for shared position or part time

Type FI (file) at the control prompt to save.

#### **TO DELETE A CLASSROOM**

To delete a room # that will not be used during the 2008-09 school year, enter room number and type DE (delete) at the control prompt.

#### **TO ADD ADMINISTRATORS AND / OR NON REGISTER-CARRYING CERTIFICATED PERSONNEL**

For administrators and non-register carrying positions, such as coordinators, resource specialists, literacy coaches, math coaches, and others, enter the employee's title in field 0 (room number) i.e. PRIN, AP, APEIS, RST, LCOACH, MCOACH, BILCOOR, TITLE1. Do NOT enter a room number or track for these positions. Any letter/number combination (up to 7 characters) can be used for these positions, although PRIN must be used for Principal.

Enter the following data:

- 0 TITLE ABBREVIATION** (NOT room number. e.g. LCOACH, PRIN, etc.)
- 1 EMPLOYEE #**
- 2 GRADE** leave blank - do NOT enter anything
- 3 TRACK** leave blank - do NOT enter anything
- 11 120+ HOURS**  
Y for full time  
N for shared position or part time

At the control prompt type FI (file) to save.

**REPRINT SCREEN 14, OPTION 4 (Room Teacher List) to verify that the changes made are correct.**

**AFTER ROLLOVER (continued)**

**2. UPDATE TEACHER INFORMATION - SCREEN 16, OPTION 2A**

**PRINT THE STAFF LIST, SCREEN 14, OPTION 5**

(Teacher List - Detailed) Write the corrections/additions on the roster, then enter all changes on Screen 16, option 2A. Follow the instructions below:

**TO DELETE AN ADMINISTRATOR / TEACHER**

For administrators or teachers who are not returning to your site for the 2008-09 school year, enter the employee # and type DE (delete) at the control prompt.

**TO ADD AN ADMINISTRATOR / TEACHER OR TO ADD / CHANGE DATA**

For new administrators and teachers, and for those individuals missing information on the detailed teacher roster, enter the employee # and print the screen. Have the administrator/teacher fill in the following fields:

- 5 SITE START DATE** (mm/dd/yy)
- \*6 PREV YEARS AT SITE** (if the employee was previously at the site, left, and returned)
- 7 LAUSD START DATE** (mm/dd/yy)
- \*8 PREV YEARS IN LAUSD** (if the employee left LAUSD and returned)
- \*9 YRS OUTSIDE LAUSD** (if the employee was a certificated teacher/administrator in another school district)
- \* (only if applicable)

At the control prompt type FI (file) to save.

**TO ADD AN ACTIVITY CODE FOR NON-REGISTER CARRYING PERSONNEL**

Non-register carrying positions such as coordinator, literacy coach, math coach, and assistant principal need an activity code entered at the bottom of this screen. At the control prompt, type LI. Enter 1 (for line 1), the activity code, and the hours per month. A partial list of activity codes follows. See the Annual School Program Survey Manual, page 8, for a complete list of codes.

800202	Literacy Coach	910101	Coordinator, Categorical Programs
800203	Math Coach	910102	Coordinator, Curriculum
800301	RSP Teacher	910104	Coordinator, English Learners
900102	Assistant Principal	910107	Coordinator, Magnet
900106	Assistant Prin., Beyond the Bell	910108	Coordinator, SB 65
900105	Assistant Principal, EIS		

At the control prompt, type FI (file) to save.

**REPRINT SCREEN 14, OPTION 5 (Teacher List - Detailed) to verify your changes. Only classroom #s, administrators, and teachers who will be at your school during the 2008-09 school year should be on the report.**

**3. REBUILD FILES**

After making all room and teacher changes, run Rebuild Files (Screen 16, option 1). Anytime you make changes on Screen 16, option 2 or 2A, run Rebuild Files, option 1. (Be sure only the computer running Rebuild Files is logged into SIS while the files are rebuilding.)

After the room and teacher files have been updated and the files are rebuilt, the 2008-09 teacher name (field 106) and employee # (field 105) will appear on each student's record.

## AFTER ROLLOVER (continued)

### 4. STUDENT ROOM # CHANGES

#### **MISSING ROOM ASSIGNMENTS**

All students' grade levels and new room numbers (if you entered them) will have been updated. To print a list of students with missing room numbers, at the Main Menu type :E

: PON

: SORT XXXX WITH NO ROOM BY GRN BY NAME NAME ROOM GRADE (N)

Enter the room numbers on Screen 4 or 10, field 104.

#### **INCORRECT ROOM ASSIGNMENTS**

Students who had nothing entered in field 194 prior to rollover will now have the same room number as the 2007-08 school year. For these students and for students with incorrect assignments, enter the correct room number on Screen 10 or Screen 4, field 104.

If many students in a class are changing rooms, use Screen 16, option 7 (a faster mode to change data). Enter room numbers and update field 104 .

### 5. RETENTIONS

If the teacher checked "Will be retained" on the Online Progress Report prior to rollover, the student's grade remains the same. The following will automatically fill-in in SIS at rollover:

- Field 144, Screen 4, retention grade
- Field 145, Screen 4, retention date
- Field 289, Screen 4, retention type REG (regular) will fill-in for grades 0-1

For retained students in grades 2-5/6, school personnel needs to enter the retention type on Screen 4, field 289.  
Enter REG (regular) or SBP (Standards Based Promotion).

#### **PRINT A LIST OF RETENTIONS for the new school year**

At the Main Menu select Screen 30, option 15, Retained. All students who were retained for the 2008-09 school year will appear on this list along with retention grade, retention date, and retention type.

#### **TO ADD RETENTION DATA after rollover:**

If the teacher did not check "Will be retained" on the Online Progress Report before rollover, and both the principal and teacher agree that a student is to be retained, and the parents have been given adequate notification or if REG (regular), have given approval, on Screen 4 enter the following information in fields 144, 145, 289:

- Field 144, Screen 4, retention grade
- Field 145, Screen 4, retention date
- Field 289, Screen 4, retention type (REG for regular or SBP for standards based promotion)

For students retained after rollover, be sure to change the student's grade. The R (retained) can be entered by the office after July 11 or when you return in August on screen 10 or 4, field 102. Do not add an R to a Special Day student's grade.

#### **TO ERASE RETENTION DATA**

After the teacher has checked "Will be retained" on the Online Progress Report and the principal and the teacher agree that the student should not be retained, give the student a current grade on Screen 4 or 10, field 102, and erase (control N) fields 144, 145 and 289 from Screen 4. If the Progress Report window is still open (until July 11) the teacher should uncheck the "Will be retained indicator".

**REPRINT RETAINED, Screen 30, option 15,** to verify retained students for the 2008-09 school year.

## AFTER ROLLOVER (continued)

### 6. KINDERGARTNERS / FORMERLY SRLDP PRE-K

If your school had SRLDP pre-kindergartners in 2007-08, their grade level will have automatically moved up to kindergarten at rollover.

**Change E Code from E to E7 by relacing the E code.**

**Change E Date to the student's beginning kindergarten date by replacing the Pre-K E date.**

To verify a list of kindergartners with E codes and E dates, run the classification check rosters for the kindergarten rooms, Screen 23, option 8, or use this English sentence. At the Main Menu, type :E <enter> :PON <enter>  
: SORT XXXX WITH GRN = "0" BY ROOM BY NAME NAME ROOM 40 41 GRADE (N)

Only pre-kindergarten students and special education pre-kindergarten students use E as an E code for the current school year.

### 7. PRINT ROOM AND ALPHA ROSTERS

**PRINT THE FOLLOWING ROSTERS:**

✓ **Class Rosters** Screen 14, option 7

Be sure there is a teacher name and room number at the top of each class page, and that individual students are not on a page by themselves. Make any student room changes on Screen 4 or 10, field 104.

✓ **Alpha Rosters** Screen 14, option 14

Use this list as a reference to avoid enrolling students twice. Reprint the list once a week until enrollment has settled, then reprint at timely intervals. Also check this list for duplicates. A current list should be kept at the front counter.

✓ **L Report** Screen 14, option 17

This alphabetical roster lists all students who have left your school. Reprint the list once a week until enrollment has settled. A current list should be kept at the front counter.

## AFTER ROLLOVER SENDING AND RECEIVING ROSTERS

These English sentences will allow you to print sending and receiving rosters after rollover. The sentences will work for both single and multi-track schools. (Matriculants and students who transferred will not be on these rosters.)

**Sending Rosters**

At the Main Menu type :E

: PON16

: SORT XXXX BY PREV-TRACK BY 119 BY GRN BY ROOM BY NAME BREAK-ON 119HDG  
"BP" PREV-ROOM NAME GRADE ROOM TRACK HEADING "SENDING ROSTER FOR 'B'  
AS OF 'DLL'" (N)

**Receiving Rosters**

At the Main Menu type :E

: PON16

: SORT XXXX BY TRACK BY ROOM BY GRN BY NAME BREAK-ON ROOM-TCHR "BP"  
NAME GRADE TRACK 119 PREV-ROOM PREV-GRADE HEADING "ROOM LIST FOR 'B'  
SHOWING LAST YEAR'S TEACHERS 'LL'" (N)

## STUDENTS WHO HAVE ADVANCED ONE OR MORE ELD LEVELS

You may identify students who have advanced an ELD level this school year, 2007-08, by typing the following English sentence. This roster is sorted by track, by grade level, then by current ELD level.

At the Main Menu type :E

:PON16

:SORT XXXX WITH 812 GE "7-01-07" OR WITH 814 GE "7-01-07" OR WITH 816 GE "7-01-07" OR WITH 818 GE ""7-01-07" OR WITH 820 GE "7-01-07" BY TRACK BY GRN BY CUR-ELD BY NAME BREAK-ON TRACK NAME BREAK-ON GRN 162 BREAK-ON CUR-ELD 812 814 816 818 820 ROOM BL5 TOTAL CT (N)

## CALENDAR

### JUNE 2008

- 2 • Title I School Reporting Form Attachment A due - TAS schools only
- Homeless Survey due
- 6 • 9th Month Statistical due 4-Trk A
- 13 • 9th Month Classification due 3-Trk A, B, 4-Trk B, C
- 19 • Last day for Single Track Schools
- 20 • 10th Month Classification due Single Track and 4-Track A, B, C and 3-Track A, B
- 9th Month Statistical due 3-Trk A, B, 4-Trk B,C
- **All data for rollover must be entered by 10:00 p.m.**
- 21-22 Rollover**
  - **SIS, OPR, and SOAR will NOT be available**
- 23 • Verify your SIS information has rolled over
- 25 • **10th Month Statistical for Single Track due to the District Office**
- 27 • Last day for 4-Track A, B, C
- Last day for 3-Track A, B

### JULY 2008

- 1 • Happy 2008-09 School Year!
- 1 • 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

