



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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SUMMER INTERVENTION PROGRAM I CANCELLED, ESY CONTINUING

Summer Intervention/Intersession Program I has been cancelled for all elementary schools. SIS has modified the previously entered Program I data on Screen 26. SIS has removed the Y from fields 801 and 802, deleted the math line for ELA students, and entered 0 hours for each student. Please do NOT enter any more data for students in Program I.

Program A - ESY - Extended School Year will continue to be held. Receiving sites will be designated during the first week of June. Continue to enter data on Screen 26, option 1 or 10, for special education students eligible to attend the ESY program. During the first week of June, school sites will be selected for ESY. Schools will then need to enter the intervention location code for each student.

For ESY students, enter the following data on Screen 26, option 1:

Field 801 - enter Y for ESY students attending summer intervention / intersession. You must enter the Y in order to access the summer screens options 11-16.

Field 802 - enter Y for students who will need transportation during summer school.

Grade - enter current grade.

Parent Confirmation - Y or N

Intervention Program - A

Subject - enter L (English Language Arts) if E (English Language Development) does not automatically populate.

Start and end dates are 07-06-09 to 07-31-09. Do **NOT** change these dates, even if the student does not attend, starts later, or leaves before the session is over.

801 SUMMER SCHOOL : Y							802 SUMMER TRANSPORTATION: Y<							
LI	GR	PAR	INT	REC	SUBJ	TEACHER	START	DT	END	DATE	INTV	ATTN	MARK	HOURS
		CONF	PROG	RSN							LOCN	LOCN		ATTND
1	5	Y	A	6	L	165364	07-06-09	07-31-09	4247	8888				

Sending schools: run your ESY intervention roster from Screen 26, option 11, and fax to your receiving school. If you add students, refax the rosters. Thank you for all your hard work entering intervention data.



Table of Contents

- Intervention Program I Cancelled/ ESY Continuing 1
- Pre-K and K Future Enrollment .. 2
- Primary Center Matriculants 2
- 5th/6th Graders Missing
- Matriculant Information 2
- Future Master Plan Rosters... .. 3
- Rollover - June 19 3
- 5th/6th Graders - After Rollover 3
- After Rollover Tasks 4-7
- Sending / Receiving Rosters 7
- Calendar 8
- Single Sign-On Broadcast 9

FUTURE PRE-KINDERGARTEN AND KINDERGARTEN 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 into your school.

If the student is new to the district you may pre-enroll the student on Screen 10. Put a , (comma) for future pre-kindergartners and a . (period) for future kindergartners. The grade will advance at rollover. In order for the student to get a district ID, be sure to enter a future E date.

PRIMARY CENTER MATRICULANTS

Be sure all matriculating students have a next school location code. Some students may be missing the next school location code. Use the following sentence to print a roster of students missing this information. At the Main Menu type:

:E
:PON16
:SORT XXXX WITH GRN = "X" AND WITH NO 192 BY NAME NAME ADDRESS ROOM (N)

Look up the address on School Finder, Screen 16, option 12N (new). Enter the next school location code on Screen 13, field 192. If the student lives out of the district enter 0000 in field 192 or if known, enter the city where the student will be attending school - example: Long Beach. Schools must enter this information by rollover, June 19.

PARs are not needed by the receiving LAUSD 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 "4-29-09" BY 192 BY NAME
 BREAK-ON 192 "P" NAME 12 GR (N)**

Be careful of punctuation. There are quotation marks, apostrophe, P, apostrophe, quotation marks.

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

5TH/6TH GRADERS MISSING MATRICULANT INFORMATION

A second download of information to the middle schools was made on May 27, 2009. Some students may still be missing the next school location code. Schools must enter this information by rollover on June 19. To print a list of students missing the middle school location code. At the Main Menu type:

:E
:PON16
:SORT XXXX WITH GRN = "5" AND WITH NO 192 BY NAME NAME 103 ADDRESS ROOM (N)

Rerun this sentence periodically to make sure all matriculants have an entry in Screen 13, field 192, Next School Location. If you're not sure which middle school the student should attend, enter the address in school finder, Screen 16, option 12N (legacy blue screen), to find the correct middle school location code. Then enter the location code (not the name of the school) on Screen 13, field 192. For students who live or will be moving out of the district, on Screen 13, field 192, enter the city where the student will be attending middle school - example: Long Beach.

Please fax a list to each middle school of these students as the download was already made and the students will not be in their feeders data base.

FUTURE MASTER PLAN ROSTERS

Before rollover, this English sentence will print future Master Plan rosters by the future room number (if the students' next room number has been entered on Screen 16, option 8 or 9). 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'" (IN)
```

Be careful of punctuation. There are quotation marks, apostrophe, BP, apostrophe, quotation marks. At the end of the sentence that's apostrophe, B, apostrophe, quotation marks.

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" (IN)
```

ROLLOVER - JUNE 19

All schools must complete the year-end procedures by Friday, June 19, 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 10, 2009. Teachers and coaches will NOT be able to enter OPR or SOAR data during rollover weekend, from 10:00 p.m. Friday, June 19, until midnight Sunday, June 21.

DO NOT 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.

HAPPY NEW YEAR!

On Monday, June 22, your school's data will now reflect the 2009-10 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.

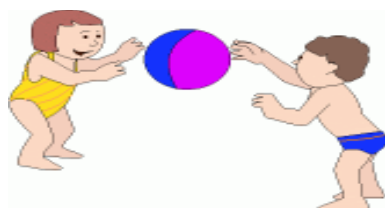
5TH / 6TH GRADE MATRICULANTS - AFTER ROLLOVER

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 "4-29-09" 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 "4-29-09" BY 192 BY NAME BREAK-
  ON 192 NAME ROOM 191 (N)
```



AFTER ROLLOVER TASKS (you may begin on or after June 22)

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 2009-10 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 2009-10 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	900105	Assistant Principal, EIS
800203	Math Coach	910101	Coordinator, Categorical Programs
800301	RSP Teacher	910104	Coordinator, English Learners
800206	Resource Teacher (not RSP)	910107	Coordinator, Magnet
900102	Assistant Principal	910108	Coordinator, SB 65
900106	Assistant Prin., Beyond the Bell		

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 2009-10 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 2008-09 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 2009-10 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. 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 10) the teacher should uncheck the "Will be retained indicator".

REPRINT RETAINED, Screen 30, option 15, to verify retained students for the 2009-10 school year.

AFTER ROLLOVER (continued)

6. KINDERGARTNERS / FORMERLY SRLDP PRE-K

If your school had SRLDP pre-kindergartners in 2008-09, their grade level will have automatically moved up to kindergarten at rollover.

Change E Code from E to E7 by replacing 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'
(N)

Be careful of punctuation. There are quotation marks, apostrophe, BP, apostrophe, quotation marks. At the end of the sentence that's apostrophe, B, apostrophe, quotation marks.

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)

Be careful of punctuation. There are quotation marks, apostrophe, BP, apostrophe, quotation marks. At the end of the sentence that's apostrophe, LL, apostrophe, quotation marks.

CALENDAR**JUNE 2009**

- 5 • 9th Month Statistical due Single Track, 4-Trk A
- 12 • 9th Month Classification due 3-Trk A, B, 4-Trk B, C
- 19 • Last day for Single Track Schools
 - 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.
 - **Rollover - SIS, OPR, and SOAR will NOT be available from 10:00 p.m. Friday 6/19 until midnight 6/21**
- 22 • Verify your SIS information has rolled over
- 25 • 10th Month Statistical for Single Track due to district office
- 26 • Last day for 4-Track A, B, C
- 30 • Last day for 3-Track A, B

JULY 2009

- 1 • 10th Month Statistical due 4-Trk A, B, C
 - First day of school for 3-Trk B, C
- 3 • 10th Month Statistical due 3-Trk A, B
 - Independence Day holiday
- 6 • First day of school for 4-Trk B, C, D
 - First day of ESY Extended School Year Program





BROADCAST!!!

SINGLE SIGN-ON PASSWORD HELP FOR ALL STAFF

Single sign-on passwords expire every 180 days. Follow these steps if you are experiencing logon problems.

“Invalid” Single Sign-on

- If you receive an error message while logging on that says “invalid”, your password has probably expired and needs to be reset. You may reset the password yourself, even if it has expired, if you previously set-up a SSO password hint and remember it. Password hints are: favorite vacation, favorite author, 1st car, etc. favorite teacher, favorite actor/actress, favorite movie, favorite musician/musical group.
- **If you DO have a password hint, there is no need to call ITD.** At the home page of LAUSD, click on “Employees”, then click on the cartoon figure “Jim”. Click on the 2nd link “Reset a forgotten password” and follow the prompts.
- If you DON’T have a hint, the message “no hint specified” displays; call the ITD Service Desk to obtain a new password at **(213) 241-5200, option 4, then selection 3.**

Forgotten Username or password

- Call ITD at **(213) 241-5200, option 4, then selection 3.**



Save time and the unnecessary step of calling the ITD Service Desk

- After your account is working, set up a password hint. At the home page of LAUSD, click on “Employees”, then click on the cartoon figure “Jim”. Click on the 3rd link “Login to review and update...” and follow the prompts.
- Don’t forget to write down your password hint. Your password hint choices are: favorite vacation, favorite author, 1st car, favorite teacher, favorite actor/actress, favorite movie, favorite musician/musical group. Make it easy to remember. Example: first car – **Ford**, not 1966 Ford, 1966 Ford Mustang, or Ford Mustang. Some users put their child’s name, spouse’s name, pet’s name for the answer to any of the questions, which is fine. The hint is NOT case sensitive.