



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

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FUTURE PRE-K AND KINDER 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-kindergarteners 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.

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Distribution:

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

ROLLOVER- JUNE 25

All schools must complete the year end procedures by Friday, June 25, 2010. (See the April and May newsletters for detailed year-end tasks.)

ROLLOVER DOES NOT AFFECT SOAR. Teachers may continue to enter SOAR assessment data after rollover has been completed for their students, including matriculating students, but the window for all tracks close July 9, 2010. **Teachers and Coaches will NOT be able to enter SOAR data during rollover weekend.** After that, the 2009-2010 reports will be available up until July 30.

DO NOT RETIRE early tracks, matriculating , Magnet, or PWT students, unless they L out **BEFORE** the end of their track and begin at another school during 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 28, your school's data will now reflect the 2010-2011 school year! After logging in, the following message will appear "HAPPY NEW YEAR- YOUR SCHOOL HAS NOW BEEN ROLLED OVER." Students with information on Screen 13, field 192, Next School Location, will have been moved to the retired file.

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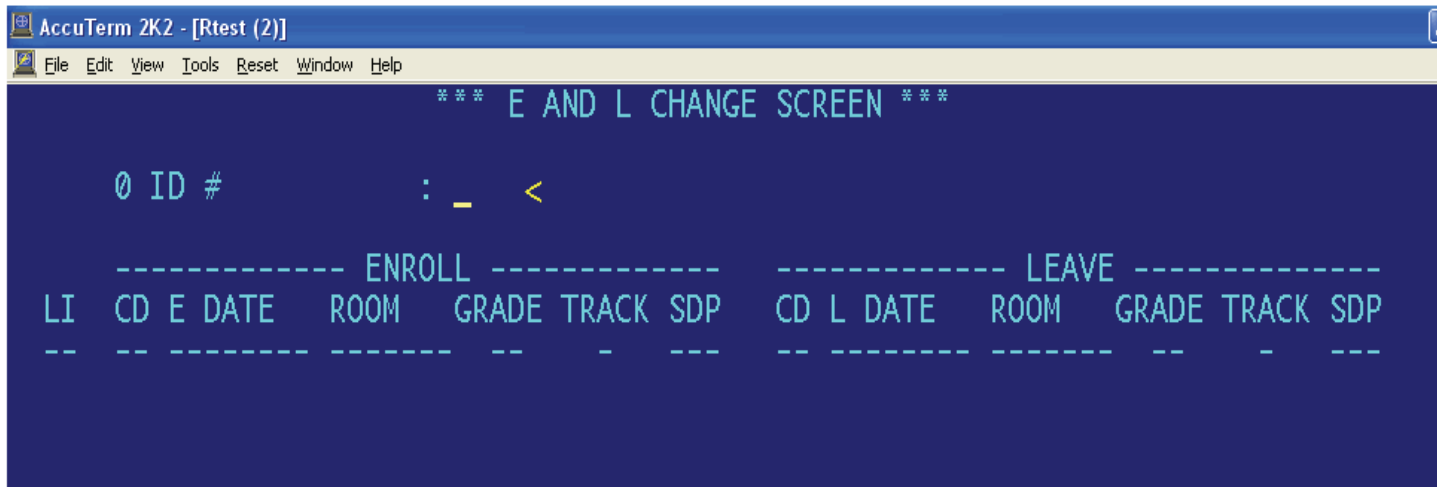
PRIMARY CENTER MATRICULANTS

Please refer to the May 2010 newsletter pg. 3.

5TH GRADE MATRICULATING INFORMATION

Please refer to the April 2010 newsletter pg. 6.

*****NEW SCREEN 32- ENROLLMENT HISTORY SCREEN*****



After rollover, Screen 32 will have a new look (see below). **Notice that the position of the E and L information has switched.**

SC 32 will be used anytime there is any change in enrollment for the student. More will follow in the in July Newsletter. There is a WBL (Web Based Learning) course that is available via Learning Zone. **WE STRONGLY ENCOURAGE everyone who makes changes on ESIS to take the class.** Below is a list of items to enter:

Field	Code	Meaning
0	ID #	Student's 4-digit local ID
	LI	Line #
1221	CD	Enrollment Code (ONLY "E, E1, E2, E3, E4, E5, and E7")
1222	E DATE	Enrollment Date (07-01-2010 to 06-30-2011- weekdays only)
1223	ROOM	Room (only active rooms)
1224	GRADE	Grade
1225	TRACK	Track
1226	SDP	Special Day Program
1227	CD	Left Code (ONLY "L, L1, L2, L3, L4, L5, and L7")
1228	L DATE	Left Date (07-01-2010 to 06-30-2011- weekdays only)
1229	ROOM	Room (only active rooms)
1230	GRADE	Grade
1231	TRACK	Track
1232	SDP	Special Day Program

5TH/ 6TH GRADE MATRICULANTS-AFTER ROLLOVER

After rollover, you may print a roster of 5th graders with their next school location by typing the flowing sentence. At the Main Menu type: **E <enter>**

:SORT XXXX-RET WITH GRN = "5" AND WITH 191 GE "04-23-10" 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 "04-23-10" BY 192 BY NAME BREAK-ON 192 NAME ROOM 191 (N)

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**
<enter>

: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 "P" (QUOTATION MARKS), (APOSTROPHE), (P), (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)**

AFTER ROLLOVER 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. (Matriculating students and those 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 "BP" (QUOTATION MARKS), (APOSTROPHE), (BP), (APOSTROPHE), (QUOTATION MARKS)

At the end of the sentence that's 'BP' , (APOSTROPHE), (BP), (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 TEACHER'S 'LL'" (N)**

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

At the end of the sentence that's 'LL' , (APOSTROPHE), (LL), (APOSTROPHE), (QUOTATION MARKS)

AFTER ROLLOVER TASKS

The following need to be completed after rollover (you may begin on or after June 28) and NOT BEFORE so that student information is ready for the new school year.

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

1. UPDATE ROOM NUMBER/ 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 CLASSROOM'S TEACHER OR GRADE

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

TO ADD A NEW CLASSROOM

To add a new room number, enter:

- 0** **ROOM #** (Do NOT overwrite an existing room number 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** **EMPLOYEE NUMBER**
- 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 ADD ADMINISTRATORS AND/OR NON REGISTER-CARRYING CERTIFICATED PERSONNEL

For administrators and non-register carrying positions, such as coordinators, resource specialist, literacy coaches, math coaches, and others, enter the employee's title in field 0 (room number) i.e. PRIN, AP, APEIS, REST, LCOACH, MCOACH, COORD, TITLE1. (See February 2010 newsletter for a full list.) DO NOT enter a room number or track for these positions. Enter the following data:

- 0** **TITLE ABBREVIATION** (NOT a room number, e.g. LCOACH, PRIN, APEIS, etc.)
- 1** **EMPLOYEE NUMBER**
- 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)

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

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

AFTER ROLLOVER (CONTINUED)

TO DELETE A CLASSROOM

To delete a room number that will not be used during the 2010-2011 school year, enter the room number and type **DE** (delete) at the control prompt.

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 OR TO ADD/ CHANGE DATA

For administrators and teachers, and for those individuals missing information on the detailed teacher roster, enter the employee number 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 an other school district)**
- * (only if applicable)**

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

TO ADD ACTIVITY CODE FOR NON-REGISTER CARRYING PERSONNEL

Non-Registering carrying positions such as coordinator, literacy coach, math coach, and assistant principal need an activity code entered at the bottom of Screen 16, Option 2A. At the control prompt , type LI. Enter 1 (for line 1), the activity code, and the hours per month. See the Annual School Program Survey Manual, page 8, or the February 2010 newsletter for a full list.

REPRINT SCREEN 14, OPTION 5 (Teacher List– Detailed) to verify your changes. Only classrooms numbers, administrators, and teacher who will be at your school during the 2010-2011 school year should be on the report.

3. REBUILD FILES– SCREEN 16, OPTION 1

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 Rebuilding files in logged into SIS while the files are rebuilding.)

After the room and teacher files have been updated and the files are rebuilt, the 2010-2011 teacher name (field 106) and employee number (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 32.

INCORRECT ROOM ASSIGNMENTS

Students who had nothing entered in field 194 prior to rollover will now have the same room number as the 2009-2010 school year. For these students and for students with incorrect assignments, enter the correct room number on Screen 32.

5. RETENTIONS

If the teacher checked "Will be retained" on the 3rd Reporting Period in ISIS/LAUSDMax 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 all grades

According to MEM. 4767 the Standards Based Promotion (SBP) policy for retentions was on hold for the 2009-2010 school year. Thus SBP retentions will not be allowed in SIS for the 2009-2010 school year.

PRINT A LIST OF RETENTIONS for new school year

At the Main Menu select Screen 30, Option 15, Retained. All students who were retained for the 2010-2011 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 3rd Reporting Period in ISIS/LAUSDMax prior to rollover, and both the teacher and the principal agree the 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 fields:

*Field 144, Screen 4, retention grade

*Field 145, Screen 4, retention date

*Field 289, Screen 4, retention type REG (regular)

For students retained after rollover, be sure to change the student's grades. DO NOT add an R to a Special Day student's grade.

AFTER ROLLOVER (CONTINUED)

TO ERASE RETENTION DATA

After the teacher has checked "Will be retained" on the 3rd Reporting Period in ISIS/LAUSDMax and both the teacher and the principal agree the student should not be retained, give the student a current grade on Screen 32 and erase (control N) fields 144, 145, and 289 from Screen 4. If the ISIS/LAUSDMax Grading window is still open (until July 2-Year-round schools/ June 27 traditional schools) the teacher should uncheck the "Will be retained" checkbox and erase the date.

REPRINT RETAINED, SCREEN 30, OPTION 15, to verify retained students for the 2010-2011 school year.

6. KINDERGARTNERS/ FORMERLY SRLDP (PRE-K)

If your school had SRLDP pre-kindergartners in 2009-2010, their grade level will have automatically moved up to kindergarten at rollover.

Change E Code from E to E7 by replacing the E Code on Screen 32.

To verify a list of kindergartners with E codes and E dates, run the classification check roster for the kindergarten rooms, Screen 23, Option 8, or use this English sentence. At the Main Menu, type: **E <enter>**

:PON

:SORT XXXX WITH GRN = "0" BY ROOM BY NAME NAME ROOM 40 41 GRADE (N)

Only Pre-K students and special education Pre-K 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 32.

- 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.



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We would like to thank you for your continued patience and support. Have a great summer.

Richard, Andrea, José, Eunice, and Vicki. (Not Pictured: Vincent and David)

**HAPPY
FATHER'S
DAY**