

Los Angeles Unified School District

Office of Data and Accountability

Student Information Systems Branch

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FUTURE 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.** After rollover 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 (period) for future kindergartners in the grade field #102. The grade will advance at rollover. In order for the student to get a district ID, be sure to enter a future E date. Once the information has been filed or saved, if you make a mistake please make corrections once rollover has occurred using screen 32.

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

ROLLOVER- JUNE 24

All schools must complete the year end procedures by Friday, June 24, 2011. (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, 2011. Teachers and Coaches will NOT be able to enter SOAR data during rollover weekend. After that, the 2010-2011 reports will be available up until July 30. On August 1, 2011 the SOAR system will be retired and will not longer be accessible.

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!

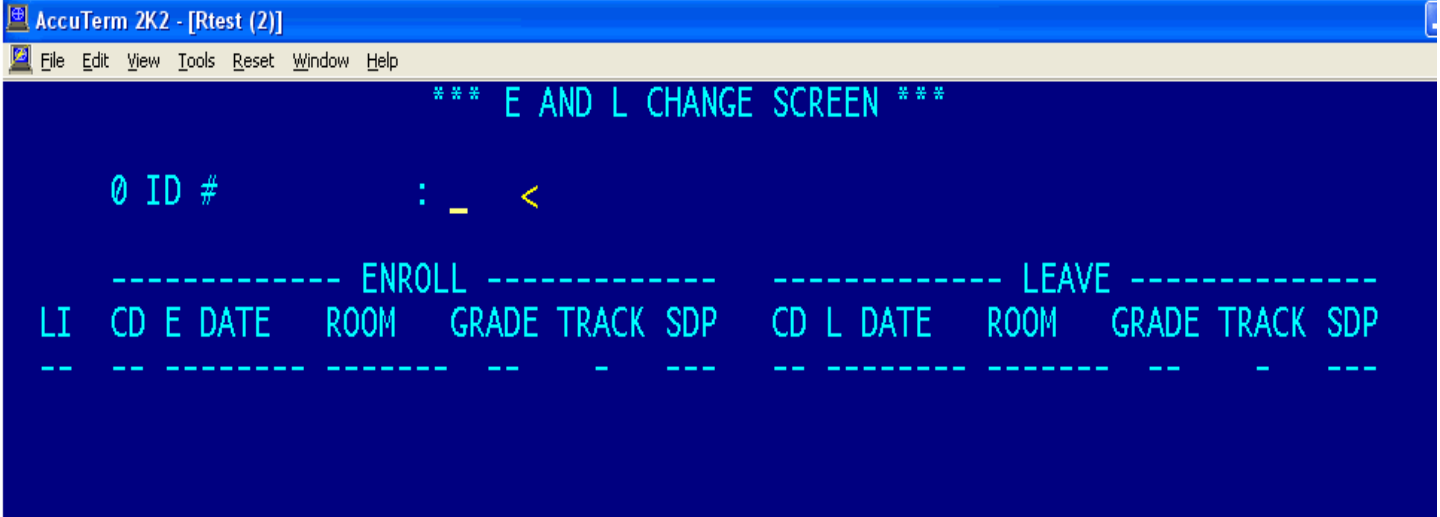
On Monday, June 27, your school's data will reflect the 2011-2012 school year! After logging in, the following message will appear "HAPPY NEW YEAR- YOUR SCHOOL HAS NOW BEEN ROLLED OVER." Students with information on Screen 13, field 192, Next School Location, will have been moved to the retired file.

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ISSUE PARS

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. If you are entering a L-date, L-code or next location code prior to rollover for the purposes of the PAR please remove these fields after issuing PAR. Failure to do so will result in the student not showing up in ISIS. 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 the previous school to fax you a copy.

SCREEN 32- ENROLLMENT HISTORY SCREEN



Screen 32 will be locked between now rollover . If you need to move students please call Elementary SIS support for assistance. After rollover, Screen 32 will have the new start date of your school calendar.

Screen 32 is to be used anytime there is any change in enrollment for the student. More will follow in the July Newsletter. Below is a list of items to enter:

<u>Field</u>	<u>Code</u>	<u>Meaning</u>
0	ID #	Student's 4-digit local ID
	LI	Line #
1221	CD	Enrollment Code
1222	E DATE	Enrollment Date (07-01-2011 to 06-30-2012- weekdays only)
1223	ROOM	Room (only active rooms)
1224	GRADE	Grade
1225	TRACK	Track
1226	SDP	Special Day Program (Automatically will appear)
1227	CD	Left Code (ONLY "L, and L1 ")
1228	L DATE	Left Date (07-01-2011 to 06-30-2012- weekdays only)
1229	ROOM	Room (only active rooms)
1230	GRADE	Grade
1231	TRACK	Track
1232	SDP	Special Day Program (Automatically will appear)

TRANSITIONAL KINDER AFTER ROLLOVER

After rollover, all Transitional Kinder students will show up as regular kindergarten students. If you wish for any of them to promote to 1st grade you will have to manually do it after rollover. After rollover go to Screen 32 to update the students grade level.

The grade level students in Transitional Kinder will be in is 0T (Zero, T). Grade level 0T (Zero, T) is only for first year Transitional Kinder students. In Screen 4 field 62 enter 11-12. This grade level will not be available in SIS until after rollover.

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)

"XX" = Substitute for desired room

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 and NOT BEFORE so that student information is ready for the new school year (you may begin on or after June 27) .

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 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 2011 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 SCREEN 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 2011-2012 school year, enter the room number and type **DE** (delete) at the control prompt. Doing this after the new school year has started will have negative affects on your student attendance.

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 Master Plan Program Survey Manual, page 8, or the February 2011 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 2011-2012 school year should be on the report.

3. REBUILD FILES– SCREEN 16, OPTION 1

After making any changes to the room or teacher file, users need to 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 is logged into SIS while the files are rebuilding.)

After the room and teacher files have been updated and the files are rebuilt, the 2011-2012 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 2010-2011 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 2010-2011 school year. Thus SBP retentions will not be allowed in SIS for the 2011-2012 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 2011-2012 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 the "Will be retained" box on the 3rd Reporting Period in ISIS/LAUSDMax prior to rollover, and the teacher, principal and parents agree that the student is to be retained, 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.

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 2010-2011, their grade level will have automatically moved up to kindergarten at rollover.

If the E Code was not changed, change the 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)

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.

5TH/ 6TH GRADE MATRICULANTS-AFTER ROLLOVER

After rollover, you may print a roster of 5th/6th graders with their next school location by typing the following sentence. At the Main Menu type: **E <enter>**

:SORT XXXX-RET WITH GRN = "5" AND WITH 191 GE "05-03-11" 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 "05-03-11" BY 192 BY NAME BREAK-ON 192 NAME ROOM 191 (N)

Substitute "6" for "5" for 6th grade students.

ELEMENTARY TO MYDATA

The monthly extracts from the Elementary SIS will take place on the 2nd day of the month for the preceding. The schedule below shows when data will be extracted and when it will be available in the MyData reports.

Data of the Month	SIS Data Extract	Data Available in MyData
July 2011-2012	8/02/2011	8/15/2011
August 2011-2012	9/02/2011	9/12/2011
September 2011-2012	10/02/2011	10/10/2011
October 2011-2012	11/02/2011	11/14/2011
November 2011-2012	12/02/2011	12/12/2011
December 2011-2012	01/02/2012	1/16/2012
January 2011-2012	02/02/2012	2/13/2012
February 2011-2012	03/02/2012	3/12/2012
March 2011-2012	4/02/2012	4/9/2012
April 2011-2012	05/02/2012	5/14/2012
May 2011-2012	06/02/2012	6/11/2012
June 2011-2012	07/02/2012	7/16/2012

For questions with MyData please email them at MyData@lausd.net.

SCREEN 33- MASTER PLAN SCREEN UPDATE

Screen 33, Option 7 the "Ready to Reclass Roster" has been updated. At the request of the Language Acquisition Branch we have modified the "Ready to Reclass Roster" to omit 1st and 2nd grade students. The roster will print only students in 3rd grade and above that have met all criteria and are ready to be reclassified immediately. Grade 1 and 2 students that are potentially eligible to reclassify will still show up on the "Potential Reclass Roster." We apologize for any confusion this might have caused.

NON-RESIDENT PERMIT CLARIFICATION

The following permits will become obsolete and records with these codes will be wiped out at rollover:

- 15 – Medical permit
- 16 – Prospective Residence Change
- 32 – Child Care Supervision Permit

Schools should not use the following permits **unless** the parent provides you with a copy of a district issued permit acceptance letter:

- 9 – Inter-district Permit
- 54 – Romero Open Enrollment

For 2011-2012 the following permits types are new:

- 55 – Senior Status
- 56 - Specialized Program

The following permit type will have a name change and records with this permit will remain unchanged.

- 50 – District Employee Permit will automatically change to Parent Employment Permit.

For assistance or further information, please contact the Permits and Student Transfers Office at 213-241-5255.

Elementary SIS Support Staff

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

Judi, Richard, Michael, Vic, Joanne, Angelique, José, , and Vicki.

(Not Pictured :Eunice, Norma, and David)



We have set up Beginner/Initial Elementary SIS, Intermediate SIS, and New Coordinator SIS classes in the Learning Zone. All beginner classes are in the morning from 8:00 a.m. to 11:30 a.m. Intermediate classes will be held from 12:30 p.m. to 4:00 p.m. The trainings are as follows:

At North Valley Occupational Center (Room 15):

June 10, 2011

*June 21, 2011

At the Beaudry Bldg. 16th Floor:

June 8, 2011

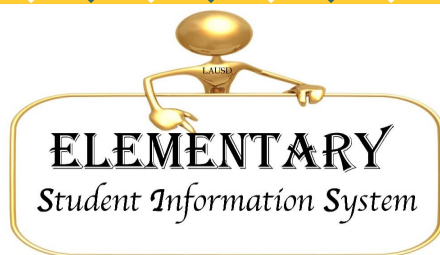
*June 22, 2011

At Ft. MacArthur

June 9, 2011

*Coordinator Trainings- These classes will be held from 8:00 p.m. to 3:30 p.m.

To enroll in a class, please register via the Learning Zone (<http://lz.lausd.net/>). Use your Single Sign-on to logon, select the Courses tab and look for course Initial Elementary SIS, Intermediate Elementary SIS, or Elementary Coordinator's SIS Training. Sign up for the location you wish to attend.



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