MATRIX FOR THE 2008-2009 SCHOOL YEAR

The following sentences may be used to assist you in compiling numbers for your matrix for the 2008-2009 school year. All reports are grades kindergarten - 4th, excluding special day students. At the Main Menu type:

:E
:PON

counts by grade level

:SORT XXXX WITH GRN GE "0" AND LE "4" AND WITH NO 103 BY GRN BREAK-ON GRN BL5 TOTAL CT (DN)

counts by track by grade level

:SORT XXXX WITH GRN GE "0" AND LE "4" AND WITH NO 103 BY TRACK BY GRN BREAK-ON TRACK BREAK-ON GRN BL5 TOTAL CT (DN)

counts by track by grade level by 162 (language classification--EO, IFEP, LEP, RFEP), by ELD level, each track on a separate page

:SORT XXXX WITH GRN GE "0" AND LE "4" AND WITH NO 103 BY TRACK BY GRN BY 162 BY CUR-ELD BREAK-ON TRACK "'P'" BREAK-ON GRN BREAK-ON 162 BREAK-ON CUR-ELD BL5 TOTAL CT (DN)

EL counts by track by grade level, by current ELD level

:SORT XXXX WITH GRN GE "0" AND LE "4" AND WITH NO 103 AND WITH 162 = "LEP" BY TRACK BY GRN BY CUR-ELD BREAK-ON TRACK "'P'" BREAK-ON GRN BREAK-ON CUR-ELD BL5 TOTAL CT (DN)

POSSIBLE RETENTIONS

A reminder for teachers: **MAY BE RETAINED** must be checked on the Progress Report at the second reporting period for possible retainees, and **WILL BE RETAINED** must be checked at the third reporting period for students who are being retained.

In preparation for the 2008-2009 school year, the office staff will NOT be able to enter the retention grade in SIS (R next to the grade on Screen 10, field 102) beginning March 24, 2008. The teacher is responsible for checking the "Will Be Retained" indicator on the Progress Report. If the teacher checks "Will Be Retained" on the 3rd reporting period (before June 20), an R is automatically added to the grade field in SIS. The grade will remain the same after rollover.

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ENTERING NEW ROOM ASSIGNMENTS FOR 2008-2009 SCHOOL YEAR

Future Room Assignments

Beginning April 1, you may enter future room assignments on Screen 16, options 7 or 9, field 194. During the rollover process after June 20, the new room assignment will be moved from field 194 to field 104.

Please do NOT enter the future room number on Screen 4 or Screen 10, field 104 (room field). Field 104 must contain the child's present room for the remainder of this school year. Changing the current room assignment will affect the Online Progress Report, Student Online Asssessment Reports, classification reports, statistical reports, and all class rosters.

Retentions

The student's next grade will be automatically entered into the grade field based on how teachers mark the Progress Report. If the teacher marks "Will Be Retained" on the 3rd reporting period of the Progress Report, an R is added to the grade field in SIS. The grade will remain the same after rollover. If the teacher does not mark "Will Be Retained", the grade will be moved up at rollover and the student will be promoted.

Teacher Assignments

Please do NOT enter teachers' new room assignments for the new school year on Screen 16, options 2 & 2A until after June 20, when the rollover procedures have been completed. Entering this information before the rollover process does not give you a headstart on the new school year; it will affect your current school year's data.

INDEPENDENT STUDY

To set up a student on independent study, you must first set up an IS classroom on Screen 16, option 2. Enter room # as IS. At the control prompt, type FI (file to save).

```
                *** SIS   ENTER/UPDATE ROOM ASSIGNMENTS ***

    0 ROOM #        :     IS
                        CURRENTLY  ASSIGNED  TEACHER     ON  LEAVE/SHARED  TEACHER
    1 EMP #         :                                 21 EMP # :

    2  GRADE/RSP/SDP:
    3 TRACK         :
   11 120+ HOURS    :                                 22 120+ HOURS    :
```

Even if you have multiple students on independent study on different tracks, do not enter grade or track. Each school with students on independent study should have only one IS room in SIS. You may leave the IS room in your room file all year, even if no students are currently on IS.

- On Screen 10, enter IS as the room # for the student:
    Enter the student's 4 digit local ID #
    Enter IS in field 104 (room)
    FI (file to save)

- When the student returns to school:
    On Screen 10, field 104 (room), enter the student's room # in place of IS
    FI (file to save)

- Set up separate independent study registers for each track and each grade level span for students on independent study. (Kindergarten, 1-3, 4-5, or Special Education). For information concerning registers, contact Pupil Statistics at (213) 241-2196.

DOWNLOADING STUDENT DATA FROM SIS

Before you can begin to download student data onto a disk, you must have the principal's authorization. All student records are confidential. By using the following directions you will be able to download SIS data of your choice as easily as creating an English sentence. An excel file will be created which is tab delimited. After completing the steps below, the file will be on your Windows desktop.
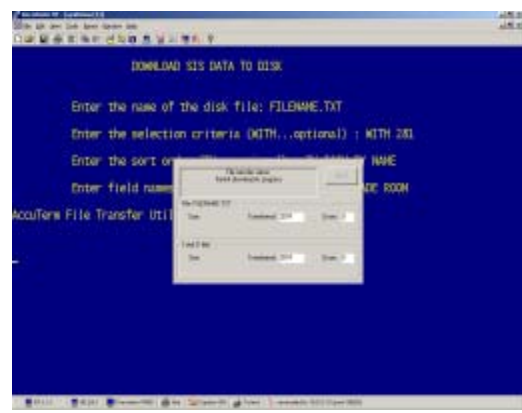
1) From the Main Menu of SIS type the letter **E** and press <**Enter**>.

2) At the colon (:) type **SIS-DISK** and press <**Enter**>. This will initiate a series of system prompts that will guide you during the download.

3) At this point, type the name you want to give your file and press <**Enter**>.

3.
> DOWNLOAD SIS DATA TO DISK
>
> Enter the name of the file: **FILENAME.XLS**

4) Enter the selection criteria, just as you do with an English sentence (e.g. **WITH 162 = "LEP" AND WITH GRADE = "3"**). Enter the students you want to select, *only if you want a specific group*, otherwise press <**Enter**> to skip this prompt to select all students in the school.

4.
> DOWNLOAD SIS DATA TO DISK
>
> Enter the name of the file: **FILENAME.XLS**
>
> Enter the selection criteria (WITH... Optional):

5) Enter the order in which you want the list to be downloaded. If you want a different sort order than alpha by grade, enter your choice (e.g. **BY ROOM BY NAME**), otherwise press <**Enter**>.

5.
> DOWNLOAD SIS DATA TO DISK
>
> Enter the name of the file: **FILENAME.XLS**
>
> Enter the selection criteria (WITH...Optional):
>
> **Enter the sort order (BY...Optional):**

6) Enter the fields you want, using the standard field number or word names as indicated in the SIS Dictionary section at the back of the manual.

6.
> DOWNLOAD SIS DATA TO DISK
>
> Enter the name of the file: **FILENAME.XLS**
>
> Enter the selection criteria (WITH...Optional):
>
> Enter the sort order (BY...Optional):
>
> Enter field names separated by spaces: NAME GRADE
>
> AccuTerm Data Transfer Utility

7) Once the AccuTerm Data Transfer Utility appears, the download begins. A pop-up windows will appear (Kermit Transfer Program) indicating the progress in the download process.

7.

8) After the download is complete, type: GO and press <**Enter**>. This will return you to SIS.

9) If you want the data in an Excel worksheet, complete this step.The file will be on your Windows desktop. Double click on the file to open. Then click on File, Save As. When the Save As dialog box opens, select Microsoft Office Excel Workbook from the drop down. Click Save. Click Yes to replace the existing file.

10) If you want to save to a floppy disk, insert disk into Drive A. Right click on the file. Choose Send To, then click on 3 1/2 Floppy.

FREQUENTLY ASKED QUESTIONS (FAQs)

Birthdate
Q.   **The wrong birthdate was entered in SIS. How do I change it?**
A.   Enter the correct birthdate on Screen 10, field 15. The following morning, the student will have a new District ID.

District ID
Q.   **School enrolled a student last week and he still doesn't have a district ID.**
A   Usually the school has not entered an E Date on Screen 10, field 41. After the E Date has been entered, the student will be assigned a District ID. If the E Date has been there more than three days, call SIS (213) 241-4617, who will assist you in getting a District ID.

E Codes
Q.   **Even though all pre-kindergarten students have E for an E Code, what if a pre-k student transfers in from another pre-kindergarten class in another LAUSD school. Shouldn't the E Code now be E2?**
A.   No, the E code for all pre-kindergarten students is always an E.

Classification Report
Q.   **The Classification Report won't print, even though it's due today at 5:00 p.m.**
A.   The Classification Report is collected electronically at 5:00 p.m. Print the Classification Report on the following school day (usually Monday). It is important to do a test run before 5:00 p.m.to check the accuracy of what will be captured. Leave the month field blank to print a test run.

Q.   **I need to make a change on the Classification Report (after the data was electronically collected).**
A.   The Classification Report CAN'T be changed in SIS after the due date. The school can hand correct the Classification Report and keep it in their files. The school may call Pupil Statistics for further information at (213) 241-2196.

Court Orders (restraining order, etc., not name change or adoption)
Q.   **Parent has brought in court orders (regarding a restraining order or other legal issue).**
A.   Accept the court order. Call your Local District Director of Operations or Legal @ 213/241-7600. If directed, fax a copy of the court order to Legal. Follow their instructions regarding paperwork. Enter the restraining order information in SIS, Screen 3, field 59, DO NOT RELEASE TO.

Data Download
Q.   **How do I do a data download from SIS?**
A.   Follow the directions in the March 2008 newsletter, page 3.

Foster Care
Q.   **A new enrollee is in foster care. The guardian brought in DCFS form #1399. How do I enter this information in SIS?**
A.   On Screen 3, field 668 (Out of Home Care) enter **Y**.
        (DCFS data is periodically downloaded in this field on SIS.)

Name Change
Q.   **The student's name has been legally changed. Parent has brought in legal paperwork How do I change the name?**
A.   Enter the new name on Screen 2 or 10. The District ID will remain the same. Keep copies of the legal paperwork in the cum. See BUL-2408.0, "Names of Pupils for Purposes of School Records", dated March 6, 2006 for additional details.

Nickname
Q.   **Mom wants her child to go by a nickname. Where do I enter this?**
A.   Screen 2, field 4, Nickname. Do NOT enter the nickname on Screen 10. Do NOT enter the name in "Preferred Name", field 665.

FAQs (continued)

Online Progress Reports

Q.   **The Progress Report is printing in English and mom wants it in Spanish.**

A.   On Screen 3, field 39 (Parent/Guardian Language), change the Parent/Guardian language to 60 (Spanish). If there's nothing entered in field 39, it defaults to English.

Q.   **Mom wants the Progress Report printed in Portuguese.**

A.   The Progress Reports are printed in 9 languages only - English, Spanish, Armenian, Chinese, Farsi, Korean, Russian, Tagalog, and Vietnamese. Any other language entered on Screen 3, field 39, defaults to English.

Q.   **I want to print the Progress Reports from Web SIS, but I don't see the options for home or office copies.**

A.   The Progress Reports may only be printed from the legacy SIS (blue screen SIS).

Parent Ed Level

Q.   **What are the codes for the Parent Education Levels?**

A.   On Screen 3, field 45, press **Shift** and **question mark?** The codes will be displayed at the bottom of the screen. 1 - Not a high school graduate 2 - High school graduate 3 - Some college
4 - College Graduate 5 - Graduate school/postgraduate 6 - Declined to state

Post Office Box

Q.   **Parents want all school correspondence sent to a Post Office box rather than their home address.**

A.   On Screen 10, in field 5 enter **.** (that's a period). In field 6 enter **PO BOX XXXX**.

Reclassification Letters

Q.   **The student is eligible to reclassify, but the letter won't print (Screen 14, option 26).**

A;   Usually the student is NOT eligible because one or more of their Online Progress Report Marks in Reading, Writing, Speaking, and Listening is less than a 3.

School Finder

Q.   **How do I find out the current elementary, middle, or high school for a student's address?**

A.   Go to Screen 16, option12 (School Finder) and type in the student's address. If the address in within LAUSD boundaries, the schools will display. Addresses out of LAUSD will not display. If the address is in a newly built development and does not display, call SIS.

Statistical

Q.   **I corrected the statistical for a previous month in SIS. The new changes did not carry over to the next month.**

A.   Enter the previous month on Screen 29, option 1, and at the control type FI to file (save). File option 2, then option 3. Reprint the Statistical (option 4) for that month. Now the data will carry over.

Q.   **Can I do the statistical on WEB SIS?**

A.   No, at this time Screen 29, Statistical Report Menu, is not available on WEB SIS.

Suspensions

Q.   **How do I delete a suspension? I accidentally put the suspension in for the wrong student.**

A.   On Screen 22, enter the 4 digit student's ID. At the CONTROL, type LI <enter>.
At the LI-CONTROL type the # of the suspension line you wish to delete <enter>.
Hold down control, then type "D", then "P" (delete-poof!) The line will be erased.
At the LI-CONTROL, type FI to file (save).

TRAINING

PAR-SIS

Sign up on Inside LAUSD @ the Learning Zone under "Elementary Student Information Systems Unit".

Using ESIS and DSS to Monitor and Inform Instruction
4 1/2 hour hands-on class for certificated personnel including administrators, coordinators, and coaches. The focus of the class is using both Web SIS and DSS to access data that monitors and informs instruction.

March
| 12 | Zelzah Training Center | 8:00-12:30 |
| 27 | Ft. Mac | 8:00-12:30 |

April
| 17 | Beaudry Bldg. 21st Floor | 8:00-12:30 |

Intermediate SIS / Intermediate Elementary Web SIS Training (sentence writing)
3 1/2 hour hands-on class designed for classified and certificated elementary staff responsible for data entry, data access and analysis, instruction, or program development. This session is for users already familiar with SIS. The focus of this class is on creating ad hoc reports (English sentences).

March
| 12 | Zelzah Training Center | 12:30-4:00 |
| 27 | Ft. Mac | 12:30-4:00 |

April
| 17 | Beaudry Bldg. 21st Floor | 12:30-4:00 |

ITTB-ITD

Sign up on Inside LAUSD @ the Learning Zone under "Information Technology Training Branch".

Initial Training
4 hour hands-on class for classified and certificated personnel that introduces school staff to Elementary SIS. Class content includes navigating the screens, enrollment, data entry for line control screens, and updating classroom and student files.

March
| 10 | Ft. Mac | 8:00-12:00 |
| 31 | San Julian | 8:00-12:00 |

Introduction to SIS - Initial Elementary Web SIS Training
3 hour hands-on class for classified and certificated personnel responsible for SIS data entry, access, and analysis. It introduces school staff to Web SIS and allows them to practice some of the enhancements available on Web SIS.

March
| 10 | Ft. Mac | 1:00-4:00 |
| 31 | San Julian | 1:00-4:00 |

IMPORTANT DATES TO REMEMBER

MARCH 2008

3   • Print Master Plan Survey Forms,
     Screen 20, option 3, # 1, 2, 3, 4, 5
  • Print SNOR Survey, Screen 20, option 14

4   • Submit Master Plan Survey to Testing Centers

7   • 6th Month Classification due 4-Trk A
  • 6th Month Statistical due Single Track
  • 7th Month Classification due 4-Trk B
  • 7th Month Statistical due 3-Trk B

14   • 6th Month Statistical due 4-Trk A
  • 7th Month Statistical due 4-Trk B

17-21   • Spring Break Single Track Calendars

21   • 6th Month Classification due 3-Trk A
  • 8th Month Classification due 3-Trk C, 4-Trk D

28   • 6th Month Statistical due 3-Trk A
  • 7th Month Classification due Single Track
  • 8th Month Statistical due 3-Trk C, 4-TrkD

APRIL 2008

2   • 7th Month Statistical Single Track due to LD

4   • 7th Month Classification due 4-Trk A

9   • 7th Month Statistical due 4-Trk A

18   • 7th Month Classification due 3-Trk A, 4-Trk C
  • 9th Month Classification due 3-Trk C, 4-Trk D

25   • 7th Month Statistical due 3-Trk A, 4-Trk C
  • 8th Month Classification due Single Track
  • 9th Month Statistical due 3-Trk C, 4-Trk D
  • 10th Month Classification due 3-Trk C