

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

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MATRIX FOR THE 2011-2012 SCHOOL YEAR

The following sentences may be used to assist you in compiling numbers for your matrix for the 2011-2012 school year. All reports are grades kindergarten– 4th, excluding special day students. At the Main Menu type: **E <enter>**

:PON16

Count by grade level

**:SORT XXXX WITH GRN GE “0” AND LE “4” AND WITH NO 103 BY GRN
BREAK-ON GRN BL5 TOTAL CT (D)**

Count 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)**

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Distribution:

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

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REORGANIZATION CARDS

To assist you in planning for next year, you may print reorganization cards from Screen 20, Option 6. You may print by Track, Grade, Room or Student.

To print the cards by gender, at the Main Menu type: **E <enter>**

**:SELECT XXXX WITH 10 = “F” AND WITH GRN LE “4” BY ROOM BY
NAME
>REORG-CARDS (N)**

Substitute “M” for male. For multi-track schools add **AND WITH TRACK = “X”** after “F”. For schools with 6th grade, substitute “5” for “4”.

PRIMARY CENTER MATRICULANTS

SIS will load the next school location code on Screen 13, field 192 for matriculating primary center students later this month. Some students did not automatically receive a next school location code due to option areas, address errors, or students living outside of the LAUSD boundary areas.

To print a list of matriculating student missing the next location code, at the Main Menu type: **E <enter>**

:PON16

:SORT XXXX WITH GRN = "0" AND WITH NO 192 BY NAME NAME ADDRESS 192 ROOM (N)

For First or second grade matriculating students, substitute "1" or "2" for "0" in the sentence above and below.

- If needed, correct any address errors on Screen 10. Use School Finder, Screen 16, Option 12N, (which will be available in early April) to determine the next school location.
- If School Finder indicated that the students are living in an option area, it is the responsibility of the school to contact those parents and then enter the school of their choice in Screen 13, field 192.
- For students living outside LAUSD boundaries, enter location code 0000 (out of district). If the parent plans to send the student to an LAUSD school, the parent must get a permit from their home district, then contact the Permits Office (213) 745-7960. If the student is granted a permit, the parent must then contact the next school.
- Rerun the sentence above to be sure there are now NO matriculating students missing a next school code.

To print an alphabetical roster of matriculating students, at the Main Menu type: **E <enter>**

:PON16

:SORT XXXX WITH GRN = "0" BY NAME NAME NEXT-SCHOOL GRADE ROOM (N)

To print a roster of matriculating students by the next school, then alphabetically:

:SORT XXXX WITH GRN = "0" BY NEXT-SCHOOL BY NAME NAME GR ROOM BREAK-ON 192 (N)

To print a roster of matriculating students by room:

**:SORT XXXX WITH GRN = "0" BY ROOM BY 192 BY NAME BREAK-ON ROOM "P" NAME GR
BREAK-ON 192 (N)**

Be careful of punctuation **"P"** (QUOTATION MARKS), (APOSTROPHE), (**P**), (APOSTROPHE), (QUOTATION MARKS)

ENTERING NEW ROOM ASSIGNMENTS FOR 2011-2012

FUTURE ROOM ASSIGNMENTS

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

Please do NOT enter the future room number on Screen 32 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 present room assignment will affect the Student Online Assessment Reports (SOAR), LAUSD-MAX, classification reports, statistical reports, all class rosters and Value-Added Data reported for your school.

TEACHER ASSIGNMENTS

Please do NOT enter teachers' new room assignment for the new school year on Screen 16, Options 2 & 2A until after the rollover procedures have been completed. Entering this information before the rollover process does not give you a head-start on the new school year. It will corrupt your current school year's data.

MISSING MIDDLE SCHOOL MATRICULATING INFORMATION

*****MIDDLE SCHOOL DATA TRANSFER*****

We recently updated your SIS system to import your matriculating students' next school location (Screen 13, field 192). Some of your students might not have received Middle School assignments. This occurred because the student lives in an option area, the address is outside the district's boundaries, or the address in SIS contains an error. The fax cover letter included with the error report states how to correct these errors. We ask that you have your errors corrected and input in SIS by March 18, 2011.

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 3rd reporting period for students who are being retained.

The teacher is responsible for entering "WILL BE RETAINED" on the Progress Report for the 3rd reporting period. If "WILL BE RETAINED" is checked an R will be automatically added to the grade field in SIS. The grade will remain the same after rollover. The following will be entered in SIS at rollover:

- **Field 144, Screen 4, Retention Grade**
- **Field 145, Screen 4, Retention Date (June 30, 2011)**
- **Field 289, Screen 4, Retention Type REG (Regular) will fill-in for grades 0-1**

The school will also be able to enter the retention grade on Screen 4, field 144, the retention date in field 145 (June 30, 2011), and the retention type in field 289 (REG)

SCREEN 31 (CONNECT-ED SCREEN)

If an individual notifies the school that they have received phone messages, but they have no children at the school, please promptly remove their phone number(s) from screen 31 and if needed from the home phone number, Screen 10, field 9.

To identify the student's record associated with the incorrect phone number, at the Main Menu type:

:E

:PON16

: SORT XXXX WITH 9 = "YYYYYYYYYYY" OR WITH 1174 = "YYYYYYYYYYY" OR WITH 1175 = "YYYYYYYYYYY" BY NAME NAME PHONE 1172 1173 1174 1175 1176 1177 GR ROOM (N)

To enter the correct number refer to the student's emergency card or contact the parent. Then enter the correct home phone number and the correct notification number on Screen 31. Be sure to include the Connect-Ed forms in your enrollment packets for all new students.

In the case you are unable to find the phone number using the above sentence please advise the parent to call 213-241-0875, and leave a detailed voice message.

The Information on Screen 31 is not downloaded automatically from any other screen. It is important for you to maintain this Screen with the most up-to-date information you have. As parent/guardians inform you of phone number changes please make them on Screen 10, as well as, Screen 31

DOWNLOADING STUDENT DATA FROM SIS

Before you can begin to download student data onto your desktop/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 the Windows desktop.

1. From the Main Menu of SIS type the **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.

```

GET LEVEL INFORMATION
ENTER SELECTION # OR 'OFF' :E
:SIS-DISK
  
```

3. At this point, you should have been redirected to a new screen. Type in the name you want to give your file followed by the a (.) and the letters **XLS (see example)**. Remember what you name it.

```

DOWNLOAD SIS DATA TO DISK
Enter the name of the disk file: YOURFILENAME.XLS
  
```

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

```

Enter the selection criteria (WITH...optional) : WITH 162 = "LEP"
  
```

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

```

Enter the sort order (BY...optional) : BY ROOM BY NAME_
  
```

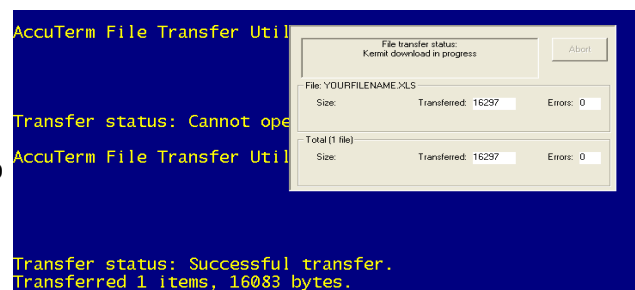
6. Enter the fields you want, using the standard field number or word names as indicated in the SIS Dictionary section at the back of the SIS Manual or by going to esis.lausd.net, then look on the middle of the page where you will find – *ESIS Student Information Dictionary* Enter the field names in the order you want them to download. (e.g. **12 NAME ROOM TEACHER**) Make sure these names or field numbers (12 IS THE FIELD NUMBER FOR DISTRICT ID) are separated by spaces.

```

Enter field names, separated by spaces : 12 NAME ROOM TEACHER
  
```

7. Once the Accu Term Data Transfers Utility appears, the download begins. A pop-up window will appear indicating the progress of the download process. After the download is complete type :GO and press <ENTER>. This will return you to the SIS Main Screen. Go to your desktop and find the file you just saved. Double click it and it will open as an Excel Spreadsheet. If you make a mistake delete the file and try again.

Remember never to e-mail student sensitive information to anyone!!!!!!



FREQUENTLY ASKED QUESTIONS

Birthdate

- Q. *The wrong birthdate was entered into SIS. How do I change it?*
- A. Enter the correct birthdate on Screen 10, field 15. Within a couple of days they student will have a new District ID. Don't be surprised if the entire number changes.

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 us, (213)241-4617, we will assist you in getting a District ID.

E Codes

- Q. *School just enrolled a pre-kindergarten student from another school, what E code should he have?*
- A. Even though he is enrolling in your school from another school, pre-kinder students should always have just **E** as their E Code.

SSID's

- Q. *School enrolled a student over 2 months ago and he/she still does not have an SSID.*
- A. It used to take the state up to 4-weeks to assign SSID's, we are now seeing it taking up to 12-weeks to get an SSID. If you have been waiting longer than 12-weeks, call School Information Branch, (213) 241– 2450.

Classification Report

- Q. *How do I 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/time. The school can hand correct the Classification Report and keep it in their files. The school may call Attendance and Enrollment for further information (213) 241-2196.

Court Orders (restraining order, etc. Not name change or adoption)

- Q. *Where do I enter court orders regarding a restraining order or other legal issues?*
- 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 the paperwork. Enter the restraining order information in SIS, Screen 3, field 59, **DO NOT RELEASE TO**.

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 into this field on SIS. Their codes will replace the "Y" with the appropriate DCFS code)

Name Change

- Q. *A 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, field 1. 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.

FREQUENTLY ASKED QUESTIONS– CONTINUE

Nickname

- Q. *The 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.

Online Progress Reports

- Q. *The Progress Report is Printing in English but mom wants it in Spanish?*
- A. On Screen 3, field 39 (Parent/Guardian Language), change the field to the language of choice. If there is nothing entered in field 39, it defaults to English. **Please note:** The Progress Reports in LAUSD-MAX 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.

Reclassification Letters

- Q. *The student is eligible to reclassify, but the letter won't print (Screen 14, Option 26).*
- A. If the letter doesn't print it is because the child is not eligible. Usually the student is not eligible because of one or more of their Progress Report Marks in Reading, Writing, Speaking or Listening.

Statistical Reports

- Q. *Can I print the statistical report on WEB SIS?*
- A. No, at this time Screen 29, Statistical Report Menu, is not available on WEB SIS.

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. (.) In field 6 enter PO BOX XXX.

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, Option 12 (School Finder) and type in the student's address. If the address is within LAUSD boundaries, the school will display. Addresses outside LAUSD will not display. If the address is in a newly built development and does not display, call SIS.

E1/L1

- Q. *How do I delete information entered on Screen 32 by mistake?*
- A. E1/L1: On Screen 32 enter the 4 digit student ID.
 At the Control, type LI <enter> .
 At the LI-CONTROL type the # of the entry line you wish to delete <enter>
 Hold down the <CONTROL>, then type “D”, then “P” (delete-poo!) The line will be erased.
 At the LI-CONTROL, type FI to file (save)

Enrolling a student in Independent Study (IS)

- Q. *How do I enroll a student in Independent Study?*
- A. Please refer to the **ISIS Phase 1 Attendance Procedures Handbook for Elementary Schools** VERSION 1.4 - dated 11/12/10 **Page 17**. This document can be found on the ISIS website www.isis.lausd.net

FREQUENTLY ASKED QUESTIONS- CONTINUE

Suspensions

Q. *How do I delete a suspension entered by mistake?*

A. Suspension: On Screen 22, enter the 4 digit student ID.

At the Control, type LI <enter> .

At the LI-CONTROL type the # of the suspension line you wish to delete <enter>

Hold down the <CONTROL>, then type "D", then "P" (delete-proof!) The line will be erased.

At the LI-CONTROL, type FI to file (save)

WINDOW SOCKET ERROR

How to minimize socket errors:

1. Make sure to logoff properly
 - From the Main Menu type: **OFF**, the following will appear:
2. Click on File
3. Click on Exit

NOTE: DO NOT USE ANY OF THE TWO "X" THAT ARE LOCATED IN THE UPPER RIGHT HAND CORNER

SIS TRAINING CLASS SCHEDULE

We have set up Beginner/Initial Elementary SIS classes in the Learning Zone. All classes are in the morning from 8:00 a.m. to 11:30 a.m. The trainings are as follows:

At North Valley Occupational Center (Room 15):

*April 14, 2011

At the Beaudry Bldg. 16th Floor:

April 13, 2011.

We have also set up Intermediate Elementary SIS (Sentence Writing) classes on those same dates and locations in the afternoon. These classes are will be held from 12:30 p.m. to 4:00 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 or INTERMEDIATE ELEMENTARY SIS. Sign up for the location you wish to attend.



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