Volume 18 Number 10

MAY 2007

ROLLOVER - JUNE 22

ALL SCHOOLS (SINGLE AND MULTI-TRACK) will follow the same rollover schedule. Rollover is to begin after 10:00 p.m. on Friday, June 22 and will have completed by midnight, Sunday, June 24.

Friday, June 22
All schools must have completed these year-end procedures by 10:00 p.m.

- new room assignments
- receiving rosters
- sending rosters
- cum organization rosters
- enter data in fields 190, 191, 192, and 83 on Screen 13 for non-matriculating transferring students, but do NOT retire them (DE) or they won't be counted on the last month's classification
- all teachers with students who will be retained must have checked "Will Be Retained" on the Online Progress Report

(See the April newsletter, pages 6-7, and May newsletter, page 5, for details of these year-end tasks.)

Teachers/coaches will NOT be able to access the OPR/SOAR system from 10:00 p.m. Friday, June 22 until midnight Sunday, June 24. Rollover does NOT affect data in OPR/SOAR. Teachers may still access their current students until July 8.

Monday, June 25
Rollover process for all schools will have been completed. On Monday, June 25, the school's data will reflect the 2007-08 school year. The following message will appear "HAPPY NEW YEAR - YOUR SCHOOL HAS NOW BEEN ROLLED OVER." Matriculants and transferring students will have been moved to the retired file.

HOMELESS SURVEY - MAY 11, 2007

The 2006-07 Homeless Student Survey is being conducted in May. Data can be entered into SIS until 5:00 p.m. on May 11. Students who have been homeless <u>any time during the current school year</u> need the appropriate nighttime residence code entered on Screen 4, field 52. The code should remain in SIS for the entire school year (July through June); if the student is no longer homeless, the school may remove the code from field 52 on or after July 1. See MEM-3642, "2006-07 Homeless Student Survey," dated April 9, 2007 for details.

Codes are as follows:

A	Temporarily with an adult that is not the parent/guardian due to loss of housing
B	In a single-room-occupancy building
C	In a car, trailer, or campsite
F	Foster child awaiting placement
G	In a rented garage due to loss of housing
H	In a transitional housing program
L	Temporarily in another family's house or apartment due to loss of housing
M	In a motel or hotel
O	Other places unfit for human habitation
S	In a shelter
T	In a rented trailer or motor home on private property

If there is a U or Y code already entered on Screen 4, field 52, change it to one of the codes above. To print a list of the homeless with codes, at the Main Menu type   **:E**
>   **:PON**
>   **:SORT XXXX WITH 52 BY NAME NAME 52 (N)**

If your school has shelters, motels, or hotels in the area, you may identify students living at those addresses by running the address list from Screen 14, option 11. Then enter the code on Screen 4, field 52.

<u>Retired students who attended your school this year and were homeless will also appear on the Homeless Student Roster. If the codes for the retired homeless students are not current (U or Y), you must update thier information on Screen 4R.</u>   **Do NOT bring them back from the retired file**<u>.</u> At the Main Menu type in 4R at ENTER SELECTION # OR 'OFF'. Update that student's record and at the control prompt type FI (file) to save.

To print a list of your retired students with homeless information at the Main Menu type **:E**
>   **:PON**
>   **:SORT XXXX-RET WITH 52 AND WITH 191 GT "7-1-06" BY NAME NAME 52 191 (N)**

On May 14 , print the final Homeless Student Roster from Screen 20, option 21. Mail the signed Roster, even if there are no identified homeless students at your school, to:

>   School Information Branch
>   Beaudry Bldg., 21st Floor.

CHANGE FOR SCREEN 13 - TRANSFER INFORMATION SCREEN

In preparation for ISIS, Screen 13, formerly L Code and Transfer, has a new name - Transfer Information Screen. Additional codes have been added for fields 81 and 83. All the same information is on the screen, but two of the field names have changed:

- Field 81, formerly Permit Code, is now Non-Resident Code.
- Field 86, formerly Permit Effective Date, is now Non-Resident Effective Date.

```
                  *** TRANSFER INFORMATION SCREEN ***

  0 ID #        : 2695 GARCIAS, CLAUDIA YURIANA (TWIN  DIST ID 060995F123

190 L CODE       : L2
191 L DATE       : 04-25-07
192 NEXT SCHOOL LOCN: 4329 HADDON EL

 83 TRANSFER REASON :  1  RESIDENCE CHANGE                 ☺
 84 O.T. REASON    :

197 PURLS ID #     :
 80 TRAV PROGRAM   :
 85 TRANS REQUIRED :

 81 NON-RES CODE   : 32  CHILD CARE PARENT SUPERVISION PERMIT
 86 NON-RES EFF DATE: 09-05-06
 96 RESIDENT LOCN  : 4247 GRAND VIEW EL
```

The bolded fields below and on the next page indicate additional reasons for enrolling non-resident students or an additional reason for transferring a student. The bolded italic fields represent a name change for the code.

It is NOT necessary for the school to add nor change any data in SIS, Screen 13, at this time. However, beginning with the new school year (July or September), all non-resident students should have a reason code entered in field 81, non-resident codes. (A detailed article will follow in the July newsletter)

FIELD 81 - NON-RESIDENT REASON CODES

3   **Special Education Assignment**
4   **PWT Assignment**
5   **Magnet/Alternative School Assignment**
6   **Satellite Zone Assignment**
7   **Capacity Adjustment Assignment**
8   Statement of Residence
9   Inter-District Permit
10   Bilingual-ESL Program Assignment
11   Direction of Superintendent
13   Sibling Permit
14   Elem Child Care Permit
15   Medical Permit
16   Prospective Residence Change Permit
18   **Opportunity Transfer (O.T.)**
22   Continuing Enrollment Permit
32   ***Child Care Parent Supervision Permit***
40   Open Enrollment
41   Advanced Studies Permit
43   Overcrowded Permit
45   National Disaster
46   **Charter School***

FIELD 80 - TRAVELING PROGRAM

CAP/A   Capacity Adjustment Program/Assigned
CAP/V   Capacity Adjustment Program/Voluntary
MAG   Magnet
OTS   Other Transported Students
PWT   Permit With Transfer
SPED   Special Education
PSC   Public School Choice
HOM   Homeless
SAB   Space Available Basis
SAT/Z   Satellite Zone

*Some charter schools have an attendance area. If the student does not live in the attendance area of the charter school, enter this code.

SCREEN 13 - TRANSFER INFORMATION SCREEN (continued)

FIELD 83 - TRANSFER REASONS

1	Residence Change
2	Inaccurate Residence Information
3	SpEd Assignment
4	PWT Assignment
5	Mag/Alt Assignment
6	Satellite Zone Assignment
7	CAP Assignment
8	Statement of Residence
9	InterDist Permit
10	Bil/ESL Program Assignment
11	Direction of Superintendent
13	Sibling Permit
14	Elem Child Care Permit
15	Medical Permit
16	Prospective Residence Change Permit
17	Permit Termination
18	Opportunity Transfer
19	Expulsion
20	OT Termination
21	Expulsion Reinstatement
22	Continuing Enrollment Permit
23	Other
26	TRI-C Assignment
27	Cont School Assignment
28	Community Adult Sch Assignment
29	Eplymt Prep Ctr Assignment
30	Alt Ed Work Ctr Assignment
32	*Child Care Parent Supervision Permit*
33	Independent Study
34	Camp Returnee Placement
40	Open Enrollment
41	Advanced Studies Permit
43	Overcrowded Permit
44	Public School Choice
45	National Disaster
46	**Charter School**
53	Pregnancy
61	School Adjustment
62	Personal Illness
63	Institutionalized
64	Wherabouts unknown
65	Deceased
66	Dissatisfied with school
67	Did not return
68	Lack of curriculum
70	Religion

FIELD 84 - OPPORTUNITY TRANSFER REASONS

A	Alcohol, use or possession
B	Arson
C	Assault
D	Disobedience, continued & willful
E	Drugs, use, possession or sale
F	Extortion, fighting, threats
G	Gang activity
H	Property damage, willful
I	Protection of student
J	Reissuance after OT cancellation
K	Robbery
L	Stealing
M	Tobacco, use or possession
N	Truancy, persistent
O	Weapons, use or possession
P	Other (must specify)
S	Sexual Harassment
T	Social Adjustment
U	Progressive Discipline

FIELD 190 - LEAVE CODES

L	Pre-K/Headstart
L2	Other LAUSD School or LAUSD Charter School
L3	California Public School
L4	California Non-Public School
L5	Outside California
L7	Matriculated
L8	Unknown or Deceased

If you would like to add school photos to this Screen and to Screen 2, see the March newsletter, page 8. Fax the form to SIS. Directions will be faxed to you.

YEAR END REMINDERS

New Room Number Assignments

Remember, before rollover, do not use field 104 (current room field) to enter new room numbers for the coming school year. Only use field 104 for changes to the underlined current school year's room numbers.

Prior to rollover, enter new room assignments in field 194, Screen 16, options 7, 8, or 9. After rollover, new room numbers are to be entered on Screen 10, field 104.

Partial Day Kindergarten Rooms
Single track For kindergarten rooms, the letter A or P is placed after the room number to indicate a morning or afternoon kindergarten class.
example: a.m. kindergarten, room 3 = 3A
            p.m. kindergarten, room 3 = 3P

Multi-track For kindergarten rooms, the letter A or P is placed before the track letter to indicate a morning or afternoon kindergarten class.
example: a.m. kinder, room 15, track B = 15AB
            p.m. kinder, room 15, track B = 15PB
            roving p.m. kinder = 15XPB

Multi-track Rooms / Rovers
When assigning new 2007-08 room numbers, multi-track schools must use a track letter after the room number. The track letter is placed as the last character in the room number field.
example: room 11, track A = 11A
            room 24, track C = 24C

Suggestion: for teachers/students assigned to roving rooms, use the first room number of the series of rooms and add the letter X before the track letter.
example: roving between rooms 11, 12, 13, track A = 11XA

Early Tracks

Before rollover, do not L out, (retire - DE), on Screen 13 any students whose track ends before June, unless they transfer before the end of their track to attend another school for the rest of the school year. They will be L'd out as part of the rollover process.

PRIMARY CENTERS / MATRICULANTS

Field 192, Next School Location, has been downloaded by SIS for all matriculants.

To print a list of matriculants who are missing the next school, at the Main Menu type   :**E**
   :**PON16**
   :**SORT XXXX WITH GRN = "0" AND**
   WITH NO 192 BY NAME NAME GRADE
   ROOM ADDRESS (N)
For second grade matriculants, substitute 2; for first grade, substitute 1.

It is not necessary to enter the L code nor L date for matriculants. The L code and L date will be filled-in as part of the rollover process.

Do not L out matriculants unless they transfer before the end of their track or school year. Matriculants will be L'd out as part of the rollover process.

It is NOT necessary to run PARs nor provide them for the next school. The receiving school will be able to accesss all information when they transfer the student using the district ID on Screen 16, option 11, after rollover. (The District ID # can be found on Screen 0.) Receiving schools should NOT send parents back to get a PAR.

5/6TH GRADE MATRICULANTS

See the April newsletter, page 3, for instructions how to print the following rosters:
•DPI
•DRWC
•Middle school assignments
•Students missing a middle school location

SDP Assignments- enter by mid May
The local district special education coordinator has sent a list of middle school assignments for matriculating SDP special education students (not SLD, APH, nor MR in a non-severe class) to elementary principals. ***Schools need to enter the middle school location codes from this list on Screen 13, field 192, by mid May so that the information is sent to the middle schools via the electronic transfer on May 22.***

Magnet Assignments
SIS has downloaded magnet school location codes for those students who have been accepted into the magnet program. If the parent notifies you in writing that the placement is declined, enter the resident middle school location code on Screen 13, field 192, (check in School Finder, Screen 16, option 12).

ORGANIZING CUMS

Use the following sentence to assist you in making up bundles of cums according to new room assignments. Be sure to run this sentence after all future rooms have been entered in field 194.

At the Main Menu type :**E**
   : **PON**
   : **SORT XXXX WITH GRN LE "4" BY ROOM BY 194 BY NAME BREAK-ON ROOM-TCHR "'BP'" BREAK-ON 194 NAME GRADE 192 HEADING "NEW ROOM ASSIGNMENTS FOR 'B'" (N)**

One track
   : **PON**
   : **SORT XXXX WITH GRN LE "4" AND WITH TRACK = "X" BY ROOM BY 194 BY NAME BREAK-ON ROOM-TCHR "'BP'" BREAK-ON 194 NAME GRADE 192 HEADING "NEW ROOM ASSIGNMENTS FOR 'B'" (N)**

PERIODIC WRITING ASSESSMENT

To print a roster of the Periodic Writing Assessment (PWA) in grades 2 - 5/6, with each room on a separate page, at the Main Menu type :**E**

   :**PON16**
   :**SORT XXXX WITH PWA BY ROOM BY NAME BREAK-ON ROOM "'P'" NAME GR PWA BL1 CUR-PA-DATE BL1 162 CUR-ELD (N)**

ELD WRITING ASSESSMENT

To generate a roster of EL students who took the ELD Writing Assessment, with each room on a separate page, at the Main Menu type :**E**

   : **PON16**
   : **SORT XXXX WITH 162 = "LEP" AND WITH 663 BY ROOM BY NAME BREAK-ON ROOM "'P'" NAME GR 664 BL1 663 BL1 162 CUR-ELD (N)**

FUTURE ATTENDANCE CARD LABELS

Multi-track schools may generate future room attendance card labels for all tracks, by track, or by room. Use the regular SIS only.

To generate these labels, at the Label Menu prompt: Enter Selection or Off: type the following:

   FT-ATTEND-TR to generate labels by track or

   FT-ATTEND-RM by generate labels by room

FUTURE ROOM LABELS (optional)

Schools are able to print OPTIONAL labels for students with new room assignments. Use the regular SIS only.

Mailing Labels
Schools may print mailing labels for students with a future room entered in field 194. At the Main Menu type   :E
      : **SELECT XXXX WITH 194 BY ROOM BY NAME**
      >**LABELS194 (N)**

Custom Labels
Schools may print custom labels with students' new room numbers, if the future room has been entered in field 194. At the Main Menu type   :E
      :**SELECT XXXX WITH 194 BY ROOM BY NAME**
      >**CUSTOM-LABELS (N)**

Do you want 5 line or 8 line labels? 5
Do you want to enter a title for the first line? Y
Enter the title:
      NEW ROOM ASSIGNMENT
Do you want headers (descriptions) on each line? N

Line 1: NEW ROOM ASSIGNMENT
Line 2: NAME
Line 3: 194
Line 4: NEWGRADE

TITLE I SCHOOL REPORTING FORM - TARGETED ASSISTANCE SCHOOLS (TAS)

The 2006-2007 Title I School Reporting Form data will be captured electronically on June 4, 2007, for each school funded through Title I, Part A.

All Targeted Assistance Schools (TAS) should print the Title I School Reporting Form using Screen 20, option 20, and review for accuracy. Counts on this form may be higher than your current enrollment, as the totals also include students who are no longer active, but did attend the school as Title 1 students during the 2006-2007 school year.

TAS schools should update student information as needed on Screen 19, field 116 (enter Y for Title I eligible). On or before June 4, 2007, TAS schools must complete Attachment A of the memorandum from Specially Funded Programs Division, titled "2006-2007 School Reporting Form", and submit to the Local District categorical support staff. Use the total number of Title I students served from the Title I School Reporting Form, Screen 20, option 20, as the reference number for completing Attachment A.

Title I SWP (Schoolwide Program Schools) do NOT need to complete nor submit forms.

AT RISK AND RETENTION

To print class rosters of At Risk and Retention Information select Screen 27, option 5, These rosters show the following at risk information and retention data for the entire class, printed by room:

- ■ Online Progress Report Marks for language arts and math including:
  ELA and ELD marks for reading, writing, listening, speaking, and the math mark
- ■ RSP Indicator
- ■ Language Classification and ELD Level
- ■ PWA Score
- ■ Previous Retention Grade
- ■ Students who may be or will be retained also have the following retention information:
  - • May Be Retained (1st and 2nd grading period) or
  - • Will Be Retained (3rd grading period)
- ■ Warning Note Date

Careful consideration should be made if students are not meeting standards and have been retained previously. An SST meeting may be required to discuss and implement various interventions and / or special education support services.

Before Rollover
The office staff is NOT able to mark a student for retention in SIS at this time (R in the grade field 102). The teacher is responsible for entering "Will be retained" on the Online Progress Report for the 3rd reporting period. If "Will Be Retained" is checked (prior to rollover on June 22), 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

After Rollover
If the student was retained after rollover (after June 22), the teacher still must check the "will be retained box" on the Online Progress Report. The OPR window closes July 8 for most tracks. If a student is retained by the teacher on OPR after rollover on June 22, the office staff, if notified, must change the grade level in SIS, Screen 4 or 10, field 102. The R (retained) can be entered by the office after July 8 or when you return in August. The office staff must also complete Screen 4, fields 144, 145 as these fields will not automatically fill-in after rollover.

The office staff will need to enter the retention type on Screen 4, field 289, for students in grades 2-5.
If the student was retained due to Standards Based Promotion, enter SBP. If the student was retained for other reasons, enter REG. Run the retained roster from Screen 30, option 15, to verify the retention information. After rollover, the grade and the retained grade should be the same on this roster.

HEALTH REPORTS

A variety of health reports can be accessed on SIS. Here are some examples:

1. To generate a report of all students' immunizations, sorted by track, alphabetically, type the following sentences at the Main Menu. Two sentences are needed to view all the immunizations.

The following sentence creates a report, by track, of all the students and lists Polio shots 1 - 4 and DPT shots 1 - 5. At the Main Menu type :**E**

> **: PON16**
> **: SORT XXXX BY TRACK BY NAME 0 NAME BREAK-ON TRACK "'P'" ROOM 72 73 74 75 66 67 68 69 70 (IN)**

The following sentence creates a report, by track, of all the students and lists the following immunization information: TBC date and result, MMR shots 1 & 2, Hepatitis B shots 1 - 3, Varicella shot 1, and any exemption codes (if applicable). At the Main Menu type :**E**

> **: PON16**
> **: SORT XXXX BY TRACK BY NAME BREAK-ON TRACK "'P'" 0 NAME GR ROOM 302 303 77 87 324 325 326 327 63 (IN)**

(Single track schools can also use the above sentences...type as listed:)

To select one grade level, add WITH GRN = "X" at the beginning of the sentence, after XXXX. Example: SORT XXXX WITH GRN = "5" BY TRACK BY NAME, etc. for 5th grade students.

2. The following sentence creates a report, by grade, of <u>any</u> students with partial TBC data or with a positive x-ray result. At the Main Menu type :**E**

> **: PON16**
> **: SORT XXXX WITH NO 303 OR WITH 303 = "P" AND WITH 306 NE "N" BY GRN BY NAME NAME BREAK-ON GRN ROOM 302 303 305 306 DBL-SPC (N)**

<u>Health Reports that can be run from the menus are:</u>

Screen 14 - Report Menu

- Option 2   Student Information (Health and Emergency)
  Print by: (T)rack, (G)rade, (R)oom, (S)tudent   (one page per student)

- Option 28   Student Immunization Record (California School Immunization Record)
  Print by: (T)rack, (G)rade, (R)oom, (S)tudent
  (one page per student)

Screen 20 - Special Report Menu

- Option 25   Kindergarten Immunization Report
  Annual Report of Kindergarten Students with Incomplete Immunization. Report prints an "X" on the student's line to indicate a missing or invalid immunization. (e.g. An MMR shot before the 1st birthday.)   Ideally no students should appear on the report, indicating the school's kindergarten immunization records are appropriate.

- Option 26   Tuberculosis Test Report

- Option 27   Health Screen Roster
  Blank lined roster. Print by: (T)rack or by (R)oom

- Option 28   CHDP Roster
  Print by: (T)rack, by (R)oom) or (A)ll

ONLINE PROGRESS REPORT PRINTER PROBLEMS / SOLUTIONS

■ Is the first progress report card printing our correctly, then all the rest print numbers and letters down the side of the page? If so, then you must reload the Printer Driver.

First get your printer's IP address from the Lexmark T622. <u>At the printer, do the following:</u>
•Press button #1 until you see Utilities Menu.
•Then press Select #3.
•Press #1 again until you see Print Net1 Setup (or it may say Print Net2 Setup).
•Press Select #3. Data for your printer will print out, including your TCP/IP Address. The address will begin with 10.

<u>On your computer</u> click on *start*. Then go into your Printers and Faxes Folder. (You might need to click on Settings, then your Printers and Faxes Folder.)

1. Right click on Report Card Printer and delete the icon
   (if you cannot delete the icon-call ITD to assist you)
2. Click on <u>Add a Printer</u>
3. <u>Welcome to the Add Printer Wizard</u>.   Click Next
4. <u>Local or Network Printer</u>   Local Printer (make sure that the AUTO PLUG is NOT checked off)
5. <u>Select a Printer Port</u>   Use the following port - drop it down until you see the address that's on the paper you printed out from the printer - it will begin with 10 and end with 128
6. <u>Install Printer Software</u>   **Generic** on the left / **Generic/Text Only** on the right
7. <u>Use Existing Driver</u>   Keep existing driver
8. <u>Name Your Printer</u>   **Report Card Printer** (be sure the first letter is capitalized in each word)
   Do you want to use this printer as the default printer? No
9. <u>Printer Sharing</u>   Do not share this printer
10. <u>Print Test Page</u>   Do you want to print a test page? Yes or No
11. <u>Completing the Add Printer Wizard</u>   Click Finish. Close the add printer wizard window. Close the printers folder. From SIS, select Screen 27, option 8 or 9 to print the report cards.

■ Each progress report is printing on 2 pages. Solution: turn off the printer and turn it back on.

■ There is a blank page between each report card. Solution: at the Main Menu go to File, then Print Setup. Under Slave Printer, click on Graphics mode, then Page setup. Under Orientation put a dot in Use Printer Default. Click on OK. Under Slave Printer, click on Text mode, then click on Apply, then OK.

<u>TRAINING</u>

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

Intermediate SIS / Intermediate Elementary Web SIS Training (sentence writing)
3 1/2 hour hands-on class designed for classified and certificated elementary staff. This session is for users <u>already familiar with SIS</u>. The focus of this class is on creating ad hoc reports (English sentences).
May

11	Professional Development Center @ Baldwin Hills	12:30-4:00
18	Beaudry Bldg. 21st Floor	12:30-4:00
25	Professional Development Center @ Roscoe EL	12:30-4:00

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.
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.This session is for users already familiar with SIS. It introduces school staff to Web SIS.

		May	
2	Initial	Ft. MacArthur	8:00-12:00
2	Initial Web	Ft. MacArthur	1:00-4:00

IMPORTANT DATES TO REMEMBER

MAY 2007

- 2 • Rebuild Files - District 1-3
- 4 • 8th Month Classification due Single Track, 4-Trk A
  - • 10th Month Classification due 4-Trk D
  - • 10th Month Statistical due 3-Trk C
- 9 • Last day for 4-Track D
  - • Rebuild Files - Districts 4-6
- 11 • 8th Month Classification due 3-Trk C, 4-Trk B
  - • 8th Month Statistical due Single Track, 4-Trk A
  - • 10th Month Statistical due 4-Trk D
  - • Homeless Survey Count Day
- 14 • Homeless Survey Due
- 16 • Rebuild Files - Districts 7-8
- 18 • 8th Month Classification due 3-Trk A, 4-Trk C
  - • 8th Month Statistical due 3-Trk B, 4-Trk B
- 25 • 8th Month Statistical due 3-Trk A, 4-Trk C
- 28 • Memorial Day

JUNE 2007

- 1 • 9th Month Classification due Single Track, 3-Trk A
- 4 • Title I School Reporting Form Attachment A due - TAS schools only
- 6 • Rebuild Files - Districts 1-3
- 8 • 9th Month Classification due 3-Trk B, 4-Trk B
  - • 9th Month Statistical due Single Track, 3-Trk A
- 13 • Rebuild Files - Districts 4-6
- 15 • 9th Month Classification due 3-Trk A, 4-Trk C
  - • 9th Month Statistical due 3-Trk B, 4-Trk B
- 20 • Rebuild Files - Districts 7-8
  - • Last day for Single Track Schools
- 22 • 10th Month Classification due Single Track and 4-Track A, B, C and 3-Track A, B
  - • **All data for rollover must be entered by 10:00 p.m.**
- 25 • Verify your SIS information has rolled over
- 26 • 10th Month Statistical for Single Track due to the **District Office**
- 29 • Last day for 4-Track A, B, C
  - • Last day for 3-Track A, B