



LOS ANGELES UNIFIED SCHOOL DISTRICT  
 PLANNING AND ASSESSMENT  
 STUDENT INFORMATION SYSTEMS BRANCH

Distribution:  
 Elementary Principals  
 Elementary Assistant Principals  
 Elementary School Admin. Asst.  
 Elementary Office Technicians  
 Elementary Coordinators

**Elementary SIS Newsletter**

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 Superintendent

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**DENTAL HEALTH SURVEY - DATA CAPTURED MAY 31**

On May 31, 2008, the dental health data for kindergartners and selected first graders will be captured electronically after 5:00 p.m. **Be sure to enter the oral health assessment data in SIS, Screen 11, fields 1166 and/or field 1167 by that time.** See the February, 2008, newsletter, page 5 for an English sentence to identify the first graders who need the assessment.

**Oral Health Assessment**

If Section 2: Oral Health Data Collection has been completed by a dental professional, enter the Assessment Date in field 1166. The date must be within 12 months of student enrollment; a future date cannot be entered.

Enter one of the following result codes in field 1167:

- **F** – Visible caries and/or fillings present
- **C** – Visible caries present
- **S** – (Satisfactory) No obvious problem found

If both "Yes" boxes are checked (Visible caries and/or fillings present and Visible caries), enter **F**. If nothing is checked, but the assessment date is filled in and there is a signature of the dental professional, enter **S**.

**Waiver**

If Section 3: Waiver of Oral Health Assessment Requirement has been completed by the parent or guardian, enter one of the following waiver codes in field 1167. You cannot enter a date with a waiver code.

- **I** – Insurance reasons
- **M** – Monetary reasons
- **P** – Personal reasons

If the optional section is filled out, enter the code most appropriate.

**Report**

On June 2, 2008, print the report from Screen 20, option 8, Dental Exam Report, and keep for your own school record.

**Dental Data**

To print a list of students with dental health data, at the Main Menu type: **E**

**:PON**  
**:SORT XXXX WITH 1166 OR WITH 1167 BY GRN BY NAME NAME GRADE 1166 1167**  
**ROOM (N)**

Table of Contents

Dental Health Survey - May 31 .....	1	5th/6th Grade Matriculants .....	5
Homeless Survey - May 30 .....	2	Organizing Cums .....	6
Title I Reporting Form TAS -June 2..	3	Periodic Writing Assessment .....	6
May Be Retained .....	3	ELD Writing Assessment .....	6
Time to Renew Non-Resident		Future Attendance Card Labels....	6
Permits .....	4	Future Room Mailing Labels .....	6
Year End Reminders .....	5	Rollover - June 20 .....	7
New Room Numbers.....	5	Connect-Ed / Wrong Phone # .....	7
Early Tracks.....	5	SSID # - How Can I Find It? .....	7
Primary Centers / Matriculants .....	5	Calendar .....	8



## HOMELESS SURVEY - DATA CAPTURED MAY 30, 2008

### Data Entry

The 2007-08 Homeless Student Survey is being captured after 5:00 p.m. on May 30. Print the Homeless Student Roster from SIS, Screen 20, option 21, to review information. Add/correct homeless student data on Screen 4, field 52.

Students who have been homeless any time during the current school year 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.

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, due to inadequate housing
- 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 or financial problems
- M In a motel or hotel
- O Other places not designed for or ordinarily used as a regular sleeping accommodation for human beings
- S In a shelter
- T In a rented trailer/motor home on a 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.

### Retired Homeless Students

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 their information on Screen 4R. **Please do NOT bring them back from the retired file.** 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 "7-1-07" BY NAME NAME 52 191 (N)

### Homeless Student Survey

On June 2, 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**

See MEM-4219.0, "2007-08 Homeless Student Survey," dated April 28, 2008 for additional information.

## TITLE I SCHOOL REPORTING FORM - TAS SCHOOLS ONLY - DUE JUNE 2

The 2007-2008 Title I School Reporting Form data will be captured electronically on June 2, 2008, 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 2007-2008 school year.

TAS schools should update student information as needed on Screen 19, field 116. To print Title I worksheets for each room, select Screen 20, option 17. If a student's Title I status is missing enter either "Y" for Title I eligible or "N" for ineligible on Screen 19, field 116. After updating, rerun the worksheets to verify your data. For Title I identification criteria, refer to REF-3777.0, "Guidelines and Procedures for Identifying Title I-Eligible Students at Targeted Assistance Schools", July 2, 2007.

On or before June 2, 2008, TAS schools must complete Attachment A of the memorandum from Specially Funded Programs Division, titled "2007-2008 School Reporting Form", and submit it to the Local District categorical support staff.

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

## MAY BE RETAINED - 2ND GRADING PERIOD

To print a list of students at risk who were marked "May be retained" by their teachers on the second reporting period progress report, at the Main Menu type:

: E  
 : PON  
 : **SORT XXXX-RC WITH 158 = "Y" BY GRADE BY ROOM BY NAME BREAK-ON GRADE  
 NAME 157 158 ROOM (N)**

Before a final decision is made to retain a student, 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. If a student is retained, intervention/intersession is mandatory.

### 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 20), 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 20), the teacher still must check the "will be retained box" on the Online Progress Report. The OPR window closes July 11 for most tracks. If a student is retained by the teacher on OPR after rollover on June 20, 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 rollover. 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.

## TIME TO RENEW NON-RESIDENT PERMITS

It's time to renew non-resident permits for the 2008-2009 school year. Non-transported students who live out of your area need to renew their permits. Schools must enter the non-resident code year in SIS, Screen 13, field 81 and date effective, field 86. To print a list of non-transported students who are not in your resident location area and who currently have a permit entered in SIS, at the Main Menu type:

:E  
:NON-RES

### **Data Cleanup**

Run the following report to list non-transported students who are not in your resident location area and have no non-resident (permit) code. At the Main Menu type:

:E  
:NON-RES-CLEANUP

This is an error report and students on this list need to have a non-resident code and date entered on Screen 13, fields 81 and 86. Some students may also show up on this report if the address is incorrectly typed. Check the address and be sure you have entered the correct address/spelling. Example: LA FAYETTE PK PL should be LA FAYETTE PARK PL. After making data corrections and adding non-resident codes, rerun the report. There should be "no items present".

All non-resident students should have a reason code entered on Screen 13, field 81, non-resident codes.

### **FIELD 81 - NON-RESIDENT REASON CODES**

- 8 Caregiver's Affidavit
- 9 Interdistrict Permit
- 10 Bilingual-ESL Program Assignment
- 11 Direction of Superintendent
- 14 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\*
- 50 District Employee Permit
- 51 Safety and Protection Permit

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



## 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 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 2008-09 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, please 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

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 or L date for matriculants. The L code and L date will be filled-in as part of the rollover process.

Please 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 access 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 on 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 23.**

#### Magnet Assignments

SIS has downloaded magnet school location codes for those students who have been accepted into the magnet program.

***These sentences for cums and labels can  
only be run before rollover.***

**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** to 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

## ROLLOVER - JUNE 20

**ALL SCHOOLS (SINGLE AND MULTI-TRACK) will follow the same rollover schedule. Rollover is to begin after 10:00 p.m. on Friday, June 20 and will have completed by midnight, Sunday, June 22.**

### **Friday, June 20**

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

- 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 20 until midnight Sunday, June 22. Rollover does NOT affect data in OPR/SOAR. Teachers may still access their current students until July 11.

### **Monday, June 23**

Rollover process for all schools will have been completed. On Monday, June 23, the school's data will reflect the 2008-09 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.

## CONNECT-ED / WRONG PHONE NUMBER?

SIS has downloaded the home phone number entered on Screen 10, field 9, as the default phone number for the Connect-Ed communication system for parent/guardian #1 on Screen 31. Using the data from the Connect-Ed forms, update contact phone numbers as needed on Screen 31.

If the school is notified that Connect-Ed is calling the wrong number, type this English sentence to identify the phone number. Enter the whole phone number with no dashes or spaces in place of Y's (10-digits).

At the Main Menu type :E

:PON16

:SORT XXXX WITH PHONE = "YYYYYYYYYYY" OR WITH 1172 = "YYYYYYYYYYY" OR WITH 1173 = "YYYYYYYYYYY" BY NAME NAME PHONE 1172 1173 GR ROOM (N)

If you are able to identify the incorrect phone number, correct it on Screen 10, field 9, and on Screen 31. It takes 48 hours after correcting the number in SIS for the number to become active in Connect-Ed. If the phone number does not belong to any of your active students, use the Connect-Ed program to delete the number.

## SSID - HOW CAN I FIND IT?

Sometimes the SSID # (Statewide Student Identifier) is needed to complete test answer documents for new students. Although the SSID # is not visible on an SIS screen, it is listed on the PAR (Screen 14, option 13), on the E Report (Screen 14, option 16), on the CELDT Coding Roster (Screen 7, option 6, selection 2) and the Testing Required Data Roster (Screen 7, option 7). You may also type this English sentence to obtain an SSID #. At the Main Menu type :E

:PON

:SORT XXXX WITH 0 = "AAAA" BY NAME NAME SSID GRADE ROOM (N)

Enter the student's local 4-digit school ID for "AAAA".

You may also obtain SSID #s for multiple students:

:SORT XXXX WITH 0 = "AAAA" "BBBB" "CCCC" BY NAME NAME SSID GRADE ROOM (N)

**IMPORTANT DATES TO REMEMBER****MAY 2008**

- 2 • 8th Month Classification due 4-Trk A
- 8th Month Statistical due Single Track
- 10th Month Statistical due 3-Trk C
  
- 9 • 8th Month Statistical due 4-Trk A
- 10th Month Classification due 4-Trk D
  
- 12 • Last day for 4-Trk D
  
- 16 • 8th Month Classification due 4-Trk B, C and 3-Trk A, B
- 10th Month Statistical due 4-Trk D
  
- 23 • 8th Month Statistical due 4-Trk B, C and 3-Trk A, B
- 9th Month Classification due Single Track
  
- 26 • Memorial Day
  
- 30 • 9th Month Classification due 4-Trk A
- 9th Month Statistical due Single Track

**JUNE 2008**

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

**JULY 2008**

- 1 • First day of school for all multi-track calendars
  
- 2 • 10th Month Statistical due 4-Track A, B, C and 3-Track A, B to the **District Office**
  
- 7 • First day of summer intervention/intersession for Single Track and multi-track A

