



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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DENTAL HEALTH SURVEY - DATA CAPTURED MAY 29

On May 29, 2009, 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 field 1167 by that time.** To print a list of eligible first graders at the Main Menu type :E :PON :SORT XXXX WITH GRN = "1" AND WITH ECODE2 = "E4" "E5" "E7" AND WITH EDATE2 AFTER "6-30-08" BY NAME NAME 40 41 GRADE ROOM (N)

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 and in field 1166 enter the date the parent signed the form.

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

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

Report

On June 1, 2009, 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)

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HOMELESS SURVEY - DATA CAPTURED MAY 29, 2009

Data Entry

The 2008-09 Homeless Student Survey is being captured after 5:00 p.m. on May 29. Print the Homeless Student Roster from SIS, Screen 20, option 21, to verify the homeless status of students. Add/correct homeless student data on Screen 4, field 52. If the student was not homeless anytime during the 2008-09 school year, delete the nighttime residence code from Screen 4, field 52.

Students who have been homeless anytime 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 temporarily, **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 "7-1-08" BY NAME NAME 52 191 (N)

Homeless Student Survey

On June 1, 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-4716.0, "2008-09 Homeless Student Survey," dated May 4, 2009 for additional information.

TITLE I SCHOOL REPORTING FORM - TAS SCHOOLS ONLY - DUE MAY 29

The California Department of Education requires the District to report services provided to Title I eligible students at Targeted Assistance Schools. The 2008-2009 Title I Targeted Assistance School Reporting Form data will be captured electronically on May 29, 2009, for these schools.

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 2008-2009 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-4300.0, "Guidelines and Procedures for Identifying Title I-Eligible Students at Targeted Assistance Schools", June 16, 2008.

On or before May 29, 2009, TAS schools must complete Attachment A of MEM-4715 "2008-2009 Title I Targeted Assistance 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. 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 19), the following will be entered 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

The office staff will need to enter the retention type on Screen 4, field 289, for students in grades 2-5.

Check with administration regarding the retention reason. If the student was retained due to Standards Based Promotion, enter SBP. If the student was retained for other reasons, enter REG.

After Rollover

If a student is retained after rollover on June 19, the office staff is responsible for completing fields 144, 145, and 289 and changing the grade, field 102.

If the student was retained after rollover, the teacher still must check the "will be retained box" on the Online Progress Report. The OPR window closes July 10 for most tracks.

ELIGIBLE 5TH / 6TH GRADE EL MATRICULANTS - RECLASSIFY NOW

5th/6th grade EL matriculants (who are eligible) need to be reclassified as soon as possible so the middle school can assign them to the correct program. Be sure to reclassify them before the end of the school year.

Run the Potential Reclassification roster from Screen 14, option 25. If the student is on this roster, has all 3s or 4s on the progress report for ELA grades, and the teacher has judged that the student will be successful in a mainstream English program, reclassify the student by printing the letter. Reminder: make a copy of each letter and keep them in a notebook for 5 years. Follow the directions below:

Before rollover (now through June 19) Print the letter from Screen 14, option 26, then enter the dates on Screen 5 in the following fields:

- Field 314 (Tchr Recommend Date)
- Field 322 (Parent Inform Date)

After rollover (June 22-June 30) If you reclassify the eligible student after rollover (June 19), follow these directions:

- ✓ First return the student to the active file (Screen 16, option 4).
- ✓ Print the letter (Screen 14, option 26).
- ✓ Enter dates on Screen 5 in the following fields:
 - Field 314 (Tchr Recommend Date)
 - Field 322 (Parent Inform Date)
- ✓ Be sure to return the student to the retired file. On Screen 13, enter the student's 4 digit local ID #, then type DE at the control prompt to retire the student.

Matriculants reclassified after May 22 - notify the middle schools.

For 5th graders who reclassified after the second electronic data transfer on May 22, the elementary school must notify the middle schools by phone and by fax. Fax Attachment A of REF-3490.4, "Transfer Data to Middle Schools", to EACH middle school that has newly reclassified students to insure their proper placement.

To print a roster of these recently reclassified matriculants, at the Main Menu type :E

:PON

:SORT XXXX WITH GRN = "5" AND WITH 323 GE "5-25-09" BY 192 BY NAME NAME 323
192 (N)

5/6TH GRADE ROSTERS / SDP ASSIGNMENTS

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 22.

RECLASSIFICATION ROSTERS / COUNTS

See REF-1848.4, "Reclassification of English Learners, Elementary School", dated May 4, 2007, and the October 2008 newsletter, page 6, for detailed reclassification information. The following English sentences may be used to print rosters/counts of reclassified students.

At the Main Menu type **:E** <enter> **:PON** <enter>

Current reclassified students

1. Total count
:COUNT XXXX WITH 323 (N)
2. Counts, sorted by grade
:SORT XXXX WITH 323 BY GRN BREAK-ON GRN BL5 TOTAL CT (DN)
3. Alphabetical roster
:SORT XXXX WITH 323 BY NAME NAME 162 323 GR ROOM (N)
4. Roster, sorted by grade
:SORT XXXX WITH 323 BY GRN BY NAME BREAK-ON GRN NAME 162 323 ROOM (N)
5. Roster, sorted by date
:SORT XXXX WITH 323 BY 323 BY NAME NAME 323 162 GR ROOM (N)

Reclassified during the 2008-2009 school year

1. Total count
:COUNT XXXX WITH 323 GE "7-01-08" (N)
2. Total count of retired students
:COUNT XXXX-RET WITH 323 GE "7-01-08" (N)
3. Counts, sorted by grade
:SORT XXXX WITH 323 GE "7-01-08" BY GRN BREAK-ON GRN BL5 TOTAL CT (DN)
4. Counts of retired students, sorted by grade
:SORT XXXX-RET WITH 323 GE "7-01-08" BY GRN BREAK-ON GRN
BL5 TOTAL CT (DN)
5. Alphabetical roster
:SORT XXXX WITH 323 GE "7-01-08" BY NAME NAME 162 323 GR
ROOM (N)
6. Roster, sorted by grade
:SORT XXXX WITH 323 GE "7-01-08" BY GRN BY NAME BREAK-ON GRN NAME 162 323 ROOM
(N)
7. Roster of retired students, sorted by grade
:SORT XXXX-RET WITH 323 GE "7-01-08" BY GRN BY NAME BREAK-ON GRN NAME 162 323
ROOM (N)

TIME TO RENEW NON-RESIDENT PERMITS

It's time to renew non-resident permits for the 2009-2010 school year. Non-transported students who live out of your area need to renew their permits. Schools must enter the non-resident code 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 (except for Special Day Program students). 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 Rooms / Rovers

When assigning new 2009-10 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.

MAGNET ASSIGNMENTS

Later this month SIS will download the magnet school location codes for those students who have been accepted into the magnet program.

See the April newsletter, page 4, for additional information.

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.

SSID - HOW CAN I FIND IT?

Sometimes the SSID # (Statewide Student Identifier) is needed to complete test answer documents for new students. The SSID # is located on SIS screens 2 and 13 directly below the district Id. It is also 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 obtain SSID #s for multiple students using an English sentence:

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

This sentence will give you an alphabetical roster with SSID #s. At the Main Menu type

:E

:PON

:SORT XXXX BY NAME NAME SSID GRADE
ROOM (N)

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 this year, with each room on a separate page, at the Main Menu type :E

: PON16
: SORT XXXX WITH 162 = "LEP" AND WITH 663 GE "2-01-09" BY ROOM BY NAME BREAK-ON ROOM "'P"' NAME GR 664 BL1 663 BL1 162 CUR-ELD (N)

Be careful of punctuation. There are quotation marks, apostrophe, P, apostrophe, quotation marks.

FUTURE ATTENDANCE CARD LABELS

Multi-track schools may generate future room attendance card labels for all tracks, by track, or by room. Use the legacy (blue screen) SIS and the dot matrix printer.

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 legacy (blue screen) SIS and the dot matrix printer.

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 19

ALL SCHOOLS (SINGLE AND MULTI-TRACK) will follow the same rollover schedule. Rollover is to begin after 10:00 p.m. on Friday, June 19 and will have completed by midnight, Sunday, June 21.

Friday, June 19

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 19 until midnight Sunday, June 21. Rollover does NOT affect data in OPR/SOAR. Teachers may still access their current students until July 10.

Monday, June 22

Rollover process for all schools will have been completed. On Monday, June 22, the school's data will reflect the 2009-10 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.

IMPORTANT DATES TO REMEMBER

MAY 2009

- 1 • 8th Month Classification due 4-Trk A, Single Track
- 10th Month Classification due 3-Trk C
- 6 • 10th Month Statistical due 3-Trk C
- 8 • 8th Month Statistical Due 4-Trk A, Single Track
- 10th Month Classification due 4-Trk D
- Last day for 4-Track D
- 15 • 8th Month Classification due 4-Trk B, C and 3-Trk A, B
- 10th Month Statistical due 4-Trk D
- 22 • 8th Month Statistical due 4-Trk B, C and 3-Trk A, B
- 25 • Memorial Day holiday
- 29 • Title I School Reporting Form Attachment A due - TAS schools only
- Homeless Survey data captured
- Dental Health Survey data captured
- 9th Month Classification due 4-Trk A, Single Track

JUNE 2009

- 5 • 9th Month Statistical due Single Track, 4-Trk A
- 12 • 9th Month Classification due 3-Trk A, B, 4-Trk B, C
- 19 • Last day for Single Track Schools
- 10th Month Classification due Single Track and 4-Track A, B, C and 3-Track A, B
- 9th Month Statistical due 3-Trk A, B, 4-Trk B, C
- All data for rollover must be entered by 10:00 p.m.
- **Rollover - SIS, OPR, and SOAR will NOT be available from 10:00 p.m. Friday 6/19 until midnight 6/21**
- 22 • Verify your SIS information has rolled over
- 25 • 10th Month Statistical for Single Track due to district office
- 26 • Last day for 4-Track A, B, C
- 30 • Last day for 3-Track A, B

JULY 2009

- 1 • 10th Month Statistical due 4-Trk A, B, C
- First day of school for 3-Trk B, C
- 3 • 10th Month Statistical due 3-Trk A, B
- Independence Day holiday
- 6 • First day of school for 4-Trk B, C, D
- First day of summer intervention