



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

José Razo* Vincent Morrison* Andrea Canty* Eunice Combs* Vicki Gonzales

DENTAL HEALTH SURVEY- DATA CAPTURED MAY 27

On May 27, 2010, 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 students at the Main Menu type: **E <enter>**

:PON 16

:SORT XXXX WITH GRN = "0" OR WITH GRN = "1" AND WITH NO 1166 BY GRADE BY NAME NAME 40 41 BREAK-ON GRADE ROOM 1166 1167 DBL-SPC (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

Report

On June 01, 2010, 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 <enter>**

:PON

:SORT XXXX WITH 1166 OR WITH 1167 BY GRN BY NAME NAME GRADE 40 41 ROOM 1166 1167 (N)

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Phone: (213) 241-4617

Fax: (213) 241-8498

Distribution:

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

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SSID– HOW CAN I FIND IT?

Sometimes the SSID # 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 the SSID for any student by using the following sentence. At the Main Menu type: **E <enter>**

:LIST XXXX WITH “AAAA” NAME SSID GRADE ROOM (N)

AAAA = Student’s 4-digit ID

To get an alphabetical roster by room with SSID #'s:

:SORT XXXX BY ROOM BREAK-ON ROOM BY NAME NAME SSID GRADE (N)

RECLASSIFY ELIGIBLE 5TH/ 6TH GRADE EL MATRICULANTS

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 3's or 4's 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. If you are printing it from WebSIS you can save a copy of the PDF to your desktop. To reclassify a student, please make sure you follow the directions below:

Before rollover: Print the letter from Screen 14, Option 26, then enter the date on Screen 5 in the following fields :

- * Field 314 (teacher recommendation date)
- * Field 322 (parent inform date)

After rollover (June 25th) If you reclassify the eligible student after rollover, 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 (teacher recommendation 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 24– notify the middle schools.

For 5th/6th graders who reclassify after the second electronic data transfer on May 24th, the elementary school must notify the middle school by phone and by fax. Fax attachment A of REF 3490.5 “Elementary Transfer 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 <enter>**

:PON 16

:SORT XXXX WITH GRN = "5" AND WITH 323 GE “5-24-10” BY 192 BY NAME NAME 323 192 (N)

MAGNET PLACEMENT

MAGNET STUDENT DATA FOR THE 2010-2011 SCHOOL YEAR

PAR

PAR's must not be requested from parents/guardians who are enrolling their child in any elementary school. ESIS has several mechanisms which make it unnecessary to make this request from parents. These include Magnet Data Roster (available by calling ESIS); ESIS not allowing a student to enroll at a new school if the student is already enrolled at another LAUSD school; and the ESIS enrollment process which makes all data immediately available to the new receiving school.

Parents cannot be denied enrollment if they do not have a PAR. Instead, it is the receiving school's responsibility to secure the data necessary for academic placement by utilizing the Magnet Data Roster. **Therefore, welcome letters should not ask parents to bring a PAR for enrollment.**

Magnet Student Menu in ESIS

Data on your newly selected Magnet students has been downloaded to your SIS computer system. Magnet schools can access the Magnet Student Menu for all Magnet-specific SIS tasks, such as accepting, declining, searching valid application (for walk-in applicants), and monitoring enrollment. All newly selected, wait listed and late students' data are available through the Magnet Student Menu. To access the Magnet Student Menu on ESIS: From the Main Menu type:**MAG** then press enter. You can search for a student using option 1 and Accept or Decline students using option 2, etc.

Deadline to accept, enroll and decline:

You will need to accept and enroll, as well as decline students no later than the 10th day of instruction of the academic year. Once the designated enrollment number has been reached no further student may be enrolled.

Additional Support

For assistance with ESIS, please call Elementary SIS support at (213) 241-4617.

For Magnet policy questions please contact Sara Lasnover at (213) 241-6532.

PRIMARY CENTER MATRICULATING STUDENTS

To print a list of matriculates who are missing the next school, at the Main Menu type: **E <enter>**

:PON16

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

For second grade matriculants, substitute "0" with a "2"; for first grade, substitute "0" with a "1".

It is not necessary to enter the L code or L date for matriculates. The L code and L date will be filled-in as part of the rollover process.

Please do not L out matriculating students unless they transfer before the end of their track or school year.

Matriculating students will be L'd out as part of the roll over process.

It is **NOT** necessary to run PAR's nor provide them for 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.

HOMELESS SURVEY- DATA CAPTURED JUNE 4, 2010

Data Entry

The 2009-2010 Homeless Student Survey is being captured after 5:00 p.m. on June 4. 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 2009-2010 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 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 the codes above. To print a list of the homeless with codes, at the Main Menu type **:E <enter>**

: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 4R. Update that student's record and at the control prompt type F1 (file) to save.

To print a list of your retired students with homeless information at the Main menu type: **E <enter>**

:PON

:SORT XXXX-RET WITH 52 AND WITH 191 GT "07-01-09" BY NAME NAME 52 191 (N)

Homeless Student Survey: On June 7, 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., 16th Floor

See MEM- 5119, "2009-10 Homeless Student Survey," dated May 03, 2010 for additional information.

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 GRN 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 2009-2010 school year

1. Total count

:COUNT XXXX WITH 323 GE "07-01-09" (N)

2. Total count of retired students

:COUNT XXXX-RET WITH 323 GE "07-01-09" (N)

3. Counts, sorted by grade

:SORT XXXX WITH 323 GE "07-01-09" BY GRN BREAK-ON GRN BL5 TOTAL CT (DN)

4. Counts of retired students, sorted by grade

:SORT XXXX-RET WITH 323 GE "07-01-09" BY GRN BREAK-ON GRN BL5 TOTAL CT (DN)

5. Alphabetical roster

:SORT XXXX WITH 323 GE "07-01-09" BY NAME NAME 323 162 GRN ROOM (N)

6. Roster, sorted by grade

:SORT XXXX WITH 323 GE "07-01-09" 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 "07-01-09" 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 2010-2011 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 <enter>**

:NON-RES

Data Cleanup

Run the following report and list non-transported students who are not in your resident location area and do not have a non-resident (permit) code. At the Main Menu type: **:E <enter>**

: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 the correct address/spelling. Example: "MARTIN LUTHER KING" should be "M L KING." 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 the 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.

PERIODIC WRITING ASSESSMENT

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

:PON16

:SORT XXXX WITH PWA BY ROOM 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 <enter>**

:PON16

:SORT XXXX WITH 162 = "LEP" AND WITH 663 GE "02-01-10" BY ROOM BY NAME

BREAK-ON ROOM ""P"" NAME GR 664 BL1 663 BL1 162 CUR-ELD (N)

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. Schools must **NOT** make changes to teacher/room assignments for next year until **AFTER** rollover.

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 32, the NEW ENROLLMENT HISTORY SCREEN. Screen 10 will be locked for all users. Please see next months newsletter for more information.

Multi-track Rooms/ Rovers

When assigning new 2010-2011 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

Suggestions: 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: Rooms 11, 12, and 13, track A = 11XA

Do not use 111213XA, having long numbers assigned as room numbers allow for more data errors.

Early Tracks

Before rollover, please do not L out, (retire– DE) , on Screen 13 any student 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.

ROLLOVER - JUNE 25TH 5:00P.M.

ALL SCHOOLS (SINGLE AND MULTI-TRACK) will follow the same rollover schedule. Rollover is to begin after 5:00 p.m. Friday, June 25th and will completed by Monday, June 27th.

Friday, June 25th

All schools must have completed these year-end procedures by 5:00p.m. on Friday

- New room assignments
- Receiving Rosters
- Sending Rosters
- Cum organization roster
- Enter data in field 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 report
- All teachers with students who will be retained must have checked "Will Be Retained" on the Progress Report Card on ISIS-LAUDMax.

(See the April Newsletter for details of these year-end task.)

Teacher/coaches will NOT be able to access the SOAR system from 5:00 p.m. Friday, June 25th until the morning of Monday, June 27th. Rollover does NOT affect the data in SOAR. Teachers may still access their current students until July 9, 2010.

Monday, June 27

Rollover process for all schools will have been completed. On Monday, June 27, the school's data will reflect the 2010-2011 school year. The following message will appear "HAPPY NEW YEAR- YOUR SCHOOL HAS NOW BEEN ROLLED OVER." Matriculating and transferring students will have been moved to the retired file.

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 <enter>**

: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)**

"X" = Substitute for desired track

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
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 <enter>**

:SELECT XXXX WITH 194 BY ROOM BY NAME <enter>
>LABELS194 <enter>

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 <enter>**

:SELECT XXXX WITH 194 BY ROOM BY NAME <enter>
>CUSTOM-LABELS <enter>
Do you want 5 line or 8 line labels? 5 <enter>
Do you want to enter a title for the first line? Y <enter>
Enter the title: NEW ROOM ASSIGNMENT <enter>
Do you want headers (descriptions) on each line? N <enter>
Line 1: NEW ROOM ASSIGNMENT
Line 2: NAME
Line 3: 194
Line 4: NEWGRADE



333 S. Beaudry Ave. 16th Floor
 Los Angeles, CA 90017
 esis.lausd.net

Phone: (213) 241- 4617
 Fax: (213) 241- 8498
 E-mail: esissupport@lausd.net

TITLE 1 SCHOOL REPORTING FORM-TAS SCHOOLS ONLY

The California Department of Education requires the district to report services provided to Title 1 eligible students at the Targeted Assistance Schools. The 2009-2010 Title 1 Targeted Assistance School Reporting form data will be captured electronically on May 28, 2010, for these schools.

All Targeted Assistance Schools (TAS) should print the Title 1 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 a Title 1 student during the 2009-2010 school year.

Targeted Assistance Schools should update student information as needed on Screen 19, field 116. To print the Title 1 worksheets for each room, select Screen 20, Option 17. If a student's Title 1 status is missing enter either "Y" for Title 1 eligible or "N" for ineligible on Screen 19, field 116. After updating, rerun the worksheet to verify your data. For Title 1 identification criteria, refer to REF-4300.1 "Guidelines and Procedures for Identifying Title 1 Eligible Students at Targeted Assistance Schools," June 23, 2009.

On or before May 28, 2010, Targeted Assistance Schools must complete Attachment A of MEM-5103, "2009-2010 Title 1 Targeted Assistance School Reporting Form," and submit it to the Local District Categorical Support Staff.

TITLE 1 SWP (SCHOOL WIDE PROGRAM) SCHOOLS DO NOT NEED TO COMPLETE NOR SUBMIT FORMS.

YEAR-ROUND ESIS TRAINING

YEAR-ROUND schools are invited to an ESIS training (both WEB and Blue Screen)/ISIS training.

Please fill out the last page of this newsletter and fax the attached form if you are interested in attending. We will be reviewing a NEW ENROLLMENT HISTORY SCREEN we will have in ESIS next school year (2010-2011). The training will occur on June 17, at the Beaudry Building. This training is NOT open to traditional schools. We will have other trainings in August for traditional calendar schools.

This will be the ONLY way users can sign-up to attend this training.

Happy

Mother's Day

2011 MULTI-TRACK & NEW SCHOOLS



Initial Elementary SIS and LAUSD MAX Training @ Beaudry – 16th Floor Training room

The following employees would like to attend the training on the Elementary Student Information System and LAUSD MAX Attendance and Mark Reporting.

Locn Code	School Name	Employee's Number	Employee's Name	Position	Email

Principal's Signature _____

School Phone Number _____

Alternate Number _____

ESIS staff will contact someone at the number above to finalize the date and time of the training once the school calendar has been finalized by the Board.

Please fax this request to the Elementary SIS fax (213) 241-8498.

Any questions, contact José Razo at (213) 241-4617.