



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

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ORAL HEALTH SURVEY- DATA CAPTURED MAY 31

On May 31, 2011, 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 LE "1" AND WITH NO 1166 AND WITH
EDATE2 AFTER "7-01-10" BY GRADE BREAK-ON GRADE NAME 40
41 GRADE ROOM 1166 1167 DBL-SPC UL10 (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, 2011, 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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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 on 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

Reclassify eligible 5th/6th grade EL matriculants as soon as possible so the middle school can assign them to the correct program. Be sure to reclassify them before rollover (June 24th).

Run the **Ready to Reclassify** roster from Screen 33, Option 7. Confer with the teacher to confirm that he/she recommends the student for reclassification. Reclassify the student by printing the letter from Screen 33, Option 8. Make a copy of each letter and keep them in the Reclassification Notebook for 5 years. If you are printing the letter 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 33, Option 8, then enter the date on Screen 5 in the following fields:

- * Field 314 (Teacher Recommendation Date)
- * Field 322 (Parent Inform Date)

After Rollover (June 24th): Do not reclassify.

- * Central Office will reclassify eligible matriculating students when 2011 CST/CMA test results become available. The elementary schools will get the credit for the reclassification.

Matriculants Reclassified after May 31 – Notify the middle schools.

For 5th/6th graders who reclassify after the second electronic data transfer on May 31st, the elementary school must notify the middle school by phone and by fax. Fax Attachment A of REF-3490.6 "Elementary Transfer to Middle Schools," to EACH middle school that has newly reclassified students to ensure their proper placement.

To print a roster of students reclassified after the second electronic transfer, at the Main Menu type: **E <enter>**

:PON 16

:SORT XXXX WITH GRN = "5" AND WITH 323 GE "5-31-11" BY 192 BY NAME NAME 323 192 (N)

MAGNET PLACEMENT

MAGNET STUDENT DATA FOR THE 2011-2012 SCHOOL YEAR

PAR

Parents/guardians who are enrolling their child in any elementary school without a PAR should not be sent back to previous school to get one. The new school should call the previous school and request the PAR to be faxed to them. **Parents cannot be denied enrollment if they do not have a PAR.** If you need a Magnet Data Roster, please call Elementary SIS. Elementary SIS will not allow a student to enroll at a new school if the student is already enrolled at another LAUSD school.

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 matriculants 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 matriculants. 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 rollover process.

We recommended users print PARs and provide them for any student that might need one. 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 6, 2011

Data Entry

The 2010-2011 Homeless Student Survey is being captured after 5:00 p.m. on June 6. 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 2010-2011 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 of 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 FI (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 "07-01-10" 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- 5478, "2010-11 Homeless Student Survey," dated May 09, 2011 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 2010-2011 school year

1. Total count

:COUNT XXXX WITH 323 GE "07-01-10" (N)

2. Total count of retired students

:COUNT XXXX-RET WITH 323 GE "07-01-10" (N)

3. Counts, sorted by grade

:SORT XXXX WITH 323 GE "07-01-10" BY GRN BREAK-ON GRN BL5 TOTAL CT (DN)

4. Counts of retired students, sorted by grade

:SORT XXXX-RET WITH 323 GE "07-01-10" BY GRN BREAK-ON GRN BL5 TOTAL CT (DN)

5. Alphabetical roster

:SORT XXXX WITH 323 GE "07-01-10" BY NAME NAME 323 162 GRN ROOM (N)

6. Roster, sorted by grade

:SORT XXXX WITH 323 GE "07-01-10" 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 "07-01-10" 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 2011-2012 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 (Report also in Screen 30)

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 (Report also in Screen 30)

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 Inter-district Permit (*must apply on-line and be approved by the Permits Office*)
- 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
- 52 Charter Opt-Out
- 53 University Outreach
- 54 Romero Open Enrollment

*The following codes will become obsolete in 2011-2012 school year. Any child with one of these permit codes will have their permit code deleted during rollover. If they are continuing at your site please assign them a different permit code. On July 1, 2011 we will add the following three permit codes: Senior Status Permit, Parent Employment Permit and Specialized Program Permit.

YEAR END REMINDERS

New Room Number Assignments

Remember, before rollover, **DO NOT** use Screen 32 (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.

Last school year, SIS had to correct over 5000 student records that were updated incorrectly by users. To avoid this error, starting June 1, 2011 to after rollover, Screen 32 will be disabled for all users. We will also disable Screen 16 options 2 and 2A. If you have room or teacher changes during the month of June, please call Elementary SIS for assistance.

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 ENROLLMENT HISTORY SCREEN. Please see next month's newsletter for more information.

Multi-track Rooms/ Rovers

When assigning new 2011-2012 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.

INTERVENTION RECORDS IN ELEMENTARY SIS

Intervention Policy has recently changed. You will find that Elementary SIS reflects the new intervention policy. School sites will only be able to enter the following intervention types in SIS: **A**– ESY Extended School Year, **L**– Local School Design, and **M**– Migrant Education Program. Along with these types of interventions the following subjects are allowed: **L**—Reading/Language Arts, **M**– Math, **E**– ELD, **S**– Science, **H**– Social Studies/History.

We have updated our Elementary SIS Users Manual to reflect these changes. For more information, see REF– 5432, “Procedures for Recording Data and Attendance Accounting for Elementary Intervention Programs,” dated April 4, 2011.

ROLLOVER – JUNE 24TH 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 24th and will be completed by Monday, June 27th.

Friday, June 24th

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-LAUDSMax.

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

Teachers/coaches will NOT be able to access the ESIS and SOAR systems from 5:00 p.m. Friday, June 24th until the morning of Monday, June 27th. Rollover does NOT affect the data in SOAR. Teachers may still access their current students until July 8, 2011.

Monday, June 27

Rollover process for all schools will have been completed. On Monday, June 27, the school's data will reflect the 2011-2012 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 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: ROOM

Line 2: NAME

Line 3: 194

Line 4: NEWGRADE

SCREEN 33- MASTER PLAN SCREEN

We have added a new screen to Elementary SIS, Screen 33: Master Plan Menu. It includes all of the reports, labels, and screens that deal with English Learners. All of the reports on Screen 33 are still accessible via the existing menus. There is one entirely NEW report that is not accessible any other way. The new report is titled, "Ready to Reclass Roster." This roster will list all of your students that are ready to reclassify using all of their current qualifications. This roster will list all of your students that will print out a reclassification letter if you type the word, "ALL," in the Reclassification Letter Option.

Please note that first grade students will show up because these students are eligible to have a reclassification letter printed for them if they meet all of the criteria shown on the roster as well as have adequate SOAR marks. Since upper grade students do not have SOAR scores as a requirement neither do first or second graders for the purpose of this report. This report looks at the student's overall CELDT Score, ELA grades and CST/CMA scores if any are available. The system will allow you to print a reclassification letter for these students but it is still the responsibility of the coordinator to verify the SOAR scores for 1st and 2nd grade students.

The report looks at those rosters from the "Potential Reclassification Roster," and uses those to guide how many pages print out. If your school prints out 8 pages in the "Potential Reclassification Roster," you will get 8 pages for the "Ready to Reclass Roster."

Some pages of the "Ready to Reclass Roster," might be blank. The blank page should inform you that "No children are eligible." This is not an error, it is done to document that ELs are being monitored towards their goal of being reclassified.

ELEMENTARY SIS TRAINING

We have set up Beginner/Initial Elementary SIS, Intermediate SIS, and New Coordinator SIS classes in the Learning Zone. All beginner classes are in the morning from 8:00 a.m. to 11:30 a.m. Intermediate classes will be held from 12:30 p.m. to 4:00 p.m. The trainings are as follows:

At North Valley Occupational Center (Room 15):

June 10, 2011

*June 21, 2011

At the Beaudry Bldg. 16th Floor:

May 18, 2011

June 8, 2011

*June 22, 2011

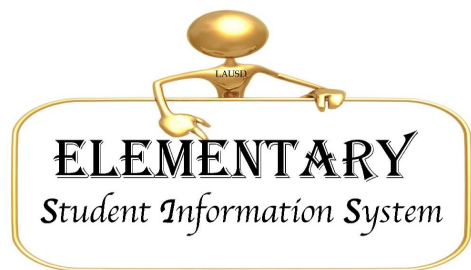
At Ft. MacArthur

May 19, 2011

June 9, 2011

*Coordinator Trainings- These classes will be held from 8:00 p.m. to 3:30 p.m.

To enroll in a class, please register via the Learning Zone (<http://lz.lausd.net/>). Use your Single Sign-on to logon, select the Courses tab and look for course Initial Elementary SIS, Intermediate Elementary SIS, or Elementary Coordinator's SIS Training. Sign up for the location you wish to attend.



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