



Editor: Staff

LOS ANGELES UNIFIED SCHOOL DISTRICT PLANNING, ASSESSMENT & RESEARCH

Student Information Systems Branch Elementary SIS Newsletter

DISTRIBUTION
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Local District School Support
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Superintendent



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NOVEMBER 2006

MASTER PLAN PROGRAM SURVEY

Important Master Plan Program Survey Dates

- Count Day** Enter / update information into SIS until 5:00 p.m.
Dec. 1, 2006 Information will be "frozen" at that time.
- Print Days** Print Screen 20, option 3, selections 1, 2, 3, 4, 5.
Dec. 4-5, 2006 All survey forms should be printed and signed if form so indicates.
- Due Date** Submit all survey materials to the designated Testing Center.
Dec. 6, 2006

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-----SCREEN 20-----
* SYS A *      *** SPECIAL REPORT MENU ***      15:32:04 27 Oct 2006
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1. FALL SURVEY MENU
3. MASTER PLAN SURVEY MENU *
17. TITLE I WORKSHEET - BY ROOM
18. TITLE I WORKSHEET - BY TRACK
20. TITLE I SCHOOL REPORTING FORM

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- MASTER PLAN SURVEY MENU**
1. MASTER PLAN SURVEY FORM 20
 2. MASTER PLAN SURVEY FORM 21
 3. MASTER PLAN SURVEY FORM 24
 4. MASTER PLAN SURVEY FORM 25
 5. MASTER PLAN SURVEY FORM 27

Forms 20, 21, 25, and 27 will print as test runs until count day (December 1 at 5:00 p.m.).

Form 20 reports program and staffing information of identified ELs in K-6 general education classrooms.

Form 21 reports program and staffing information of identified ELs in elementary Special Day Programs.

Form 27 reports non-register carrying instructional personnel who hold state authorization (or have a goal) to teach ELs and provide service to ELs.

Form 24 Principal's Verification summarizes EL totals and requires the principal's signature. Form 24 *will not print until after count day*.

Form 25 Principal's Summary reports FEP totals and bilingual paraprofessional totals by language.

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MASTER PLAN PROGRAM SURVEY

The Master Plan Survey Instruction Manual contains instructions for completing the survey and can be downloaded from the School Information Branch website. To ensure accurate reporting of English Learners and the types of Master Plan services they receive, use the information in this article to assist you with entering/correcting data in SIS.

STUDENT DATA

1. To generate an alphabetical roster, by grade level, of students with no downloaded CELDT results, at the Main Menu select Screen 30, option 1, **GOT-CELDT**. Students on this roster need the Initial CELDT.
2. After Initial CELDT testing, tabulate the CELDT score manually, or by using the CELDT calculator, and enter the following information into SIS on Screen 5:
 - field 91 **CELDT**
 - field 151 **CELDT Test Date**
 - field 162 Language Classification, enter either **LEP** or **IFEP**
 - field 164 if **LEP**, enter Master Plan Program Assignment
(i.e. EI, WB, DS, DK, P, W, SI, SW, SP)

Remember, for current Kindergarten students, type over P/LAS with CELDT in field 91 and type over last year's test date with the current year's date in field 151. If there is a change in field 162, type over last year's classification with the unofficial CELDT result - LEP or IFEP.

3. After updating your student's data, reprint **GOT-CELDT** (Screen 30, option 1). All students should now have LEP or IFEP for Language Classifications, CELDT as the Proficiency Test and a current date (the one you entered) for English Proficiency Date. See the example below from our play school.

GR	ID #	NAME.....	ROOM...	L1	CLASS	PROF TEST	ENG PROF DATE
0	2815	AGUILAR, NELLIE	23A	60	LEP	CELDT	07-12-06
0	2930	ANDRADE, ANDREA	23A	60	LEP	CELDT	07-12-06

4. To check for missing or incorrect data for EL students, run Screen 30, option 3, **EL-CLEANUP**. This report shows students who are missing one of the following: home language, Language Classification (EO, LEP, IFEP), Master Plan Program Code, or ELD level.

Enter missing home language (L1), Classification and/or Master Plan Program on Screen 5. Enter missing ELD levels on Screen 6.

Rerun Screen 30, option 3, **EL-CLEANUP**. There should now be NO students on this list.

5. All EL students need a Primary Language Assessment. See the September, 2006 newsletter p. 4 for an English sentence that will generate a roster of EL students with no Primary Language Assessment. After testing, submit testing forms/booklets to the School Information Branch. The results will then be downloaded into SIS. Schools cannot enter Primary Language data into SIS as the fields are locked.
6. Run the Master Plan Rosters, Screen 14, option 15, and review each room. There should be no "floaters" (students without a language classification - LEP, EO, IFEP, RFEP) at the top of the report. Each EL student should have both an English and a Primary Language Assessment, a Master Plan Program Code, and an ELD level. Make corrections/additions on Screen 5 and/or screen 6.

MASTER PLAN PROGRAM SURVEY (continued)

**INSTRUCTIONAL STAFF - ALL PARAPROFESSIONALS
(for Master Plan Survey and No Child Left Behind)**

Enter information for all paraprofessionals on Screen 16, option 10 in legacy SIS. Reminder--the paraprofessional file was cleared out for most schools in October; new data must be entered for this school year.

- type employee # in field 0 and press < enter >
- the employee name will appear automatically <enter>
- the class code will appear automatically
- enter support language in field 4
- it is NOT necessary to enter information in field 5 (Track) or in field 8 (Years Experience)
- enter room number and hours - whole or partial hours per day (you may add additional rooms)

To view a list of your paraprofessional information, type this sentence at the Main Menu: E

:PON

:SORT XXXX-TA BY NAME NAME 3 10 11 12 DBL-SPC (N)

INSTRUCTIONAL STAFF - OTHER PRIMARY LANGUAGE SUPPORT PERSONNEL (OPLS)

Information for other primary language support (OPLS) personnel (e.g. volunteers, cross-age tutors, and student aides) is also entered in Screen 16, option 10. Instead of entering an employee number, the school must assign an identification number for each OPLS provider.

- * the number must begin with OPLS + 2 digit code 01-99 (i.e. OPLS01, OPLS02, OPLS03)
- * schools must maintain a list of the assigned numbers with corresponding names in a school file

OPLS01	Timofeyenko, Igor	Russian 55	Room 78
OPLS02	Casino, George	Tagalog62	Room 13
OPLS03	Adams, Samuel	Hebrew41	Room 3PM

- * substitute OPLS01, OPLS02, etc. for employee number
- * type last name, (comma), and first name
- * enter support language in field 4
- * it is NOT necessary to enter information in field 5 (Track) or in field 8 (Years Experience)
- * enter room number and hours - whole or partial hours per day (you may add additional rooms)
- * for student volunteers and cross-age tutors enter STUDENT VOLUNTEER instead of the name

INSTRUCTIONAL STAFF - TEACHERS

Register carrying teachers assigned to teach EL students must possess the appropriate credential or certificate that authorizes the holder to teach English learners. To print a list of certificated staff who may need authorization, type the following at the Main Menu. :E

:PON16

**:SORT XXXX-TCHR WITH NO 10 AND WITH NO 12 AND WITH NO 13
BY NAME NAME GRADE ROOM 10 12 13 21 (N)**

For teachers with an emergency CLAD, a "Y" will be downloaded by SIS on Screen 16, option 2A, in the LDS/CLAD/ELL field.

For teachers with evidence of enrollment in the Certificate of Completion of Staff Development Training (formerly AB2313) AND have signed the Teacher-in Training Certification Agreement (Mem-2049.1, Attachment C), schools may enter a "3" in Screen 16, option 2A, enter 3 in field 21 (GOAL).

For teachers with state authorization but missing the downloaded information on Screen 16, option 2A, first rebuild the files, Screen 16, option 1. If the information still isn't there, call Certificated Personnel @ (213) 241-6520.

EL Mixing is required for classrooms with 100% ELs - enter Y in field 23 on Screen 16, option 2.

MASTER PLAN PROGRAM SURVEY (continued)

SUBSTITUTES

Substitutes:

For an unfilled class or for a teacher on leave, enter the substitute on Screen 16, option 2 with Y for 120 HOURS in field 11. The teacher on leave goes on the right hand side of the screen with N for 120 HOURS in field 22. On Screen 16, option 2A, do NOT enter a goal for the substitute.

Off-Track Teacher Substitutes FOR DECEMBER 1 COUNT DAY ONLY:

If an off-track teacher is subbing in a particular classroom, make sure that you have NOT entered the off-track teacher in SIS as the teacher of record in that room. For count day only, the off-track teacher should be the teacher of record in his/her own room. The teacher on leave goes on the right hand side of Screen 16, option 2, with N in field 22 for 120 hours. On the left hand side of the screen leave the employee number # blank and enter Y in field 11 for 120 hours.

INSTRUCTIONAL STAFF - NON-REGISTER CARRYING CERTIFICATED STAFF

The final Form 27 for Direct Service Assignments will print ONLY if the teacher has state authorization to teach ELs, or has a "3" entered on Screen 16, option 2A for Teacher in Training, and only if a line of direct service information has been entered on that screen.

Direct Service Assignments include RSP teachers, literacy coaches, math coaches, and other resource personnel with the direct service assignment activity codes 800101-800310 that were entered for the Annual Program Survey. For direct service personnel taking AB2913 classes, enter a 3 in field 21 (GOAL).

The final Form 27 for Indirect Service Assignments will print ONLY if the administrator or coordinator, or other certificated personnel has state authorization to teach ELs and only if a line of indirect service information has been entered on Screen 16, option 2A.

Indirect Service Assignments include assistant principals, coordinators, SB65 coordinators, and others with activity codes 900102-910411 that were entered for the Annual Program Survey.

Shared Teacher Position

Form 27 will also print for a teacher listed on the right side of Screen 16, option 2, for a shared position, if the classroom has EL students.

TEST RUNS

From Screen 20, option 3, run selections 1, 2, 4, and 5 to verify that all information is correct. Forms 20 and 21 will display error messages until count day. You may reprint Forms 20, 21, 25, and 27 as often as needed before the data is frozen at 5:00 p.m. on Friday, December 1.

■ **Forms 20 and 21 for classrooms with NO identified EL learners will print test runs until count day, but will NOT print final forms.**






■ **Form 27 will print test runs until count day for Direct Service Assignments without state authorization OR without a goal with progress, but will NOT print final forms.**

■ **Form 27 will print test runs until count day for Indirect Service Assignments without state authorization, but will NOT print final forms.**

FINAL RUN

Beginning December 4, print the final forms from Screen 20, option 3, selections, 1, 2, 3, 4, and 5 on December 6, submit all forms to your designated Testing Center.

MASTER PLAN SURVEY MENU

-  1. MASTER PLAN SURVEY FORM 20
-  2. MASTER PLAN SURVEY FORM 21
-  3. MASTER PLAN SURVEY FORM 24
-  4. MASTER PLAN SURVEY FORM 25
-  5. MASTER PLAN SURVEY FORM 27

TUBERCULOSIS SKIN TEST REPORT / CHDP REPORT

The TB Skin Test Mandate Report is due Wednesday, November 15, 2006 to the Local District Nursing Coordinator. Print the report from Screen 20, option 26, Tuberculosis Test Report, on November 1 or later, as this report selects new kindergarten enrollees and students in grades 1-5/6 from out of the state who enrolled between November 1, 2005 and October 31, 2006.

Please note: kindergarten students who attended pre-kindergarten in LAUSD must have the current year's date for the E Date, not the pre-kindergarten date, or they will not be counted on this report.

To generate a list of any students with incomplete TB information, 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
0 NAME BREAK-ON GRN ROOM 302 303 305 306 EDATE DBL-SPC (IN)

Add missing information on Screen 11, Health Information.

The Child Health and Disability Prevention Report is due November 15, 2006, to the Local District Nursing Coordinator. To print the CHDP Report select Screen 20, option 28, CHDP Roster. Data for this report is found on Screen 11, fields 307 and 329, and should be entered for all 1st grade students. To run a list of first graders missing the CHDP exam, at the Main Menu type : E

:PON

:SORT XXXX WITH GRN = "1" AND WITH NO 307 BY NAME NAME 307 329 GR ROOM (N)

ONLINE PROGRESS UPDATE

After entering marks for students, every teacher is required to submit both the **Achievement** and **Work and Study Habits Rosters** (without exception) to the Main Office or principal designee before printing. The Reports must be signed and dated. These rosters are to be kept in a file in the Main Office for the current school year.

A reminder to teachers: **May be retained** must be checked on the Online Progress Report for students in grades 2-5/6 who are candidates for retention.

Closed OPR Window

When a student checks out of your school, be sure to include the Online Progress Report in the cum. If a student is leaving the school/left the school and the OPR window is not open, SIS will enter the marks for you. If you don't have the Authorization Forms, we will be glad to fax them to you.

INTERVENTION CANDIDATES

To print a roster of all students in grade 2 (some of whom may be eligible for intervention), at the Main Menu type

:E <enter> :PON16 <enter>

:SORT XXXX WITH GRN = "2" AND WITH CAT6-READ LT "50" BY ROOM BY NAME
BREAK-ON ROOM-TCHR "'BP"' NAME GR 162 CUR-ELD ELD-YRS CAT6-READ PREV-
READ-MARK READ-MARK HEADING "STUDENTS IN ROOM 'B' WHO MAY BE ELIGIBLE
FOR INTERVENTION" (N)

To run the above report with 1 specific track add **AND WITH TRACK = "X"** after "2" in the sentence.

Possible intervention for students in grades 3-5:

:SORT XXXX WITH GRN GE "3" AND WITH CST-LA-LVL = "FBB" "BB" OR
WITH GRN GE "3" AND WITH CST-MATH-LVL = "FBB" "BB" BY ROOM BY NAME
BREAK-ON ROOM-TCHR "'BP"' NAME GR 162 CUR-ELD ELD-YRS CST-LA-LVL
CST-MATH-LVL PREV-READ-MARK READ-MARK PREV-MATH-MARK MATH-MARK HEADING
"STUDENTS IN ROOM 'B' WHO MAY BE ELIGIBLE FOR INTERVENTION" (N)

To print the report with 1 specific track add **AND WITH TRACK = "X"** after "3" (add this after both 3s in the sentence.).

INTERVENTION

In order to document student interventions, each time a student is recommended for an intervention program, a separate line of data must be entered into SIS (even if the student does not attend). The following are the Intervention Program codes, Reason codes, and Subject codes to be entered into SIS on Screen 26, option 1.

PROGRAM CODES	PROGRAMS	REASON CODES					SUBJECT(S)
		1	2	3	5	6	
A*	Extended School Year - Special Education Special Day Classs (SDC)					X	L / E / **
D	Extended Learning Program		X	X	X		L / E / M
E*	Emergency Immigrant Education Program (EIEP)				X		L / E
I*	Summer School / Intersession Program Intervention & EL Programs (off-track or summer)	X					L / E / M
L	Local Plan	X	X	X	X		L / E / M
M	Migrant Education Program				X		L / E / M
O	Required Learning Academy		X		X		L / E
Q	English Language Acquisition Program (ELAP)		X	X			E
U	Urban Classroom Teacher Program (UCTP)	X	X	X	X		L / E / M
W	TSP Programs for Year 1 Program Improvement Schools (Grades K-5/6)		X	X	X		L / E / M

*only Programs offered during traditional summer school

Reason codes:

- use only the reason codes from the table above
- reason code 5 will fill-in for K-1 students
- for Programs D and W:
reason code 2 will automatically fill-in for students at-risk
reason code 3 will automatically fill-in if the student has scored B, BB, or FBB on the CST Reading
reason code 5 will fill-in for K-1 students OR for students with P or A on the CST Reading
- for Program O (Required Learning Academy, for 1st and 2nd graders at eligible low performing schools) reason code 2 will automatically fill-in for 2nd graders and code 5 will fill-in for 1st graders

Subject:

- E (English Language Development/ESL) will automatically fill-in for EL students with current ELD levels 1-4
- in summer and intersession programs for grades 4 and 5/6, many students should have TWO lines - one for Math and one for Reading/Language Arts

Start Date / End Date:

enter the scheduled Start Date and scheduled End Date for Intervention Program MM-DD-YY (even if the child starts late, leaves early, or doesn't attend at all)

Hours:

- enter the total number of hours the student attended
- enter 0 for no-shows
- for interventions scheduled for portions of an hour, enter a total containing a 1 digit decimal amount, if needed (for example: for a daily 20 or 30 minute After School Intervention, you may enter a decimal total - for 36 1/2 hours, enter 36.5 into SIS)

Marks:

- for Intervention Program I, use marks 1-4 for EO, IFEP, RFEP and ELD 5; use marks 2 or 3 for ELs 1-4
- for other Intervention Programs, use S (Satisfactory), U (Unsatisfactory), I (Incomplete-attended less than half the scheduled hours)
- for Special Day Program Extended School Year intervention grading policy, contact your local district Special Education representative

TARGETED ASSISTANCE SCHOOLS TITLE I TASKS - CHECK-OFF LIST

For Title I Targeted Assistance Schools, the Title I Report is due on Friday, December 8, 2006. For detailed information, refer to Reference Guide REF-1165.2, "Guidelines and Procedures for Identifying Title I-Eligible Students at Targeted Assistance Schools, dated July 14, 2006." **Please note, the Title I field on Screen 19, field 116 must be filled-in to indicate the student is Title I.** Remember - your school's criteria for identifying a Title I student cannot be based solely on District test scores.

Targeted Assistance Schools need to complete the following tasks to ensure an accurate **TITLE I REPORT**. Put a "check" next to each task after it is successfully completed:

- Enter hand-scored and "No Match" KINDERGARTEN CHECKLIST and BEST TEST results on Screen 19

KDGCHECKLIST

field 410 - Score (22 and below is not passing)
 field 411 - Test Date (06-07)
 field 412 - Language Tested
 field 116 - Title I - "Y" if eligible

BEST TEST

field 200 - Test date
 field 201 - Reading score
 field 202 - Math score
 field 116 - Title I - "Y" if eligible (less than 1/2 correct)

- Print the **TITLE I WORKSHEET** (Screen 20, option 17 or 18), which lists all students in the room, test scores, and current Title I status. Test scores include Kindergarten Checklist scores for students in kindergarten, CST scores (grades 3-5/6), CAT6 (3rd grade scores), and Aprenda test scores (grades 3-5/6) for students in grades 3-5/6. Students in grades 1-2 do not have test scores listed on the worksheet as the school must use developmentally appropriated measures, not norm-referenced tests. (See the reference guide page 3 for details.)

For students in grades 3-5/6 with no CST test scores, CAT6, or Aprenda scores, check the cum to see if there is a test label. If the student is a recent enrollee and there is a test label, but no test data in SIS, be sure data was transferred from the previous school using Screen 16, option 3 or 11. If the record was transferred correctly and there is no test data, SIS can enter the CAT6, Aprenda, or CST test information for you. Fax a copy of the test label to SIS @ (213) 241-8498. We will notify you when the information has been entered.

For students in grades 3-5/6 with no test data, administer the **BEST** test and enter the results on Screen 19.

- Reprint the **TITLE I WORKSHEET** (Screen 20, option 17 or 18) until all students' test scores and Title I status are accurate.

- Print the **TITLE I REPORT** (Screen 20, option 10 or 11) to list the identified Title I students in each room. Submit the signed **TITLE I REPORT** and Attachment C "Form 1, Assessment Measures Used to Identify Title I Eligible Students 2006-2007 School Year" to your Local District's Categorical Support Staff by Friday, December 8, 2006.

- Copies of the Title I Report must be on file at the school and teachers must keep a current roster of their Title I eligible participants.

Optional

- TAS schools may also enter (up to 3) At-Risk Codes on Screen 19 in field 408 and a date in field 409. At-Risk Codes are found in the Reference Guide, page 6.

- On Screen 19, schools may enter student eligibility data in the Local School Assessment Measures, fields 404-407, (404 for reading, 405 for the date, 406 for math, and 407 for the date). Codes are in the Reference Guide, Attachment C.

- Print the **Title I FORM** (Screen 20, option 12 or 13) for each room. The forms are used to indicate the services Title I students receive during the school year. Retain the forms at your school for documentation purposes. Do NOT submit these forms.

Schoolwide Title I schools do not need to enter the "Y" on Screen 19, field 116, nor submit the Title I Report.

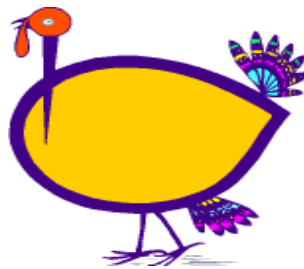
IMPORTANT DATES TO REMEMBER

NOVEMBER 2006

- 1 • Rebuild Files - Districts 1-3
- 5th Month Statistical due 3-Track C
- 3 • 2nd Month Statistical due Single Track
- 3rd Month Classification due 4-Track A, C
- 8 • Rebuild Files - Districts 4-6
- 9 • 3rd Month Classification due 3-Track B
- 5th Month Classification due 4-Track D
- 10 • Holiday - Veterans Day
- 13 • 3rd Month Statistical due 4-Track A, C
- 15 • Rebuild Files - Districts 7-8
- 17 • 3rd Month Classification due 3-Track A
- 3rd Month Statistical due 3-Track B
- 5th Month Statistical due 4-Track D
- 22 • 3rd Month Classification due Single Track
- 4th Month Classification due 4-Track B
- 23-24 • Thanksgiving Holiday
- 27 • 3rd Month Statistical due 3-Track A

DECEMBER 2006

- 1 • Master Plan Survey data "frozen"
- 4th Month Classification due 4-Trk A, C
- 3rd Month Statistical due Single Track
- 4th Month Statistical due 4-Trk B
- 4-5 • Print Master Plan Survey
- 6 • Rebuild Files - Districts 1-4
- Master Plan Survey due
- 8 • 4th Month Classification due 3-Trk A, B
- 4th Month Statistical due 4-Trk C
- Title I Report Due-TAS Schools
- 13 • Rebuild Files - Districts 5-8
- 15 • 5th Month Classification due 4-Trk A
- 4th Month Statistical due 3-Trk A, B
- 22 • 5th Month Classification due 3-Trk A
- 18-Jan. 7 • Winter Recess: Single Track
- 18-Jan. 1 • Winter Recess: 4-Track Schools
- 25-Jan. 1 • Winter Recess: 3-Track Schools



SIS Training Class Schedule - SIS

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

November

13	Sentence Writing/Web	Ft. MacArthur	12:30-4:00
16	Sentence Writing/Web	Webster	12:30-4:00
17	Sentence Writing/Web	Beaudry Bldg. 21st Fl.	12:30-4:00

December

1	Sentence Writing/Web	North Valley OC	12:30-4:00
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SIS Training Class Schedule - ITD

Sign up on Inside LAUSD @ the Learning Zone under "Information Technology Training Branch".

November

7	Initial SIS	San Julian	12:00-4:00
29	Initial SIS	North Valley OC	12:00-4:00

December

6	Web SIS	San Julian	1:00-4:00
12	Web SIS	North Valley OC	1:00-4:00