



Editor: Staff

LOS ANGELES UNIFIED SCHOOL DISTRICT PLANNING, ASSESSMENT & RESEARCH

Student Information Systems Branch Elementary SIS Newsletter

DISTRIBUTION
Local District Superintendent
Local District Directors of
Instruction
Local District School Support
Directors
Elementary Principals
Coordinators
SIS Operators

David Brewer III
Superintendent



Ginger Whitmore * Bob Brostoff * Francisco Sahagun * Judi Lumpkin

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SPECIAL EDUCATION DATA TO BE LOCKED FOR SCREEN 24

Beginning November 13, the special education fields on Screen 24, Individuals with Exceptional Needs (IWEN), will be LOCKED with one exception; schools must enter field 468, RSP Teacher Employee #, for students in the Resource Specialist Program. Schools will no longer be able to enter special education data into SIS, even temporarily. Welligent will feed all information into SIS biweekly.

CLASSIFICATION REPORT

Be sure to print a test run before each Classification Report. If your Special Day Program class(es) are printing in the general education section instead of at the end of the report, you need to correct Screen 16, option 2, field 2, GRADE/RSP/SDP. To verify the SDP code for a specific room, check with your AP EIS.

Enter only current SDP codes. (SDP, LH, ULH, USLD, 1-5, and ,U are NOT valid SDP codes.)

Current Special Day Program codes are:

APH	Aphasia	MDS	Multiple Disabilities - Severe
AUT	Autism	MRM	Mentally Retarded - Moderate
CBI	Community Based Instruction	MRS	Mentally Retarded - Severe
DHH	Deaf / Hard of Hearing	OI	Orthopedically Impaired
ED	Emotional Disturbance	PCC	Preschool Collaborative Classroom
EE	Early Elementary	PSI	Preschool Intensive
ICA	Intensive Collab. Aut Program	PSM	Preschool Mixed
INF	Infant	SLD	Specific Learning Disability
K1C	K-1 Collaborative	TEL	Teleteaching
MD	Multiple Disabilities	VI	Visually Impaired

Rerun the Classification test run to be sure the Special Day Program class(es) are now printing at the end of the Classification Report.

PARAPROFESSIONAL INFORMATION TO BE CLEARED

In preparation for the Master Plan Survey (late February) all paraprofessional information will be cleared by SIS on November 30. If your school has entered new paraprofessional data this year and does NOT want your paraprofessional information to be cleared, fax a note on school letterhead signed by the principal to SIS @ (213) 241-8498 indicating not to delete the information. To print a roster of paraprofessionals type the following sentence at the Main Menu:

:E <enter> :PON <enter> :SORT XXXX-TA BY NAME NAME 4 10 11 12 DBL-SPC (N) <enter>
Schools may reenter information on Screen 16, option 10, beginning December 3.

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TUBERCULOSIS SKIN TEST REPORT / CHDP REPORT - DUE NOV. 14

The TB Skin Test Mandate Report is due Wednesday, November 14, 2007 to the Local District Nursing Coordinator. Print the report from Screen 20, option 26, Tuberculosis Test Report, on October 31 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, 2006 and October 31, 2007.

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 students with incomplete TB information, at the Main Menu type :E

:PON16

:SORT XXXX WITH NO 303 OR WITH 303 = "P" AND WITH NO 306 BY GRN BY NAME
0 NAME BREAK-ON GRN ROOM 302 303 305 306 EDATE DBL-SPC (IN)

Add any missing information on Screen 11, Health Information.

The Child Health and Disability Prevention Report is due Wednesday, November 14, 2007, 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 ROSTERS

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 Class (SDP)					X	L / E / M
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 school)	X					L / E / M
L	Local Program		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		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 and 6th graders and code 5 will fill-in for 1st

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)
- do not enter marks for students Special Day Program Extended School Year

TRANSPORTED STUDENTS

For traveling students, enter the type of traveling program on Screen 13, field 80.

CAP/A	Capacity Adjustment Program/Assigned
CAP/V	Capacity Adjustment Program/Voluntary
MAG	Magnet
OTS	Other Transported Students
PWT	Permit With Transfer
SPED	Special Education
PSC	Public School Choice
PSC/K	PSC Exited / with Transportation
PSC/L	PSC Exited / no Transportation
HOM	Homeless
SAB	Space Available Basis
SATZ	Satellite Zone

Enter Y in field 85, if transportation is required. Do NOT enter a code in field 81, Non-Resident Reason Code, or field 86, Non-Resident Effective Date.

NON-RESIDENT STUDENTS

Non-transported students who live out your area need to have a non-resident code entered in SIS, Screen 13, field 81, and date effective, field 86.

Run the following proc (procedure) to list non-transported students who are not in your resident location area, and have no non-resident 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.

Non-Resident Codes

If the student is attending your school for a non-resident reason, be sure to enter the code on Screen 13, field 81, and the date in field 86. Enter one of the codes below for non-resident reason:

FIELD 81 - NON-RESIDENT REASON CODES

- 8 Caregiver Affidavit
- 9 Inter-District Permit
- 10 Bilingual-ESL Program Assignment
- 11 Direction of Superintendent
- 14 Elem 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 *Some charter schools have an attendance area. If the student does not live in the attendance area of the charter school, enter this code.

After you have entered the codes and corrected the addresses, type this sentence to print a list of Non-Resident Students. At the Main Menu type:

```
:E
:NON-RES
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(OPTIONAL) SCHOOL PHOTOS ON SIS

Student photos can now be added to both legacy (blue screen) and Web-SIS, using an English sentence. They will display on Screen 2 and Screen 13 (see graphic below). If your school wants to load the individual student photos, follow the instructions below. Please notify us if your photography company is other than those listed below. If you have previously applied for school photos, it is not necessary to reapply.

Loading the photos on SIS

1. Complete the permission form below and fax to SIS. SIS will notify you when your school is ready for step 2.
2. If the photography company gave you the CD with the current year's photographs, you're ready for step 3. If not, request the CD from the company.
3. Put the CD in the disk drive.
4. At the Main Menu of SIS type :E
:GET-PHOTOS D - where "D" = CD Drive letter; if it's in F drive, type the letter F.
 or for Lifetouch type **:GET-LIFETOUCH-PHOTOS D** - where "D" = CD Drive letter; if it's in the F drive, type the letter F.
5. Wait until the photos are all loaded.
6. Go to Screen 2 or Screen 13 to check a few students. If a student enrolled in your school after picture day or was absent that day, there will be a white rectangle in place of the picture.

SCREEN 2	
*** STUDENT INFORMATION SCREEN ***	
0 ID #	: 2695 GARCIAS, CLAUDIA YURIANA (TWIN DIST ID 060995F123
1 LAST NAME	: GARCIAS
2 FIRST NAME	: CLAUDIA
3 MIDDLE NAME	: YURIANA (TWIN)
4 NICKNAME	: GIGI
665 PREFERRED NAME:	
5 STREET NO.	: 2330
6 STREET NAME	: SANTA ANA BL S
7 CITY	: LOS ANGELES
8 ZIP CODE	: 90059
9 HOME PHONE	: 2136331617



Request for Student Photos to Be Added to SIS
(New applications only)

Please complete this application and fax to Elementary SIS (213) 241-8498, attention Bob Brostoff.

School Name: _____

Loc. Code: _____ School fax: _____

Photography Co.: _____

Authorization to add student photos to SIS. I agree that individual photos will be added to SIS.

Principal's signature Date

You will be notified when your school has been granted access.

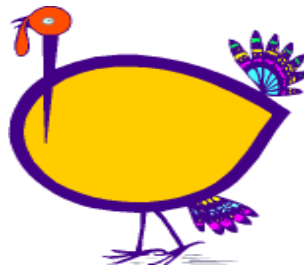
IMPORTANT DATES TO REMEMBER

NOVEMBER 2007

- 2 • 2nd Month Statistical due Single Track
- 3rd Month Statistical due 4-Track C
- 5th Month Statistical due 3-Track C
- 9 • 3rd Month Classification due 4-Track A
- 5th Month Classification due 4-Track D
- 12 • Holiday - Veterans' Day
- 16 • 3rd Month Classification due 3-Track A, B
- 3rd Month Statistical due 4-Track A
- 5th Month Statistical due 4-Track D
- 23 • 3rd Month Statistical due Single Track
- 4th Month Classification due 4-Track C
- 22-23 • Thanksgiving Holiday
- 26 • 3rd Month Statistical due 3-Track A, B
- 30 • 4th Month Classification due 4-Track B
- 3rd Month Statistical due Single Track
- 4th Month Statistical due 4-Track C

DECEMBER 2007

- 7 • 4th Month Classification due 4-Trk A
- 4th Month Statistical due 4-Trk B
- 14 • 4th Month Classification due Single Track, 3-Trk A and B
- 4th Month Statistical due 4-Trk A
- 19 • 4th Month Statistical due 3-Trk A and B
- Fax and Mail
- 21 • 5th Month Classification due 4-Trk A and B, 3-Trk A
- 15-Jan. 6 • Winter Recess: Single Track
- 22-Jan. 6 • Winter Recess: 4-Trk Schools
- 22-Jan. 1 • Winter Recess: 3-Trk Schools



SIS Training Class Schedule - SIS

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

November

8	Sentence Writing/Web	Ft. MacArthur	12:30-4:00
9	Sentence Writing/Web	Baldwin Hills	12:30-4:00
15	Using ESIS and DSS	Beaudry Bldg. 21st Fl.	8:00-12:30
28	Sentence Writing/Web	Roscoe PD	12:30-4:00
29	Using ESIS and DSS	Roscoe PD	8:00-12:30

December

2	Sentence Writing/Web	Beaudry Bldg. 21st Fl.	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

5	Initial SIS	North Valley OC	8:00-12:00
5	Initial Web SIS	North Valley OC	1:00-4:00
26	Initial SIS	San Julian	8:00-12:00
26	Initial Web SIS	San Julian	1:00-4:00