



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**

David Brewer III  
 Superintendent

Ginger Whitmore \* Bob Brostoff \* Francisco Sahagun \* Judi-Lynn Lumpkin \* Claire Lubrin \* Frances Salazar

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**CONNECT-ED INFORMATION**

**Data Entry for Connect-Ed**

In April 2008, SIS loaded the parent name and the home phone number as the default phone number for the Connect-Ed communication system for parent/guardian #1 on Screen 31. All students who have enrolled at your school need to have the parent/guardian contact #s entered for Connect-Ed in SIS on Screen 31. Be sure to include the Connect-Ed forms in your enrollment packets for all new students.

The Connect-Ed forms can be downloaded from our website [esis.lausd.net](http://esis.lausd.net) - under **Useful Links**, click on **Elementary SIS Website**, then click on **Publications** - Miscellaneous. Using the data from the Connect-Ed forms, enter/update contact/phone information as needed on Screen 31. After entering the student's 4-digit ID, at the control prompt enter 1170. Type parent/guardians' names, phone numbers, and emails (if provided).

To generate a roster of students missing the Connect-Ed general number, at the Main Menu type : E

: PON16

: SORT XXXX WITH NO 1172 BY NAME NAME PHONE 1170 1172 GR ROOM (N)

If you want SIS to download the parent name and home number as the general notification number for those with no information, fax this request to SIS on school letterhead signed by the principal to 213/241-8498 (this is a one-time only download).

**Wrong Number?**

If you are notified that Connect-Ed is calling the wrong number, type this English sentence to identify the student record with this phone number. Enter the whole phone number with no dashes or spaces in place of Y's (10-digits). At the Main Menu type :E

: PON16

: SORT XXXX WITH PHONE = "YYYYYYYYYYY" OR WITH 1172 = "YYYYYYYYYYY" BY NAME NAME PHONE 1172 GR ROOM (N)

If you are able to identify the incorrect phone number, correct it or delete it on Screen 10, field 9, and on Screen 31, field 1172 (and 1174 and 1176 if applicable). It takes up to 48 hours after correcting the number in SIS on Screen 31 for the new number to become active in Connect-Ed. If the phone number does not belong to any of your active students, use the Connect-Ed program to delete the number.

**Comparing the Home / Connect-Ed Number**

To print a list of students whose home phone number differs from the Conenct-Ed phone number, at the Main Menu type :E

: PON16

: SORT XXXX WITH PHONE-COMPARE = "DIFF" BY NAME NAME PHONE 1172 GR ROOM (N)

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### PARAPROFESSIONAL INFORMATION TO BE CLEARED

In preparation for the Master Plan Survey (late February) all paraprofessional information will be cleared by SIS on November 21. 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
:PON
:SORT XXXX-TA BY NAME NAME 4 10 11 12 DBL-SPC (N)
```

Schools may re-enter information on Screen 16, option 10, beginning November 24. Be sure to enter the exact room number as it appears in SIS. It is not necessary to enter field 5 Track or field 8

### CARLSON HOME / HOSPITAL SCHOOL

If one of your students is unable to attend school due to a medical need or other circumstance, the student may be eligible to receive instruction from Carlson Home/Hospital School. See BUL-1229.1 "Carlson Home Instructional Program and Hospital School-Revised" dated November 28, 2005 for information and referral forms.

After the student has been accepted by Carlson Home/Hospital School, Carlson will notify the home school. Please assist Carlson by promptly retiring the student. The student's Leave Date should be the date of the referral (Carlson will provide the date.) This is an exception to the attendance policy that the Leave Date is the last date of in-seat attendance.

```
*** TRANSFER INFORMATION SCREEN **
```

```
0 ID #           : 2695 GARCIA, CLAUDIA
190 L CODE       : L2   OTHR LAUSD SCHL
191 L DATE       : 10-01-08
192 NEXT SCHOOL LOCN: 1944 CARLSON HOSP
```

When the student returns to your school, reactivate her/him using Screen 16, option 11. Enter the district ID and be sure to answer "Was this student previously at your school?" with "Y". Enter the student's previous 4-digit ID. You may obtain the local 4-digit ID for a former student from Screen 16, option 5.

Example Screen 16, option 11:

```
DISTRICT ID NUMBER: 102599M050
WAS THIS STUDENT PREVIOUSLY AT YOUR SCHOOL? Y
WHAT WAS THE STUDENT'S LOCAL ID NUMBER?
```

If you get the following message "SUSAN SMITH IS STILL ENROLLED AT CARLSON HOSP (K-12). A STUDENT MAY NOT BE ENROLLED AT 2 SCHOOLS CALL THE SCHOOL AT 818/509-8759", please call Carlson to have them retire the student and inform them of the date the student reenrolled.

Thank you for your help in assisting the student with a continuous education.

## PRINTING PROGRESS REPORTS - PROBLEMS / SOLUTIONS

- **Problem:** Is the first progress report card printing out correctly, then all the rest print numbers and letters down the side of the page? **Solution:** you must reload the Printer Driver.

First get your printer's IP address from the Lexmark T622 or T632. At the printer, do the following:

- Press button #1 until you see Utilities Menu.
- Then press Select #3.
- Press #1 again until you see Print Net1 Setup (or it may say Print Net2 Setup).
- Press Select #3. Data for your printer will print out, including your TCP/IP Address. The address will begin with 10.

To obtain the address for the Lexmark T644, press Menu, then press the down arrow until you see Network/Ports. Press ✓. At TCP/IP press ✓. Use the down arrow until you get to Address. Press ✓.

On your computer click on **start**. Then go into your Printers and Faxes Folder. (You might need to click on Settings, then your Printers and Faxes Folder.)

1. Right click on Report Card Printer and delete the icon (if you cannot delete the icon-call ITD to assist you)
2. Click on Add a Printer
3. Welcome to the Add Printer Wizard. Click Next
4. Local or Network Printer Local Printer (make sure that the AUTO PLUG is NOT checked off)
5. Select a Printer Port Use the following port - drop it down until you see the address that's on the paper you printed out from the printer - it will begin with 10 and end with 128
6. Install Printer Software **Generic** on the left / **Generic/Text Only** on the right
7. Use Existing Driver Keep existing driver
8. Name Your Printer **Report Card Printer** (be sure the first letter is capitalized in each word)  
Do you want to use this printer as the default printer? No
9. Printer Sharing Do not share this printer
10. Print Test Page Do you want to print a test page? Yes or No
11. Completing the Add Printer Wizard Click Finish. Close the add printer wizard window. Close the printers folder. From SIS, select Screen 27, option 8 or 9 to print the report cards.

- **Problem:** Each progress report is printing on 2 pages. **Solution:** turn off the printer and turn it back on.

- **Problem:** There is a blank page between each report card. **Solution:** at the Main Menu go to File, then Print Setup. Under Slave Printer, click on Graphics mode, then Page setup. Under Orientation put a dot in Use Printer Default. Click on OK. Under Slave Printer, click on Text mode, then click on Apply, then OK.

## PROGRESS REPORT ROSTERS / OPR WINDOW CLOSED

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 who are candidates for retention.

### **Closed OPR Window**

When a student checks out of your school, be sure to include the 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. For current students, if a grade has been omitted or needs to be corrected, SIS is able to enter the mark. Fax SIS the "Authorization for SIS Entry of Progress Report Marks" form signed by both the teacher and the principal. We will notify you when the entry has been made.

If you don't have the authorization forms, you may download them from our website [esis.lausd.net](http://esis.lausd.net) - under **Useful Links**, click on **Elementary SIS Website**, then click on **Publications** - Miscellaneous - Mark Entry Forms. We will also be happy to fax them to you.

**GIFTED REPORT - HIGH ACHIEVEMENT - REVISED**

SIS has updated the gifted reports in SIS that identify potentially gifted students to meet the identification criteria listed in BUL-269.6 "Assessing and Identifying Students for Gifted/Talented Programs," dated August 28, 2008. These reports list students based on:

- Students already identified "gifted",
- Students who are "eligible" based on the *High Achievement/Specific Academic Ability* (HA/SAA) criteria, and
- Students that do not qualify for HA/SAA at this time but are "potentials" for the other five categories of gifted identification.

**GIFTED-2YEAR - Identifying Potentially Gifted Students - High Achievement**

To print the report, at the Main Menu select Screen 30, option 12. Students on this roster have eligible test scores documented on a standardized test in both Language Arts and Mathematics for 2007 and 2008, or one of the four required scores may be documented by grades as follows: have progress report marks of 4 for both the 2nd and 3rd reporting period in *Achievement* in either Reading or Mathematics (depending on which subject and year you are substituting). (See graphic on this page.)

- Y in the Gifted column means the student has already been identified.
- An asterisk \* indicates the student meets all the criteria for the High Achievement Category. Schools will need to submit the application to the Gifted/Talented Programs office (Beaudry, 16th floor) for these students.
- No notation in the Gifted column indicates that the student does not qualify for the High Achievement Category at this time and may need further screening for the other gifted categories.

**High Achievement**

Language Arts	Mathematics
2008	2008
2007	2007

**NOTE: Only ONE box can be grades**

**GIFTED REPORT - SPECIFIC ACADEMIC ABILITY - REVISED**

GIFTED-3YEAR - Identifying Potentially Gifted Students - Specific Academic Ability

At the Main Menu select Screen 30, option 13. To be identified as gifted in the Specific Academic Ability category students must have qualifying test scores documented on a standardized test in Language Arts or Mathematics for 2008, 2007, and 2006, or either the second or third year may be documented by grades as follows: have progress report marks of 4 in *Achievement* in both the 2<sup>nd</sup> and 3<sup>rd</sup> reporting periods in the specific subject area (for the year you are substituting). (See graphic on this page.)

- Y in the Gifted column means the student has already been identified.
- An asterisk \*M indicates the student meets all the criteria for the Specific Academic Ability Category for Mathematics, asterisk \*E (Language Arts), asterisk \*EM (both Language Arts and Mathematics). Schools will need to submit the application to the Gifted/Talented Programs office (Beaudry, 16<sup>th</sup> floor) for these students.
- No notation in the Gifted column indicates that the student does not qualify for the Specific Academic Ability Category at this time and may need further screening for the other gifted categories.

**Specific Academic Ability**

All Same Subject
Language Arts or Mathematics
Scores Only (most recent year)
2008
Grades / Scores (only ONE box can be grades)
2007
Grades / Scores (only ONE box can be grades)
2006

**NOTE: Excluding most recent year, ONE box can be grades**

**(OPTIONAL) SCHOOL PHOTOS ON SIS**


Student photos can 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 you have previously applied for school photos, it is not necessary to reapply.*

Loading the photos on SIS

Complete the permission form below and fax to SIS. After you have been granted access, SIS will fax you the instructions for uploading the photos for legacy and Web-based SIS.

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.**

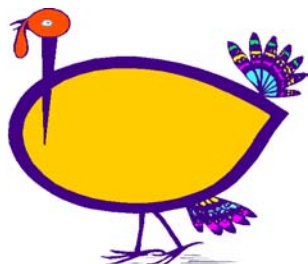
**IMPORTANT DATES TO REMEMBER**

**NOVEMBER 2008**

- 7 • 3rd Month Statistical due 4-Trk A, C
- 5th Month Classification due 4-Trk D
- 11 • Holiday - Veterans' Day
- 14 • 3rd Month Classification due 3-Trk A, B
- 5th Month Statistical due 4-Trk D
- 21 • 3rd Month Classification due Single Track
- 3rd Month Statistical due 3-Trk A, B
- 26-27 • Thanksgiving Holiday
- 28 • 4th Month Classification due 4-Trk A, B, C

**DECEMBER 2008**

- 1 • 3rd Month Statistical due Single Track
- 5 • 4th Month Statistical due 4-Trk A, B, C
- 12 • 4th Month Classification due 3-Trk A, B
- 17 • 4th Month Statistical due 3-Trk B
- 19 • 4th Month Classification due Single Track
- 5th Month Classification due 4-Trk A
- 26 • 5th Month Classification due 3-Trk A, B
- 22-Jan. 9 • Winter Recess: Single Track
- 22-Jan. 2 • Winter Recess: 4-Trk Schools
- 22-Jan. 2 • Winter Recess: 3-Trk Schools



**SIS Training Class Schedule**

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

**Intermediate SIS - Using Web SIS (sentence writing)**

English sentences have you stumped? Tired of retyping the sentence on legacy (blue screen) and finding out it doesn't work? Sign-up for our re-designed Intermediate Sentence Writing Class, using Web SIS. This 3 1/2 hour session is for users already familiar with SIS.

**November 20** Sentence Writing/Web Beaudry Bldg 21st Fl. 12:30-4:00

**Using ESIS and DSS to Monitor and Inform Instruction**

4 1/2 hour hands-on class for certificated personnel including administrators, coordinators, and coaches. The focus of the class is using both Web SIS and DSS to access data that monitors and informs instruction.

**November 20** Using ESIS and DSS Beaudry Bldg. 21st Fl. 8:00-12:30

**Initial Training**

4 hour hands-on class for classified and certificated personnel that introduces school staff to Elementary SIS.

**November 21** Initial SIS Beaudry Bldg 21st Fl.. 8:00-12:00

**Introduction to SIS - Initial Elementary Web SIS Training**

3 hour hands-on class for classified and certificated personnel responsible for SIS data entry, access, and analysis, using Web SIS.

**November 21** Initial Web SIS Beaudry Bldg 21st Fl.. 1:00-4:00



## BROADCAST!!!

### SINGLE SIGN-ON PASSWORD HELP FOR ALL STAFF

Single sign-on passwords expire every 180 days. Follow these steps if you are experiencing logon problems.

#### **“Invalid” Single Sign-on**

- If you receive an error message while logging on that says “invalid”, your password has probably expired and needs to be reset. You may reset the password yourself, even if it has expired, if you previously set-up a SSO password hint and remember it. Password hints are: favorite vacation, favorite author, 1<sup>st</sup> car, etc. favorite teacher, favorite actor/actress, favorite movie, favorite musician/musical group.
- **If you DO have a password hint, there is no need to call ITD.** At the home page of LAUSD, click on “Employees”, then click on the cartoon figure “Jim”. Click on the 2<sup>nd</sup> link “Reset a forgotten password” and follow the prompts.
- If you DON’T have a hint, the message “no hint specified” displays; call the ITD Service Desk to obtain a new password at **(213) 241-5200, option 4, then selection 3.**

#### **Forgotten Username or password**

- Call ITD at **(213) 241-5200, option 4, then selection 3.**



### **Save time and the unnecessary step of calling the ITD Service Desk**

- After your account is working, set up a password hint. At the home page of LAUSD, click on “Employees”, then click on the cartoon figure “Jim”. Click on the 3<sup>rd</sup> link “Login to review and update...” and follow the prompts.
- Don’t forget to write down your password hint. Your password hint choices are: favorite vacation, favorite author, 1<sup>st</sup> car, favorite teacher, favorite actor/actress, favorite movie, favorite musician/musical group. Make it easy to remember. Example: first car – **Ford**, not 1966 Ford, 1966 Ford Mustang, or Ford Mustang. Some users put their child’s name, spouse’s name, pet’s name for the answer to any of the questions, which is fine. The hint is NOT case sensitive.