ELEMENTARY
Student Information System

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

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UPDATED ENGLISH SENTENCE MANUAL

We have updated and posted the latest version of the "English Sentence Manual." This manual is a list of the most commonly used sentences. Sentences included are: General Information, traveling/ permit, matriculation, middle school assignments, health, intervention/summer school, master plan, reclassification, special education, suspensions, testing, and end of the year. At the end of the manual you will also find instructions on how to download a SIS file into an Excel spreadsheet.

Volume 22, Issue 5
November 2010

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Distribution:

Elementary Principals
Elementary AP/APEIS
Elementary School Admin. Asst.
Elementary Office Technicians
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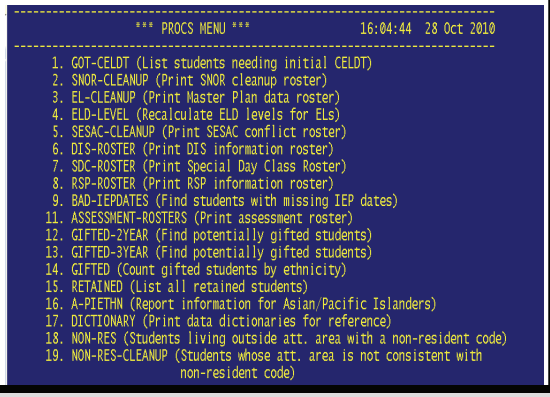
SCREEN 30-PROCS MENU

We have updated Screen 30– the Procs Menu. You are now able to print out the following reports: NON-RES (List of students that live outside the attendance area with a non-resident permit code) and NON-RES-CLEANUP (List of students whose attendance area is not consistent with a non-resident permit code) on both Web SIS and Blue Screen.

TCL Commands

☐	GOT-CELDT	List Students Needing Initial CELDT
☐	SNOR-CLEANUP	Print SNOR Clean Up Roster
☐	EL-CLEANUP	Print Master Plan Data Roster
☐	ELD-LEVEL	Calculate ELD Levels For a School
☐	SESAC-CLEANUP	Print SESAC Conflict Roster
☐	DIS-ROSTER	Print DIS Info Roster
☐	SDC-ROSTER	Print SDC Info Roster
☐	RSP-ROSTER	Print RSP Info Roster
☐	BAD-IEPDATES	Find Students with Missing IEP Dates
☐	GIFTED-2YEAR	Find Potentially Gifted Students with STANINE 7+
☐	GIFTED-3YEAR	Find Potentially Gifted Students with STANINE 7+
☐	GIFTED	Count Gifted Students by Ethnicity
☐	LIST-RETAINED	List All Retained Students
☐	A-PIETHN	Report Information For Asian/Pacific Islanders
☐	NON-RES	Print list of students living outside attendance area with a non-resident code
☐	NON-RES-CLEANUP	Print reports of students whose attendance area is not consistent with non-resident code



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                 *** PROCS MENU ***                16:04:44  28 Oct 2010
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     1. GOT-CELDT (List students needing initial CELDT)
     2. SNOR-CLEANUP (Print SNOR cleanup roster)
     3. EL-CLEANUP (Print Master Plan data roster)
     4. ELD-LEVEL (Recalculate ELD levels for ELs)
     5. SESAC-CLEANUP (Print SESAC conflict roster)
     6. DIS-ROSTER (Print DIS information roster)
     7. SDC-ROSTER (Print Special Day Class Roster)
     8. RSP-ROSTER (Print RSP information roster)
     9. BAD-IEPDATES (Find students with missing IEP dates)
    11. ASSESSMENT-ROSTERS (Print assessment roster)
    12. GIFTED-2YEAR (Find potentially gifted students)
    13. GIFTED-3YEAR (Find potentially gifted students)
    14. GIFTED (Count gifted students by ethnicity)
    15. RETAINED (List all retained students)
    16. A-PIETHN (Report information for Asian/Pacific Islanders)
    17. DICTIONARY (Print data dictionaries for reference)
    18. NON-RES (Students living outside att. area with a non-resident code)
    19. NON-RES-CLEANUP (Students whose att. area is not consistent with
                        non-resident code)
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ELEMENTARY SIS TRAINING

We have set up 3 Beginner/Initial Elementary SIS classes in the Learning Zone. All classes are in the morning from 8:00 a.m. to 11:30 a.m. One training will be at North Valley Occupational Center Room. 15 on November 17, 2010. The other two trainings will be at the Beaudry Bldg. 10th Floor on November 10th and 30th.

We have also set up 3 Intermediate Elementary SIS (Sentence Writing) classes on those same dates and locations in the afternoon. These classes are will be held from 12:30 p.m. to 4:00 p.m.

Please visit the Learning Zone to sign up. We will hold trainings at Fort MacArthur in December for users who are closer to that area.

GIFTED REPORTS

SIS has updated the gifted reports in SIS that identify potentially gifted students who meet the identification criteria. The following list of Reference guides provides users with the documentation, criteria and referral procedures: Intellectual REF-5228, High Achieving and Specific Academic Categories REF-5232, and Visual and Performing Arts REF-5234.

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