



Editor: Staff

LOS ANGELES UNIFIED SCHOOL DISTRICT PLANNING, ASSESSMENT & RESEARCH

Student Information Systems Branch Elementary SIS Newsletter



Marian Fortunati * Bob Brostoff * Claire Lubrin * Francisco Sahagun * Ginger Whitmore

Volume 18 Number 4

OCTOBER 2006

ANNUAL PROGRAM SURVEY - DATA CAPTURED OCTOBER 4

The Annual Program Survey data will be captured on October 4 after 5:00 p.m. On October 9, print the following reports from Screen 20:

- Option 1 - Fall Survey Menu
 - 1. Fall Survey Form 3 - (Principal's Report)
 - 2. Fall Survey Form 4E - (Elementary Certificated Resource Personnel Report)
 - 4. Fall Survey Form 7 - Final Run (Student Ethnicity Report-activated after Count Day)
- Option 7 - Permit Tally Report
- Option 14 - Student National Origin Report (SNOR)
- Option 15 - Traveling Student Report (**receiving schools only)

 * SYS A * *** SPECIAL REPORT MENU *** 07:32:04 9 OCT 2006

- | | |
|---|--|
| <ul style="list-style-type: none"> ★ 1. FALL SURVEY MENU 3. MASTER PLAN SURVEY MENU 6. REORGANIZATION CARDS ★ 7. PERMIT TALLY REPORT 10. TITLE I REPORT - BY ROOM 11. TITLE I REPORT - BY TRACK 12. TITLE I FORM - BY ROOM 13. TITLE I FORM - BY TRACK ★ 14. STUDENT NATIONAL ORIGIN RPT *** 15. TRAVELING STUDENT REPORT | <ul style="list-style-type: none"> 17. TITLE I WORKSHEET - BY ROOM 18. TITLE I WORKSHEET - BY TRACK 20. TITLE I SCHOOL REPORTING FORM 21. HOMELESS STUDENT ROSTER 22. CELDT CODING ROSTER 23. TESTING REQUIRED DATA ROSTER 24. FITNESSGRAM ROSTER 25. KINDERGARTEN IMMUNIZATION REPORT 26. TUBERCULOSIS TEST REPORT 27. HEALTH SCREEN ROSTER 28. CHDP ROSTER 29. MEAL PROGRAM ELIGIBILITY REPORT 30. SESAC REPORT |
|---|--|

Turn in the signed forms to your designated Testing Center on **Wednesday, October 11, 2006.** For additional information, see the Annual School Program Survey, Fall 2006 Administrative Manual for Elementary Principals and Survey Coordinators or the August SIS Newsletter, pages 4-7.

| Table of Contents | |
|------------------------------------|---|
| Annual Program Survey | 1 |
| No SSID # ? | 2 |
| Retained | 2 |
| Paraprofessional Information | 2 |
| Classification Check Roster | 2 |
| Reclassification | 3 |
| Special Education | 4 |
| Training | 5 |
| Calendar | 6 |



NO SSID #?

It is essential that all new students be entered promptly into SIS. It takes **several weeks** to obtain an SSID # (Statewide Student Identifier) also known as CSIS ID. If the school has entered an E date, an SSID # will be assigned, and there is no other action the school needs to take.

To print a roster of students missing an E Date, at the Main Menu type :E

:PON

:SORT XXXX WITH NO 41 BY NAME NAME 40 41 (N)

To print a list of students without an SSID # in grades K-5/6 at the Main Menu type :E

:PON

:SORT XXXX WITH NO SSID AND WITH GRN GE "0" BY 41 BY NAME NAME 40 41 GR 12 (N)

If there are any students on this list of students with July or August E dates, fax to Brian Lucas @ (213) 241-6939. His office is working to reconcile anomalies.

RETAINED - ANNUAL PROGRAM SURVEY COUNT

The Annual Program Survey includes active and retired students who were retained for the 2006-07 school year. Students who were retained at a previous school and transferred to your school this school year are NOT counted on your Form 3. New schools that opened on July 1 or later should not have any retentions on their report.

To add retention data, on Screen 4 enter information in

- field 144 (retention grade)
- field 145 (retention date--date should be June 30, 2006)
- field 289 (retention type--REG for regular or SBP for standards based promotion)
- If you want to have the R appear in the student's grade field, add R to field 102.

If the administrator and former teacher agree that the student should not have been retained, erase the retention data (control N) fields 144, 145 and 289 on Screen 4.

Reprint Screen 30, option 15, Retained, to verify retained students for the 2006-07 school year.

PARAPROFESSIONAL INFORMATION TO BE ERASED OCTOBER 20

In preparation for the Master Plan Survey, the Paraprofessional File on Screen 16, option 10 will be erased on October 20. **If you have already entered paraprofessional data for the current school year, FAX (213) 241-8498 or call SIS to have it saved.**

If your data is erased, beginning October 23, you may enter the current paraprofessional information on Screen 16, option 10. It is NOT necessary to enter information in field 5 (Track), or in field 8 (Years Experience).

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)

CLASSIFICATION CHECK ROSTER

If you're having a problem with your Classification Report, use the Classification Check Roster to find the error. Run the report from Screen 23, option 8, for a specific room(s). The roster shows grade, track, E Code, E Date, and Special Day Program Class Code.

Students in general education should not have an SDP code in the last column. If the student is in a general education program as per the IEP, remove the code from Screen 24, field 103.

Students in a specific SDP class should all have the same SDP code on the classification check roster. Correct codes on Screen 24, field 103. The SDP code is also the same as the grade field for that room on Screen 16, option 2, field 2 - GRADE/RSP/SDP.

CHANGE FOR RECLASSIFICATION

Reference Guide REF-1848.1, "Reclassification of English Learners, Elementary School", dated September 26, 2006, gives schools complete information for the reclassification of English learners in grades 1-5.

Major changes are:

The math progress report mark is no longer a criteria for reclassification.

Students may reclassify with an ELD level of 3, 4, or 5.

Potential Reclassification Roster

To print a roster (by room) of students who MAY be eligible to reclassify, at the Main Menu, select Screen 14, option 25 - Potential Reclass Roster.

- Students on this roster have a 3, 4, or 5 current ELD level.
- Students in grades 3-5 all have a qualifying level of B, P, or A on the CST Language Arts Test.
- Students have qualifying annual CELDT scores for reclassification.
- Students' progress report marks for Reading, Writing, Listening, and Speaking are listed - (only marks of 3 or 4 will qualify to reclassify).

Generating the Letter

Grades 3-5/6

If the students meet the eligibility requirements, print the letters from Screen 14, option 26 - Reclassification Letter. At the prompt "Enter Student ID # or 'ALL'", type **ALL**.

Letters for all eligible students will print, and the student's language classification will be changed to RFEP. You may also enter each student's local 4-digit ID individually. (If a letter does not print for a student listed on the Potential Reclassification Roster, review the roster to be sure the Online Progress Reporting marks are all 3s and 4s.)

Grades 1-2

To print the letter for eligible 1st and 2nd grade students, enter each local 4-digit ID individually on Screen 14, option 26. (See the Reference Guide for additional reclassification criteria for grades 1-2.)

All students grades 1-5/6

Once the letter(s) print, the following data will have been automatically entered on Screen 5 in the following fields:

- Field 323 (Reclass to FEP Date) the current date has been entered
- Field 162 (Language Classification) has been changed from LEP to RFEP. RFEP is now locked and cannot be changed back to LEP.
- Field 164 (PROG PLACEMENT) and Current ELD have been removed

The school needs to enter dates on Screen 5 in the following fields:

- Field 314 (Tchr Recommend Date)
- Field 322 (Parent Inform Date)

Printing the Label

Print the CELDT Reclassification label from Screen 15, option 14.

Alternate Reclassification Process

English learners in a Special Day Program may be reclassified using an Alternate Reclassification Process which then must be approved by the Regional Special Education Support Unit Administrator. If approved, the Support Administrator will return the Alternate Reclassification tracking form to the school. Mail or fax the form to Eva Garcia, School Information Branch, Beaudry Building, 21st Floor; the fax is (213) 241-8969. The student will be changed to RFEP on SIS.

SPECIAL EDUCATION UPDATE

REF-2694, "2006-2007 Directions for Reporting SESAC Data Using Elementary SIS," dated August 29, 2006 provides complete information to report SESAC data using SIS. The SESAC Report is captured electronically on the dates listed below. Be sure to print a copy for your records. Select: **Screen 20, option 30 SESAC REPORT** - (S)pecial Day Class, (R)esource, or (D)IS You may also run this report by individual provider - enter the provider's employee # at the prompt instead of S, R, or D.

| <u>REPORTING DATE</u> | <u>REPORTING PERIOD</u> |
|-----------------------|-------------------------------|
| Oct. 27, 2006 | Oct. 3, 2006 – Oct. 27, 2006 |
| Nov. 22, 2006 | Oct. 30, 2006 – Nov. 22, 2006 |
| Jan. 12, 2007 | Nov. 27, 2006 – Jan. 12, 2006 |
| Feb. 9, 2007 | Jan.16, 2007 – Feb.9, 2007 |
| Mar. 9, 2007 | Feb.12, 2007 – Mar.9, 2007 |
| Mar. 30, 2007 | Mar. 12, 2007 – Mar. 30, 2007 |
| May 4, 2007 | Apr. 9, 2007 – May 4, 2007 |
| June 1, 2007 | May 7, 2007 – June 1, 2007 |
| June 22, 2007 | June 4, 2007 - June 21, 2007 |

Correcting / Updating Data

The following SIS reports print students with missing or incorrect data.

Screen 30, option 5 SESAC-CLEANUP - prints students with "Y" in field 475 on Screen 10, but no supporting data; or students with "N" in field 475, but with Special Ed. eligibility, class code, or current services.

Screen 30, option 9 BAD-IEPDATES - prints a list of students with missing IEP dates or missing field 121 (Special Ed. eligibility).

Special Education Rosters

Screen 30, option 6 DIS-ROSTER - prints all students with DIS codes, and includes student name, grade, room, frequency, time, and DIS provider sorted by DIS service. Blank items without DIS codes at the beginning of the report are extra lines that need to be deleted.

Screen 30, option 7 SDC-ROSTER - prints students in Special Day Classes, sorted by room, by name; includes Special Ed. class code, student Special Ed. eligibility, and % of time in Special Ed.

Screen 30, option 8 RSP-ROSTER - prints all RSP students and includes RSP teacher #, Special Ed. eligibility, and % of time in Special Ed.

Currently, information is fed from Welligent to SIS except for the following fields. The school may enter or correct data for these fields on Screen 24:

- Field 103, Sp Ed Class • Field 467, RSP • Field 468 - RSP Teacher • DIS services

Screen 14, option 34 SPECIAL EDUCATION - prints a special education roster for all 3 program types by (T)rack, (G)rade, (R)oom or (A)ll; includes Special Ed. eligibility, % of time in Special Ed., Special Day Program code, RSP, DIS code, Initial IEP Date, Current IEP Date, 1 Year Review Date, and 3 Year Reevaluation Date.

Special Education Rosters Sorted by 1 Year and 3 Year Review Dates

IEP Dates by 1 Year Review Date

: SORT XXXX WITH 121 BY 465 BY NAME NAME GRADE ROOM 465 121 103 122 467 464
123 466 (N)

IEP Dates by 3 Year Review Date

: SORT XXXX WITH 121 BY 466 BY NAME NAME GRADE ROOM 466 121 103 122 467 464
123 465 (N)

SIS Training Class Schedule - SIS

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

Intermediate SIS / Intermediate Elementary Web SIS Training (sentence writing)

3 1/2 hour hands-on class designed for classified and certificated elementary staff responsible for data entry, data access and analysis, instruction, or program development. This session is for users already familiar with SIS. The focus of this class is on creating ad hoc reports (English sentences).

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.

All October ESIS/DSS classes are full. SIS will be offering this class again beginning in January. Location and times will be published in the Learning Zone as soon as training sites are made available.

October

| | | | | |
|----|---------------|------------------------|------------|------|
| 9 | Using SIS/DSS | Soto | 8:00-12:30 | FULL |
| 11 | Using SIS/DSS | Soto | 8:00-12:30 | FULL |
| 13 | Using SIS/DSS | North Valley OC | 8:00-12:30 | FULL |
| 19 | Using SIS/DSS | Ft. MacArthur | 8:00-12:30 | FULL |
| 20 | Using SIS/DSS | North Valley OC | 8:00-12:30 | FULL |
| 24 | Using SIS/DSS | Beaudry Bldg. 21st Fl. | 8:00-12:30 | FULL |
| 27 | Using SIS/DSS | Beaudry Bldg. 21st Fl. | 8:00-12:30 | FULL |

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 |
|---|----------------------|-----------------|------------|

SIS Training Class Schedule - ITD

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

Initial SIS Training

4 hour hands-on class for classified and certificated personnel that introduces school staff to Elementary SIS. Class content includes navigating the screens, enrollment, data entry for line control screens, and updating classroom and student files.

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. This session is for users already familiar with SIS. It introduces school staff to Web SIS and allows them to practice some of the enhancements available on Web SIS.

October

| | | | |
|----|-------------|-----------------|-----------|
| 11 | Initial Web | San Julian | 1:00-4:00 |
| 25 | Initial Web | North Valley OC | 1:00-4:00 |

November

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

December

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

IMPORTANT DATES TO REMEMBER

OCTOBER 2006

- 4 • Norm Day Classification captured for Single Track, 3-Track A, C and 4-Track A, B, D
- Annual School Program Survey data captured for all calendars, all tracks
- 2nd Month Classification due 4-Track C
- 9 • Print Annual School Program Survey forms from Screen 20:
 - option 1, selections 1, 2, 4
 - option 7, Permit Tally Report
 - option 14, SNOR Report
 - option 15, Traveling Student Report (receiving schools only)
- 11 • Annual Program Survey due to Testing Centers by 12:00 noon
- Rebuild Files - Districts 1-3
- 13 • 2nd Month Statistical due 4-Track A, C
- 4th Month Classification due 3-Track C
- 18 • Rebuild Files - Districts 4-6
- 20 • 2nd Month Classification due 3-Track A
- 4th Month Classification due 4-Track D
- 4th Month Statistical due 3-Track C
- 25 • Rebuild Files - District 7-8
- 27 • 2nd Month Classification due Single Track
- 2nd Month Statistical due 3-Track A
- 4th Month Statistical due 4-Track D
- 5th Month Classification due 3-Track C

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

