Volume 19 Number 4　　　　　　　　　　　　　　　　**OCTOBER 2007**

ANNUAL PROGRAM SURVEY - DUE OCTOBER 10

The Annual Program Survey data was captured on October 3. Print the following reports from Screen 20, beginning October 8:

　　　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)

Turn the Annual Program Survey materials in to your Testing Center Wednesday, October 10.

SPECIAL EDUCATION

SESAC data will be extracted electronically on the second Friday of each month during the 2007-08 school year.

Welligent is now feeding directly to SIS. The only field that needs to be entered in SIS on Screen 24 is the RSP teacher's employee number in field 468 for eligible students. If the student's assignment is changed from a general education room with RSP to an SDP program, remove field 468.

SIS has had many requests for Special Education Rosters sorted by 1 Year and 3 Year review dates. At the Main Menu type **: E**
　　: PON16

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)

RECLASSIFICATION

Reference Guide REF-1848.4, "Reclassification of English Learners, Elementary School", dated May 4, 2007, gives schools complete information for the reclassification of English learners in grades 1-5.

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 page 2 of the Reference Guide for additional reclassification criteria for grades 1-2. Students must meet three consecutive scores of benchmark on English Language Arts periodic assessments (Open Court of Reading Mastery).

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.

RECLASSIFICATION (continued)

The following English sentences may be used to print rosters/counts of reclassified students.
At the Main Menu type **:E** <enter>   **:PON** <enter>

Current reclassified students

1. Total count
    :COUNT XXXX WITH 323 (N)

2. Counts, sorted by grade
    :SORT XXXX WITH 323 BY GRN BREAK-ON GRN BL5 TOTAL CT (DN)

3. Alphabetical roster
    :SORT XXXX WITH 323 BY NAME NAME 162 323 GR ROOM (N)

4. Roster, sorted by grade
    :SORT XXXX WITH 323 BY GRN BY NAME BREAK-ON GRN NAME 162 323 ROOM (N)

5. Roster, sorted by date
    :SORT XXXX WITH 323 BY 323 BY NAME NAME 323 162 GR ROOM (N)

Reclassified during the 2006-2007 school year

1. Total count
    :COUNT XXXX WITH 323 GE "7-01-06" AND LE "6-30-07" (N)

2. Total count of retired students
    :COUNT XXXX-RET WITH 323 GE "7-01-06" AND LE "6-30-07" (N)

3. Counts, sorted by grade
    **:SORT XXXX WITH 323 GE "7-01-06" AND LE "6-30-07" BY GRN BREAK-ON GRN BL5
     TOTAL CT (DN)**

4. Counts of retired students, sorted by grade
    **:SORT XXXX-RET WITH 323 GE "7-01-06" AND LE "6-30-07" BY GRN BREAK-ON GRN
     BL5 TOTAL CT (DN)**

5. Alphabetical roster
    **:SORT XXXX WITH 323 GE "7-01-06" AND LE "6-30-07" BY NAME NAME 162 323 GR
     ROOM (N)**

6. Roster, sorted by grade
    **:SORT XXXX WITH 323 GE "7-01-06" AND LE "6-30-07" BY GRN BY NAME BREAK-ON
     GRN NAME 162 323 ROOM (N)**

7. Roster of retired students, sorted by grade
    **:SORT XXXX-RET WITH 323 GE "7-01-06" AND LE "6-30-07" BY GRN BY NAME BREAK-
     ON GRN NAME 162 323 ROOM (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.

October

12	Using SIS/DSS	Baldwin Hills Prof. Dev.	8:00-12:30
18	Using SIS/DSS	Beaudry Bldg. 21st Fl.	8:00-12:30
24	Sentence Writing/Web	Beaudry Bldg. 21st Fl.	12:30-4:00
25	Using SIS/DSS	Roscoe Prof. Dev. Cen.	8:00-12:30

November

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

December

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

SIS Training Class Schedule - ITD

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

Initial 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

17	Initial	Webster	8:00-12:00
	Initial Web		1:00-4:00

November

5	Initial	North Valley OC	8:00-12:00
	Initial Web		1:00-4:00

IMPORTANT DATES TO REMEMBER

OCTOBER 2007

3   • 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
8   • Print Annual School Program Survey
       forms from Screen 20:
              option 1, selections 1, 2, 4
              option 7, Permit Tally Report
              option 14, SNOR Report
10   • Annual Program Survey due to Testing
       Centers
12   • 2nd Month Classification due 4-Trk A
19   • 2nd Month Classification due 3-Trk A
     • 2nd Month Statistical due 4-Trk A
     • 4th Month Classification due 3-Trk C, 4-Trk D
26   • 2nd Month Classification due Single Track
     • 3rd Month Classification due 4-Trk C
     • 2nd Month Statistical due 3-Trk A
     • 4th Month Statistical due 4-Trk D
     • 5th Month Classification due

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