



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

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 Superintendent*

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SPECIAL EDUCATION

Welligent is feeding directly to SIS. The only field on Screen 24 where IEP information can be entered or removed is field 468. Enter the RSP teacher's employee number here 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)

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

The TB Skin Test Mandate Report is due Friday, November 14, 2008 to the Local District Nursing Coordinator. Print the report from Screen 20, option 26, Tuberculosis Test Report, between November 1 and 14th. This report selects new kindergarten enrollees and students in grades 1-5/6 from out of the state who enrolled between November 1, 2007 and October 31, 2008.

To generate a list of these students with incomplete TB information, at the Main Menu type :E :PON16

: SELECT XXXX WITH GRN = "0" OR WITH GRN GE "1" AND WITH 40 = "E5" AND WITH 41 GE
 "11-01-07" <enter>

>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.

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.

The Child Health and Disability Prevention Report is due Friday, November 14, 2008, 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)

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ELP INTERVENTION

Due to state budget reductions, ELP intervention for the 2008-2009 school year is for students in grades 2-5/6 who are most in need of services; it is not being offered for kindergarten and 1st grade students. See MEM 4330.0 "2008-2009 Extended Learning Program for Elementary Schools", dated July 3, 2008, for detailed information. The sentences below may assist you in identifying students who are eligible for ELP intervention. If using Web-SIS, enter the SELECT portion of the sentence on Screen 98 and click Save List; then enter the SORT portion on Screen 99.

Students in grades 2-3 scoring 1 or 2 on their most recent progress report in reading or receiving a score of BB or FBB on CST language arts

At the Main Menu type:

:E

:PON16

- **:SELECT XXXX WITH GRN = "2" "3" <enter>**
>SORT XXXX WITH PREV-READ-MARK = "1" "2" OR WITH CST-LA-LVL = "BB" "FBB" BY ROOM BY NAME BREAK-ON ROOM "P" NAME GRADE PREV-READ-MARK CST-LA-LVL 162 CUR-ELD (N)

To print the report for 1 specific track add **AND WITH TRACK = "X"** after **WITH GRN = "2" "3"**

After the first reporting period use this sentence <enter>

- **:SELECT XXXX WITH GRN = "2" "3"**
>SORT XXXX WITH READ-MARK = "1" "2" OR WITH CST-LA-LVL = "BB" "FBB" BY ROOM BY NAME BREAK-ON ROOM "P" NAME GRADE READ-MARK CST-LA-LVL 162 CUR-ELD (N)

Students in grades 4-5/6 scoring 1 or 2 on their most recent progress report in reading or math or receiving a score of BB or FBB on CST language arts or math

At the Main Menu type:

:E

:PON16

- **:SELECT XXXX WITH GRN GE "4" <enter>**
>SORT XXXX WITH PREV-READ-MARK = "1" "2" OR WITH CST-LA-LVL = "BB" "FBB" OR WITH PREV-MATH-MARK = "1" "2" OR WITH CST-MATH-LVL = "BB" "FBB" BY ROOM BY NAME BREAK-ON ROOM "P" NAME GRADE PREV-READ-MARK CST-LA-LVL PREV-MATH-MARK CST-MATH-LVL 162 CUR-ELD (N)

To print the report for 1 specific track add **AND WITH TRACK = "X"** after **WITH GRN = "4"**

After the first reporting period use this sentence

- **:SELECT XXXX WITH GRN GE "4" <enter>**
>SORT XXXX WITH READ-MARK = "1" "2" OR WITH CST-LA-LVL = "BB" "FBB" OR WITH MATH-MARK = "1" "2" OR WITH CST-MATH-LVL = "BB" "FBB" BY ROOM BY NAME BREAK-ON ROOM "P" NAME GRADE READ-MARK CST-LA-LVL MATH-MARK CST-MATH-LVL 162 CUR-ELD (N)

EL Students in grades 2-5/6

- **:SORT XXXX WITH GRN GE "2" AND WITH 162 = "LEP" AND WITH ELD-YRS GT "1" BY ROOM BY NAME BREAK-ON ROOM "P" NAME GRADE 162 CUR-ELD ELD-YRS CELDT-LEVEL PREV-READ-MARK READ-MARK (N)**

To print the report for 1 specific track add **AND WITH TRACK = "X"** after **WITH 162 = "LEP"**

EL Students - ELD Level 5 in grades 2-5/6

- **:SORT XXXX WITH GRN GE "2" AND WITH CUR-ELD = "5" BY ROOM BY NAME BREAK-ON ROOM "P" NAME GRADE 162 CUR-ELD ELD-YRS CELDT-LEVEL PREV-READ-MARK READ-MARK CST-LA-LVL (N)**

To print the report for 1 specific track add **AND WITH TRACK = "X"** after **WITH CUR-ELD = "5"**

ELAP INTERVENTION

All English Learners in grades 4-5/6 are eligible to participate in ELAP intervention as per MEM-4448.0 "2008-2009 English Language Acquisition Program for English Learners in Grades 4-5/6", dated September 15, 2008. In addition, students who have redesignated as fluent English proficient (RFEP) within the last two years are eligible to participate in ELAP in order to support and maintain their acquisition of English.

- To print a roster of all English Learners in grades 4-5/6, sorted by room at the Main Menu type:

**: E
: PON16
: SORT XXXX WITH GRN GE "4" AND WITH 162 = "LEP" BY ROOM BY CUR-ELD
BY NAME NAME GR CUR-ELD ELD-YRS READ-MARK WRITE-MARK BREAK-ON
ROOM "P" (N)**

Before the first grading period, use **PREV-READ-MARK** and **PREV-WRITE-MARK** in place of **READ-MARK** and **WRITE-MARK**. Be careful of punctuation - that's (quotation marks), (apostrophe), (P), (apostrophe), (quotation marks).

- To print a roster of students who have been at an ELD level more that 1 year, sorted by room.:

**: PON16
: SORT XXXX WITH GRN GE "4" AND WITH 162 = "LEP" AND WITH ELD-YRS
GT "1" BY ROOM BY ELD-YRS BY NAME NAME GR CUR-ELD ELD-YRS READ-MARK
WRITE-MARK BREAK-ON ROOM "P" (N)**

Before the first grading period, use **PREV-READ-MARK** and **PREV-WRITE-MARK** in place of **READ-MARK** and **WRITE-MARK**. Be careful of punctuation - that's (quotation marks), (apostrophe), (P), (apostrophe), (quotation marks).

- Use this sentence to print a roster of recently reclassified students:

**: PON16
: SORT XXXX WITH GRN GE "4" AND WITH 323 GE "7-01-06" BY ROOM BY NAME
NAME GR READ-MARK WRITE-MARK BREAK-ON ROOM "P" (N)**

To sort the sentences by track add **BY TRACK** before **BY ROOM**.
To print just one track add **AND WITH TRACK = "X"** before **BY ROOM**.



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

*Programs offered only during traditional summer school

Reason codes:

- use only the reason codes from the table above
- reason code 5 will automatically 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 automatically fill-in 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 automatically fill-in for 1st graders

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). If there are different start/end dates for classes in an intervention program, put the scheduled start/end date for each teacher. (Programs offered in the summer - Intervention, EIEP, and Extended School Year - must all have the same start and end date.)

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 and E, use marks 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

4th and 5th Grade Students Who Have Moved Up 1 or More CST Levels

Schools may print rosters of 4th and 5th grade students who moved up 1 or more levels on the CST Language Arts or Math Test. The roster is sorted by the CST Language Arts Levels and CST Math Levels. It includes 2 years of CST scores and levels and room #s. The English sentences below consist of 2 parts.

At the Main Menu type:

- :E <enter>
- :PON16 <enter>
- Type the SELECT portion <enter>
- At the > type the remainder of the sentence <enter>

4th Grade CST Language Arts

```
:SELECT XXXX WITH GRN = "4" <enter>
>SORT XXXX WITH 1037 = "FBB" AND WITH 1038 = "BB" "B" "P" "A" OR WITH 1037 = "BB"
AND WITH 1038 = "B" "P" "A" OR WITH 1037 = "B" AND WITH 1038 = "P" "A" OR WITH 1037
= "P" AND WITH 1038 = "A" BY 1031 BY 1037 BY NAME NAME GRADE ROOM BL5 BREAK-ON 1037
1031 BL1 1038 1032 HEADING "4TH GRADE STUDENTS WHO HAVE MOVED UP 1 OR MORE
LEVELS IN CST LANGUAGE/ARTS" (N)
```

4th Grade CST Math

```
:SELECT XXXX WITH GRN = "4" <enter>
>SORT XXXX WITH 1049 = "FBB" AND WITH 1050 = "BB" "B" "P" "A" OR WITH 1049 = "BB"
AND WITH 1050 = "B" "P" "A" OR WITH 1049 = "B" AND WITH 1050 = "P" "A" OR WITH 1049
= "P" AND WITH 1050 = "A" BY 1043 BY 1049 BY NAME NAME GRADE ROOM BL5 BREAK-ON 1049
1043 BL1 1050 1044 HEADING "4TH GRADE STUDENTS WHO HAVE MOVED UP 1 OR MORE
LEVELS IN CST MATH" (N)
```

5th Grade CST Language Arts

```
:SELECT XXXX WITH GRN = "5" <enter>
>SORT XXXX WITH 1038 = "FBB" AND WITH 1039 = "BB" "B" "P" "A" OR WITH 1038 = "BB"
AND WITH 1039 = "B" "P" "A" OR WITH 1038 = "B" AND WITH 1039 = "P" "A" OR WITH 1038
= "P" AND WITH 1039 = "A" BY 1032 BY 1038 BY NAME NAME GRADE ROOM BL5 BREAK-ON 1038
1032 BL1 1039 1040 HEADING "5TH GRADE STUDENTS WHO HAVE MOVED UP 1 OR MORE
LEVELS IN CST LANGUAGE/ARTS 'L'" (N)
```

5th Grade CST Math

```
:SELECT XXXX WITH GRN = "5" <enter>
>SORT XXXX WITH 1050 = "FBB" AND WITH 1051 = "BB" "B" "P" "A" OR WITH 1050 = "BB"
AND WITH 1051 = "B" "P" "A" OR WITH 1050 = "B" AND WITH 1051 = "P" "A" OR WITH 1050
= "P" AND WITH 1051 = "A" BY 1044 BY 1050 BY NAME NAME GRADE ROOM BL5 BREAK-ON 1050
1044 BL1 1051 1045 HEADING "5TH GRADE STUDENTS WHO HAVE MOVED UP 1 OR MORE
LEVELS IN CST MATH" (N)
```

To print this roster for EL students add **AND WITH 162 = "LEP"** after **:SELECT XXXX WITH GRN = "4"** or **:SELECT XXXX WITH GRN = "5"**

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 Progress Report 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
2. Counts, sorted by grade
:SORT XXXX WITH 323 BY GRN BREAK-ON GRN BL5 TOTAL CT (D)
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 2007-2008 school year

6. Total count
:COUNT XXXX WITH 323 GE "7-01-07" AND LE "6-30-08"
7. Total count of retired students
:COUNT XXXX-RET WITH 323 GE "7-01-07" AND LE "6-30-08"
8. Counts, sorted by grade
:SORT XXXX WITH 323 GE "7-01-07" AND LE "6-30-08" BY GRN BREAK-ON GRN BL5 TOTAL CT (D)
9. Counts of retired students, sorted by grade
:SORT XXXX-RET WITH 323 GE "7-01-07" AND LE "6-30-08" BY GRN BREAK-ON GRN BL5 TOTAL CT (D)
10. Alphabetical roster
:SORT XXXX WITH 323 GE "7-01-07" AND LE "6-30-08" BY NAME NAME 162 323 GR ROOM (N)
11. Roster, sorted by grade
:SORT XXXX WITH 323 GE "7-01-07" AND LE "6-30-08" BY GRN BY NAME BREAK-ON GRN NAME 162 323 ROOM (N)
12. Roster of retired students, sorted by grade
:SORT XXXX-RET WITH 323 GE "7-01-07" AND LE "6-30-08" BY GRN BY NAME BREAK-ON GRN NAME 162 323 ROOM (N)

Reclassified during the 2008-2009 school year

13. Total count
:COUNT XXXX WITH 323 GE "7-01-08"
14. Total count of retired students
:COUNT XXXX-RET WITH 323 GE "7-01-08"
15. Roster, sorted by grade
:SORT XXXX WITH 323 GE "7-01-08" BY GRN BY NAME BREAK-ON GRN NAME 162 323 ROOM (N)



TRAINING

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

Intermediate SIS / Intermediate Elementary 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 redesigned Intermediate Sentence Writing Class, using Web SIS. This 3 1/2 hour session is for users already familiar with SIS.

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

16	Using SIS/DSS	Beaudry Bldg. 21st Fl.	8:00-12:30
16	Sentence Writing/Web		12:30-4:00
17	Using SIS/DSS	Zelzah	8:00-12:30
17	Sentence Writing/Web		12:30-4:00
24	Using SIS/DSS	Ft. Mac	8:00-12:30
24	Sentence Writing/Web		12:30-4:00
27	Using SIS/DSS	Webster	8:00-12:30
27	Sentence Writing/Web		12:30-4:00

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.

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. **October**

17	Initial SIS	Beaudry Bldg. 21st Fl.	8:00-12:30
17	Initial Web SIS		1:00-4:00

IMPORTANT DATES TO REMEMBER

OCTOBER 2008

- 1 • Norm Day Classification captured for Single Track, 3-Track A, C and 4-Track A, B, D
- 2nd Month Classification due 4-Trk C
- Annual School Program Survey data captured for all calendars, all tracks
- 3 • Print Annual School Program Survey forms from Screen 20:
option 1, selections 1, 2, 4
option 7, Permit Tally Report
option 14, SNOR Report
- 6 • Annual Program Survey due to Testing Centers
- 10 • 2nd Month Statistical due 4-Trk A and C
- 17 • 2nd Month Classification due 3-Trk A
- 4th Month Classification due 3-Trk C, 4-Trk D
- 24 • 2nd Month Classification due Single Track
- 2nd Month Statistical due 3-Trk A
- 4th Month Statistical due 3-Trk C and 4-Trk D
- 5th Month Classification due 3-Trk C
- 31 • 2nd Month Statistical due Single Track
- 3rd Month Classification due 4-Trk A and C
- 5th Month Statistical due 3-Trk C

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

