



Los Angeles Unified School District

Office of Data and Accountability

Student Information Systems Branch

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4TH AND 5TH GRADE STUDENTS WHO HAVE MOVED UP 1 OR MORE 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. The sentences can be found in the October 2008, page 5.

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Distribution:

- Elementary Principals
- Elementary AP/APEIS
- Elementary School Admin. Asst.
- Elementary Office Technicians

ELEMENTARY SCHOOL OFFICE MARK REPORTING ROLE

Elementary School Office Mark Reporting role.

Elementary SIS no longer has access to student grade changes and/or entry. The updating/entering of grades will be managed at the school site by the Principal or the Administrative Designee. A NEW user role available in EZ Access: **“Elementary School Office – Mark Reporting”**. The user role will allow a user to enter/change a student’s report card marks after the cut-off date. Grade changes must be documented and signed by the teacher, Administrator and the Designee making the change. Student grade change documentation must be kept in the student’s CUM.

To apply for this role, visit the EZ Access website. Click on the LAUSD MAX Application icon and request the new user role “Elementary School Office – Mark Reporting.”

LAUSD MAX/ISIS will be issuing a quick-guide on the proper procedure for changing grades.

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RECLASSIFICATION

Please review the October 2008 Newsletter pgs. 6-7 for useful information regarding the reclassification process. Please note that the English Sentences that include dates need to be update using appropriate end dates.

ELEMENTARY SIS TRAINING

Keep your eye out for Elementary SIS classes in November and December. We will have both Initial and Intermediate Trainings.

SSID'S

Remember that LAUSD does not issue SSID's. These student identifiers come from the state and those do take time to generate. Currently we are seeing them take up to eight (8) weeks to generate. As soon as we receive them from the state we will push them into your system. If after 10 weeks you do not have a SSID for a student please call School Information Branch so they can look into it. They can be reached at 213-241-2450



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