

**Los Angeles Unified School District**  
*Office of Data, Accountability and Performance Management*  
**Student Information Systems Branch**

Chris Granado\*Eunice Combs\*Joanne Akasaka\*Judi-Lynn Lumpkin\*Angelique Morales\*Michael Turner\*Vic Tomono\*Norma Alvarado

## SSIDs—State Student IDs

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

To print a roster of student without an SSID (in gradesK-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)**

**October 2011**

Volume 23,  
Issue 4

Phone: (213) 241-4617  
 Fax: (213) 241-8498

### Distribution:

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

## 4th-6th Grade CST growth

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 newsletter, page 5.

Teachers can also see what students have moved up one or more levels in their MyData **Class Roster, Gr-2-6**. Access to MyData is automatically set up and teacher's assigned to your school can log onto MyData at <http://mydata.lausd.net>.

Additionally, teachers can also go to the **My Students, Prior Year Data** dashboard, and click on the **CST** tab to see tables that summarize student CST level changes over the past two years, as well as reports that provide details content strand results. Teacher can use this information to determine areas or strength and weakness in the content areas.

Prior Year ELA CST/CMA				
CMA	Scale Score	Valid Score	Perf Lvl	Chg
264	Y	2 - BB	1	▲
373	Y	4 - P	-1	▼
287	Y	2 - BB	-1	▼
391	Y	4 - P	-1	▼
465	Y	5 - A	0	

### Inside this issue:

SSIDs	1
4th-6th Grade CST Growth	1
Mark Reporting Role	1
Reclassification	2
Master Plan Clean-Up	3
Elementary SIS Training	3

## Elementary Mark Reporting Role

Since the roll out of mark reporting in ISIS and the decommissioning of OPR last year, 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. Access for mark reporting can be granted using the **"Elementary School Office – Mark Reporting"** LAUSDMAX user role available via EZ access. This 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 LAUSDMAX Application icon and request the new user role "Elementary School Office – Mark Reporting."

See details regarding entering grades in LAUSDMAX at <http://isis.lausd.net>.

333 S. Beaudry Ave. 16th Floor  
 Los Angeles, CA 90017

Web: <http://esis.lausd.net>

E-mail: [esissupport@lausd.net](mailto:esissupport@lausd.net)

## Reclassification

Very soon the district will be posting *BUL-5619 Reclassification of English Learners, Grades 2-12* to address a new reclassification policy for all English Learners. The bulletin is undergoing final revision to reflect some key changes:

- Students in Grade 1 can *no longer* be reclassified.
- Grade 2 students will be eligible to reclassify only after the 2<sup>nd</sup> Literacy Periodic Assessment has been administered. It will be used in place of CST criteria and loaded into SIS. (Open Court reading scores can no longer be used for reclassification)
- Special Ed English Learners that took the CMA ELA can reclassify with a proficiency level of Basic or above (same as CST criteria).

### 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 Reclassification Roster. (Or Screen 33 Master Plan Menu, Option 6) Students on this roster have met the following criteria:

- Have an ELD level of 3 or above (based on ELD portfolio last updated in ESIS on Screen 6)
- CST or CMA level of Basic or above (B,P or A) in English Language Arts (Math no longer used)
- Overall CELDT score of 4 or 5, with all four sub-scores 3 and above.

Student progress reports are also listed, *but* only those scoring 3 or 4 in Reading, Writing, Listening, and Speaking are eligible to reclassify (letters are not generated for those with 1s or 2s in ELA marks).

Teachers can also monitor student progress and get alerts regarding which criteria have not been met by logging on to MyData (<http://mydata.lausd.net>) and clicking on the EL Monitoring tab. (Classroom > My Students, Current Year Data). This report is similar to the EL Monitoring Roster on Screen 14, Option 24 or the Master Plan Menu, Screen 33.

### Generating the Reclassification Letter

#### Grades 3-5/6

For students meet all 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 instead if all at once. If you notice that a letter does not print for a student listed on the Potential Reclassification Roster, review the roster to be sure that the Progress Report marks are all 3s and 4s. Any 1 or 2 will make the student ineligible to reclassify at this time.

#### Grades 2

Students in Grade 2 will be eligible to reclassify after the administration of the 2<sup>nd</sup> periodic assessment this year. Look out for information in a future newsletter and for the new bulletin, BUL-5619, soon to be published on *InsideLAUSD* at [www.lausd.net](http://www.lausd.net). Students in Grade 1 are no longer eligible to reclassify. (*The potential reclassification roster and reclassification letters in Elementary SIS are in the process of being modified to show the 2<sup>nd</sup> and final Periodic Literacy Assessment from the new Treasures reading program– you can currently reclassify students in grades 3 and above*)

### After Generating the Letters

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 Data) – The current date will be entered automatically
- Field 162 (Language Classification) will have changed from LEP to RFEP. RFEP is now locked and cannot be changed back to LEP.
- Field 164 (Prog Placement) and Current ELD will also be removed.

The *school is responsible for entering these 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 for the student CUM can be generated using Screen 15, option 14.

## Master Plan Program Data cleanup

All English Learner students (Field 162 CLASSIFICATION = "LEP") should also have a corresponding program in field 164 PROG PLACEMENT. English Learners may be in either English Immersion (EI), Waiver to Basic Bilingual (WB) or Dual Language Program (DS, DK, DM), depending on what bilingual programs are provided by your school.

Students that are EO, IFEP, or RFEP *should not* have a Master Plan program code in field 164, unless they are also participants in a qualified, district sponsored, Dual Language Bilingual program at your school. Be aware that students with codes for programs not offered at your school may not have been cleared before being transferred from another school. For this reason it is necessary to "clean up" field 164 to reflect the correct program placement at your school.

### To see a list of EO, IFEP, or RFEP students that should may have erroneous master plan program codes in field 164:

: PON

```
:SORT XXXX WITH 162 = "EO", "IFEP", "RFEP" AND WITH 164 BY NAME NAME 162 164 GRADE 808 809 810
```

(Note: EO, IFEP, and RFEP student may have DS, DK, or DM codes if participating in that program with EL students)

Fields 808, 809 and 810 should also be cleared out for these students, which can be corrected on Screen 6.

Be sure to also print out your Master Plan Rosters (Screen 14, Option 15) to check if you need to change field 164 for student programs available at your school. (For example, you may notice a DS for a student coming from a Dual Language School., remove or replace according to program placements available at your school.)

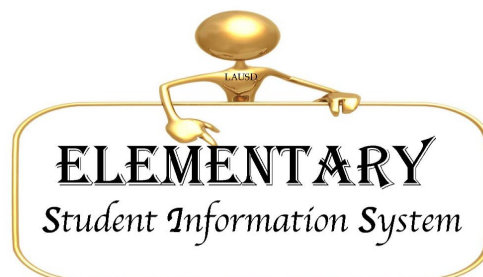
## Elementary SIS Training

We are offering a number of opportunities for Initial Elementary SIS training this month.

Go to the Learning Zone at <http://lz.lausd.net> to enroll in these and other classes opening in the future.

There's still time to enroll and more will be opening if we have the demand:

- **Wednesday, October 12, 2011** - Zelzah Training Facility, Bldg 3, Reseda - 8:00-11:30 AM
- **Tuesday, October 18, 2011** - Zelzah Training Facility, Bldg 3, Reseda - 8:00-11:30 AM
- **Wednesday, October 26, 2011** - Beaudry Training Room, 16th Floor, Room 107 - 8:00-11:30 AM



333 S. Beaudry Ave. 16th Floor  
Los Angeles, CA 90017

Phone: (213) 241- 4617  
Fax: (213) 241- 8498