



Editor: Staff

LOS ANGELES UNIFIED SCHOOL DISTRICT PLANNING, ASSESSMENT & RESEARCH

Student Information Systems Branch Elementary SIS Newsletter

DISTRIBUTION
Local District Superintendent
Local District Directors of
Instruction
Local District School Support
Directors
Elementary Principals
Coordinators
SIS Operators

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NEW FIELD TEST STANDARDS-BASED TESTS IN SPANISH - STS - GRADES 3-5, DUE SEPTEMBER 15

The Standards-Based Tests in Spanish are to be field tested this month. Testing materials will be delivered to the schools September 6-7 and are due to the testing centers by 3:00 p.m. on September 15. The STS Fall Field Test should be administered to the following Spanish speaking English Learners in grades 3, 4, and 5:

- ELs enrolled in school in the U.S. for less than a total of 12 cumulative months on the first day of spring 2006 testing OR
- ELs who have been enrolled since 2006 testing and have been enrolled in U.S. schools less than 12 cumulative months OR
- ELs who received instruction in Spanish during the 2005-2006 school year regardless of the length of time they have been enrolled in school in the U.S. and whether or not they took the Aprenda 3 test.

To print a roster of students who need to take the test, at the Main Menu type: **E**

: **STS-ROSTER**

See MEM-3184 for administration instructions.

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PRINT JULY AND AUGUST NEWSLETTERS

For single track schools, print the July and August newsletters from our web site <http://sissupport.lausd.net> or esis.lausd.net

Articles in the July newsletter include:

- Changes for Meal Program / **22NEW**
- Initial CELDT Testing
- New SDP Class - K1C Collaborative
- Out of the Area Students

August newsletter:

- Annual Notification for ELs
- Annual School Program Survey
- CBEDS Information Day, October 4, 2006
- Parent Council Rosters
- Print Last Year's Report Cards

"RETIRED" DURING SUMMER

During the summer break, students enrolled in Single Track schools often transfer to year-round schools. Year-round school staff contacts Elementary SIS for assistance in retiring these students at the closed school so that they can be transferred using the District ID.

The English sentence below will generate list of non-matriculating students who transferred to another LAUSD school at the end of the 2005-06 school year or during the summer.

At the Main Menu type :E

: **PON16**

: **SORT XXXX-RET WITH 191 GE "4-28-06"
AND WITH 84 = "9" BY NAME NAME
GRADE ROOM 190 191 192 (N)**

NORM CLASSIFICATION

Data will be captured for the Norm classification on Wednesday, October 4 at 5:00 p.m. for:

- Single Track Schools**
- 4-Track A, B, D**
- 3-Track A, C**

Before 5:00 p.m., you may run test reports. At the Main Menu select Screen 23, option 4 or 6. Omit the school month for the test run. For single track schools enter ALL for the track; for Multi-track schools enter the track and run a separate report for each track.

On Thursday, October 5, you may print the final report. At the Main Menu select Screen 23, option 6. For single track schools enter **N** for the month and ALL for the track. For multi-track schools enter **N** for the month, then A, B, C, or D for the track. You will need to print a separate norm classification for each track.

E CODES

The Enrollment codes correctly used in SIS are:

- E** preschool students
- E1** student has returned to your school after 16 or more school days without having attended any school
- E2** other LAUSD school or LAUSD Charter school
- E3** public school in California
- E4** non-public school in California/home schooling
- E5** outside of California
- E7** first time in school

E1 must now be entered in SIS for a student who LEAVES the school for 16 or more school days and then returns to the school without having attended any school (public or private in the USA or in another country).

First, reactivate such a student from the retired file, Screen 16, option 4. Then on Screen 10, enter E1 as the new E code and enter the new entry date. This student will now have 2 E codes and 2 E dates.

Do NOT put your school location code in field 42 (previous location).

E1 is NOT to be used in SIS when a child changes classes or tracks within the same school or is gone 15 or less school days and then returns.

However, E1 and L1 are used to indicate class or track changes within the same school on the attendance cards, registers, and the statistical.

WEEKLY CLASSIFICATIONS

Pre-Norm Classification Reports for single track, 4-Track A, B, D and 3-Track A, C are captured on the four Fridays before Norm Day. Print test runs on Friday and the report on Monday.

See REF-1819.1, "Classification Reports (Pre-Norm, Norm, and Monthly) Instructions and Schedules of Electronic Capture", dated July 17, 2006 for additional information.

DIRECTORY - SCREEN 8

There is a new feature on Screen 8, Directory Information **Media-Interviews/Photos**. As you receive responses from parents from the PARENT/STUDENT handbook, you can now enter Y or N for media releases in addition to the other fields.

L CODES

Leave Codes for SIS are:

- L** preschool students
- L2** other LAUSD school or LAUSD Charter school
- L3** public school in California
- L4** non-public school in California/home schooling
- L5** outside California
- L7** matriculated
- L8** unknown or deceased

READING LISTS

Schools may wish to print room rosters of the California Reading List for students who took the CST in the spring. This optional report may be used to suggest appropriate reading level materials at Back to School Night or during parent conferences.

To print a roster by room, at the Main Menu type :E
: PON
: SORT XXXX WITH CA-READ-LIST BY
ROOM BY NAME BREAK-ON ROOM-TCHR
"BP" NAME CA-READ-LIST GR HEADING
"READING LIST FOR 'B'" (N)

Parents may access the website by searching under California Reading List or entering the following url in the address bar:

www.cde.ca.gov/ta/tg/sr/readinglist.asp



STUDENTS IN BOTH SRLDP/PCC

There are special instructions regarding data entry for preschool Special Education students participating in BOTH PCC (Preschool Collaborative Classroom) and SRLDP simultaneously. To be eligible for the PCC/SRLDP class, a student must be 4 years old by December 2.

PCC and SRLDP need separate room numbers in SIS, even though the classes are held in the same room. If you have not already done so, enter the separate PCC room on Screen 16, option 2.

A.M. Room Setup Example

<u>SRLDP Room</u>	<u>PCC Room</u>
ROOM # 1A	ROOM# 1XA
1 EMPLOYEE # XXXXXX	1 EMPLOYEE# YYYYYY
2 GRADE .	2 GRADE PCC

Student Information

Screen 10

For each special education student participating in BOTH PCC and SRLDP, enter the grade level and room information on Screen 10 as follows:

- field 102 (Grade) . (NOT ,U)
- field 104 (Room) PCC Room #

Screen 24

Enter PCC as the Special Day Class Code on Screen 24 in

- field 103 (Sp Ed Class) PCC

These students will be included in the SRLDP count on the classification.

DATA CLEANUP - POST OFFICE BOX

For parents who want all correspondence sent to a Post Office Box rather than their home address, do the following:

On Screen 10,

- field 5 enter .
- field 6 enter **PO BOX XXXX**
- field 7 enter the city
- field 8 enter the zip code

Do not use the # sign after BOX.

To print a list of your students with a PO BOX, at the Main Menu type

**:SORT XXXX WITH 6 = "[BOX]" BY NAME
NAME ADDRESS CITY-L (N)**

Make any corrections on Screen 10 or 2, fields 5, 6, 7, 8.

OUT OF HOME CARE

On Screen 3, field 668 indicates that a student is in "out of home care". Data for this field is downloaded periodically from LA County DCFS.

The County placement codes that are downloaded into SIS are:

O = out of home placement - (foster homes, group homes, relative care)

A = adoptive placement - (ready for adoption, but child is still in foster homes)

N = non-foster care placement - (hospitalized or institutionalized)

R = indicates whether a child is returned home or temporarily out of a placement. Placement is in a home not considered "foster care", but is part of the child welfare system.

For students in "out of home care" with no information on Screen 3, field 668, schools must enter a **Y** ("Yes") in this field if a guardian has presented DCFS form #1399 - (Out of Home Care).

To print a roster of students in "out of home care", at the main menu type **:E**

**:PON16
:SORT XXXX WITH 668 BY NAME NAME
668 29 31 GRADE ROOM (N)**

HOMELESS

If the parent/guardian indicates that the family is homeless, enter one of the codes below on Screen 4, field 52. The code is to remain in SIS the entire school year (July-June). If there is a U or Y code already entered on Screen 4, field 52, change it to one of the codes below:

- A Temporarily with an adult that is not the parent/guardian due to loss of housing
- B In a single-room-occupancy building
- C In a car, trailer, or campsite
- F Foster child awaiting placement
- G In a rented garage due to loss of housing
- H In a transitional housing program
- L Temporarily in another family's house or apartment due to loss of housing
- M In a motel or hotel
- O Other places unfit for human habitation
- S In a shelter
- T In a rented trailer or motor home on private property

NO PRIMARY LANGUAGE TEST?

To generate a roster of EL students with no Primary Language Assessment by grade order, then by room order, at the Main Menu type :E

:PON16

:SORT XXXX WITH 162 = "LEP" AND WITH NO 94 AND WITH NO 148 BY GRN BY ROOM BY L1 BY NAME BREAK-ON GRN "P" BREAK-ON ROOM BREAK-ON L1 NAME 94 148 12 162 (N)

To generate this roster by track order, then by grade order, then by room order, insert **BY TRACK** after NO 148 in the sentence above. To run the roster with one specific track insert **AND WITH TRACK = "X"** after NO 148.

To generate a roster of students with no Master Plan language classification (field 162) and no Primary Language Assessment by grade order, then room order, at the Main Menu type :E

:PON16

:SORT XXXX WITH NO 162 AND WITH NO 94 AND WITH NO 148 BY GRN BY ROOM BY L1 BY NAME BREAK-ON GRN "P" BREAK-ON ROOM BREAK-ON L1 NAME 162 94 148 (N)

To generate this roster by track order, then by grade order, then room order, insert **BY TRACK** after NO 148 in the sentence above. To run the roster with one specific track insert **AND WITH TRACK = "X"** after NO 148.

PRIMARY LANGUAGE TESTS

Identified EL students (K-5/6) who speak a primary language other than English must be assessed in their primary language within 45 calendar days of enrollment.

P/LAS and LAS for Spanish speakers

Administer the P/LAS assessment for Spanish speaking EL pre-K and kindergarten students.
Administer the LAS for Spanish speaking EL students in grades 1-5/6.

BINL Inventory for languages other than Spanish

The BINL, Basic Inventory of Natural Languages, is used for English Learners with home languages other than Spanish for the following 26 languages:

Arabic 11	German 37	Japanese 45	Russian 55
Armenian 15	Greek 38	Korean 49	Serbo-Croatian 70
Cantonese 22	Hebrew 41	Lao 51	Tagalog 62
Cambodian (Khmer) 19	Hindi 42	Mandarin 25	Toishanese 21
Creole 27	Hmong 68	Navajo 8	Ukrainian 81
Farsi 61	Ilocano 89	Polish 65	Vietnamese 83
French 35	Italian 43	Portugese 66	

Follow the directions in Reference Guide REF-1065 "Primary Language Assessments in Languages Other Than Spanish, K-12", dated July 1, 2004.

- Administer the BINL to assess oral proficiency.
- Mail the completed BINL form(s) to BINL/LAS Processing Center. It will take approximately 2 weeks to be processed.
- The BINL results will then be downloaded into SIS, Screen 5 fields 94, 157, and 158.

Other Languages

- For students with a home language other than Spanish or other than the 26 languages listed above, follow the instructions in REF-1065, pages 4-5.
- In SIS, enter the testing date of the IAHL on Screen 5, field 148.

TESTING SENTENCES

CAT6

CAT/6 scores for last year's 1st and 3rd graders have been downloaded into SIS. CAT/6 percentile reports for the current and previous teacher can be run from Screen 7, option 1, selection 4 (Current Teacher) and selection 8 (Previous Teacher).

CST

CST scores for last year's 2nd-5/6th graders have been downloaded into SIS. Comparison reports for the current and previous teacher can be generated from Screen 7, option 4, selection 2 (Current Teacher) and 3 (Previous Teacher). These reports include 3 years of scaled scores and performance levels for English Language Arts and Mathematics.

CST for RSP/Gifted

For specialized groups for students you may generate reports using an English sentence. For all the sentences below, at the Main Menu type :E <enter> :PON16 <enter>

CST scores for students with RSP services sorted by grade

:SORT XXXX WITH CST-DATE AND WITH 467 BY GRN BY NAME BREAK-ON GRN NAME 467 162 CUR-ELD CST-LA-LVL CST-LA-SCR CST-WRITE-SCR CST-MATH-LVL CST-MATH-SCR (N)

CST comparison levels and scores for students with RSP services sorted by grade

:SORT XXXX WITH CST-DATE AND WITH 467 BY GRN BY NAME BREAK-ON GRN 0 NAME 467 1037 1031 1038 1032 1039 1033 BL1 1049 1043 1050 1044 1051 1045 ROOM (IN)

Gifted with CST scores sorted by grade

:SORT XXXX WITH CST-DATE AND WITH 142 BY GRN BY NAME BREAK-ON GRN NAME 142 CST-LA-LVL CST-LA-SCR CST-MATH-LVL CST-MATH-SCR ROOM (N)

CAT/6 Scores and CST Levels for Current 4th Graders

Current Teacher, each room on a page

:SORT XXXX WITH GRN = "4" BY ROOM BY NAME BREAK-ON ROOM-TCHR "BP" NAME GR 162 CUR-ELD CST-LA-LVL CST-MATH-LVL BL1 CAT6-READ CAT6-MATH CAT6-LANG CAT6-SPELL HEADING "CST AND CAT/6 TEST SCORES FOR 'B' AS OF 'DLL'" (N)

Previous Teacher, each room on a page

:SORT XXXX WITH GRN = "4" BY 119 BY NAME BREAK-ON 119HDG "BP" PREV-ROOM NAME GR 162 CUR-ELD CST-LA-LVL CST-MATH-LVL BL1 CAT6-READ CAT6-MATH CAT6-LANG CAT6-SPELL HEADING "CST AND CAT/6 SCORES FOR 'B' AS OF 'DLL'" (N)

CST Language / Math Levels = "B" "BB" "FBB"

Sorted by room, each room on a page

:SORT XXXX WITH CST-LA-LVL = "B" "BB" "FBB" OR WITH CST-MATH-LVL = "B" "BB" "FBB" BY ROOM BY NAME BREAK-ON ROOM ""P" NAME GRADE 162 CUR-ELD CST-LA-LVL CST-LA-SCR CST-MATH-LVL CST-MATH-SCR (N)

Sorted by track by grade by room

:SORT XXXX WITH CST-LA-LVL = "B" "BB" "FBB" OR WITH CST-MATH-LVL = "B" "BB" "FBB" BY TRACK BY GRN BY ROOM BY NAME BREAK-ON TRACK BREAK-ON ROOM NAME GRADE 162 CUR-ELD CST-LA-LVL CST-LA-SCR CST-MATH-LVL CST-MATH-SCR (N)

to print the report with each room on a separate page add ""P" after BREAK-ON ROOM

4th Grade CST Writing Score

The writing scores for the 4th grade writing topic are 2-8, CPY = Copied Prompt, BLK = Blank, ILG = Illegible, LNG = Language not English, REF = Refusal, TOP = Off Topic, WRG = Prompt from Earlier Administration.

CST SCORES IN DESCENDING ORDER

You may print a roster of descending CST Language or CST Math Scores, sorted by grade level using an English sentence.

CST Scores Sorted by Track by Grade by Descending CST LA Scores (includes CST Math scores)

At the Main Menu type :E

:PON16

:SORT XXXX WITH CST-DATE BY TRACK BY GRN BY-DSND CST-LA-SCR BY NAME
BREAK-ON TRACK BREAK-ON GRN "P" NAME BREAK-ON CST-LA-LVL CST-LA-SCR
BL5 CST-MATH-LVL CST-MATH-SCR CST-WRITE-SCR ROOM BL5 TOTAL CT (N)

CST Scores Sorted by Track by Grade by Descending CST Math Scores (includes CST LA scores)

:SORT XXXX WITH CST-DATE BY TRACK BY GRN BY-DSND CST-MATH-SCR BY NAME
BREAK-ON TRACK BREAK-ON GRN "P" NAME BREAK-ON CST-MATH-LVL CST-MATH-
SCR BL5 CST-LA-LVL CST-LA-SCR CST-WRITE-SCR ROOM BL5 TOTAL CT (N)

To run either report by room substitute **BREAK-ON ROOM** for BREAK-ON GRN and substitute **GR** for ROOM at the end of the sentence.

CST SCIENCE SCORES FOR LAST YEAR'S 5TH GRADERS

To print class roster for last years 5th graders listing their CST science scores, at the Main Menu type :E

:PON

:SORT XXXX-RET WITH 191 GE "4-28-06" AND WITH CST-SCI-SCR BY ROOM BY NAME BREAK-
ON ROOM "P" NAME CST-SCI-LVL CST-SCI-SCR GRADE (N)

For K-6 schools:

:SORT XXXX WITH PREV-GRADE = "5" AND WITH CST-SCI-SCR BY PREV-ROOM BY NAME
BREAK-ON PREV-ROOM "P" NAME CST-SCI-LVL CST-SCI-SCR PREV-GRADE (N)

GIFTED REPORTS

There are 2 reports in SIS to identify potentially gifted students that correspond to the identification criteria which includes the California Standards Tests. The reports reflect changes in state testing requirements that now use CST scores as the primary test. See Bulletin 269.1 "Assessing and Identifying Students for Gifted/Talented Programs," dated August 15, 2005, for complete details.

GIFTED-2YEAR

At the Main Menu select Screen 30, option 12. Potentially gifted students in the high achievement category have high achievement in both reading and math for 2005 or 2006. The report also lists English Language Arts and Math report card marks for the last 2 grading periods. The students are listed in grade order alphabetically.

GIFTED-3YEAR

At the Main Menu select Screen 30, option 13. Potentially gifted students in the specific academic ability category are listed in grade order alphabetically. The report contains reading and math test results for 2004, 2005, and 2006, and English Language Arts and Math report card marks for the last 2 grading periods.

Identified Gifted

To generate an alphabetical roster of the identified gifted students, at the Main Menu select Screen 14 option 32: **GIFTED ROSTER**.

To generate this roster by room, at the Main Menu type :E

:PON

:SORT XXXX WITH 142 BY ROOM BY NAME BREAK-ON ROOM NAME 142 GRADE (N)

To print gifted roster with each room on a separate page add "P" after BREAK-ON ROOM.

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.

September

15	Sentence Writing/Web	North Valley OC	12:30-4:00
21	Sentence Writing/Web	Webster	12:30-4:00
22	Sentence Writing/Web	Beaudry Bldg. 21st Fl.	12:30-4:00
27	Sentence Writing/Web	Ft. MacArthur	12:30-4:00

October

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

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

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.

September

6	Initial	San Julian	12:00-4:00
19	Initial	North Valley OC	12:00-4:00

October

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

November

7	Initial	San Julian	12:00-4:00
29	Initial	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

SEPTEMBER 2006

- 1 • 2nd Month Statistical due 3-Track B, C and 4-Track B, D
- 4 • Holiday - Labor Day
- 5 • First Day of School for Single Track Schools
 - CELDT data entry deadline for 3-Track A
- 8 • 1st Month Classification due 4-Track A
- 12 • CELDT data entry deadline for Single Track
- 13 • Rebuild Files - Districts 1-3
- 15 • 1st Month Classification due 3-Track A
 - 1st Month Statistical due 4-Track A
- 20 • Rebuild Files - Districts 4-6
- 22 • 3rd Month Classification due 3-Track C and 4-Track B,D
- 27 • Rebuild Files - Districts 7-8
- 29 • 1st Month Classification due Single Track
 - 1st Month Statistical due 3-Track A
 - 3rd Month Statistical due 3-Track C and 4-Track B, D

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

