



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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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:

- E Codes / L Codes
- Initial CELDT Testing
- Homeless Student Data
- Kindergarten Reminder
- K1C Collaborative
- L Information on Screen 13
- Meal Program
- Out of Home Care
- Non-Resident Location
- SRLDP/PCC
- Traveling Students



August newsletter:

- Annual Notification for ELs
- Annual School Program Survey
- Birthday Sentence
- CBEDS Information Day, October 3, 2007
- CELDT Testing
- Independent Study
- Parent Council Rosters
- Parent Names-NWC To Be Removed
- SSID #s

CST

CST scores for last year's 2nd-5/6th graders have been downloaded into SIS. 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 up to 3 years of scaled scores and performance levels for English Language Arts, Mathematics, and 4th grade Writing.

"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 were L'd out by SIS during the summer.

At the Main Menu type :E

:PON16
:SORT XXXX-RET WITH 191 GE "4-27-07"
AND WITH 84 = "9" BY NAME NAME
GRADE ROOM 190 191 192 (N)

CAT6 / APRENDA / STS RESULTS

CAT/6 reports for last year's 1st and 3rd graders, Aprenda results for last year's 1st and 5th graders, and STS for last year's 2-4th graders will be available by early September. Access the reports from Screen 7, options 1, 3, and 11.

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NORM CLASSIFICATION

Data will be captured for the Norm classification on Wednesday, October 3 at 5:00 p.m. for:

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

You may run test run classifications as needed. 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.

For norming purposes at multi-track schools you may do a test run with the ALL option and view the teacher counts on the last page.

On Thursday, October 4, 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.

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. For example, on Monday 9/10, enter W1 for the Month, then enter ALL for single track schools or the track letter for multitrack schools.

Single Trk: 9/7-W1, 9/14-W2, 9/21-W3, 9/28-Month 1
4-Trk A: 9/7-W1, 9/14-Month 1, 9/21-W3, 9/28-W4
4-Trk B: 9/7-W1, 9/14-W2, 9/21-Month 3, 9/28-W4
4-Trk D: 9/7-W1, 9/14-W2, 9/21-Month 3, 9/28-W4
3-Trk A: 9/7-W1, 9/14-Month 1, 9/21-W3, 9/28-W4
3-Trk C: 9/7-W1, 9/14-W2, 9/21-Month 3, 9/28-W4

See REF-1819.2, "Classification Reports (Pre-Norm, Norm, and Monthly) Instructions and Schedules of Electronic Capture", dated July 2, 2007 for additional information.

ENROLLMENT TIPS

When enrolling a student on Screen 10 or Screen 3 on the regular SIS, please follow the tips below for data consistency throughout the school district.

1. No punctuation is used and everything is typed in CAPITAL letters.
2. JR, II, III are placed after the LAST NAME. (ex: SMITH JR, or SMITH III)
3. (TWIN), (TRIP), (QUAD), (QUIN), (SEXT), etc. are placed after the MIDDLE NAME. ex: MARIE (TWIN))
4. Nicknames are entered on Screen 2, field 4 (Student Information Screen), not Screen 10, (Student Enrollment Screen).
5. The # sign precedes apartment numbers or letters or unit numbers in the "Street Name", field 6. (ex: 1258 OAK ST #3).
6. Use the letters N, S, E, or W (without any periods) instead of spelling out North South, East or West. (ex: N HOPE ST)
7. Use 2 letter abbreviations for street types, ie: AV, BL, CN, DR, RD, WY.
8. Separate each part of the address by a space, except after the pound sign. (ex: 321 MAIN ST #16)
9. Spell street names in full, no abbreviations. (ex: TOPANGA CANYON BL, not TOPANGA CYN BL)
10. Always write numbered streets as numbers, not words. (ex: 5th, not FIFTH)
11. Always write "TH", "RD", "ST" as part of the numbered street name. (ex: 3RD, 5TH, 1ST)
12. If the address has a fraction, write is as 1/2 or 1/4, not 1-2 or "HALF".
13. Enter mother's/father's business address, not the location or name of the company. (ex: 123 N MAIN ST, not SAM'S MARKET)
14. If the mother or father is not listed, unknown, or deceased, leave the field blank.
15. Do not add comments such as "NWC", "SEPARATED", "DECEASED", "DIVORCED" to Mother, Father, or Guardian fields.
16. To complete the enrollment enter data on Screens 2, 3, and 11.
SCREEN 2: field 57 and/or field 58 if Asian or Pacific Islander ethnicity, field 189 - CA 1st Public School Date, field 186 - US 1st School Date
 (It is not necessary to enter 189 and 186 for kindergarteners with an E7 ecode. It will automatically fill-in.)
SCREEN 3: field 39 - P/G Language, field 45 - Parent Ed Level, Emergency contacts
SCREEN 11: Immunizations

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.

DIRECTORY - SCREEN 8

As you receive responses from parents from the Parent-Student Handbook "Information Release Form", enter an "N" in SIS, Screen 8, Directory Information, for the items the parents checked not to be released.

- 1080 PTA
- 1081 Health
- 1082 Elected Officials
- 1089 Media - Interviews/Photo releases

- 1083 Name
- 1084 Address
- 1085 Telephone
- 1086 Birth Date
- 1087 Dates of Attendance
- 1088 Previous Schools

CST 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:

<http://www.cde.ca.gov/ta/tg/sr/readinglist.asp>

CST 4th GRADE WRITING SCORE

The writing scores for the 4th grade writing topic are 2-8. If there are codes listed rather than numbers, the student did not complete the assignment successfully. The letter codes mean the following:

- CPY = Copied Prompt
- BLK = Blank
- ILG = Illegible
- LNG = Language not English
- REF = Refusal
- TOP = Off Topic
- WRG = Prompt from Earlier Administration

The writing scores are listed on the current 5th grade room rosters and the previous 4th grade room rosters, Screen 7, option 4, selections 2 and 3.

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 "4-27-07" 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)**



CST TESTING SENTENCES

CST SCORES FOR GIFTED / RSP

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>

1. 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 ROOM (N)

2. Students with RSP services with CST levels and scores (up to 3 years), 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)

3. Gifted with most recent 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)

CST SCORES FOR EL LEARNERS

4. EL students sorted by current room, each room on a separate page (up to 3 years of scores)

:SORT XXXX WITH CST-DATE AND WITH 162 = "LEP" BY TRACK BY ROOM BY
NAME BREAK-ON ROOM "P" 0 NAME GR CUR-ELD 467 1037 1031 1038 1032 1039
1033 1049 1043 1050 1044 1051 1045 (IN)

To print just one track add **AND WITH TRACK = "B"** after "LEP" (or A, C, D).

CST SCORES - MASTER PLAN

5. Sorted by previous teacher, divided by Master Plan language classification, each room on a separate page

:SORT XXXX WITH GRNGE "3" BY 119 BY 162 BY NAME BREAK-ON 119HDG "BP" PREV-
ROOM NAME PREV-GRADE BREAK-ON 162 CUR-ELD CST-LA-LVL CST-LA-SCR BL1 CST-
MATH-LVL CST-MATH-SCR HEADING "CST SCORES FOR 'B' AS OF 'DLL'" (N)

6. Sorted by current teacher, divided by Master Plan language classification, each room on separate page

:SORT XXXX WITH GRNGE "3" BY ROOM BY 162 BY NAME BREAK-ON ROOM-TCHR "BP"
NAME GRADE BREAK-ON 162 CUR-ELD CST-LA-LVL CST-LA-SCR BL1 CST-MATH-LVL CST-
MATH-SCR HEADING "CST SCORES FOR 'B' AS OF 'DLL'" (N)

CST LANGUAGE OR MATH SCORES "B" "BB" "FBB"

7. 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)

8. 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

to print math scores only, leave out **WITH CST-LA-LVL = "B" "BB" "FBB" OR** and **CST-LA-LVL CST-LA-SCR** in either sentence above / to print language scores leave out **OR WITH CST-MATH-LVL = "B" "BB" "FBB"** and **CST-MATH-LVL CST-MATH-SCR** / to print levels "P" and "A", exchange for "B" "BB" "FBB"

CST SCORES IN DESCENDING ORDER

You may print a roster of descending CST Language Arts or CST Math Scores, sorted by grade level using an English sentence. These sentences will work for both single track and multitrack schools. (Single track schools will have an extra space in one of the columns.) At the Main Menu type :E <enter> :PON16 <enter >

1. CST LA scores and levels in descending score order,sorted by track, by grade, (includes CST Math scores)

**: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)**

2. CST Math scores and levels, 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.

3. CST LA scores and levels in descending score order, sorted by previous teacher. Includes math scores, IEP information - Special Day, RSP, DIS services, sex, ethnicity, and Master Plan program and ELD level.

**:SORT XXXX WITH GRN GE "3" BY 119 BY-DSND CST-LA-SCR BY NAME BREAK-ON 119HDG
"BP" PREV-ROOM NAME 10 11 121 103 467 122 PREV-GRADE 162 CUR-ELD BREAK-ON CST-
LA-LVL CST-LA-SCR BL1 CST-MATH-LVL CST-MATH-SCR CST-WRITE-SCR HEADING "CST
SCORES FOR 'B'" (N)**

4. CST Math scores and levels in descending order, sorted by previous teacher, with data listed in sentence 3.

**:SORT XXXX WITHGRNGE "3" BY 119BY-DSNDCST-MATH-SCR BYNAME BREAK-ON 119HDG "BP"
PREV-ROOMNAME 1011 121 103467122PREV-GRADE 162CUR-ELDBREAK-ONCST-MATH-LVLCST-
MATH-SCR BL1 CST-LA-LVL CST-LA-SCR CST-WRITE-SCR HEADING "CST SCORES FOR 'B'" (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 269.4 "Assessing and Identifying Students for Gifted/Talented Programs," dated August 24, 2007, 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 2006 or 2007. The report also lists English Language Arts and Math report card marks for the last 2 grading periods from last year. 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 2005, 2006, and 2007, and English Language Arts and Math report card marks for the last 2 grading periods from last year.

Identified Gifted

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

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

4TH AND 5TH GRADE EL STUDENTS

The following sentences provide data regarding 4th and 5th grade EL students who have been at your school since kindergarten and have not yet reclassified. The sentences below may help you determine what areas need to be strengthened in order for your students to reclassify.

1. This roster is sorted alphabetically by grade level and includes the most recent CELDT results, CST level, IEP information (if applicable), Master Plan information, and previous reading and writing progress report marks.

At the Main Menu type:

:E

:PON16

:SORT XXXX WITH GRN GE "4" AND WITH 162 = "LEP" AND WITH 107 = "0" BY GRN BY NAME 0 NAME GRADE 107 41 121 467 164 CELDT-DATE CELDT-READ-LEVEL CELDT-WRITE-LEVEL CELDT-LEVEL CUR-ELD CST-LA-LVL PREV-READ-MARK PREV-WRITE-MARK ROOM (IN)

After the first grading period progress marks have been entered, delete **PREV-** and type **READ-MARK** and **WRITE-MARK** to list the current progress marks.

2. To print the roster by track by room, with a space between the rooms:

:SORT XXXX WITH GRN GE "4" AND WITH 162 = "LEP" AND WITH 107 = "0" BY TRACK BY ROOM BY NAME 0 NAME GRADE 107 41 121 467 164 CELDT-DATE CELDT-READ-LEVEL CELDT-WRITE-LEVEL CELDT-LEVEL CUR-ELD CST-LA-LVL PREV-READ-MARK PREV-WRITE-MARK BREAK-ON ROOM (IN)

After the first grading period progress marks have been entered, delete **PREV-** and type **READ-MARK** and **WRITE-MARK** to list the current progress marks.

The following sentences give specific information about CST and Intervention for the same group of students:

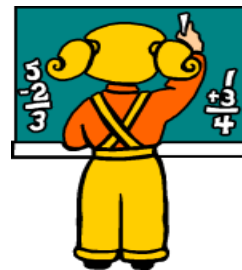
3. CST History

:SORT XXXX WITH GRN GE "4" AND WITH 162 = "LEP" AND WITH 107 = "0" BY GRN BY NAME 0 NAME BREAK-ON GRN 121 467 164 1037 1031 1038 1032 1039 1033 CUR-ELD CELDT-LEVEL PREV-READ-MARK PREV-WRITE-MARK ROOM (IN)

After the first grading period progress marks have been entered, delete **PREV-** and type **READ-MARK** and **WRITE-MARK** to list the current progress marks.

4. Intervention History

:SORT XXXX WITH GRN GE "4" AND WITH 162 = "LEP" AND WITH 107 = "0" BY GRN BY NAME 0 NAME BREAK-ON GRN 121 467 164 762 766 764 771 658 659 767 769 770 ROOM (N)



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 print 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 print 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 27 languages:

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

Follow the directions in Reference Guide REF-2586.3 "Primary Language Assessments in Languages Other Than Spanish, K-12", dated Aug. 2, 2007.

- Administer the BINL to assess oral proficiency.
- Mail the completed BINL form(s) to School Information Branch BINL/LAS Processing Center, Beaudry Building, 21st Floor.
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 than English/Spanish/BINL Languages

- For students with a home language other than English, Spanish, or the 27 languages listed above, follow the instructions in REF-2586.3, pages 4-5. Give the Informal Assessment of Home Language Literacy.
- In SIS, enter the testing date of the IAHL on Screen 5, field 148.

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

17	Sentence Writing/Web	Beaudry Bldg. 21st Fl.	12:30-4:00
21	Using SIS/DSS	Beaudry Bldg. 21st Fl.	8:00-12:30
27	Sentence Writing/Web	Roscoe Prof. Dev. Cen.	12:30-4:00

October

5	Using SIS/DSS	Ft. MacArthur	8:00-12:30
11	Using SIS/DSS	Roscoe Prof. Dev. Cen.	8:00-12:30
12	Using SIS/DSS	Baldwin Hills Prof. Dev.	8:00-12:30
18	Using SIS/DSS	Beaudry Bldg. 21st Fl.	8:00-12:30
19	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	Beaudry Bldg. 21st Fl.	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
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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

12	Initial	Ft. Mac	8:00-12:00
	Initial Web		1:00-4:00
13	Initial	San Julian	8:00-12:00
	Initial Web		1:00-4:00

October

2	Initial	North Valley OC	8:00-12:00
	Initial Web		1:00-4:00
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
26	Initial	San Julian	8:00-12:00
	Initial Web		1:00-4:00

IMPORTANT DATES TO REMEMBER

SEPTEMBER 2007

- 3 • Holiday - Labor Day
- 5 • First Day of School for Single Track Schools
- 7 • CELDT data entry deadline for 3-Track A
- 12 • CELDT data entry deadline for Single Track (see June newsletter, pp. 8-9)
- 14 • 1st Month Classification due 4-Track A
- 21 • 1st Month Classification due 3-Track A
• 3rd Month Classification due 3-Track C and 4-Track B,D
• 1st Month Statistical due 4-Track A
- 28 • 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 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

