



Los Angeles Unified School District

Office of Data and Accountability

Student Information Systems Branch

Elementary Student Information System

PRINT JULY AND AUGUST NEWSLETTERS

For single track schools, print the July and August Newsletters from our web site <http://www.lausd.k12.ca.us/lausd/offices/sis/NewsLetters.htm> or esis.lausd.net

Articles in the July Newsletter:

- Kindergarten Reminder
- Meal Program
- Update L Data on Screen 13R
- E Codes/ L Codes
- Out of Home Care
- Print Last Year's Report Cards
- Traveling Students
- PAR Not Needed
- SRLDP/PCC
- SDP K/1st Collaborative
- Initial CELDT Testing
- New Screen 32

Articles in the August Newsletter:

- Annual Program Survey
- Activity Codes and Titles
- Special Education Codes
- Parent Education Survey
- Parent Council Surveys
- CELDT Rosters
- Classification Reports
- Report Cards
- Elementary SIS Hours
- Birthday Sentences

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

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RETIRED DURING THE 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 a 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 "04-25-10" AND WITH 84 = "9" BY NAME NAME GRADE ROOM 190 191 192 (N)

NO PRIMARY LANGUAGE TEST

Please review the September 2008 newsletter for English sentences to generate rosters of EL students with no Primary Language Assessment and students with no Master Plan language classification (field 162) and no Primary Language Assessment. If you no longer have a copy, you can find the previous newsletter on esis.lausd.net > SIS newsletters> then search for the newsletter you want.

DIRECTORY SCREEN

Please review the September 2008 pg. 3. Newsletter for entering Directory Information from the Parent-Student Handbook, on Screen 8.

NORM CLASSIFICATION

Data will be captured for the Norm classification on Friday, October 15 at 5:00 p.m. for all elementary schools, regardless of calendar.

Generate test run classification reports, and review data for accuracy. At the Main Menu select Screen 23, Option 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 print a test run with **ALL** option and view the teacher counts on the last page.

On Monday, October 18, print the norm report for review. 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. If there are errors, please contact The Attendance & Enrollment Section immediately 213- 241-2196. Please refer to the Norm reports in BTS for the official norm allocations/positions earned. **Schools are no longer required to fax in Norm reports.**

COMPARING SCREEN 10 INFORMATION WITH SCREEN 32

Use the English Sentence below to compare the information on Screen 10 with the information on Screen 32. Please note that LAUSD MAX interfaces to Screen 32 so if the fields on Screen 32 are missing it will cause students not to show up. At the Main Menu type: **E**

:PON16

**:SORT XXXX BY ROOM BREAK-ON ROOM "P" BY NAME NAME 1221 1222 1223 1224 1225 1226 40 41
102 104 (N)**

4TH AND 5TH GRADE EL STUDENTS

Please review the September 2008 newsletter page 6 for English Sentences for 4th and 5th grade EL students who have been in your school since kindergarten or 1st grade and have not yet reclassified. Those sentences will help you determine what areas need to be strengthened in order for your students to reclassify.

TRANS KINDER YR

This year there are several pilot schools trying out a "Transitional Kinder Year" grade. Schools with this pilot grade should have "10-11" entered in Screen 4, field 62 for those students. If "10-11" is not filled in for students at your school that are part of this program please enter it for them.

```
42 PREV LAUSD LOCN:
100 TRACK          :
101 CROSS TRACK   :
62 TRANS KINDER YR:
102 GRADE         :
104 ROOM          :
105 TEACHER EMP #:
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ENROLLMENT TIPS

Please review the September 2008 newsletter for enrollment tips. If you no longer have a copy you can find previous newsletters on esis.lausd.net > sis newsletters> then search for the newsletter you want. Please visit our website to also print the SPECIAL EDITIONENGLISH SENTENCE MANUAL!.

CST SCORES

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). Please review the September 2008 newsletter pages 3-5 for English Sentences for: CST 4th grade writing scores, CST Science scores (note: change the date to reflect last year's date "04-28-10"), CST scores for Gifted/IEP/RSP, CST scores for EL's, CST scores- Master Plan, CST scores for those students who scored Far Below Basic, Below Basic, or Basic, and CST scores in descending order.

RECLASSIFICATION

VERY IMPORTANT NEWS!!!!

One of the reclassification criteria is to have a "3" or a "4" in all of the ELA sections on the report card. This year the second reporting window is as follows:

	Reporting Period Dates			Days	LAUSD MAX Grade Entry Window		
2nd Reporting Period	Single Track	12/13/10	03/25/11	58	Single Track	03/14/11	03/30/11
	4-Track A	11/15/10	04/15/11	61	4-Track A	04/04/11	04/20/11
	4-Track B	11/15/10	02/25/11	58	4-Track B*	02/14/11	03/02/11
	4-Track C	11/15/10	02/11/11	49	4-Track C*	01/31/11	02/16/11
	4-Track D	09/27/10	02/11/11	62	4-Track D*	01/31/11	02/16/11
	* = will be able to use their 2nd reporting grades count towards reclassification.						

Looking ahead at the Master Plan Survey, which this year will be on 03/01/2011, Single track schools and 4-Track A will **only have the 1st reporting period to reclassify students (if grades are the only criteria holding them back)** before Master Plan Count day. Schools will be able to reclassify any student that is eligible throughout the year but in order for them to count on the Master Plan Survey they must be done before the Count day.

GIFTED REPORTS

There are two reports in SIS to identify potentially gifted students that correspond to the identification criteria which includes the California Standards Test. The reports reflect changes in state testing requirements that now use CST scores as the primary test.

GIFTED 2-YEAR

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 the 2009 and 2010 school years. The report also list 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 3-YEAR

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 2008, 2009 and 2010 school years. The report also list 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:
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 the gifted roster with each room on a separate page add ""P"" *after* BREAK-ON ROOM.

DELETING ROOMS AFTER THE FIRST DAY OF SCHOOL

Closed rooms:

If you have had to close a room and redistribute the students, you must leave the closed room in your room file (Screen 16 option 2) with the grade but no teacher assigned. That room number cannot be used for the remainder of the this school year. If you have to use that room number place an "x" after the number, ex: "15x"

If you delete the room you will delete the rooms attendance history in ISIS.

NEW EZ ACCESS USER ROLE (ELEMENTARY SCHOOL OFFICE MARK REPORTING)

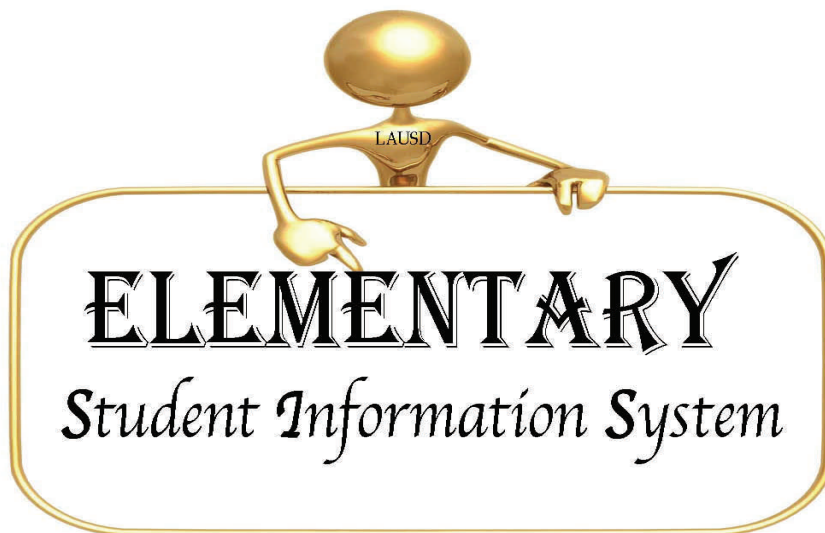
Elementary School Office Mark Reporting role.

Elementary SIS will no longer process requests for student grade change and or entry. The updating/entering of grades will be managed at the school site by the Principal or the Administrative Designee. Effective September 17, 2010 there will be 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.

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."

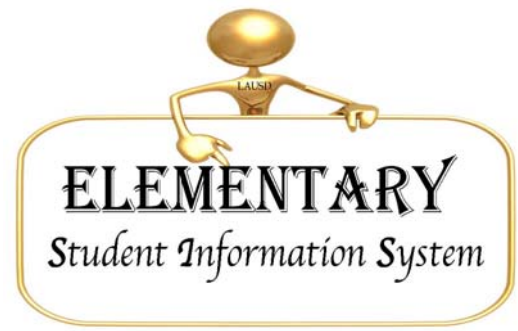
ATTENDANCE AND MARK REPORTING

Attendance and Mark Reporting for the 2010-2011 school year will continued to be done in ISIS. ISIS Phase 2 rollout has been postponed until further notice. Please make sure to adhere to all current policy regarding attendance taking and mark reporting.



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Once your school has been approved for displaying photos of your students in Elementary SIS follow the directions on this form to load pictures. If your school was previously approved there is no need to fax in the approval form.

Instructions for uploading pictures using the Legacy (Blue Screen)

1. Place the photo CD in your CD drive.
2. At the Main Menu of SIS type :E
3. If you are using Kranz type :**GET-KRANZ-PHOTOS D** where "D" = CD Drive Letter; if it's in F drive, type the letter F.
4. If you are using Lifetouch type: :**GET-LIFETOUCH-PHOTOS D** where "D" = CD Drive Letter; if it's in F drive, type the letter F.
5. For all other companies type :GET-PHOTOS D where "D" = CD Drive Letter; if it's in F drive, type the letter F.

You must upload the CD, individually to EVERY PC that you want to see the photographs on.

Instructions for uploading picture files for users of Web-SIS

1. Place the photo CD in your CD drive.
2. After your computer recognizes it you will see a pop-up menu on your screen asking what you would like to do with it. Close the message box.
3. From your desktop view, click on "My Computer."
4. Click on the icon representing your D: \ drive or the drive that holds the CD. It is sometimes called your DVD-RAM Drive (D:)
5. Click on "File" in the upper left corner of your screen
 - a. You will see a drop-down menu click on "NEW"
 - b. Another drop-down menu will appear click on "FOLDER"
 - c. You will see a new folder appear on the screen, it will say "NEW FOLDER"
 - d. Type "**SIS**" to rename it.
6. **If you are using Lifetouch:**
 - a. Under the "Other Places" heading, on the left side of your screen, click on the "My Computer" icon
 - b. Right click on the "Lifetouch" CD icon
 - c. Click on the "Open" option from the drop-down menu.
 - d. Click on the "Lifetouch" folder
 - e. Click on the "Images" folder
 - f. Click on the "Edit" option on the toolbar
 - g. Click on the "Select All" option
 - h. Click on the "Copy the Selected Items" option on the left side of the screen, under "File Tasks" option
 - i. On the new pop-up menu click the "SIS" folder. You may need to scroll up or down to find it.
 - j. Click on "Copy"
 - k. The photos should now be copied to the SIS folder
7. **If you are using Kranz:**
 - a. Under the "Other Places" heading, on the left side of your screen, click on the "My Computer" icon
 - b. Right click on the "Kranz" CD icon
 - c. Click on the "Edit" option on the toolbar
 - d. Click on the "Select All" option
 - e. Click on the "Copy the Selected Items" option on the left side of the screen, under "File Tasks" option
 - f. On the new pop-up menu click the "SIS" folder. You may need to scroll up or down to find it.
 - g. Click on "Copy"
 - h. The photos should now be copied to the SIS folder