



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

NEWSLETTER

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Print July and August Newsletters

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

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Distribution:

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

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Students Retired During Summer Recess

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 <enter>**

: PON16

: SORT XXXX-RET WITH 191 GE "04-25-11" AND WITH 84 = "9" BY NAME
 NAME GRADE ROOM 190 191 192 (N)

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 <enter>**

: PON16

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

REMINDER: Please remember to check Screen 32 when you bring back records from the retired file in order to make sure it reflects the students current E code and date, grade and room assignment. Screen 10 should maintain the original E code and date when the student first entered your school for grade K and above.

Enrollment Guidelines

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

1. No punctuation is used and everything is typed in CAPITAL letters (on blue screen SIS). Web-SIS will convert your lowercase letters into uppercase, or you may use uppercase for data entry.
2. **JR, II, III** name suffixes are placed after the LAST NAME . (ex: **SMITH JR** or **SMITH III**). Never place in the middle name or first name fields.
3. Descriptors for sibling multiples, such as (**TWIN**) , (**TRIP**) , (**QUAD**) , (**QUIN**) , (**SEXT**) , are placed after the MIDDLE NAME in parenthesis as shown. If there is no middle name, place in parenthesis by itself.
4. Nicknames are entered on Screen 2, field 4 (Student Information Screen), not Screen 10.
5. The # (pound) sign precedes apartment numbers or letters or unit numbers in the STREET NAME, field 6. (i.e., **1258 OAK ST #3**, **1034 DUNCAN AV #B**)
6. Use the letters **N, S, E, W** (without any periods) instead of spelling out North South, East or West (i.e., **N HOPE ST**)
7. User 2 letter abbreviations for street types, ie: **AV** for Ave., **BL** for Blvd., **CN** for Canyon, **DR** for Drive, **RD** for Road, and **WY** for Way...remember no periods (or any punctuation!)
8. Separate each part of the address by a space, except after the pound (#) sign. (i.e., **321 MAIN ST #16**)
9. Spell street names in full, no abbreviations. (i.e., **TOPANGA CANYON BL**, not **TOPANGA CYN BL**)
10. Always write numbered streets as numbers, not words. (i.e., **5TH**, not **FIFTH**)
11. Always write **TH, RD, ST** as part of numbered street name without a space (i.e., **3RD**, not **3 RD**)
12. If the address has a fraction, write **1/2** or **1/4**, using the forward slash, not **1-2** or "**HALF**".
13. Enter mother's/father's business address, not the name of the employer or company title. (i.e., **123 N MAIN ST**, not **SAM'S MARKET**)
14. If the mother or father is not listed, unknown, or deceased, leave the field blank. NEVER add comments such as "NWC", "SEPARATED", "DIVORCED", or "DECEASED" to Mother, Father or Guardian fields.
15. To complete the enrollment, also be sure to enter data on the following screens:
 - SCREEN 2: field 57 and/or field 58 if Asian or Pacific Islander ethnicity, field 189 and 186.
 - SCREEN 3: field 39 the P/G Language (if parent indicates s/he wants correspondence in language other than the child's home language in field 150.) Field 45 Parent Ed Level, and Emergency Contacts
 - SCREEN 11 : Update Immunizations Information
 - SCREEN 31: Enter Parent/Guardian phone contact numbers (emails to if parent provides)
 - SCREEN 32: Current Year E code, E date, Room, Grade (Track) and SDP code if applicable.

Web-SIS Users: Be sure that your keyboard is not using any international characters (ex: á, ñ, ü) and do not attempt to use them in Web-SIS. These characters cannot be interpreted or can cause problems with the blue screen SIS

Closing Rooms After 1st Day of School

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"

It is extremely important that you do not delete the room or you will delete the room's attendance history in LAUSDMAX.

Norm Day Classification

Data will be captured electronically for the Norm Day Classification on **Wednesday, October 5 at 5:00 p.m.** for all elementary schools, regardless of calendar. Prior to that day, be sure to generate test run classification reports, and re-view 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 letter** 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 total teacher counts on the last page.)

On Thursday, October 6, 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.** For more information see *REF-1074.9 Norm Dates and Calendars of Classification and Statistical Reports for School, 2011-2012*

Non Resident School Codes

Below you will find the most current non-resident codes that can be used in Field 81 on Screen 13.

*** Inter-District Permits and Romero Open Enrollment Permit must have prior approval from the permits office**

8	Caregiver's Affidavit	45	Disaster
9	Inter-District Permit*	46	Charter School
10	Bilingual-ESL Program Assignment	50	Parent Employment Permit
11	Direction of Superintendent	51	Safety and Protection Permit
14	Child Care Permit	52	Charter Opt-Out Permit
18	Opportunity Transfer (O.T.)	53	University Outreach Permit
22	Continuing Enrollment Permit	54	Romero Open Enrollment Permit*
40	Open Enrollment	55	Senior Status Permit
41	Advanced Studies Permit	56	Specialized Program Permit
43	Overcrowded Permit		

CST / CMA Test Scores

CST and CMA 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). CMA scores are indicated by the "#" sign next to the score or performance level on these and other reports

Teachers can also access their new and previous students' CST and CMA scores as well as detailed content strand results (# and % items correct for each strand) in *MyData* from the CST tab found on the *My Students, Previous Year's Data* and *My Former Students, End of Year Data* dashboards on the **Classroom** Menu. See the <http://mydata.lausd.net> landing page for more details. The following sentences can also be used to analyze results.

CST scores - descending CST LA Scores (by track by grade, includes CST Math scores) : (PON16)

```
:SORT XXXX WITH CST-DATE BY TRACK BREAK-ON TRACK BY GRN BREAK-ON GRN "'P'" BY-DSND CST-LA-SCR BY NAME 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 - descending CST Math Scores (includes CST LA scores) : (PON16)

```
:SORT XXXX WITH CST-DATE BY TRACK BREAK-ON TRACK BY GRN BREAK-ON GRN "'P'" BY-DSND CST-MATH-SCR BY NAME 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 the previous 2 sentences by room, substitute **BY ROOM** for **BY GRN** and **BREAK-ON ROOM** for **BREAK-ON GRN** and **GR** for **ROOM** at the end of the sentence. (Continued on next page...)

CST/CMA Continued...

5th grade students were also tested in Science . Run one of these two sentences based on your configuration (K-5 or K-6): (PON16)

CST Science scores for last year's 5th graders for K-5 schools:

```
:SORT XXXX-RET WITH 191 GE "4-28-11" AND WITH CST-SCI-SCR BY ROOM BY NAME BREAK-ON ROOM
''P'' NAME CST-SCI-LVL CST-SCI-SCR GRADE (N)
```

CST Science scores for last year's 5th grades 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)
```

Many schools also wish to print rosters of the California Reading List for students who took the CST last 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: (PON)

```
:SORT XXXX WITH CA-READ-LIST BY ROOM BY NAME BREAK-ON ROOM-TCHR ''PB'' NAME CA-READ-LIST
GR HEADING "READING LIST FOR 'PB'" (N)
```

These and many other sentences for CST can be found on pages 14-15 of the **Special Edition : English Sentence Manual** found on the SIS Newsletters web page at: <http://www.lausd.k12.ca.us/lausd/offices/sis/NewsLetters.htm>

STS Scores

Schools that administered *Standards-Based Test in Spanish* or STS, can find the results for their students on Screen 7 Testing Menu, Option 11 STS Menu. Users can access the STS screen or print out the Current Teacher or Previous Teacher reports just like those for CST/CMA.

To access school level reports, go to the official STAR results site at <http://star.cde.ca.gov/> select the test, "STS" from in the test results search page.

No Primary Language Test?

The following sentences can help you locate the students that need (or are missing) this primary language assessment:

To generate a roster of EL students with No Primary Language Assessment, by grade, then by room, at the Main Menu type: E <enter>

```
:PON 16
```

```
: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 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

```
:PON 16
```

```
:SORT XXXX WITH NO 162 AND WITH NO 94 AND WITH NO 148 BY GRN BY ROOM BY L1 BY NAME
BREAK-ON ''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 for a specific track, insert **AND WITH TRACK = "X"** after **NO 148**.

Primary Language Assessments

After administering the Initial CELDT to determine if students are English Learners (Language Classification = "LEP") These newly identified EL students (K-5/6) who speak a primary language other than English must also be assessed in their primary language within 45 calendar days of enrollment. The following assessments can be used based on the primary language:

P2000 Español and LAS Español for Spanish Speakers (Home Language, Field 150 = "60")

- 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 and above.
- Follow the directions in Reference Guide REF-4310.3 *preLAS 2000 English, preLAS 2000 Español / LAS links Español, Elementary Schools* for information on scoring and returning these documents.

BINL Inventory for languages other than Spanish

- Administer the BINL (Basic Inventory of Natural Languages) to ELs with home languages other than Spanish for the following 33 languages:

Arabic 11	German 37	Inupiaq 10	Portugese 66
Armenian 15	Greek 38	Japanese 45	Russian 55
Cantonese 22	Hebrew 41	Korean 49	Serbo-Croatian 70
Cambodian(Khmer) 19	Hindi 42	Lao 51	Tagalog 62
Creole 27	Hmong 68	Mandarin 25	Taiwanese
Dutch 30	Ilocano 89	Navajo 8	Toishanese 21
Farsi 61	Indonesian 46	Pilipino 62	Ukranian 81
French 35	Italian 43	Polish 65	Vietnamese 83

Follow the directions in Reference Guide REF-4822.1 *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 the School Information Branch BINL/LAS Processing Center, Beaudry, 16th 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-4822.1 to administer and document the *Informal Assessment of Home Language Literacy* .

In SIS enter the testing date of the IAHL on Screen 5, field 148

Directory Information - 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.

1081	Dept of Health	1083	Name
1182	Dept of Children/Family Services	1084	Address
1183	Dept of Mental Health	1085	Telephone
1184	Dept of Probation	1086	Birth Date
1080	PTA	1087	Dates of Attendance
1082	Elected Officials	1088	Previous School(s)
1089	Media - Interviews/Photos		

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** <enter>

: 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.

Reclassification Monitoring: ELs in Grades 4 +

Students in grades 4 and above that have been at your school since kindergarten and have not yet reclassified are in danger of becoming *Long-Term* English Learners in their secondary school years. The sentences below can help you identify and determine what areas need to be strengthened in order for these students to reclassify:

This roster is sorted alphabetically by grade level and include the most recent CELDT, CST and IEP information (if applicable), as well as Master Plan info, reading and writing progress report marks. (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)
```

To print the roster by track, by room, with a space between the rooms: (PON16)

```
: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)
```

Note: After the first mark reporting period for 2011-12, change **PREV-READ-MARK** and **PREV-WRITE-MARK** to **READ-MARK** and **WRITE-MARK** to see most current marks in this school year.

Coordinators should also take a look at the newly updates EL Monitoring reports on *MyData*. You can find them on the **School** Menu, under **English Learners**. Click on the **EL Monitoring** tab. These reports summarize the reclassification alerts teachers see on their Classroom EL Monitoring rosters, and allow you to drill down to student detail reports.

For more information, go to the Resources page at <http://mydata.lausd.net> and print out the quick guide and/or watch the training video for "Long Term English Learners".

Transitional Kindergarten

During the 2010-11 school year, some schools piloted the transitional kindergarten program. Students at schools that participated in this pilot should have "10-11" entered in Screen 4, field 62 for those students. This stays with the student and cannot be deleted.

For students that will be participating in the transitional Kinder program this year, enter grade on Screen 32 as OT, and FI (file) the record. Proceed to Screen 4, field 62 and enter "11-12"

Look out for the upcoming Reference Guide for *Transitional Kindergarten* on the Inside LAUSD website for specific guidelines regarding enrollment to this program.

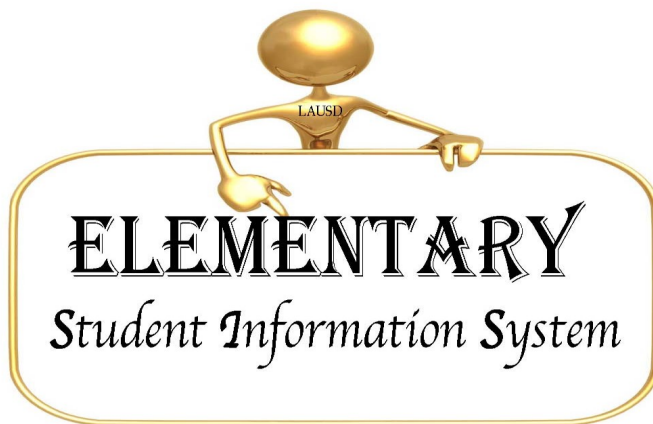
"Retire" vs "Delete"

These two terms often get confused because of the number of enrollments being processed this time of year. When you retire a student, you move the student from your active file to your inactive or "retired" file. If the student leaves, but then returns, we try to use the same record number for the student. Once a student has attended your school, you never ask to delete the record, you retire the record as of the last day the student attended your school. Deleting a student's SIS record is reserved for students that have pre-enrolled *but NEVER ATTENDED YOUR SCHOOL*.

REMEMBER!

- **RETIRE**—When a student *has attended your school* and is now leaving, you L'out the student by completing Screen 13 and retiring the student record with the DE command at the prompt.
DO NOT SEND A DELETE FAX FORM FOR THESE STUDENTS.
- **DELETE**—When a student pre-enrolls, but then *never shows up to your school*, you use the Deletes form to fax in the 4 digit id, name and other info we need at ESIS support to remove the student from your ESIS records. Remember that these students will be deleted automatically if no attendance is taken or student is absent for 3 days.

IMPORTANT: *When another school contacts you asking to L'out a student that is now enrolling in their school, do your best to retire the student promptly from your location so that the student can be we enrolled properly at the new location. THANK YOU!*



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