

TRANSFER DATA INFORMATION

All student data for matriculants transfers to the middle schools. The Transfer Data Report shows the basic information that must be updated before this occurs. Elementary schools must have all the required information into SIS by:

Electronic transfer #1 **5:00 p.m. February 20, 2004**

Electronic transfer #2 **5:00 p.m. May 21, 2004** (for students who enrolled after February 20 and for updating information such as DPI or DRW scores).

To view a list of those students missing field 192 (Next School Location), at the Main Menu type:

:E < enter >

:PON16 < enter >

**:SORT XXXX WITH GRN = "5" AND WITH
NO 192 BY ROOM BY NAME NAME
GRADE ROOM FULL-ADDRESS (N)**

Enter the new middle school location code on Screen 13, field 192. (For schools with 6th grade matriculants, substitute "6" for "5" in the above sentence.)

Elementary school personnel are encouraged to have articulation meetings with middle school personnel to help plan for the successful transfer of accurate and complete information. Middle schools will not need to ask elementary schools for a PAR (Pupil Accounting Report) nor any additional reports.

DEVELOPING READERS & WRITERS

After the second reporting period, schools may print a roster of matriculating EO, IFEP, RFEP, or EL students with ELD level 5 who are at risk of not meeting standards based promotion criteria.

At the Main Menu type:

:E < enter >

:DRP-CANDIDATES < enter >

Students on this list are required to take the Developing Readers and Writers test. Then, the DRP date and score must be entered on Screen 12.

WEEKEND WARRIORS

If you plan to work on SIS during the weekend, fax a request on school letterhead signed by the principal to Elementary SIS (213) 241-8498. On that Friday, ESIS will verify that the system will be available and phone you with a confirmation. It is important that ESIS be notified, in case of any system outages.

HOME AT LAST!

Classroom teachers will soon be able to access the Online Progress Report system for their students at home using any Internet Service Provider (ISP) including cable or DSL access:

1. **Logon to ESIS using**
http://esis.lausd.net <enter>
2. **Type the employee number**
3. **Type OPR password**
click on enter
4. **Click on Online Progress Report (OPR)**
5. **Click on Continue to OPR**

The classroom teacher can then enter marks by student or by class.

OPR & SOAR PASSWORDS

Beginning in February, 2004, all Online Progress Report and SOAR (Student Online Assessment Report) users are required to do the following for security reasons:

- read and agree to the District's Acceptable Use Policy (AUP) by signing the online and hard copy of the AUP
- obtain an LAUSDnet account
- change access passwords every 180 days (6 months)

Passwords cannot be re-used and will need to meet certain specifications:

- at least 1 number and 1 letter in a password that is 8-12 characters in length (example: ABCDEFG1 or 1234567A)
- no more than 2 repeating characters

To create a new OPR/SOAR password:

1. **Logon to ESIS using**
http://esis.lausd.net <enter>
2. **Type the employee number**
3. **Type your OPR / SOAR password**
4. **Click on "Update My Account"**
5. **Type current password**
6. **Type new password**
7. **Retype new password**
8. **Click on "Update Account"**

To prevent blockage write down the new password. If the user has made 5 (five) failed attempts to log-on, access will be blocked to that user for 6 hours unless he/she calls ESIS to re-establish access. As per "Security Procedures for Accessing Online Progress Reports and SOAR from Home" BUL-709, dated December 22, 2003.

NEW E CODE! E1

The E codes correctly used on SIS are:

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

E1 will 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 the 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.

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

This student will now have 2 E codes and 2 E dates.

E1 is NOT to be used in SIS when a child changes classes or tracks within the same school.

TOO YOUNG? TOO OLD?

The difference between the age and the grade of elementary school students is generally a number between 5 and 6. For example, kindergarten students are usually 5-6 years old. To view a list of students who are out of this age range, type the following English sentence at the Main Menu:

**:E
:CHECK-AGE**

Students on this list may have been retained, may have been placed in a lower grade due to error or special circumstances, or there may be a data entry error when the student's birthdate was entered in SIS. Correct birthdate data entry errors on Screen 10, field 15.

**CORRECTING
DUPLICATE ENROLLEES**

When you discover that you have enrolled a student who has previously attended your school, contact Elementary SIS to delete the extra local ID number. Before you do that, you will need to do a little bit of research. First, print out the information on Screen 14, Option 3, for both numbers. If one of the numbers contains information on Screen 7 Testing Menu, option 4 (California Standards Test Screen), option 5 (Performance Assessments Screen), or option 6 (CELDT Menu), this should be the ID number that must be kept. If neither number contains CELDT, CST, nor PA information or both numbers contain the same CELDT, CST, or PA data, keep the ID with the most information. Then call SIS and tell us which ID number to delete and which to keep.

To prevent this mix-up from occurring, remember to check your retired file list to see if the new enrollee had previously attended your school. If he or she has previously attended your school, leave the student in the retired file.

Then:

- enter the 10 digit LAUSD ID on Screen 16, option 11
- answer yes to "Has this student been at your school before?"
- enter the student's previous 4 digit ID from your school
- the student's record from the previous school will be brought over and the 4 digit ID from the retired file will be activated
- update student information

CITY SPELLCHECK

When enrolling a student on Screen 10, a warning message will now appear if field 7 (city of residence) is misspelled. e.g. if LES ANGELES is entered, "INVALID CITY. PLEASE REENTER" appears at the bottom of the screen. If you think that a city is correct, but is missing from the SIS list, notify ESIS.

**MAGNET SCHOOLS
REMINDER**

ALL students enrolled in magnet schools should have the code "MAG" entered on the TRAV PROGRAM Field (field 80). This field is found on either the L CODE & TRANSFER Screen (Screen 13) or on the TRANSPORTED STUDENTS (Screen 21). This information is required even if the child lives in the vicinity of the school and does not receive District provided transportation.

To identify any students who are missing this information, run the following English sentence.

**: E
: PON
: SORT XXXX WITH NO 80
BY NAME NAME GRADE
ROOM 80 85 (N)**

Regular kindergarten students attending magnet schools **but not** considered magnet enrollees should NOT have information in this field.

**CHANGE FOR FIELD 98
(LAUSD ENTRY GRADE)**

To comply with state testing data requirements, field 98 - LAUSD Entry Grade, (Screen 4), is being changed to reflect the **most recent LAUSD entry grade**. For example, a student who entered an LAUSD school in Kindergarten, then left to attend school in another country, and has now returned to LAUSD in 4th grade, should have 4 in field 98, not 0.

The good news is that office personnel do not need to enter or change this data.

Field 98 has recently been updated by SIS for all current students. For new or returning students, field 98 will automatically fill-in when the student is enrolled.

TESTING DATA

Schools must enter all required student information into SIS in preparation for spring California Standards Tests (CST), California Achievement Tests (CAT6), and APRENDA Testing in order to receive accurate pre-coded answer documents or barcode labels. (Reference Guide-673 "Updating Elementary SIS to Prepare for Testing Programs", Spring 2004.) The student information must be updated in SIS no later than 5:00 p.m. on the following dates:

CST and CAT/6, Grades 1-5/6

Single track	February 17
3-Track A, B	March 1
4-Track A, B, C	

STAR - CST Writing Test, Grade 4 ONLY

3-Track B	March 15
4-Track C	

APRENDA

Single Track	March 15
3-Track A, B	
4-Track A, B, C	

Print Required Testing Data Rosters from Screen 7, option 7 (or Screen 20, option 23) to identify missing data. Use the following English sentences to assist you in data clean-up:

State Required Fields–Tolerance Levels

Missing 115 Meal Program

PROVISION II AND III SCHOOLS ARE EXEMPT AND DO NOT NEED TO ENTER CODES FOR THIS FIELD.

For NON Provision II and III schools the following English sentence will identify missing meal codes.

: PON
: SORT XXXX WITH GRN GE "0" AND WITH NO 115 BY NAME NAME GRADE ROOM 41 115 (N)

Enter the information on Screen 4, field 115.

Missing 162 Classification

: PON16
: SORT XXXX WITH GRN GE "0" AND WITH NO 162 BY NAME NAME GRADE ROOM 40 41 150 162 (N)

Missing 121 Sp Ed Student Eligibility

: BAD-IEPDATES

Add eligibility on Screen 24, field 121.

Missing 57 Asian/PI subgroups

: A-PIETHN

Add code on Screen 2 field 57 or 58.

State Required Fields–Not Tolerance Levels

Missing 39 P/G Language

: PON
: SORT XXXX WITH NO 39 BY ROOM BY NAME NAME GRADE ROOM 150 39 (N)

Enter parent/guardian language (field 39) individually on Screen 3, or by class on Screen 16, option 7.

Missing 45 Parent Ed Level

: PON
: SORT XXXX WITH NO 45 BY ROOM BY NAME NAME GRADE ROOM 45 (N)

Screen 3 or Screen 16, option 7, field 45

Missing 189 CA 1ST Sch Date

This sentence will print students with an E code of E7:

: PON16
: SORT XXXX WITH GRN GE "0" AND WITH 40 = "E7" AND WITH NO 189 BY ROOM BY NAME NAME GRADE ROOM 40 41 189 (N)

Field 189 will be the same date as field 41 (E date).

Enter the date for CA 1st School Date (field 189) on Screen 2 or Screen 16, option 7, field 189.

After you did the previous sentence, if the E codes are E2, E3, E4, E5:

: PON16
: SORT XXXX WITH GRN GE "0" AND WITH 40 NE "E7" AND WITH NO 189 BY ROOM BY NAME NAME GRADE ROOM 40 41 189 (N)

Look on the enrollment form in the cum to determine CA 1st School Date.

Missing 186 US 1ST Sch Date

FIELD 186 IS ONLY FOR FOREIGN BORN STUDENTS

This sentence prints students with an E code of E7:

: PON16
: SORT XXXX WITH GRN GE "0" AND WITH 19 NE "USA" AND WITH 40 = "E7" AND WITH NO 186 BY ROOM BY NAME NAME GRADE ROOM 40 41 19 186 (N)

Field 186 will be the same date as field 41 (E date).

Enter date on Screen 2.

After you have done the previous sentence, and the E codes are E2, E3, E4, E5:

: PON16
: SORT XXXX WITH GRN GE "0" AND WITH 19 NE "USA" AND WITH 40 NE "E7" AND WITH NO 186 BY ROOM BY NAME NAME GRADE ROOM 40 41 19 186 (N)

Look on the enrollment form in the cum to determine US 1st School Date (field 186) and enter date on Screen 2.

ADDRESS CLEANUP

Now is a good time to cleanup your address information in preparation for Spring Testing and the transfer of information to the middle schools. Run your school's address rosters from Screen 14 (Report Menu), option 11. Make sure the address data is consistent and follow the tips listed below.

For example:

1225 W 75TH ST is correct

The following are variations and need to be corrected:

1227 WEST 75TH ST

1229 W 75 ST

1231 W 75TH STREET

Tips:

1. No punctuation
2. The pound sign (#) precedes apartment numbers or letters (1258 OAK ST #A)
3. Use the letters N, S, E, and W instead of spelling out NORTH, SOUTH, EAST, WEST (N HOPE ST)
4. Use 2 letter abbreviations for street types (AV, BL, CN, DR, RD, WY)
5. Separate each part of the address by a space, except after the pound sign (321 S MARIPOSA AV #16)
6. Completely spell out street names (1234 LAUREL CANYON BL)
7. Enter numbered streets as numbers, not words (5TH, not FIFTH)
8. Enter "TH", "RD", "ST" as part of the street name (1ST, 3RD)
9. If the address has a fraction, enter it as 1/2 or 1/4, not 1-2 nor "HALF"

TWINS

When enrolling a new student who is a twin, (TWIN) is placed after the middle name. If (TWIN) is placed after the last name, the SIS system now reads TWIN as part of the last name.

SBP - STANDARDS BASED PROMOTIONS

Students in grades 2-5 who may be at risk of not meeting promotion standards can be identified by typing the following "commands" at the Main Menu:

For 2nd and 3rd grade EO, IFEP, RFEP, and LEP students at ELD level 5

: E
: SBP-ROSTER-23

For 4th and 5th / 6TH grade EO, IFEP, RFEP, and LEP students at ELD level 5

: E
: SBP-ROSTER-45

For LEP students in grades 2-5/6 at ELD levels 1-4

: E
: EL-SBP-ROSTER

The last 3 columns of the EL-SBP-ROSTER should be reviewed to evaluate whether a student who has not met standards-based promotion criteria is a candidate for a waiver.

For detailed information regarding promotion/intervention, see Bulletin BUL-601 "Standards-Based Promotion (SBP) Policy, Parent Notification and Appeal Process for Elementary Schools", dated December 17, 2003 and Reference Guide REF-799 "Required Elementary SIS Data for Standards-Based Promotion and Intervention Programs for 2003-2004", dated February 9, 2004.

IMPORTANT DATES TO REMEMBER

FEBRUARY 2004

- 4 Begin completing Transfer Data fields
Rebuild Files - Districts A - C
- 11 Rebuild Files - Districts D - G
- 16 Presidents' Day Holiday
- 17 CST / CAT/6 testing data due in SIS for Single Track schools
- 18 Rebuild Files - Districts H - K
- 20 Middle school transfer data information due in SIS for matriculating 5th and 6th graders

MARCH 2004

- 1 CST and CAT/6 testing data due in SIS for:
3-Track Schools, A, B
4-Track Schools, A, B, C
- 10 Rebuild Files - Districts A - C
- 15 STAR - Writing Test (Grade 4 only) testing data due in SIS for:
3-Track Schools, B
4-Track Schools, C
- APRENDA testing due in SIS for:
Single Track
3-Track Schools, A, B
4-Track Schools, A, B, C
- 17 Rebuild Files - Districts D - G
- 24 Rebuild Files - Districts H - K

