



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Updating Elementary SIS to Prepare for Testing Programs, Spring 2005

NUMBER: REF-1384

ISSUER: Esther Wong, Assistant Superintendent
Planning, Assessment and Research

DATE: November 1, 2004

Due Various Dates

ROUTING

Local District Administration
Principals
STAR Coordinators
SIS Coordinators
School Administrative Assts.

PURPOSE: The purpose of this Reference Guide is to provide school staff with instructions on the updating of SIS in preparation for spring California Standards Tests (CST); California Achievement Tests, Sixth Edition (CAT/6); California Alternate Performance Assessment (CAPA); and Aprenda testing. Pre-coded answer documents or barcode labels will be produced only for students who have all the required information in SIS.

MAJOR CHANGES: The information contained herein is critical. School principals and STAR coordinators should read the entire reference guide. The major changes are found in Sections C, D, E and F.

INSTRUCTIONS: **A. Pre-coded Answer Documents and Barcode Labels**

Pre-coded answer documents will be provided to schools in preparation for the STAR (Standardized Testing and Reporting) testing program which includes the CST and CAPA for grades 2-11 and CAT/6 for grade 3. Barcode labels will be used for the Aprenda testing program and for the grade 1 CAT/6 answer documents.

By using the pre-coded answer documents or barcode labels, teachers will only need to hand-code limited information because most of the student information will be obtained from the school's Student Information System (SIS). If a pre-coded answer document or barcode label is not available for a student, the school must hand-bubble all required demographic information on the answer document.

B. Required Student Information and Associated Penalties

Schools must enter all required student information into SIS in order to receive pre-coded answer documents or barcode labels. The STAR Program requires the district to provide various types of student demographic information. This information is used to disaggregate test scores by ethnicity, gender, language fluency, and by program participation. It is also used for calculating the school's Academic Performance Index (API) and Annual Yearly Progress (AYP).



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Recently, a large amount of time and resources were spent fixing discrepant and erroneous demographic data by both the district and the schools. All of this information affects the school's API and AYP. The district was charged for all the corrections to the students' demographic data. It is essential that the data is accurate in SIS to avoid any additional charges.

A check for the completeness of the student demographics is done twice. The first check occurs before the pre-ID barcodes are printed. If the information is incomplete and state tolerance levels for missing information are exceeded, the school will be notified and the information must be completed before barcodes can be printed. **Students with incomplete demographics will not receive pre-ID barcodes.**

The second check occurs after testing. If a school returns answer documents that exceed the state tolerance levels, a fine is imposed for all students with incomplete data for a school. In both cases, schools will have only 24 hours to provide the correct information before an additional fine is imposed.

Other SIS information such as the student's home address is used to mail test results directly to the parent/guardian. It is very important to ensure that each student's home address is accurate in SIS. The district returned thousands of STAR Student Reports to the schools because the home mailing addresses were missing, incorrect, or out-dated. The schools were then required to acquire the correct address and re-mail the reports.

C. Important Dates

The student information must be updated in SIS no later than 5:00 p.m. on the following dates:

CST & CAPA, Grades 2-5/6 and CAT/6, Grades 1 & 3

Calendar	Due in SIS
3-Track C 4-Track D	January 3, 2005
Single Track 3-Track A, B 4-Track A, B, C	February 15, 2005

STAR – CST Writing Test, Grade 4 ONLY

Calendar	Due in SIS
Single Track 3-Track B, C 4-Track A, B, D	December 10, 2004
3-Track A 4-Track C	February 15, 2005



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Appendix

Calendar	Due in SIS
Single Track 3-Track C 4-Track A, C, D	January 28, 2005
3-Track A, B 4-Track B	March 18, 2005

D. Updating Student Information

1. Student District ID Number

The student District ID Number (birthdate/gender/serial number) is unique to each student and will be used to download the test results back into SIS and to calculate the matched student NCE gains for your school. If the student's District ID Number contains an incorrect birthdate or gender, school personnel must enter the correct birthdate and/or gender on Screen 10. This action will provide a new District ID Number for the student within 1-2 days. Students new to the district must also be entered into SIS. A Student District ID Number for these students will be provided within 1-2 days after they are enrolled in SIS.

2. English Learners

STAR testing regulations require the coding of the types of service English Learners are receiving (i.e., EL in ELD; EL in ELD and SDAIE; EL in ELD and SDAIE with Primary Language Support; EL in ELD and Academic Subjects through Primary Language). SIS will determine this coding based on the following:

- EL in Preparation for Reclassification (ELD level 5) and EL in Mainstream by parent request will be coded as: EL in ELD and SDAIE
- EL in Structured English Immersion Program (ELD levels 1-4) will be coded as: EL in ELD and SDAIE with Primary Language Support
- EL in Basic Master Plan Program or Dual Language Programs will be coded as: EL in ELD and Academic Subjects through Primary Language

3. Identifying Asian and Pacific Islander Students into Subgroups

To check the Subgroup Ethnicity of the school's Asian and Pacific Islander students, school personnel must run the roster (refer to the instructions below) to list all the students who have "2" (Asian) or



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“7” (Pacific Islander) in the Ethnicity-1 (Screen 10, field 11) and Ethnicity-2 field (Screen 2, field 56).

To verify the categorization of the school’s Asian/Pacific Islander students:

- a. Print a roster to verify the identification of these students. Logon to SIS, select Option 30 from the Main Menu, then run Option 16.
- b. Make any corrections necessary using Screen 2 to ensure the proper ethnic identification of the student.

Ethnicity Subgroup Codes – Screen 2 (Fields 57 & 58)

Asian

B	Cambodian
C	Chinese
I	Indian
J	Japanese
K	Korean
L	Laotian
V	Vietnamese
O	Other

Pacific Islander

G	Guamanian
H	Hawaiian
S	Samoan
O	Other
T	Tahitian

For the Asian/Pacific Islander students missing subgroup identification, the school may design its own form/letter or use Attachment A to collect the information.

4. Parent Education Level (Screen 3- Family & Emergency Information, Field 45)

It is the school’s responsibility to check the data and enter any missing Parent Education levels. Use the following codes:

- 1 Not a high school graduate
- 2 High school graduate
- 3 Some college (includes AA degree)
- 4 College graduate
- 5 Graduate school/post-graduate training
- 6 Declined to state or unknown



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E. Printing SIS Roster to Verify Data

Print the Testing Required Data Roster (Special Report Menu 20, Option 23 or Screen 7, Option 7) for each class and check the student information printed on the roster. Allow sufficient time to verify the information and enter all the changes or missing required information into SIS by the due dates listed above. The required fields are listed below.

<u>Screen 10</u>	<u>Screen 4</u>	<u>Screen 5</u>
10 Sex	*107 Most Recent Grade	150 Home Language
11 Ethnicity-1	Entered the School	151 English Profic. Date
15 Birthdate	*113 Migrant ID #	162 Classification
40 E Code	*149 Amer Indian	164 Program Placement
41 E Date		323 Reclassification Date
100 Track		
102 Grade		
104 Room		<u>Screen 24</u>
115 Meal Program		121 Special Ed Student Elig
		*142 Gifted Categories
<u>Screen 19</u>	<u>Screen 13</u>	<u>Screen 2</u>
➤116 Title I	80 Travel Program	56 Ethnicity-2
	81 Permit Code	57 Asian/PI¹ subgroups
<u>Screen 3</u>		58 Asian/PI ² subgroups
39 P/G Lang		✓189 CA 1 st School Date
45 Parent Ed Level		✓186 US 1 st School Date

Bolded fields are those on which the state sets tolerance levels. All others are state-required fields.

* Downloaded automatically in SIS.

➤"Y" is centrally downloaded for school-wide program schools. Only targeted assistance schools must complete this field.

✓Downloaded for all new Kindergarten students with E7 entry code.

VERY IMPORTANT!!!

After all the information has been entered into SIS and before the due date, print the Testing Required Data Rosters again and retain in the school's testing files.

F. CAPA SIS Update



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This year, pre-ID will be available for students taking the CAPA. In addition to the data that is verified in section E above, schools should ensure that all CAPA students are identified. To do this, print a roster which lists the students who have CAPA specified in Welligent. To print this roster, type the following English sentence at the Main Menu:

:E<Enter>

:CAPA-ROSTER<Enter>

School personnel must verify that all the students on the list are the ones who will be taking CAPA, and check the list for any missing students. If a student is missing, it may mean that the student may not have a complete IEP or CAPA has not been entered into Welligent as the STAR CST test the student should be taking.

If a change needs to be made to a student's CAPA status, it must be changed in Welligent per the student's IEP. This change cannot be made in SIS by the school.

RELATED RESOURCES:

None

ASSISTANCE:

- For assistance with SIS, please contact Elementary SIS Support at (213) 241-4617 or fax a request to (213) 241-8498.
- For assistance regarding the CST, CAT/6, CAPA, or Aprenda, please call the Student Testing Unit at (213) 241-4104.

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Planning, Assessment and Research

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ATTACHMENT A

ETHNIC DESIGNATION FOR
ASIAN/PACIFIC ISLANDER STUDENTS

School: _____ Room: _____

Student Name: _____ Grade: _____ Birthdate: _____

Dear Parent/Guardian:

As a parent/guardian of a student identified as an Asian/Pacific Islander, you now have the opportunity to further specify the ethnic designation of your child in one of the following categories:

Please check one of the following:

Asian

Chinese

Japanese

Korean

Vietnamese

Asian Indian

Laotian

Cambodian

Other Asian

Pacific Islander

Native Hawaiian

Guamanian

Samoan

Tahitian

Other Pacific Islander

Please return this form to the school as soon as possible.

Parent/Guardian Signature

Date