



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Updating High Schools Secondary SIS to Prepare for Testing Programs, Spring 2005

**NUMBER:** REF-1387

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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 Alternate Performance Assessment (CAPA), California High School Exit Exam (CAHSEE), 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 and E.

**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 for the CAHSEE for grades 10 and 11. Barcode labels will be used for the Aprenda testing.

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:

#### CAHSEE, Grades 10 and 11

Calendar	Due in SIS
3-Track B (Gr 10 Census, Gr 11) 3-Track C (Gr 10 Census)	December 10, 2004
Single Track (Gr 10 Census, Gr 11) 3-Track A (Gr 10 Census, Gr 11) 3-Track C (Gr 11)	January 25, 2005

#### CST and CAPA, Grades 9-11

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



**Appendix**

<b>Calendar</b>	<b>Due in SIS</b>
3-Track C	January 28, 2005
Single Track 3-Track A, 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 either the student's birthdate or gender is incorrect, please enter the correct birthdate and/or gender. This action will provide a new District ID Number for the student within 2-3 days. Students new to the district must also be entered into SIS. A Student District ID Number for these students will be provided within 2-3 days after they are enrolled in SIS.

2. English Learners

STAR testing regulations require the coding of the types of service English language 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). Based upon the information in SIS, the computer will determine the coding based on the following:

- EL in Preparation for Reclassification (PRP), EL in Advanced ESL 3/4, and EL in Mainstream by parent request will be coded as: EL in ELD and SDAIE
- EL in Structured English Immersion Program (ESL levels 0-2) 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. Parent Education Level

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



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- 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

## E. Key Fields Used to Report Student Demographic Information

Listed below are key fields used to report student information. The school must ensure that these fields are up-to-date and as correct as possible:

<u>Field Number</u>	<u>Field Description</u>
104	Birthdate
107	Gender
<b>108</b>	<b>Ethnicity</b> (if code = “2” [Asian] or “7” [Pacific Islander], cursor will advance to unnumbered field immediately to the right of field 108 to put in sub ethnicity – e.g., Chinese, Samoan)
236	2 <sup>nd</sup> Ethnicity (if code = “2” [Asian] or “7” [Pacific Islander], cursor will advance to unnumbered field immediately to the right of field 236 to put in sub ethnicity – e.g., Chinese, Samoan)
227	Parent Education Level
<b>270</b>	<b>Mobility: School</b> – Grade student <b>continuously enrolled*</b> until testing
301	Home Language
302	Home Correspondence Language
312	English Proficiency Test Date
362	English Proficiency Post Test Date
<b>341</b>	<b>Language Classification</b> (IFEP, LEP, RFEP)
351	Master Plan program
109	1 <sup>st</sup> US Enrollment
381	Reclassified FEP Date
221-225	If Title I targeted school, enter “S” in one of the program fields for students identified as Title I
215	Migrant
752-754	Gifted and Talented
<b>232</b>	<b>Free/Reduced Lunch</b>
152	Traveling Program (Magnet, CAP, PWT, OTS, PSC, etc.)
<b>701</b>	<b>Special Education Disability Code</b> (Special Day Class Code - field 702, and Special Attendance category - field 144, if applicable, will be checked)
703	Resource Specialist Program
711-715	Designated Instruction and Services (DIS)
761	Sec 504 Plan Date

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



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\* Continuously Enrolled – a break in enrollment of no more than 3 weeks (summer, winter, or spring breaks or intersession should not be included as part of the 3 weeks)

### F. CAPA SIS Update

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. School personnel must print a roster which lists the students who have CAPA specified in Welligent. To print this roster:

At the SIS menu, type: ID99,3 Press <Enter>

At the first screen, type: 4 Press <Enter>  
to accept today's date

On the next screen at  
STUDENT SELECTION type: 708 = Y Press <Enter>

At SORT SELECTION press: <Enter>

After the computer selects and  
sorts, a new screen appears: Select the <F4> option

For the report title, type: TEST WITH CAPA

Press: <Enter>

For item selection, type: 112 101 141 701 708

When finished, press: <F2>

On the next screen, press <F1>

The report will begin to print.

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.



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### G. Program NT28 – CST ONLY

This program enables schools to designate the order in which their CST pre-coded answer sheets are to be printed by the vendor. When school personnel run this program, a file will be created on the File Server. This file is then copied via the Gateway and sent to the vendor. The vendor will prepare the labels or answer sheets for each student and sort them in the same order as the file.

**If the school does NOT complete all the steps listed below BY THE DATE INDICATED IN SECTION C, the labels or answer sheets for each student will be delivered in alphabetical order by grade.**

The following steps MUST be completed:

1. For multi-track schools only, indicate if the file is for the early or late tracks to be tested.
2. Mark the classes in which students are to be tested. Spring semester student schedules must be in CL04 before running this program.
3. Print the classes that have been marked for testing and check it for accuracy.
4. Make changes to the marked classes if necessary.
5. Assign the students to the marked class using the <F1> option on screen F.
6. Print the student lists.

Note: If step 5 is not performed, answer sheets will be delivered in alphabetical order by grade. If, after completing steps 1-6, it is then discovered that the classes marked in step 2 need to be revised, steps 3-6 must be repeated.

Please look at the screens that follow as an example of this process. At the SIS menu, type: NT28 and press <Enter>. Screen A appears for multi-track schools. This screen does not appear for single track schools.



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## Screen A

NT28	CAT/6 Testing Selection
Automatically assign students to teacher/period based upon classes shown in CL04.	
Select which testing period. (Two separate files may be prepared.)	
<F1> Early	
<F2> Late	
Exit <Esc>	

The above screen (Screen A) allows multi-track schools to enter different information for early tracks to be tested and for the late tracks. Once the selection is made, a prompt appears asking for the track(s) to be tested. For example, at a 3-Track calendar school, when the Early Track option is selected, the user should indicate Track "C" for track being selected. Once the selection is made, press <Enter>.

## Screen B

NT28	CAT/6 Testing Selection
Please select	
<F1> Establish which teachers will administer the testing, including selection of periods.	
<F2> Print lists of teachers who will administer the tests.	
<F3> Prepare student lists, either by teacher/period or by student.	
<F4> Optional – Order all test forms sorted alpha within track within grade level. To be used instead of F1, F2, and F3.	
Exit <Esc>	

Choosing <F1> from Screen B produces the following screen:



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## Screen C

ClS		Course.....						Teacher.....			CAT/6
Nr	Nr	Emph	Title	Per	Days	Sem	Room	Nr	Name	Tst Y/N	
8027	170105	LA	ESL ADV 3	3		CS	202	065	KNILL, S		
8045	170105	LA	ESL ADV 3	1		CS	202	065	KNILL, S	Y	
8025	170110	LA	ESL ADV 4	3		CS	202	065	KNILL, S	Y	
8322	172021	BS	LAPL 3	5		CS	152	048	MARTIN, F		
8951	172022	BS	LAPL 4	2		CS	152	048	MARTIN, F		
8338	172113	LA	ESL 1A	1		CS	207	123	STEWART, D		
8339	172113	LB	ESL 1A	2		CS	207	123	STEWART, D		
8231	172114	LA	ESL 1B	5		CS	206	000	STAFF/FL/TRKC		
8232	172114	LB	ESL 1B	6		CS	206	000	STAFF/FL/TRKC		
8853	172115	LA	ESL 2A	1		CS	230	096	ELLIS, D	Y	
8854	172115	LB	ESL 2A	2		CS	230	096	ELLIS, D		
8403	172116	LA	ESL 2B	3		CS	207	123	STEWART, D		

  

Srch	Mass Mark/Unmark	Class#	Course #	Teacher	Previous Screen	Exit
<F1>	<F4>	<F5>	<F6>	<F7>	<Home>	<Esc>

Screen C above enables a school to enter or mark classes manually. To mark a class, the user places the letter “Y” under the CAT/6 Tst Y/N column. If the school is administering the test by departments or by class period, the user can mass mark the classes using the <F4> option. The departments allowed are ESL and English (17 and 23), mathematics (31), or social studies (37). If the <F4> option is selected, the following screen appears to mark classes:

## Screen D

NT28	Please select
	<F1> Remove Y from all classes
	<F2> Remove Y from all classes and then mark Y for all classes in Departments 17 and 23
	<F3> Remove Y from all classes and then mark Y for all classes in Department 31
	<F4> Remove Y from all classes and then mark Y for all classes in Department 37
	<F5> Remove Y from all classes and then mark Y for all classes that meet during period ____.
	Previous Screen
	Exit
	<Home>
	<Esc>

Once a selection is made, the computer will mark or unmark the classes and



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return to Screen C. The user can still edit other classes as needed. When finished with the selection process, press the <Home> key to return to Screen B. Next, the user should print and proofread the classes selected by selecting the <F2> option. When the <F2> is pressed, Screen E appears.

## Screen E

NT28
Print List of Teachers Selected
Select one or more of the following:
<F1> Yes/No Print List in Class Number Order
<F2> Yes/No Print List in Course Number Order
<F3> Yes/No Print List in Teacher Name Order
Begin Printing                      Previous Screen                      Exit
<F10>                                      <Home>                                      <Esc>

The user can toggle any combination of <F1>, <F2>, or <F3> to get the proper list(s) to print. Once the selection is made, press <F10> to start printing. When the printing finishes, Screen B will appear.

The next step is to print the list of students. To do this, the user selects the <F3> option from Screen B. The following screen appears.

## Screen F

NT28	CAT/6 Testing Selection
Please select	
<F1> Automatically assign students to teacher/period, based on classes shown in CL04.	
<F2> Print by teacher/period, showing students assigned.	
<F3> Print by student, showing teacher/period assigned.	
<F4> Print both lists	
Previous Screen	Exit
<Home>	<Esc>

The <F1> option on Screen F **must** be run after marking the classes in which to test. The user can adjust selections of marked classes as often as



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necessary. However, **if changes are made to the marked classes, the <F1> option shown on Screen F must be re-run to re-assign students to the revised marked classes.** Once the <F1> option is run, users can then choose to print either list or both.

When lists of students are printed, students on track(s) selected who were not enrolled in any of the marked classes will be printed first with a blank line following their name. This will allow the testing coordinator to assign the students to a testing room. Their answer sheets or labels will be printed in the order that their name appears on the printed lists. The testing coordinator can use the list to give these answer sheets to the proper teacher.

**Running the <F1> option on Screen F creates the file that will be electronically collected via the Gateway and delivered to the vendor for the pre-coding of the answer sheets.**

### RELATED RESOURCES:

None

### ASSISTANCE:

- For assistance with SIS, please contact Secondary SIS Support at (213) 241-4850.
- For assistance regarding the CST, CAPA, CAHSEE, or Aprenda, please call the Student Testing Unit at (213) 241-4104.