



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: ANNUAL SCHOOL PROGRAM SURVEY FOR
 ELEMENTARY SIS SCHOOLS, FALL 2005

NUMBER: MEM-1845.1

ISSUER: Esther Wong *E. Wong* Assistant Superintendent
 Planning, Assessment and Research

DATE: July 8, 2005

ROUTING
 Local District Administrators
 Principals
 Survey Coordinators
 SIS Coordinators

PURPOSE: The purpose of this memo is to provide important survey and due dates for the Annual School Program Survey and to provide information regarding the survey to permit advance planning at the school site.

MAJOR CHANGES: The only change is that 4-Track, Track B was omitted from the Important Survey Count and Due Dates section. There are changes in the survey count and due dates. Additional information regarding the Safe School Plan and parent involvement will need to be entered in SIS for the Principal's Report (Form 3). The Student National Origin Report will be added to the Annual School Program Survey. The Homeless Student Survey will not be collected with the Annual School Program Survey.

INSTRUCTIONS: I. BACKGROUND

Each year the Annual School Program Survey is completed to provide state and federal officials required information about programs and LAUSD personnel. The survey incorporates as many district, state, and federal questions as possible in the continuing effort to reduce the number of separate and duplicate inquiries.

The California Department of Education (CDE) uses the information collected on the Annual School Program Survey to allocate funds for class size reduction, textbooks, and other instructional programs. The CDE also uses the school demographic and teacher characteristic information from this survey for the Academic Performance Index (API) school characteristics section. It is essential that the survey submitted from the schools be as complete and accurate as possible.

Survey instructions will be sent to multi-track schools during the week of July 11 and to single-track schools during the week of August 22. The instructions will also be posted on the School Information Branch website at <http://schoolinfo.lausd.net>.

II. IMPORTANT SURVEY COUNT AND DUE DATES

School Calendar	Survey / Norm Day	Print Survey Forms	Due To Testing Center by 12:00 noon
3-Track – B	August 26	October 10	October 12
3-Track – A, C	October 7	October 10	October 12
4-Track – C	August 26	October 10	October 12
4-Track – A, B, D	October 7	October 10	October 12
Single Track	October 7	October 10	October 12



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MEMORANDUM

III. SURVEY REMINDERS

As in previous years, schools must update information in their SIS prior to the Survey Count Day. **In order to meet the CDE timeline, hand corrections will not be accepted on the Final Survey forms. The data captured in SIS will be reported to the CDE as is on the Survey Count Day.**

The ethnic designations established by the CDE are used to identify students. An ethnicity code must be entered for each student.

IV. ANNUAL SCHOOL PROGRAM SURVEY PROCEDURES

All survey forms have been computerized on the SIS. Schools with SIS, including special education schools and independent charters, must report using the SIS forms.

The school principal is responsible for ensuring that the survey is accurately completed and that the following forms and surveys are verified, signed and submitted:

- Form 3 – Principal’s Report (one per location code)
- Form 4E – Elementary Certificated Resource Personnel Report
- Form 7 – Student Ethnic Survey (one per class)
- Form 9 – Technology Survey (one per school)
- District Permit Survey
- Traveling Student Rosters (receiving schools only)
- Student National Origin Report
- KLCS Survey
- Norm Day Classification(s) - Multi-track schools need one Norm Day Classification per track
- Coordinator’s Checklist (signed by both principal and survey coordinator)

The Technology Survey is completed online by schools at <http://sib.lausd.net/form9/>. Follow instructions provided at the website and in the *Survey Manual* to ensure that data is entered completely and accurately. Schools with magnet centers will complete only one Technology Survey under the main residence school’s location. Schools will submit the Technology Survey online and print out a final report for submission to the designated Testing Center.

V. NON-REGISTER-CARRYING CERTIFICATED PERSONNEL

Information for non-registering certificated personnel (e.g., AP, coordinators, coaches, resource teachers, RSP teachers, etc.) must be entered in SIS in order to report their assignments. It is important to account for all non-register-carrying resource personnel at your school site. See instructions in the *Annual School Program Survey Administrative Manual, Fall 2005*.

Itinerant certificated personnel (e.g., nurses, traveling music teachers, psychologists, counselors, etc.) will report their assignments with their service units centrally.



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MEMORANDUM

VI. DESIGNATED TESTING CENTER LOCATIONS

Local District	Testing Center Location	Phone Number
1 Leichman Lokrantz Lull Miller West Valley	Valley Testing Center 6505 Zelzah Avenue Bungalow AA1063 Reseda, CA 91335	Phone: (818) 344-1267 Fax: (818) 708-8174
2 Carlson Lowman Montague	Beachy Testing Center 9757 Beachy Avenue Pacoima, CA 91331	Phone: (818) 896-9555 Fax: (818) 896-9848
3 Marlton McBride Widney Ctr. For Advanced Transitional Skills	West Testing Center Walgrove Elementary School 1630 Walgrove Avenue Room 21 Los Angeles, CA 90066	Phone: (310) 390-8475 Fax: (310) 313-0379
4, 5 Blend Perez	San Julian Testing Center 1315 San Julian Street Los Angeles, CA 90015	Phone: (213) 745-5900 Fax: (213) 745-5999
6, 7 Banneker Lanternman Pacific Salvin	Avalon Gardens Testing Center 13940 South San Pedro Street Los Angeles, CA 90061	Phone: (310) 366-7358 Fax: (310) 366-6978
8 Sellery Willenberg	South Testing Center 232 nd Place School 23240 Archibald Avenue Carson, CA 90745 (Corner of 234 th and Moneta)	Phone: (310) 834-5280 Fax: (310) 834-5696

RELATED RESOURCES:

Detailed instructions for completing the surveys are found in the *Annual School Program Survey Manual, Fall 2005* which will be mailed to you and posted at the School Information Branch website at <http://schoolinfo.lausd.net>.

ASSISTANCE:

- For survey questions, call Grace Pang Bovy, School Information Branch, 213-241-2450.
- For assistance with SIS, call Elementary SIS Support at 213-241-4617.