



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**MEMORANDUM**

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

**NUMBER:** MEM-1846

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

**DATE:** July 5, 2005

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

**ROUTING**  
 Local District Administrators  
 Principals  
 Assistant Principals, SCS  
 SIS Coordinators  
 Survey Coordinators

**MAJOR CHANGES:**

- Survey count dates and due dates are different from last year.
- The Principal’s Report (Form 3) will be collected electronically. Schools must enter in SIS all required data, including graduates information, and turn in a computerized Form 3. Additional information regarding the Safe School Plan and parent involvement for the School Accountability Report Card has been added to Form 3. This new information should be updated in program CS12.
- Service students must be assigned to the teachers who report their attendance and grades.
- All FC01 records must have valid employee numbers.
- Non-register-carrying certificated personnel do not need to complete Form 4S this year.
- The Student National Origin Report will be added to the Annual School Program Survey.
- The Homeless Student Survey will be collected in spring semester, instead of in October.

**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 textbooks, class size reduction, 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 be as accurate as possible.

The *Secondary SIS Newsletter for Annual School Program Survey, Fall 2005*, with detailed instructions will be posted on the School Information Branch website at <http://schoolinfo.lausd.net> and at the Secondary SIS website, under Publications. The survey newsletter will also be distributed at the scheduled information meetings.

II. INFORMATION MEETINGS

Information meetings are scheduled for Survey and SIS Coordinators to ensure accurate and complete data collection for submission to the CDE. Meeting dates and locations are as follows:



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<u>Calendar</u>	<u>Location</u>	<u>Date / Time</u>
Multi-Track	Castelar Elem., Multipurpose Rm. 840 Yale St., L.A., 90012 (Chinatown) Underground parking off Hill Street	Wed., July 13, 2005 1:30 p.m. – 3:30 p.m.
Single Track	Mt. Vernon MS, Auditorium 4066 W. 17th St., L.A. 90019 323-733-2157 Parking entrance: 18th St. Gate ( <u>please carpool if possible</u> )	Thursday, Sept. 22, 2005 1:30 p.m. – 3:30 p.m.

III. SURVEY COUNT DATES AND DUE DATES

School Calendar	Run SURVEY on Survey / Norm Day	Due to Testing Center By 12:00 noon
4-Track – B, C, D	August 5	August 8
4-Track – A	September 16	September 19
3-Track – B, C	August 5	August 8
3-Track – A	October 7	October 10
Single Track	October 7	October 10

IV. ANNUAL SCHOOL PROGRAM SURVEY PROCEDURES

All schools with secondary SIS, including Special Education, Continuation, Opportunity, and Charter schools, must report using the computerized forms.

Schools must update information in their SIS prior to Survey / Norm Day. An ethnicity code must be entered for each student. The ethnic designations established by the CDE are used to identify students.

A. School Responsibilities

- Verify that all required student data and staff information in the school’s SIS are correct, complete, and meet the Annual School Program Survey requirements as described in appropriate issues of the SIS School Newsletter and tested by the FS11 and CS12 programs.
- Insure that the FC99 listing of staff names and employee numbers is complete and accurate.
- Verify that Form 3 is complete and accurate. For multi-track schools, Form 3 is submitted on the last due date (4-track = Sept. 19; 3-track = Oct. 10).
- The following three programs must be run as sequenced (back-to-back) without interruption: 1) AT14 program to tabulate the norm day enrollment counts; 2) SURVEY program; 3) SIS backup.



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- Enclose with survey materials, a copy of the Norm Day Classification Report(s) (multi-track schools: one per track). Schools with magnet centers, submit a separate Classification Report for each location. The Norm Day Classification Report(s) must match the SIS generated Preliminary Ethnic Analysis for each grade, ethnicity, and classification reported.

### B. Non-Register-Carrying Certificated Personnel

Non-register-carrying certificated personnel will not need to complete any additional forms (Form 4S) as in previous years. However, their information (e.g., years of service and assignments, etc) still need to be entered in FC01 as with all other certificated staff, including the principal.

As in the previous school year, itinerant certificated employees (e.g., nurse, traveling music teachers, psychologists, counselors, etc.) will not complete a Form 4 at the school site. They will fill out a Form 4 with their service unit.

### C. Online Technology Survey (Form 9)

The Technology Survey is completed online by schools at <http://sib.lausd.net/form9/>. Follow instructions provided at the website and in the Survey packet 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 Testing Center.

### D. Other Surveys

In addition to the Annual School Program Survey, complete and return the District Permit Survey, Traveling Student Roster (receiving schools only), KLCS Survey, and Student National Origin Survey to your designated Testing Center. The Homeless Students Survey will be conducted at a later date, not with the Annual School Program this year.



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VI. DESIGNATED TESTING CENTER LOCATIONS

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

**RELATED RESOURCES:**

Detailed instructions are found in the *Secondary SIS Newsletter – Annual School Program Survey, Fall 2005* which will be posted at the Secondary SIS Branch website and distributed in the information meetings.

**ASSISTANCE:**

For assistance with SIS, call Secondary SIS Support at 213-241-4850. For assistance with surveys, call Grace Pang Bovy, School Information Branch at 213-241-2450.