



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: ELEMENTARY TRANSFER OF DATA TO MIDDLE SCHOOLS

NUMBER: REF-778

ISSUER: Esther Wong, Assistant Superintendent
Planning Assessment and Research

DATE: February 2, 2004

ROUTING

All Offices
Local District Administration
Elementary & Middle
School Principals
AP,SCS
School Coordinators
SIS Coordinators
School Admin. Assts.

PURPOSE: The purpose of this Reference Guide is to outline the procedures necessary for schools to prepare for electronic transfer of student data from elementary schools to the receiving middle schools.

MAJOR CHANGES: None

INSTRUCTIONS: I. BACKGROUND

Planning, Assessment and Research will automatically transfer matriculating student information from the elementary school to the middle school via the Student Information System (SIS). Each year, elementary schools provide transfer information for students matriculating to middle schools. This basic information enables middle school personnel to schedule, plan, and provide an appropriate educational program for each student.

II. IMPORTANT DATES

The transfer data process is done twice: once at the beginning of March (Electronic Transfer #1) and once again in June (Electronic Transfer #2). Students who enroll at a middle school after the second electronic transfer (June) may be added to Secondary SIS by using TR31 with the <F3> option. Middle schools MUST run this "RECEIVE" program in March and in June.

Elementary Schools must have all the required information entered into SIS by: follows:

- a. Electronic Transfer #1: February 20, 2004
- b. Electronic Transfer #2: May 20, 2004

III. SCHOOL RESPONSIBILITIES

A. Elementary Schools

1. Follow the instructions outlined in Section IV to ensure that the necessary student information is entered and accurate in SIS.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

2. It is imperative that FIELD 192 (TO SCH LOCN) be completed accurately before transfer data reports are printed.
3. The cumulative record is a legal document that must be maintained in perpetuity. To ensure that pupil records are sent to the correct middle school, cumulative records and health cards are to be forwarded when requested by the receiving school at the start of the new school year.
4. English Learners in grades 5 or 6 matriculating to the middle school must be assessed for placement using the High Point Diagnosis and Placement Inventory (DPI) for English Learners or the placement test for DRW for other identified students as indicated in the following communications from Instructional Services:

Assessment of 5/6th Grade Elementary English Learners for Placement in Middle School ELD/ESL Curriculum

Assessment and Placement of Students, Grades 5-10, for Intervention Program, Developing Readers and Writers

DPI or DRW scores for the matriculating elementary students should be entered into Elementary SIS BEFORE May 20, 2004.

B. Middle Schools

1. Middle school personnel are encouraged to have articulation meetings with elementary school personnel to help plan for the successful transfer of accurate and complete information.
2. After each Electronic Transfer, use the FEEDERS database to print the transfer data information with program ID45. It is not necessary to ask the elementary schools to print Parent Accounting Reports (PAR).

The information will include ID01 information as well as information not viewable in ID01 (ELDP date, Mainstream date, etc.). Additional SIS programs may be used to extract and print other student information as needed. The February-June Secondary SIS Newsletter should be reviewed for the latest procedure and program modifications.

3. To avoid notification to students whose assignments might change, schools should not send letters to students to welcome them until after the Magnet data (April), PWT data (May) and Transfer #2 (June) has been completed.
4. Middle schools that receive students who will be in the Other Transported Students (OTS) program next year should enter an "X" in FIELD 152 in ID01 once they have received the Transfer #1.
5. Prior to the close of school in June, Electronic Transfer #2 will be



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

distributed to the middle schools by Secondary SIS Support. This data will include records for the following students:

- a. Those whose next school field has changed since February 20, 2004
 - b. New enrollees
 - c. Special Education students not previously assigned to a middle school.
6. If a middle school needs information about a new student who was not included in Electronic Transfer #2, the school can use the student's DISTRICT ID # to transfer the student record from the feeder elementary. (A PAR or ID report will have the student's DISTRICT ID #.)
 7. Please do not send parents of matriculants back to the feeder elementary school for PARs. Check the information on the Electronic Transfer disk first. Call the elementary feeder school to clarify the problem rather than sending the parent.

IV. PREPARATION OF TRANSFER DATA ON SIS

A. Verify the information being transferred to the middle school.

1. At the Main Menu, type 14 -- Report Menu. At the Report Menu, select Option 23 to print the Transfer Data (TD) reports. Then select (T)rack, or (G)rade, or (R)oom or (S)tudent to print them in the desired order. Only matriculating students will be listed on this report.
2. The TD report shows the basic information must be updated. Distribute the TD to the teachers to verify and complete any missing information. In most cases, the comment section should not be completed until the final run. However, multi-track schools may need to have teachers write comments prior to going off track. If the middle school does not request TD reports, it is not necessary to write comments on the reports or send them.
3. Once the data is complete, run a final copy of the TD reports. Have teachers complete the comments section on the reports if the middle school has requested TD reports from your school. Multi-track schools will need to ensure that comments from the off-track teachers are included at this time. Elementary schools should print their own set of all Transfer Data Reports and keep them in their files for future reference at the end of the school year.
4. Special Education Centers new to the matriculation process should call Elementary SIS for assistance at (213) 241-4617.

B. Enter "Next School Location" Code

1. Majority of Matriculating Students:
 - a. It is generally not necessary for elementary schools to enter in the NEXT



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

SCHOOL LOCN field. SIS will enter this information based on the student's address in your SIS. But, since this process will be based on the accuracy of the address fields there may be some errors. These address errors will be sent to you on a separate report along with the appropriate procedures for corrections.

- b. FIELD 192, NEXT SCHOOL LOCN, for matriculating students currently in elementary magnet programs, will be set to the student's resident middle school based on address. This entry will be automatically changed if the student is subsequently accepted to a middle school magnet program.
- c. Magnet data will be available mid-April. PWT and PSC data will be available in early May. After fields have been updated schools can see these codes when Screen 13 is accessed.
- d. Special Day Class (SDC) students identified with a Specific Learning Disabled (SLD) or Speech and Language Impairment (SLI) disability code will have the NEXT SCHOOL LOCN code entered by SIS based on their home address. SDC students identified as Mentally Retarded (MR) and who are in a non-severe class will have the NEXT SCHOOL LOCN code entered by SIS support based on their home address.

2. Exceptions to the Majority of Matriculants

- a. The school must enter the appropriate middle school location code in the NEXT SCHOOL LOCN, FIELD 192, on Screen 13, for any student missing this information.
- b. Students living in option attendance areas cannot be assigned to a middle school. Contact the parent/guardian of students living in option areas to discuss which option school should be selected. Then add the desired middle school location code in the NEXT SCHOOL LOCN field.
- c. Elementary schools who may feed into a newly constructed middle school may need to adjust the NEXT SCHOOL LOCN (field 192) after receiving updated boundary data from School Management Services. Call Elementary SIS Support for assistance at 213/241-4617.

3. Matriculating Special Education Students Enrolled in a Special Day Class

- a. Make sure that the information in SP ED STUDENT ELIG, SP ED CLASS, RSP, DIS, CURRENT IEP DATE, 1 YR REVIEW DATE, and 3 YR RE-EVAL DT are entered accordingly as detailed in Section II of this Reference Guide.
- b. If needed, the Non-Verbal matrix should be completed according to guidelines in Bulletin M-120 from the Division of Instruction, Language



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

Acquisition Branch.

- c. The NEXT SCH LOCN CD FIELD may be left blank for some SDC students at general education school campuses and all students at special education centers.
- d. By May 21, 2004, elementary schools will receive a list of assignments from the local district special education coordinators (see the last page) for matriculating Special Day Class students, except for students with SLD, APH or MR disability codes who are in non-severe classes (who should already have a NEXT SCHOOL LOCN code).
- e. Schools will then enter the location code in the NEXT SCHOOL LOCN code field found on the lists mentioned in item D (above) for the matriculating Special Day Class students.

4. Traveling Students (including Special Education students)

- a. If the Traveling program indicator in TRAVELING PROGRAM is PWT or CAP/V, the appropriate Middle School location code set forth in Memorandum BP-28, "2003-04 MATRICULATION PATTERNS FOR TRAVELING STUDENTS," from the Office of Student Integration Services will be entered by Planning, Assessment and Research Division.
- b. Special Education traveling students at schools not specifically covered in Memorandum BP-28 had their middle school of residence placed in the NEXT SCH LOCN code field if the student was identified as SLD, APH or Mentally Retarded (MR) and is in a non-severe class.

- 5. Elementary schools may print transfer data reports for students who enrolled after February 20, 2004, to have available for their use. Use the following English sentence:

:PON16 <Enter>

:SELECT XXXX WITH EDATE GT "2-20-04" AND WITH GRADE GE "5" BY NAME <Enter>

>TDCARDS (N) <Enter>

After rollover PARs may be printed from the retired file.

RELATED RESOURCES

Bulletin No. M-120, *Guidelines for English Language Learners (ELLs) with Disabilities (K-12)*, Division of Instruction, April 2003.

Reference Guide No. 774 – *Assessment of 5/6th Grade Elementary English Learners for Placement in Middle School ELD/ESL Curriculum, Instructional Services, Planning Assessment and Research*, January 26, 2004.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Memorandum No. BP-28, *2003-04 Matriculation Patterns for Traveling Students*, Office of the Senior Deputy Superintendent, Educational Services, May 30, 2003.

Memorandum No. 777, *Transportation Information for Special Education Students in Elementary and Secondary SIS*, Planning, Assessment and Research, February 2, 2004.

ASSISTANCE: TELEPHONE ASSISTANCE

For SIS assistance, call:

- Elementary SIS Support (213) 241-4617
- Secondary SIS Support (213) 241-4850

For counseling articulation assistance: Call Roni Parker, Coordinator Secondary Counseling at (213) 241-2522.

For Traveling Student information:

- CAP or SAT programs, contact Bruce Takeguma or Larry Carletta at (213) 241-6414;
- PWT or OTS programs, contact Modesta Bassity at (213) 241-6532;
- PSC program, contact Margaret McCauley at (213) 229-2000
- General Traveling Student programs, contact Al Hemenway at (213) 241-4865.

For special education student information, please call the Placement Office or Program Specialist at the appropriate Local District Special Education Office.

Dist	SPED Coordinator	Phone Number	FAX Number
A	Ricardo Sosapavon	(818) 256-2830	(818) 894-9236
B	Janet McElroy	(818) 775-5445	(818) 755-9816
C	Bette Medina	(818) 654-3700	(818) 881-0833
D	Linda Dinerstein	(310) 253-7150	(310) 842-8238
E	Pat Trenhaile	(323) 932-2155	(323) 222-9842
F	Joyce Johnson	(323) 224-3344	(323) 222-9842
G	Sylvia Dean	(323) 421-2950	(323) 299-1713
H	Sharon Jarrett	(323) 266-7434	(323) 266-2714
I	Billie Thomas	(213) 599-5880	(213) 627-5504
J	Steve Barragar	(323) 278-3900	(323) 720-9276
K	Linda Michel	(310) 354-3431	(310) 769-4984