



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: REQUIRED SECONDARY SIS DATA FOR
STANDARDS-BASED PROMOTION AND
INTERVENTION PROGRAMS FOR 2003-2004

NUMBER: REFERENCE GUIDE – REF-843

ISSUER: ESTHER WONG, Assistant Superintendent
Planning, Assessment and Research

DATE: March 8, 2004

ROUTING

Local District
Administration
Secondary Principals
Secondary Assistant
Principals
School Admin. Assistants
School Coordinators
SIS Coordinators
SBP Coordinators

PURPOSE: The purpose of this Reference Guide is to outline the school's responsibilities for maintaining and entering promotion and intervention data into the Student Information System (SIS) and to inform schools on SIS processes to assist in placement of students in accordance with Standards Based Promotion (SPB) and the Secondary Literacy Plan (SLP).

MAJOR CHANGES: Changes have been made in the requirements for Standards-Based Promotion and for mandatory intervention. Guidelines for placement and intervention in reading and mathematics have been refined and the Degrees of Reading Power assessment is now one of the multiple measures used for SPB and intervention placement consistent with the SLP. The corresponding changes to SIS have been made and are described in this reference guide.

INSTRUCTIONS: I. BACKGROUND

- A. Following state guidelines, the Board of Education adopted an updated Standards-Based Promotion Policy requiring students in grade 8 to meet minimum criteria in order to promote to the next grade. This policy provides for the development of a systematic process for early identification, parent notification, and monitoring of students at-risk of not meeting grade level standards for promotion.
- B. Summer interventions, intersession interventions, as well as in-class and extended learning program interventions (i.e., after school, before school and on weekends) will be provided to minimize the number of students at-risk for retention.
- C. For 2003/2004, multiple measures will continue to be used to determine promotion in grade 8. These multiple measures include student final report card marks (grades) and the CAT/6 Reading score. Students in grade 8 will also need to score basic or above in the California Standards Test (CST) for math. For English learners in Spanish Bilingual or Dual Language Programs, progress in math is based on the Aprenda. For English learners in all other programs ELD progress is based on the California English Language Development Test (CELDT).

II. STANDARDS BASED PROMOTION/ RETENTION AND INTERVENTION CRITERIA

- A. For the Standards-Based Promotion/ Retention and Intervention criteria, please see Bulletin 721, *Eighth Grade Standards-Based Promotion (SBP) Policy, Parent*



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Notification, Documentation and Appeal Process, December 17, 2003, Beyond the Bell and MEM-784, *Assessment and Placement of Students, Grades 5-10, For Intervention Program, Developing Readers and Writers*, January 28, 2004, Instructional Support Services.

- B. There are a variety of intervention programs that are supported by various district, state and federal funding sources. These programs are designed to provide additional instructional time to strategically meet the academic needs of a variety of at-risk student populations. The following is a list of some of the District's Intervention programs:
1. Extended Learning Program (ELP)
 2. English Language Acquisition Program (ELAP)
 3. Single Track Calendar Summer Session
 4. Multi-Track Calendar Intersessions
 5. Emergency Immigrant Education Program (EIEP)
 6. Extended School Year (ESY)

III. SCHOOL RESPONSIBILITIES

A. Progress Reports Marks, Midterm and Final Grade Reports

1. Progress report marks must be entered into SIS at the end of each reporting period. Please refer to Memorandum No. M-1, *Dates for Required Reports of Marks in Secondary Schools*, dated June 9, 2003, Instructional Support Services, for schedules for all calendars.
2. Secondary SIS procedures for mark reporting are published each year in the October through January Secondary SIS Newsletter and posted on the web at <http://www.lausd.net/lausd/offices/sis/secondary.html>.

B. Degrees of Reading Power (DRP) Assessment.

1. After administering the DRP Assessment scores should be entered into ID01, field 408, and the date of the assessment should be entered in field 409. Field 409 is a four digit field and the entry should be in the form "mmyy" (month and year). For information on who should be assessed and when data is due in SIS see MEM-784, *Assessment and Placement of Students, Grades 5-10, For Intervention Program, Developing Readers and Writers*, January 28, 2004, Instructional Support Services.

C. ELD Data

1. Schools are to verify that ELD information in ID01, Screen 3, is current and correct.



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D. Intervention / Intersession Data

1. Intervention data is accessed and entered in Secondary SIS by typing ID17 at the SIS menu. Summer Session and Intersession data are automatically entered into Program ID17 after grades are posted to the student's transcript. All other interventions should be posted by the school in SIS using Program ID17. (See Attachment D)
2. Schools may generate lists of 8th grade students who are not meeting the criteria for Standards-Based Promotion by using program ID16 (See Attachment B) and 6th through 10th grade students who may otherwise qualify for the Secondary Literacy Program by using ID99 extracts (See Attachment C).
3. Intervention programs are ongoing throughout the school year. Each time a student is recommended for an intervention program, a separate entry must be made using program ID17. The data should be entered at the beginning of intervention and the "End Date", "Mark" and "Hours Attended" should be entered at the end of the intervention.

RELATED RESOURCES:

Bulletin 721, *Eighth Grade Standards-Based Promotion (SBP) Policy, Parent Notification, Documentation and Appeal Process*, December 17, 2003, Beyond the Bell.

MEM-784, *Assessment and Placement of Students, Grades 5-10, For Intervention Program, Developing Readers and Writers*, January 28, 2004, Instructional Support Services

Memorandum 600, *Guidelines For The Extended Learning Program for the 2003-2004 School Year*, October 31, 2003, Beyond the Bell.

Memorandum No. M-1, *Dates for Required Reports of Marks in Secondary Schools*, dated June 9, 2003, Instructional Support Services

The following attachments will assist school personnel:

A – Directory of Local District SBP, EL and SP Ed. Coordinators.

B – Secondary SIS instructions for using ID16

C – Secondary SIS instructions for printing lists of students who may qualify for intervention

D – Entering Intervention Data using program ID17

For assistance with Secondary SIS call (213) 241-4850.

ASSISTANCE:

For assistance with SBP policy call SBP Coordinators listed on Attachment A.

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ATTACHMENT A

SBP Local District Staff Directory

Loc Dist	SBP Coordinator	Phone #	EL Coord. * Specialist	Phone #	Special Educ. Coord	Phone #
A	Michelle Bennett	(818) 256-2817	Carol Underwood	(818) 256-2907	Ricardo Sosapavon	(818) 256-2830
B	Diane Agliam	(818) 755-5362	Mary Campbell	(818) 755-5400	Janet McElroy	(818) 755-5445
C	Rich Dewey (ES) Marianne Cleary (Sec)	(818) 654-3665 (818) 654-3602	Judy Skinder*	(818) 654-3651	Bette Medina	(818) 654-3700
D	Jacquelyn Mack (ES) Sally Erskine (Sec)	(310) 253-7827 (310) 253-7812	Pat de la Peña*	(310) 253-7137	Linda Dinerstein	(310) 253-7150
E	Roberto Martinez Isaias Martinez	(323) 932-2613 (323) 932-2298	Sue Florindez	(323) 932-2631	Pat Trenhaile	(323) 932-2155
F	Barbara Valastro	(323) 224-3131	Lilia Picado	Main line (323) 224-3100	Joyce Johnson	(323) 224-3344
G	Donna Simien	(323) 421-2861	Antonio Pierola*	(323) 421-2865	Sylvia Dean	(323) 421-2950
H	Fay Chu	(323) 266-7355	Luz Cotto	(323) 266-7360	Sharon Jarrett	(323) 266-7434 ext. 2011
I	Bea Lamothe Adrianna McNally	(323) 242-1418 (323) 242-1338	Gustavo Ortiz* (ES) Michael Smith (Sec)	(213) 599-5862 (213) 599-5011	Billie Thomas	(213) 599-5880
J	Charlene Hirotsu	(323) 278-3942	Blanca Cantu*	(213) 599-5973		(323) 278-3900
K	Howard Vogel	(310) 354-3423	Ellen Rosas-Fisher*	(310) 354-3416	Linda Michel	(310) 354-3431

* Local District EL Coordinator

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ATTACHMENT B

Using ID16 to Prepare a List of 8th Graders Who May Not Qualify for Standards Based Promotion

At the SIS menu type ID16 and <enter>. On the following screen select <F1>.

ID16

Check for 8th grade intervention needed

Please select

<F1> Screen students (must be done before printing reports)
This option should be repeated when additional scores
have been entered in the DRP field, field 408.

<F2> Print Reports

The screen below gives the user the option to check intervention data on “Core Students” (Non ELs) or English Learners or Both. In the sample report at the end of this attachment <F3> was chosen.

ID16

This program will check for 8th grade students
who may require intervention.

Please select

<F1> Just check Core students

<F2> Just check English Learners

<F3> Check both

After a selection is made on the above screen the program will search for 8th graders who have scored below the 21st percentile on the CAT/6 Reading and have scored below 52 on the DRP Assessment and students who have scored Below Basic or Far Below Basic on the CST in mathematics. The screen will then display the number of students who may require intervention and the number of students in which there is insufficient information to determine if intervention is required. This screening process will also place an entry in Field 418 indicating either “Intervention Eng/Math”, “Intervention Eng”, “Intervention Math”, “Insufficient Information” or blank for no intervention necessary. The screening process must be repeated each time a change is made in field 408.

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ID16	Check for 8th grade intervention needed
0090	2531
Number with intervention required:	98
Number with insufficient info:	23

To print reports, press the escape key and return to the SIS menu. Type ID16 and <enter>. Choose <F2> to print reports.

ID16
Check for 8th grade intervention needed
Please select
<F1> Screen students (must be done before printing reports) This option should be repeated when additional scores have been entered in the DRP field, field 408.
<F2> Print Reports

At the screen below the <F1> option allows you to print only students who do not have a “decision” entered in ID01 field 419. The first time running this program the school has probably entered no “decisions” on students. Choose <F2> to include all 8th graders who may require intervention.

ID16	Eighth Grade Intervention Decisions
Please select	
<F1> Include only students with an entry in field 418 who do not yet have a decision entered in field 419.	
<F2> Include all students with an entry in field 418.	

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The following screen allows the option of printing by counselor <F1> or English teacher <F2>. After making a selection a report will print.

ID16	Eighth Grade Intervention Decisions
Please select <F1> Print lists by counselor <F2> Print lists by English or ESL teacher	

The sample report below was printed by counselor. "Jones, D" is the name of the counselor. In the column labeled "DRP Scr Date" data would appear if DRP scores have been entered at the school. The "Intervention Decision" would also be printed if an entry is made in Field 419. "Current English" will display the current DRW level, ESL level, or for core English Students EO or RFEP. "Sped" displays the current eligibility code for Special Education as shown in Field 701. The current English teacher is displayed in the last column.

ID16	Eighth Grade Intervention Decisions										2/6/2004
300	JONES, D										
	Student	Trk	Birth	CAT6 Read	DRP Scr Date	CST Math	Intervention Decision	Current English	Sped 701	Per	Teacher
4470	ANDREWS, JULIE	A	5/24/1990	4	_____	BB	_____	DRW 2B		1	WINDOM, B
5659	BOSLEY, TOM	A	4/30/1990	11	_____	B	_____	DRW 2B	SLD	2	WINDOM, B
4450	CURTIS, TONY	A	12/16/1989	40	_____	BB	_____	RFEP		3	BRODIN, T
4779	DONOHUE, TROY	A	5/21/1990	11	_____	B	_____	ESL 3		4	BRODIN, T
4086	ESTRADA, SUSAN	A	2/23/1990	40	_____	BB	_____	EO		1	SAMUEL, C
8542	FARNSWORTH, RICK	A	7/26/1990	20	_____	B	_____	EO		6	SAMUEL, C
8774	HOLDEN, WILLIAM	A	4/8/1990	2	_____	FBB	_____	DRW 2B		2	WINDOM, B
9048	INGELS, MARTY	A	6/18/1990	17	_____	BB	_____	DRW 2B		1	WINDOM, B
4599	JONES, TOM	A	11/12/1990	36	_____	BB	_____	RFEP		4	BRODIN, T

After reviewing student data including the above report and student grades, the school may enter a "decision" on each student in ID01, field 419. Allowable "decision" codes are:

- A Prom, PrRet+Age
- B Prom, meets SBP
- E Prom, EL < 2 Yr
- I Promote per IEP
- P Prom W/Interven
- R Retain

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ATTACHMENT C

DIRECTIONS FOR SECONDARY STUDENTS INFORMATION SYSTEM IDENTIFICATION OF STUDENTS

To get newly identified 6th and 7th grade students for the Secondary Literacy program, two lists must be run. The first list will generate all non-English Learner candidates, and the second list will generate all English Learner candidates in the PRP program. Please remember that these lists will include students whose reading total for CAT/6 is blank.

To get Newly Identified 6th and 7th grade students

At the SIS menu:

Type:	ID99,3
At the first screen:	Press the number 4 and then press <ENTER>
For Student Selection:	141 < 08 341 # L 411 = (blank) 444 < 21
For Sort Selection:	141
Press:	<ENTER>
For page break at grade:	Press <F1> and then press <ENTER>
When selection is done:	Press <F4> to create new report format

For title enter the following:

Newly Identified 6th and 7th Grade Students – EL's Omitted

Press:	<ENTER>
At the Item Selection:	112 101 104 141 341 411 444
Press:	<F2>
Press:	<F1>

The report will begin to print.

To get English Learners (PRP) Newly Identified 6th and 7th Grade Students

At the SIS menu:

Type:	ID99,3
At the first screen:	Press the number 4 and then press <ENTER>
For Student Selection:	141 < 08 351 = P 411 = (blank) 444 < 21
For Sort Selection:	141
Press:	<ENTER>
For page break at grade:	Press <F1> and then press <ENTER>
When selection is done:	Press <F4> to create new report format

For title enter the following:

Newly Identified 6th and 7th Grade Students – PRP Students

Press:	<ENTER>
At the Item Selection:	112 101 104 141 341 351 411 444
Press:	<F2>
Press:	<F1>

The report will begin to print.

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To get current 6th and 7th grade students who are currently enrolled DRWC classes.

At the SIS menu:

Type:	ID99,3
At the first screen:	Press the number 4 and then press <ENTER>
For Student Selection:	141 < 08 411 > 0
For Sort Selection:	141
Press:	<ENTER>
For page bread at grade:	Press <F1> and then press <ENTER>
When selection is done:	Press <F4> to create new report format

For title enter the following:

Current DRWC 6th and 7th Grade Students

Press: <ENTER>
At the Item Selection: 112 101 104 141 341 408 410 411
Press: <F2>
Press: <F1>

The report will begin to print

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ATTACHMENT C

Newly Identified 8th Grade Students – PRP Students Omitted

At the SIS menu:

Type:	ID99,3
At the first screen:	Press the number 4 and then press <ENTER>
For Student Selection:	141 = 08 444 < 21 341 # L
For Sort Selection:	101
Press:	<ENTER>
When selection is done:	Press <F4> to create new report format

For title enter the following:

Newly Identified 8th Grade Students – No PRP

Press:	<ENTER>
At the Item Selection:	112 101 104 141 341 411 444
Press:	<F2>
Press:	<F1>

The report will begin to print.

To get PRP Newly Identified 8th Grade Students

At the SIS menu:

Type:	ID99,3
At the first screen:	Press the number 4 and then press <ENTER>
For Student Selection:	141 = 08 351 = P 444 < 21
For Sort Selection:	101
Press:	<ENTER>
When selection is done:	Press <F4> to create new report format

For title enter the following:

Newly Identified 8th Grade Students – PRP Students

Press:	<ENTER>
At the Item Selection:	112 101 104 141 341 351 411 444
Press:	<F2>
Press:	<F1>

The report will begin to print.

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To get Current DRWC Level 1 – 8th Grade Students.

At the SIS menu:

Type:	ID99,3
At the first screen:	Press the number 4 and then press <ENTER>
For Student Selection:	411 = 1A 411 = 1B 141 = 08
For Sort Selection:	101
Press:	<ENTER>
When selection is done:	Press <F4> to create new report format

For title enter the following:

Current DRWC Level 1 – 8th Grade Students

Press:	<ENTER>
At the Item Selection:	112 101 104 141 410 411
Press:	<F2>
Press:	<F1>

The report will begin to print.

To get Current DRWC Level 2 – 8th Grade Students.

At the SIS menu:

Type:	ID99,3
At the first screen:	Press the number 4 and then press <ENTER>
For Student Selection:	411 = 2A 411 = 2B 141 = 08
For Sort Selection:	101
Press:	<ENTER>
When selection is done:	Press <F4> to create new report format

For title enter the following:

Current DRWC Level 2 – 8th Grade Students

Press:	<ENTER>
At the Item Selection:	112 101 104 141 410 411
Press:	<F2>
Press:	<F1>

The report will begin to print.

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ATTACHMENT C

Current DRWC Level 1 – 9th Grade Students.

At the SIS menu:

Type:	ID99,3
At the first screen:	Press the number 4 and then press <ENTER>
For Student Selection:	411 = 1A 411 = 1B 141 = 09
For Sort Selection:	101
Press:	<ENTER>
When selection is done:	Press <F4> to create new report format

For title enter the following:

Current DRWC Level 1 – 9th Grade Students

Press:	<ENTER>
At the Item Selection:	112 101 104 141 410 411
Press:	<F2>
Press:	<F1>

The report will begin to print.

Current DRWC Level 2 – 9th Grade Students.

At the SIS menu:

Type:	ID99,3
At the first screen:	Press the number 4 and then press <ENTER>
For Student Selection:	411 = 2A 411 = 2B 141 = 09
For Sort Selection:	101
Press:	<ENTER>
When selection is done:	Press <F4> to create new report format

For title enter the following:

Current DRWC Level 2 – 9th Grade Students

Press:	<ENTER>
At the Item Selection:	112 101 104 141 410 411
Press:	<F2>
Press:	<F1>

The report will begin to print.

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ATTACHMENT D

Entering Intervention Data in Secondary SIS

At the SIS menu type ID17 and enter. At any student's intervention record choose <F4> to add a new intervention.

ID17		Dist ID 100288M591									
Name: ALBERT, MICHAEL		Birth: 10/02/88		Sex: M		Room: 301		RecNr: 0001			
School: 8999		Grade: 11		Track: A		Spc Attnd Cat:		%Aprn: 100%			
E-Code: E2		E-School: 8636		E-Dte: 9/03/03		Status: Active					
Interventions											
Gr	Rec	Parent	Inter	Subj	Start Dt	End Date	Intv	School	Mark	Hours	
	Rsn	Confirm	Type				Locn	of Attn		Attnd	
09	2	Y	S	L	01/04/02	04/04/02	8999	8999	P	15	
11	2	N	I	M	07/07/03	08/20/03	8999	8999	C	30	
Search Add Record Erase Input Delete <-Student-> Help Exit											
<F1> <F4> <Ctrl R> <F6> <F7> <F8> <F9> <Esc>											

Intervention Types

A - Extended School Year (Special Ed)	N - AfterSchool/SafeNeighborhoodGrnt
B - Electronic Bookshelf	P - Pull-in (K-1 only)
C - Computer Curriculum Corporation	Q - Eng Lang Acquisition Pgm (ELAP)
D - Extended Learning Day or After School	R - Eng Lang Intens Lit Pgm (ELILP)
E - Emergency Immigrant Ed (EIEP)	S - Sylvan
F - Intensive Academic Support	T - Tutoring
G - Saturday Program	U - UCTP
H - Angel Gate Adademy	V - Voyager
I - Summer Session / Intersession	Z - ELSA (Title I Extended Learning)
K - Kaplan	
L - Local Plan	
M - Migrant Education	