LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Annual School Program Survey for Elementary Schools, Fall 2012

NUMBER: MEM-5845

ISSUER: Cynthia Lim, Executive Director
Office of Data and Accountability

Matt Hill, Chief Strategy Officer

DATE: September 5, 2012

Due: October 3, 2012

ROUTING
Educational Service Center Administrators
Principals
Assistant Principals
Survey Coordinators
SIS Coordinators
School Administrative Assistants

PURPOSE: This Memorandum provides instructions for the 2012 Annual School Program Survey.

MAJOR CHANGES: The 2012 Survey will take place on Wednesday, October 3, 2012 which is the 2012 Fall Census Day for California Longitudinal Pupil Achievement Data System (CALPAD) and California Basic Educational Data Systems (CBEDS) data submission.

Schools will need to enter information in the Fall Survey Form 3 Supplemental Screen to provide responses required by the Civil Rights Data Collection. The screen will be ready for data entry on Monday, September 10, 2012.

INSTRUCTIONS: I. BACKGROUND

The Annual School Program Survey is conducted each October to collect student and staff data which are used to complete various mandated state and federal reporting, such as CBEDS and Civil Rights Data Collection. These reports are required in whole or in part by *Education Code* 10600-10610, 52616, 54141, 58511 and 60900; *Government Code* 13073 and 13073.5; *California Code of Regulations*, *Title 5*, Section 97; Public Laws 94-142 and 94-482; and Titles VI and IX of the Civil Rights Act of 1964, as amended.

The California Department of Education (CDE) requires districts to account for the enrollment status (e.g., enrolled, graduated, matriculated, transferred, or dropped out) of each student as of Census Day. To accomplish this, districts submit individual student records with unique Statewide Student Identifiers (SSIDs) to CALPADS, the state's student and staff database. CDE derives official enrollment, graduate and dropout counts for each school based on these student records.

In addition to student enrollment and exit records, districts must also report individual student demographic and program information. Staff information reported to the CDE include individual certificated staff demographic and assignment information, number of bilingual paraprofessionals serving English learners, and school level classified employee totals by category.

The CDE uses the collected CALPADS/CBEDS information to allocate funds for over twenty programs. Class-size and staffing ratio are calculated based on these records. The state also uses the school demographic information for Academic Performance Index (API), Adequate Yearly Progress (AYP) Reports, and School Accountability Report Cards (SARC). It is essential that the information in Student Information System (SIS) be complete and accurate on Census Day and thereafter.

II. STUDENT LEVEL RECORDS SUBMITTED TO CALPADS

The CALPADS system is playing an increasing role in collecting detailed student data for accountability purposes. Student level records submitted to CALPADS include:

- Enrollment records with enrollment date, exit date, exit reason.
- Demographic records with race/ethnicity, birth date/city/state/country, primary language, language classification, 1st U.S. enrollment date, parent education level, nighttime residence information.
- Program records with meal code, gifted/talented, migrant, special education programs, and Section 504 information.
- Course enrollment records with class IDs which allow the state to link to teacher assignment records.

Information submitted to CALPADS is extracted from the school's SIS. When a student enrolls at a new school, a new enrollment and a demographic record need to be submitted. These new records will be rejected by CALPADS if there is enrollment overlap or gender/birth date mismatch with the previous school. Records rejected by CALPADS will not be included in the school count for various programs and the student's test scores excluded in the API or AYP reports. It is important to ensure new students are enrolled with accurate information.

III. CONCURRENT ENROLLMENT (CCE)

CALPADS does not accept concurrent (CCE) enrollment records. A CCE is defined as a student actively enrolled in more than one school on the same day(s). Among the most common causes for CCE are:

- The student is exited from the first school and enrolled in the second school on the same day.
- The L date at the first school is after the E date at the second school.
- "No show" students are not exited or deleted until much later.

Enrollment and Exit Procedures

Per District and state policies, E date is the first day of in-seat attendance (not the day the student pre-registers to enroll). L date is the last day of in-seat attendance (not the day the school found out or was informed of the withdrawal).

- ➢ If a student did not return to school after the summer, exit the student on the last day of attendance in prior school year.

- If a pre-enrolled student did not show up, delete (not exit) the student in SIS.
- When enrolling a returning student, follow proper procedures so that previous enrollment data is not overridden. Do not use E1 enrollment code if student attended another school.
- If a new student enrolls after the school year has started, do not enter in SIS until student is exited from the previous school or is ready to attend.

Concurrent Enrollment Resolution

The principal is responsible for timely and accurate enrollment and withdrawal of all students. When notified of CCEs, the principal must direct designated staff to resolve the enrollment conflicts within one week of notification or within one business day when an exit Pupil Accounting Report (PAR) is requested by another school. Continued failure to resolve CCEs in a timely manner will lead to audits of school enrollment and attendance procedures by district offices.

Resolving CCEs will require the cooperation from both schools. Upon confirmation that both schools have the same student, the previous school must immediately exit the student with the last day of in-seat attendance as the exit date. Keeping a student enrolled when the student is known to be enrolled in another school or entering an E date earlier than the student's first day of attendance is **prohibited** by District policies.

IV. SURVEY INSTRUCTIONS

Attachment A of this memorandum provides detailed instructions for the survey. This memorandum along with Attachment A will be posted on the School Information Branch website http://schoolinfo.lausd.net. Information is also provided in the *September 2012 Elementary SIS Newsletter* posted on the ESIS website at http://www.lausd.k12.ca.us/lausd/offices/sis/NewsLetters.htm.

Due to reduced resources, informational meetings are not scheduled at this time. Principals must direct persons responsible for the Survey to read this memorandum, Attachment A and the SIS newsletter to ensure that all staff and student data in SIS is accurate and complete.

V. SURVEY PROCEDURES

Follow instructions to enter, review, verify and update all required information in SIS. Resolve all enrollment conflicts prior to Census Day. Print all final survey reports listed below and kept in school files as documentation for audits and other purposes.

- Form 3 – Principal's Report (one per location code)
- Form 4E – Elementary Certificated Resource Personnel Report
- Form 7 – Student Ethnic Survey (one per teacher)
- District Permit Survey
- Traveling Student Rosters (receiving schools only)

- Student National Origin Report

Fax the signed Principal's Report (Form 3) by October 10, 2012 to School Information Branch (fax numbers: 213-241-8969 or 213-241-8968).

VI. SURVEY REMINDERS

Site Computer Inventory must be completed online by October 1, 2012. The inventory is accessible from http://site-computer-inventory.noc.lausd.net/. For each computer used for instructional purposes, check the box under the Instructional column all the way to the right on the screen or use the "Select All" feature at the top of the column. The number of computers flagged for instructional purposes will be reported to the state. If none is flagged, then zeros will be reported. For specific instructions, please see MEM-4170.3, dated August 7, 2012.

Parental Waivers for English Language Classrooms and Bilingual Paraprofessionals
CDE will collect the number of parental waivers granted and denied by each school for placement of English learners (ELs) in Alternative Programs and the number bilingual paraprofessionals serving ELs by language of instruction. Data will be captured electronically by the central office on survey day.

Schools must have current parental waiver dates entered in SIS for students placed in Bilingual or Dual Language programs. New students awaiting official Initial CELDT results must have interim language classifications entered in SIS. Bilingual paraprofessional information should be entered in Screen 16, Option 10.

RELATED RESOURCES:

- September 2012 Elementary SIS Newsletter.
- MEM-4170.3, Site Computer Inventory, dated August 7, 2012.

ASSISTANCE:

- For survey questions, call School Information Branch, 213-241-2450.
- For assistance with SIS, call Elementary SIS Support, 213-241-4617.
- For assistance with Site Computer Inventory, call Keith Elliott, 213-241-1226.

ANNUAL SCHOOL PROGRAM SURVEY
Instructions for Elementary Schools

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Assistance

Elementary SIS Support……..… (213) 241-4617
School Information Branch……. (213) 241-2450

NEW FOR FALL 2012

The Fall Survey Form 3 – Supplemental Screen (Screen 20, Option 1, Selection 5) is reactivated this year to collect responses regarding Ability Grouping and Teaming practices for Language Arts and Mathematics required by Civil Rights Data Collection.

Ability Grouping – Ability grouping is the practice of separating students into different classroom within a grade, based on their estimated achievement or ability levels. For the Civil Rights Data Collection, ability grouping includes students pulled out of regular math or language arts classes for Title I purposes in these subjects. Do not count program or services for students with disabilities as ability grouping. Enter the number of classrooms in which students were grouped based on their ability or performance level for Language Arts or Mathematics instruction during the 2011-12 school year. Leave blank if there is no ability grouping.

Language Arts	**Mathematics**
16. Grade K:	23. Grade K:
17. Grade 1:	24. Grade 1:
18. Grade 2:	25. Grade 2:
19. Grade 3:	26. Grade 3:
20. Grade 4:	27. Grade 4:
21. Grade 5:	28. Grade 5:
22. Grade 6:	29. Grade 6:

Teaming – Enter the number of classrooms in which students regularly received instruction from a teacher other than their regular teacher for language arts or mathematics instruction during the 2011-12 school year. For example, students regularly went to one teacher for Math and another teacher for Language Arts. Leave blank if there is no teaming at the school.

Language Arts	**Mathematics**
30. Grade K:	37. Grade K:
31. Grade 1:	38. Grade 1:
32. Grade 2:	39. Grade 2:
33. Grade 3:	40. Grade 3:
34. Grade 4:	41. Grade 4:
35. Grade 5:	42. Grade 5:
36. Grade 6:	43. Grade 6:

REMINDER FOR FALL 2012

Statewide Student Identifier (SSID)
All K-12 students are now assigned a Statewide Student Identifier (SSID). SSID's are required on all records submitted to the state to track student achievement and school completion for accountability. To ensure accurate assignment of SSID, schools must enter correct information for the fields listed below.

SIS Field	Required for SSID Assignment / Verification / Update
Screen 10, Field 1	Student Name (enter legal name on the birth certificate or other legal documents)
Screen 10, Field 10	Gender
Screen 10, Field 11	Ethnicity
Screen 10, Field 15	Birth Date
Screen 10, Field 17	Birth City
Screen 10, Field 18	Birth State
Screen 10, Field 19	Birth Country
Screen 10, Field 40	Enrollment Code (E Code)
Screen 10, Field 41	Enrollment Date
Screen 10, Field 42	Previous LAUSD school location code
Screen 10, Field 43	Previous School
Screen 10, Field 102	Grade Level
Screen 10, Field 150	Home Language
Screen 5, Field 162	English Language Classification (enter the interim language classification for a new student awaiting official Initial CELDT results)

SUMMARY OF SURVEY FORMS

The SIS will generate all survey reports, except for Site Computer Inventory which is completed online.

Form 3 – Principal's Report
Reports the principal's information and summarizes student counts.

Form 4E – Certificated Resource Personnel Report
Reports the information of school-based, non-register-carrying certificated personnel (e.g., coordinators, coaches, RSP, and other out-of-classroom instructional personnel). A register-carrying classroom teacher with additional coordinator or resource teacher responsibilities should not complete a Form 4E.

Form 7 – Student Ethnicity Report
Reports teacher information and student counts by grade, gender and ethnicity. All register-carrying teachers, including SDP, SRLDP, shared-assignment teachers and long-term substitutes, must have a Form 7.

District Permit Survey – Annual Student Permit Tally Report
Reports the number of student permits at each school, including permits issued in the current school year and during prior years that remain in effect.

Site Computer Inventory (complete online at http://site-computer-inventory.noc.lausd.net)
Schools verify, revise, and/or add information to current list of school-site computers online by due date.

Student National Origin Report School Summary
Counts the number of eligible immigrant students by country of origin.

Traveling Student Report – Roster and Summary (receiving schools only)
Identifies traveling student information. Schools do **not** need to turn in the Traveling Student Report this year.

SURVEY PROCEDURES OVERVIEW

Step 1. Review Elementary SIS Newsletters for specific instructions on enrolling and updating student and staff information in SIS as well as retiring students and staff from SIS.

Step 2. Follow instructions on pages 4-11 to enter in SIS all required student and staff information before 5:00 p.m. on CALPADS/CBEDS Census Day (October 3, 2012).

Step 3. Enter ability grouping and teaming information on Fall Survey Form 3 - Supplemental Screen (Screen 20, Option 1, Selection 5). See page 2 for definitions and instructions.

Step 4. Print Forms 3, 4E, and 7 test runs to check for accuracy. If incorrect, make corrections in SIS.

Step 5. Follow instructions on pages 12-14 to enter information for students on district permits, immigrant students, and traveling students.

Step 6. Print District Permit Survey, Student National Origin Report, and Traveling Student Report to verify accuracy. If incorrect, make corrections in SIS as needed.

Step 7. Correct data in SIS and repeat Steps 2-5 until all forms reflect correct information.

Step 8. Follow instructions on page 11 to complete the Site Computer Inventory online.

Information in SIS on CBEDS Information Day will be captured and reflected on the final survey forms.

Step 9 Print final forms on October 5. Have principal review and sign Principal's Report (Form 3).

Step 10. Fax the signed Principal's Report (Form 3) by October 10, 2012 to School Information Branch (fax numbers: 213-241-8969 or 213-241-8968).

Step 11. Keep a set of final survey forms along with final test run classroom rosters in school files.

DATA ENTRY – STUDENT INFORMATION

Review Elementary SIS Newsletters for detailed instructions on enrolling, retiring, and updating student information in SIS.

Follow instructions below to enter information in SIS to ensure accuracy on all forms. Before 5:00 p.m. on CBEDS Information Day, enter new or missing students' information; update students who have changes or new information (e.g., room or track change); and retire students who are no longer enrolled at the school.

For Students No Longer Enrolled – Enter the following fields in Screen 13, then "retire" the students from SIS (type "DE" at the control line):

- L Code (field 190)
- L Date (field 191) – enter the last day of in-seat attendance, not the date when school was notified.
- To School Locn (field 192)
- Transfer Reason (field 83)

If a student's last day is the Census Day, do not retire the student on SIS until October 4, 2012. On October 4, exit the student with October 3, 2012 as the L Date.

No Show students or Duplicate: Call Elementary SIS Support to delete students who were entered twice (duplicates) or "No Shows" students (i.e., students expected to attend your school, but have never attended your school) before CBEDS Information Day.

For New Enrollees or Students Missing in SIS

1. For every new enrollee check Screen 0, District-wide Student ID Lookup, to see if the student already has a District ID. This will prevent multiple ID being assigned.
2. If yes, use Screen 16, Option 11 to enroll the student and transfer data from prior school.
3. If the student is actively enrolled at another school, call the other school to retire the student, then enroll the student using Screen 16, Option 11.
4. If student is confirmed to be brand new to the district, enter student's name exactly as it appears on the birth certificate or other legal document. For example, if the last name is Pelayo Razo, enter both names. If the name is hyphenated, enter Pelayo-Razo.
5. Enter the student's birth city, state, and country exactly as they appear on the birth certificate. Without the correct birth country, student may be assigned the wrong SSID.
6. Enter all mandatory and other related fields needed for state reporting, if not automatically populated.
   - Screen 2, Field 189 CA 1st Public School Date, Field 186 US 1ST School Date
   - Screen 3, Field 39 Parent/Guardian Language, Field 45 Parent Education Level
7. Print Screen 23, Option 8 to see if E dates are correct.

For New Kindergarteners

- The E Code in Screen 10 must be "E7" and the E Date must show the current school year date.
- If the student attended Pre-K last year, enter in Screen 32 the E7 code and this year's E7 Date.
- Check the E7 code and E7 date in Screen 10 and Screen 32 to make sure they are correct in both screens. If Screen 10 does not have the correct E7 code and date, use Screen 32 to make the correction.
- Run Screen 23, Option 8 for kindergarten classes to verify E Codes and E Dates.

For All Actively Enrolled Students – the following must be entered for all students using Screen 10 or 4:

- Track (field 100) – Multi-track schools only
- Grade (field 102) – For SDP students, enter the grade followed by a "U" (e.g., 5U). Enter "**,**U" for SDP Pre-K. Enter "**.**" for SRLDP. Enter "0T" (zero T) for first year Transitional Kindergarten program student.
- Room (field 104 or Screen 32) – Enter room number, followed by X (for roving classrooms, if applicable), A/P (for am/pm session, if applicable), and/or track (if applicable). See examples below.
  - Enter "35D" for Room 35 on D track.
  - Enter "1AB" for a Kindergarten or SRLDP AM class in Room 1 on B track.
  - Enter "25XPC" for a roving PM kindergarten class on track C assigned to Rooms 25, 27, 29.

  Teachers and their students must have exactly the same classroom room number.

- Ethnic Designation (Screen 2 or 10, field 11 and Screen 2, field 56 as needed) – enter the numeric code of the most applicable category below.

Race/Ethnicity Category	Code
American Indian or Alaska Native	1
African American/Black	3
Asian	2
Hispanic	4
White	5
Pacific Islander	7

- Sub-Ethnicity Designation (Screen 2, fields 57 and 58) – For Asian and Pacific Islander students, enter the most applicable letter code. Please note codes for Filipino and Hmong.

Asian Category	Code
Asian Indian	I
Cambodian	B
Chinese	C
Filipino	F
Hmong	M

Asian Category	Code
Japanese	J
Korean	K
Laotian	L
Vietnamese	V
Other Asian	O

Pacific Islander Category	Code
Guamanian	G
Native Hawaiian	H
Samoan	S
Tahitian	T
Other Pacific Islander	O

English Learners – Enter all applicable information using Screen 5

- Field 150 HOME LANG SURV – Student's primary language code on the HLS
- Field 91 ENG PROF TEST – Name of Initial Identification English proficiency assessment (CELDT)
- Field 151 ENG PROF DATE – Date of Initial Identification English proficiency assessment
- Field 162 LANGUAGE CLASSIFICATION – Interim language classification of "LEP" or "IFEP" based on the unofficial initial CELDT results obtained from hand scoring or by using the Educational Data System (EDS) provided calculator named Local Scoring Tool which is accessible at **http://celdt.org/resources/scoring_tool/**.
- Field 164 PROG PLACEMENT – Master Plan Program Placement for all ELs
- Field 388 WAIVER GRANTED – If applicable, enter "Y" for granted waiver; "N" for denied waiver
- Field 389 WAIVER DATE – If applicable, must be in current school year

Independent Study Students – Enter "**IS**" in Screen 10, field 104 (Room #) for students participating in an Independent Study Program as of CBEDS Information Day. For multi-track schools, do not add a track to this "IS" room # (e.g., do NOT put a track indicator in the track field).

Retained Students – To print the Retained Student Roster, select Screen 30, Option 15. If retained students are missing from this list, enter the following information in Screen 4:

- Retention Grade (field 144)
- Retained Date (field 145): Enter 06-30-12.
- Retained Type (field 289): Enter REG for regular retention
-

Section 504 Students – Enter the following:

- Screen 24, field 111 (Sect 504 Plan Date) – enter a date (required for CALPADS reporting)
- Screen 10, field 476 (Has 504 Plan) – enter a "Y"

SRLDP Students – Ensure all SRLDP students are enrolled in the SIS by CALPADS/CBEDS Census Day.

DATA ENTRY – CERTIFICATED PERSONNEL INFORMATION

Every school-based (non-itinerant) certificated staff must be reported on a Form 3 (principal), Form 4E (non-register-carrying), or Form 7 (register-carrying). Schools are to enter in SIS the required information for ALL school-based certificated staff, including classroom teachers, assistant principals, coordinators, coaches, RSP teachers and principal. Itinerant staff, including the school nurse and school psychologist (even if full time at the school), will complete a form with their service units, NOT at the school.

By 5 pm on Census Day, complete the following using Screen 16, Option 2 first, then Option 2A:

- Print a list of staff currently on SIS using Screen 14, Options 4 and 5.
- Delete those who are no longer assigned to the school
- Add those who are new to the school
- Update those with assignment changes (e.g., room, grade, position) from previous school year

Remember to **rebuild files** using Screen 16, Option 1 after making changes on Screen 16, Option 2 and 2A.

GENERAL INSTRUCTIONS

A. *Screen 16, Option 2 – Enter/Update Room Assignments* (Option 2 must be done before Option 2A)

- Room # (field 0)
  – For register-carrying teachers, enter the same room number as for students (see page 3).
  – For non-register-carrying certificated staff, enter the TITLE (e.g., RSP) instead of a room number.
- Employee # (field 1)
- Grade (field 2)
  – For regular ed. register-carrying teachers, enter the same grade as for students (see page 3).
  – For SDP teachers, enter the SDP class code (e.g., ED, APH, AUT).
  – For RSP teachers, enter RSP.
- Track (field 3) – For multi-track schools register-carrying teachers ONLY
- 120+ Hours (field 11) – enter "Y" if full-time, "N" if less than 120 hours/pay period or on leave.

B. *Screen 16 – Utility Menu, Option 2A – Enter/Update Teacher Data:*

- Employee # (field 0)
- Room #, Grade, Track, 120+ Hours – Automatically transferred from Screen 16, Option 2.
- Site Start Date (field 5) – Enter the most recent start date (month/day/year) at this site as a certificated staff member. (Most certificated staff members only have 1 start date for your school).
- Previous Years at This Site (field 6) – If applicable, enter the number of years previously assigned at this site as a certificated staff member prior to the Site Start Date in field 5.
- LAUSD Start Date (field 7) – Enter the most recent start date (month/day/year) with LAUSD as a certificated staff member. (Most certificated staff members only have 1 start date with LAUSD).
- Previous Years in LAUSD (field 8) – If applicable, enter the number of years previously worked in LAUSD as a certificated staff member prior to the LAUSD Start Date in field 7.
- Years Outside LAUSD (field 9) – If applicable, enter the total number of years worked in any other school district(s) as a certificated staff member.

SPECIAL INSTRUCTIONS FOR SPECIFIC TYPE OF CERTIFICATED PERSONNEL

Principal – Enter **PRIN** for the principal in Room Number (field 0), Screen 16, Option 2.

Assistant Principal - For schools with magnet programs, enter the AP information in the resident school only, not under the magnet program locations.

SRLDP Teachers – Both morning and/or afternoon sessions must be entered on Screen 16, Option 2.

Teachers Sharing a Class Assignment – Complete Screen 16, Options 2 and 2A for both teachers. In Option 2, complete both left and right sides of the screen. Enter "N" in both 120+ Hours fields (fields 11 & 22) to indicate part-time status for both teachers. A Form 7 will be printed for each teacher with half of the class.

On-leave Teachers
Enter information for the regular teacher who is on leave in Screen 16, Option 2 on the right side of the screen in field 21, with 120+ Hours entered as "N" in field 22. For survey purposes, only the long-term substitute information will be printed on Form 7.

Long-term Substitutes – Enter the long-term substitute information in Screen 16, Option 2, then Option 2A.

- In Option 2, enter the substitute as the currently assigned teacher (on left side on screen).
- Enter "**Y**" for 120+ Hours (Option 2, field 11).
- In Option 2A, complete fields 5-9. Enter this school year's date in field 5 and field 7.

Day-to-day Substitutes
If the class still does not have a long-term substitute on Census Day, enter the day-to-day substitute's employee number and information in Screen 16, Option 2, then Option 2A.

School-Based Non-Register-Carrying Certificated Staff
Prior to Census Day, distribute the next page to each person with a position listed on the page to collect data for entry on the bottom section of Screen 16, Option 2A (see insert below). Do **NOT** enter activity code for any itinerant personnel. For staff who split the assignment between two different schools, enter the information reflecting the assignment for your site only (e.g., enter 60 hours for a 1/2 time coordinator at your site).

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                    * * * ENTER/UPDATE TEACHER DATA * * *          SCREEN 16, OPTION 2A

  0 EMPLOYEE  # :       <      ROOM #:            GRADE:         TRACK:
    NAME        :
  2 120+ HOURS  :                              AUTHORIZATION TO TEACH ELs
                                                  BIL FLUENCY  :
                                                  BCC/BCLAD    :
                                                  LDS/CLAD/ELL :
  5 SITE START DATE      :                        SB1969/395   :
  6 PREV YEARS AT SITE   :                     21 GOAL         :
    TOTAL YEARS AT SITE  :
  7 LAUSD START DATE     :
  8 PREV YEARS IN LAUSD  :
    TOTAL YEARS IN LAUSD :
  9 YRS OUTSIDE LAUSD    :
    TOTAL YEARS SERVICE  :

  LI  ACT CODE   POSITION TITLE             HRS/MONTH
  --  -------    ------------------------     -----
  ❶     ❷              ❸                       ❹
```

❶ LI (Line number) – At control, type "LI" and press <ENTER>. Type the line number (e.g., 1) and press <ENTER> two times to access the line. Enter data across this line for this position held by the employee. Most employees will have only one line.

❷ Act Code (Activity Code) – Enter the 6-digit activity code next to the Position Title (see chart above) and press <ENTER>.

❸ Position Title – Automatically displays the title corresponding to the activity code entered. If incorrect, re-enter the correct activity code in ACT CODE field, then press <ENTER>.

❹ Hrs/Month – Enter the hours assigned to that position each month at this site, then press <ENTER>. If the staff has an additional assignment, enter information for the next assignment on this new line.

When finished, file and save information by pressing <CTRL> and <C> together. Type "FI" at "LI-CONTROL." A final Form 4E will not be printed if an activity code or hours are not entered.

ANNUAL SCHOOL PROGRAM SURVEY, FALL 2012

DATA COLLECTION SHEET FOR CERTIFICATED RESOURCE PERSONNEL

Complete this form if you are NOT a register-carrying teacher and you hold one or more of the assignments listed below. Do NOT complete this form if you are a register-carrying teacher with additional coordinator responsibilities (e.g., a kindergarten teacher with EL Coordinator responsibilities receiving a coordinator's stipend). Return the form to the Annual School Program Survey Coordinator for data entry into SIS Screen 16, Options 2 and 2A.

OUT-OF-CLASSROOM (NON-REGISTER-CARRYING) ASSIGNMENTS

Activity Code and Position Title
800101 Art
800102 Computer/Technology Lab
800103 Health (not school nurse)
800104 Library/Media Lab
800202 Literacy Coach
800203 Math Coach
800105 Mathematics; Math Lab
800106 Music (not itinerant)
800107 Oral Language
800108 Physical Education (not Adapted PE)
800109 Psychomotor Development
800110 Reading; Reading LAB
800206 Resource/Pool Teacher (Not RSP)
800111 Science
800112 Social Studies
800214 Title III Access to Core Coach

Activity Code and Position Title
800301 RSP Teacher
800310 Inclusion Facilitator
800320 Other Sp ED Resource Teacher

Activity Code and Position Title
900102 Assistant Principal
900105 Assistant Principal, EIS
900106 Assistant Principal, Beyond the Bell
910109 Coordinator, Bridge
910101 Coordinator, Categorical Program
910102 Coordinator, Curriculum/Intervention Support
910103 Coordinator, Data/Problem-Solving
910104 Coordinator, English Learners
910105 Coordinator, Gifted
910107 Coordinator, Magnet
910108 Coordinator, SB65

If your assignment is split between two schools, complete this form for this site only (e.g., report hours for this school only). Your assignment for the other school must be entered in the other school's SIS.

Except for those assigned full-time to a magnet center/program, all others who serve students in both the resident school and the magnet program, enter total assignment information under the resident school only.

Complete one line for each assignment you hold. Enter the activity code, position title, and hours assigned to that position each month. For AP's, enter 160 hours for full time, 80 hours for half-time. For all other certificated, enter 120 hours for full time and 60 hours for half-time positions.

Example 1:

Line	Activity Code						Activity Title	Hours per Month		
1	8	0	0	3	0	1	RSP Teacher	1	2	0

Example 2:

Line	Activity Code						Activity Title	Hours per Month		
1	9	0	0	1	0	2	Assistant Principal	1	6	0

ASSIGNMENT(S)

Name:	**Employee #**

Line	Activity Code						Activity Title	Hours per Month		
1										
2										

Return the completed form to the Annual School Program Survey Coordinator for SIS data entry.

DATA ENTRY – PRIMARY LANGUAGE SUPPORT PARAPROFESSIONALS

Information for bilingual paraprofessionals who provide primary language support to ELs must be entered in SCREEN 16, Option 10 (See insert below). Bilingual paraprofessionals must have been assessed by the District or the school to be fluent and literate in both English and the primary language of the ELs they serve. The bilingual paraprofessional must also be familiar with the cultural heritage of the ELs.

The Annual School Program Survey does not report volunteers who provide primary language support.

```
* * * ENTER/UPDATE PARAPROFESSIONAL DATA * * *

0 EMPLOYEE #    :  ❶     <
1 NAME          :  ❷
3 CLASS CODE    :
4 SUPPORT LANG  :  ❸
                   ____
5 TRACK         :
8 YEARS EXP.    :

              LI   ROOM NO   DAILY HOURS
              --   -------       ---
              ❹    ❺             ❻
              __   _______       ____
              __   _______       ____
 CONTROL:
```

At CONTROL, type “0” and press <ENTER>.

❶ EMPLOYEE # – Type the paraprofessional’s employee number and press <ENTER>.

❷ NAME – Check the paraprofessional’s name and press <ENTER>. If the name does not show up, verify the employee number and re-enter.

❸ SUPPORT LANG – Enter the language code of the primary language used to provide primary language support and press <ENTER>. Check the language name and reenter the code if incorrect.

A second language code can be entered on the second line if an additional language is used. Press <ENTER> until the cursor reaches “ROOM NO” on the first available line.

❹ LI (Line number) – To access the “LI” directly, at CONTROL, type “LI” and press <ENTER>. Type the line number (e.g., 1) and press <ENTER>.

❺ ROOM NO (room number) – Enter the EXACT classroom number assigned and press <ENTER>.

❻ DAILY HOURS – Enter the hours assigned daily to that room, then press <ENTER>. Daily Hours can be entered in tenthly increments.

Continue to enter “ROOM NO” and “DAILY HOURS” on subsequent lines if multiple assignments.

To file information entered, press <CTRL> with <C>, then type “FI” at CONTROL.

REBUILD files using Screen 16, Option 1 after information has been entered in Option 10.

FORM 3 – PRINCIPAL'S REPORT

Prior to CALPADS/CBEDS Census Day

Print Form 3 Test Run using Screen 20, Option 1, Selection 1. Verify information on Form 3 Test Run and make necessary corrections in SIS.

1. If the principal's information is incorrect, make corrections in Screen 16, Option 2, then Option 2A.

2. If Gifted and Talented (GATE) Student totals appear incorrect:

   Run the Gifted Roster (Screen 14, Option 32) to make sure GATE students have the appropriate gifted codes in Screen 24, field 142. The Gifted indicator is downloaded to SIS from the GATE Office. If the codes are missing or incorrect, contact the GATE office at 213-241-6500.

3. If Retained Student totals appear to be incorrect:

   Verify that students who were retained in 2011-12 have the appropriate information entered on Screen 4, field 144 (Retention Grade) and field 145 (Retained Date). To count students as being retained in 2011-12, the Retained Date (field 145) must be before July 1, 2012. The retention count includes retained students in the retired file, but excludes students retained in another school who later enrolled in your school.

Beginning October 5, 2012:

Print the final Form 3 using Screen 20, Option 1, Selections 1 and 5. The principal certifies the information with the principal's signature. Faxed the signed Form 3 to School Information Branch and keep the original in school file.

FORM 7 – STUDENT ETHNICITY REPORT

Prior to CALPADS/CBEDS Census Day

Print Form 7 Test Runs, address warning messages, verify and correct information in SIS as needed.

1. Use Screen 20, Option 1, Selection 3 to print Form 7 Test Runs. Every classroom teacher should have a Form 7. Two pages will be printed:
   - The first page will print a class roster listing the students by grade, gender and ethnicity.
   - The second page is the Form 7 displaying teacher and class information.

   Students missing E dates will not appear on either page. Print Screen 23, Option 8 to see if E dates are correct.

2. Distribute the forms and student rosters to teachers. Each teacher should review all information on the class roster and Form 7 to ensure accuracy.
   - If student information is incorrect, the teacher must write the corrections on the class roster page.
   - If teacher information is incorrect, provide the teacher a screen shot from Screen 16, Option 2A, and have the teacher make corrections as needed (for example, start dates). Please note that Years of Service should not include years worked as a substitute teacher.
   - Teachers return corrected rosters and screen shots to the survey coordinator.

3. The survey coordinator must ensure all corrections are entered in SIS appropriately.

On CALPADS/CBEDS Census Day:

Print all Form 7 test runs and class rosters one final time before 5:00 p.m. to ensure one complete set of test runs to compare to the final Form 7s.

On the Day after CALPADS/CBEDS Census Day:

Retire students who checked out on CBEDS Information Day. Enter October 3, 2012 as the L date.

Beginning Friday, October 5, 2012:

Use Screen 20, Option 1, Selection 4 to print final Form 7's. Class rosters will not be printed with final forms. Keep final forms along with the final test run class rosters in school files for audit and other purposes.

FORM 4E – CERTIFICATED RESOURCE PERSONNEL REPORT

Prior to CALPADS/CBEDS Census Day:

1. Distribute photocopies of page 8 to non-register-carrying certificated personnel to collect information.

2. Enter the information in SIS, Screen 16, Options 2 and 2A. See page 6 for instructions.

3. Print Form 4E Test Runs using Screen 20, Option 1, Selection 2. Choose to print **ALL** Form 4E.
   A Form 4E will be printed for only those employees with Activity Code(s) in the bottom section of Screen 16, Option 2A. "Test Run" will be indicated in the upper right corner of the form.
   - Verify that **all** non-register-carrying certificated personnel have a Form 4E. Check against your school's Detailed Teacher's List (from Screen 14, Option 5) to identify personnel **missing** a Form 4E. Follow instructions on page 7 to enter the necessary information in Screen 16, Options 2 and 2A.
   - Verify information printed on test runs, check all warning messages, and make corrections in SIS to address warning messages.
   - If a Form 4E is printed for a classroom teacher with a Form 7, verify the current assignment. Delete out-of-classroom activity code, hours, and line number in Screen 16, Option 2A.
   - If a Form 4E is printed for both the resident school and the magnet center, delete the out-of-classroom activity code, hours, and line number in Screen 16, Option 2A for the magnet center. Report all hours under the resident school.

On CALPADS/CBEDS Census Day:

Schools may update information in SIS until 5:00 p.m. The data in SIS will be captured and printed on the final computerized Form 4E.

Beginning Friday, October 5, 2012:

Use Screen 20, Option 1, Selection 2 to print the final Form 4E. A 6-digit serial number will be printed in the upper right corner. Out-of-classroom certificated personnel certify the information printed on the form by signing on the Certification line in ink. Photocopy all Form 4E's. Copy a set of signed final Form 4E's in school files for audit and other purposes. Mail the originals to School Information Branch.

SITE COMPUTER INVENTORY

Site Computer Inventory is completed online at http://site-computer-inventory.noc.lausd.net/. Detailed instructions regarding the inventory are found in MEM-4170.3 Site Computer Inventory, published by Information Technology Division. Complete the survey by October 1, 2012.

The Site Computer Inventory displays information of school-purchased computers obtained from the Software Compliance data (2000-2004), the Arey Jones/District Integrator's database (September 2003 to present) and additional entries made by previous survey respondents. Follow instructions provided at the website. Review the current list, revise and/or add information as appropriate. When the inventory is completed, submit the survey electronically.

For each computer used for instructional purposes, check the box under the Instructional column all the way to the right on the screen or use the "Select All" feature at the top of the column. The number of computers flagged for instructional purposes will be reported to the state. If none is flagged, then zeros will be reported.

For assistance, please contact Keith Elliott, ITD at 213-241-1226.

DISTRICT PERMIT SURVEY

Current Board policy requires that District staff provide an annual report of the number of student permits in effect at each school, including permits issued during prior school years which remain in effect. With the exception of students on opportunity transfers, special education placements, or students in traveling programs (e.g., CAP, Magnet, PWT), each nonresident student should be reported in one of the following types of permit or transfer.

41 Advanced Studies Permit
10 Bilingual–ESL Program Assignment
8 Caregiver's Affidavit
52 Charter Opt-Out
46 Charter School
14 Child Care Permit
22 Continuing Enrollment Permit
11 Direction of the Superintendent
45 National Disaster
40 Open Enrollment
9 Inter-district Permit (*must apply on-line and be approved by the Permits Office*)
18 Opportunity Transfer
43 Overcrowded Permit
50 Parent Employment
54 Romero Open Enrollment
51 Safety and Protection Permit
55 Senior Status
56 Specialized Program
53 University Outreach
57 Pending/Under Expulsion

The following codes are obsolete. Assign a different applicable permit code if they are continuing at your site.

15 Medical Permit
16 Prospective Residence Change Permit
32 Child Care Parent Supervision Permit

Prior to CALPADS/CBEDS Census Day:

1) Enter information on Screen 13 – Transfer and Permit Information in the following fields:

Field	Description
81 Non-Res Code……	See codes listed above
86 Non-Res Eff Date……	Non-resident school effective date
96 Resident Locn……	Resident School Location Code (If this field is blank, use School Finder on Screen 16, Option 12 to find resident school. Enter 0000 is address is outside LAUSD boundary.)

2) To verify the numbers of students with each type of permit at each grade level as shown on your Permit Tally Report, follow these steps:

   a) At Main Menu, type E and press <ENTER>.

   b) Type PON and press <ENTER>.

   c) Type the sentence below and press <ENTER>:

      SORT XXXX WITH 81 BY 81 BY GRN BY NAME
      BREAK-ON 81 PERMIT NAME GRADE ROOM (N)

   d) Make additions/corrections on Screen 13, fields 81 (Code) and 86 (Date).

Beginning Friday, October 5, 2012:

Print the report using Screen 20, Option 7 – Permit Tally Report. Keep the copy in the school's Annual School Program file.

STUDENT NATIONAL ORIGIN REPORT

Under the Title III of the No Child Left Behind Act, all districts must submit an annual count of eligible immigrant students. CDE collects this annual count of students through the Student National Origin Report (SNOR). Individual records of enrolled students submitted to CALPADS will include first US enrollment date and birth country. Using these student records, CALPADS will calculate the total number of eligible students once as of Fall CBEDS Information Day and once as of Spring Language Census Day. The count with the higher number will be used for the Annual SNOR.

The SNOR counts eligible immigrant students in grades K-12, including special education students. The number of identified eligible immigrant students is used by the District to apply for funding to provide EIEP classes. Funding for the program depends on a significant increase of eligible students. Therefore, it is important for schools to identify all eligible students.

The SNOR is generated on the school's SIS computer. Schools must enter all required information in SIS to ensure accurate identification and complete count of eligible students.

DEFINITION OF ELIGIBLE IMMIGRANT STUDENTS

Title III defines "immigrant children" for this program as K-12 students who were not born in the United States or any of its territories and who have attended schools in any one or more states within the United States or its territories for less than three full academic years. For the 2012 October Survey, a student is counted as eligible if both of the following are true:

- The K-12 student was not born in the United States or any of its territories.
- The student was enrolled (in grade Kindergarten or higher) for the first time in any U.S. school on or after October 3, 2009.

PROCEDURES

Prior to CALPADS/CBEDS Census Day:

A. Use Screen 30, Option 2 (SNOR-CLEANUP) to identify students with missing information.
Enter required information in the following SIS fields:

- Screen 2: Field 19 (Birth Country), Field 186 (US 1st School Date)
- Screen 5: Field 151 (English Proficiency Date)

B. Print the report using Screen 20, Option 14, to check if all eligible students are listed. If not, check to ensure that all required data fields are entered for students who may be eligible.

On CALPADS/CBEDS Census Day:

A. Information can be entered in SIS until 5:00 p.m. After 5:00 p.m., the data will be captured electronically.

B. To print the final report listing the names of eligible students and the SNOR Summary with the count to be submitted to the state select Screen 20, Option 14. The principal certifies the report by signing the Summary (one per location). Keep all reports in school files.

TRAVELING STUDENT SURVEY

(Receiving Schools Only)

Traveling student information is used by the District to allocate funds to schools and to determine available space at each site. It is also used by Transportation Branch to maintain rosters for bus drivers for routing purposes. The traveling student information must reflect the exact number of traveling students enrolled in school on CALPADS/CBEDS Census Day, October 3, 2012. Schools do **not** need to submit the paper Traveling Student Report. However, the final reports need to be kept in school files.

Prior to Survey/CBEDS Information Day

Print the Traveling Student Roster from SIS by choosing Screen 20, Option 15 and sort by P (Program). The roster should be printed at least one week before the due date to allow time to add, delete or change student information based upon actual participation of the students in a traveling student program. The process for adding and deleting students from SIS is described below.

A. To DELETE students from the Traveling Student Roster:

Locate the student on Screen 13 and press <CTRL> and <N> together in fields 80 and 85 to erase the incorrect information. Next press <CTRL> and <C>, then type "FI" to file the record.

B. To ADD students to the Traveling Student Roster

1) If a student is not enrolled in your school's SIS, go to Screen 16, Option 11 to transfer the new student into your SIS system using the District ID number.

2) Once the student is in SIS, enter the correct transportation program in Screen 13, field 80 and enter "Y" in field 85 if transportation is needed. The transportation programs are as follows:

CAP/A	Capacity Adjustment Program (CAP) students from a designated sending school who are enrolled in a non-integrated school (assigned).
CAP/V	Capacity Adjustment Program (CAP) students from a designated sending school who are enrolled in an integrated school (voluntary).
HOM	Homeless
MAG	Students attending magnet schools or centers who have been selected as part of an application process each spring.
OTS	Other Transported Students are students in designated traveling programs.
PSC	Public School Choice students who are assigned by Program Improvement Office as part of an application process each spring.
PSC/K	PSC with transportation
PSC/L	PSC with no transportation
PWT	Permit with Transportation students who are assigned by the Office of Student Integration as part of an application process each spring.
SPED	Students with Disabilities

C. To CHANGE student information on the Traveling Student Roster

If the ID information for a student listed on the Traveling Student Roster is not correct, correct the information in SIS in the normal manner. For traveling student information, go to Screen 13, make the necessary correction, and save the record by typing "FI."

Magnet Schools/Centers: All students enrolled must be listed on the roster. Magnet coordinators MUST verify that the total number of students (travelers and "walkers") in each grade on the summary report matches the number of students in each grade of the Magnet location classification report.

On CALPADS/CBEDS Census Day

Use Screen 20, Option 15 (sort by P) to print the Principal's Certification Sheet (will print only after October Census Day), the final Traveling Student Roster and the Summary by Grade and Program. The Traveling Student Report and the Summary by Grade and Program with the principal's certification are to be filed at the school.