LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

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

NUMBER: MEM-5846

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
SIS Coordinators
Survey 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) reporting.

Beginning this year, schools only need to fax the signed Principal's Report to School Information Branch. However, schools must continue to print all survey forms and keep them in school files for five years.

Schools will need to enter information in CS12 to provide responses required by the Civil Rights Data Collection.

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 SIS be complete and accurate on CALPADS/CBEDS 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 also be posted on the School Information Branch website http://schoolinfo.lausd.net.

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

V. SURVEY PROCEDURES

The data collected on the Annual School Program Survey is generated by SIS based on information entered by the schools in ID01 (student information), FC01 (staff information), CL01 (master schedule), CL04 (student schedules), CS12, and PA01/PA04 (paraprofessionals).

Schools must follow instructions to enter, review and update all required information in SIS by survey date. School responsibilities include:

- Verify that all required student data and staff information in the school's SIS are complete, correct, tested by the FS11 program, and meet the Annual School Program Survey requirements as described in Attachment A.

- FC99 listing of staff names and employee numbers is complete and accurate. All FC01 records must have valid employee numbers.

- Run CL26 (F4 Option for Norm Day) for each norm day and ask teachers to verify the accuracy of their Norm Day enrollment. Signed copies of CL26 must be kept in school file for audit purposes.

- Starting October 4, by typing the command "SURVEY" at the SIS main menu, schools should print on plain white paper the survey forms and FS11 for school file. Fax the signed Principal's Report to School Information Branch by October 10 (fax numbers: 213-241-8969, 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:

- MEM-4170.3, *Site Computer Inventory*, dated August 7, 2012.

ASSISTANCE:

- For assistance with SIS, call Secondary SIS Support at 213-241-4850.
- For assistance with surveys, call School Information Branch at 213-241-2450.
- For assistance with the Site Computer Inventory, call Keith Elliott at 213-241-1226.

Annual School Program Survey, Fall 2012

Survey Reminders & SSID Assignment 2
Summary of Survey Forms/Reports 3
Student Information in ID01 4
High School Graduates and Completers 4
TR61 GRADAUD Report 5
Certificated Staff Information – FC01/FC99 6
Certificated Staff Information Form 7
Bilingual Paraprofessional Information – PA01/PA04 8
Course Directory and Master Schedule 9
Unfilled Positions Report 11
SIS Data Verification Using FS11 12
Student National Origin Report – FS34 14
District Permit Survey 15
Site Computer Inventory 15
Traveling Student Report – TREPORT 16
Coordinator's Checklist for Returning Materials 18

Assistance

Area of Assistance	Office	Phone Numbers
SIS Data Entry	Secondary SIS Support	Phone: (213) 241-4850 Fax # : (213) 241-8454
Other Survey Questions	School Information Branch	(213) 241-2450
District Permit	Permits and Student Transfers Office	(213) 745-1960
Site Computer Inventory	ITD, Keith Elliott	(213) 241-1226

Important Dates

School Calendar	Survey Preparation	Survey/CBEDS Information Day	Print Survey Forms	Fax Principal's Report to SIB
All Calendars & Tracks	Sept. – Oct.	October 3 (Wednesday)	October 4 (Thursday)	October 5 (Friday)

- ✓ Survey Preparation includes entering all required data and removing errors from FS11.
- ✓ SIS will run the survey and capture the data electronically at 6 p.m. on Wednesday, October 3.
- ✓ On Friday, October 5, by typing the command "SURVEY" at the SIS main menu, schools can print the FS11 and survey forms for school files and fax the signed Principal's Report to School Information Branch (fax numbers: 213-241-8969, 213-241-8968).

Survey Reminders

CBEDS Enrollment
Enrollment totals printed on the CBEDS Enrollment Report will be adjusted if there are enrollment conflicts such as overlapping enrollment between two schools. To ensure accurate accounting of students and avoid corrections at a later time, schools should take care of duplicate records, inactive, no-show students and overlapping enrollment conflicts **before** count day. Use ID09 to identify duplicate records.

Certification of Accurate Norm Day Enrollment (CL26)
Although CBEDS Information Day does not occur on Norm Day this year, schools still need to ensure accurate enrollment count on Norm Day by running CL26, F4 Option (for Norm Day) to print enrollment certification for the record room period. Teachers must review the rosters, make corrections if necessary, sign and date the reports to certify Norm Day enrollment. The enrollment on the rosters must match the Norm Day Classification Report enrollment. The signed CL26's must be kept in school files.

English Learners (ELs) and Bilingual Paraprofessionals
CDE tracks language classification of students enrolled on CBEDS day. Enter interim language classification for new students awaiting official Initial CELDT results. The number of bilingual paraprofessionals providing services to ELs will also be reported by language of instruction. Bilingual paraprofessionals should have their assignments updated in SIS PA01 and PA04.

Parental Waivers for ELs in Basic Bilingual or Dual Language Programs
CDE will collect the number of parental waivers granted and denied by each school for placement of English learners (ELs) in Basic Bilingual or Dual Language Programs. Schools must have current-year parental waiver dates entered in SIS for ELs placed in these programs.

Ensuring Assignment of Correct SSID

All student records are submitted to the state with the unique Statewide Student Identifier (SSID). Using the SSID's, the state tracks individual student achievement and school completion status (graduates or dropouts) for state and federal accountability.

To ensure the correct assignment of SSID's, always ask for the Pupil Accounting Report (PAR) and use TR31 when enrolling students to transfer the student's SIS data from the previous school, including the SSID already assigned to the student. This will prevent multiple ID's being assigned. If the parent/guardian does not have a PAR, you can request the previous school to fax the exit PAR to your school. If the student is still active at another school, call the other school to ask them to exit the student and fax an exit PAR to your school within one business day in accordance to District enrollment policy.

If the student is indeed a brand new student to the district, enter the student's name and birth country exactly as they appear on the birth certificate or other legal document. ID01 fields listed below are critical for the state to assign the correct SSID. Use ID15 to identify students with missing data.

Field	Description
101	Student Name (legal name on the birth certificate or other legal documents)
104	Birth Date
106	Birth State and Birth Country
107	Gender
108	Ethnicity
141	Grade Level

Field	Description
934	Enrollment Date
147	Enrollment Code (E Code)
148	Previous School/District
236	Other Ethnicity
301	Home Language
341	Language Classification

Summary of Survey Forms/Reports

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

Secondary Certificated Personnel Report (Form 2). Form 2 is generated for each certificated staff displaying years as a contracted professional and assignment information. For each class period, the gender and ethnicity of the students enrolled, number of special education students and English learners are reported. Programs that are used to collect the information include:

- CL31
- CL01
- CL04
- ID01, fields 107, 108, 141, 142, 143, 144, 146, 701
- FC01
- PA01, PA04

CBEDS Enrollment Report. CBEDS Enrollment Report provides an unduplicated count of enrolled students by grade and ethnicity as of CALPADS/CBEDS Census Day. The Survey day enrollment totals printed may differ from the state's official counts based on verified student records in CALPADS. SIS Programs used to collect the data include:

- ID01, fields 101, 104, 106, 107, 108, 141, 142, 143, 144, 147, 148, 236, 301, 341, 701
- ID22 Pupil Accounting Report

Principal's Report (Form 3). Form 3 collects information about the principal, the number of gifted students, graduates, retentions and other student categories by gender and ethnicity. The graduate totals reported may differ from the state's official counts based on verified student records in CALPADS.

Form 3 can be reviewed by the schools before Census Day. At the SIS menu, type **FORM3** and press the <Enter> key. Review the report, verify the counts, correct and update information in SIS as needed by 5 p.m. on survey day. After 6 p.m., information will be captured electronically and printed on the survey form.

Program CS12. Use Program CS12 to enter the school's responses to the questions regarding ability grouping and AP class participation. The responses will be reported on the 2011-12 Civil Rights Data Collection.

- Ability Grouping – Are any students in this school ability grouped for classroom instruction in English/reading/language arts or mathematics? (Enter Y for Yes. Leave blank for No.)

- High School AP Classes – Are students allowed to self-select to participate in Advanced Placement (AP) classes? (Enter Y for Yes. Leave blank for No.)

Ability grouping is the pedagogical practice of separating students into different classrooms within a grade, based on their estimated achievement or ability levels. Ability grouping includes students pulled out of regular mathematics or English/Reading/Language arts classes for Title I purposes in these subject areas. In this survey, ability grouping does NOT include grouping by achievement level on the basis on required prerequisites for certain courses (for instance, Algebra I as a prerequisite for Algebra II) or programs or services for students with disabilities served under IDEA.

Self-selection of AP classes is provided if a student can enroll in a course without a recommendation or any other criteria (except for a necessary course pre-requisite), even if some students are recommended or encouraged to take the course.

District Permit Survey. The survey reports the number of permits at each school, including permits issued in the current school year and during prior years that remain in effect.

Site Computer Inventory. The inventory displays information about the computers at the school site. The inventory is completed online at https://site-computer-inventory.noc.lausd.net/.

Student National Origin Report. The report counts the number of eligible immigrant students by country of origin for EIEP grant.

Traveling Student Survey – Roster and Summary (receiving schools only). The survey identifies traveling student information reflecting the exact number of traveling students enrolled in school. Paper report of this survey does not need to be submitted.

Student Information in ID01

Ethnicity/Race. An ethnicity/race code must be entered in field 108 for each student. For Asian and Pacific Islander students, enter an additional letter code listed below (e.g., enter "2" and "C" for Chinese students).

- Asian: Asian Indian (I), Cambodian (B), Chinese (C), Filipino (F), Hmong (M), Japanese (J), Korean (K), Laotian (L), Vietnamese (V), Other Asian (O)
- Pacific Islander: Guamanian (G), Hawaiian (H), Samoan (S), Tahitian (T), Other Pacific Islander (O)

Exited Students. Students who are no longer attending the school must have complete checkout information entered in ID22, Pupil Accounting Report. The L date should be the last day of in-seat attendance. Comments in SIS should match L code and L reason.

Language Classification. It is most important that fields 311, 312, 341 and 351 are entered appropriately.

- English learners must have the code **L** in field 341 and Master Plan Program code in field 351.
- Initially-identified-English-proficient (IFEP) students should have the code **I** in field 341.
- Reclassified Fluent-English-proficient (RFEP) students should have the code **R** in field 341. Please note that schools can no longer change field 341 to or from an 'R'. Only ID27 is allowed to make that change when the parent letter is printed.
- For new enrollees awaiting official Initial CELDT results, enter C (for CELDT) in field 311, CELDT Test Date in field 312, and Interim Language classification (I or L) in field 341 based on hand scoring or by using the Educational Data System provided calculator named Local Scoring Tool (accessible at **http://celdt.org/resourcec/scoring_tool/**).

Parental Waiver. If a Prop 227 Parental Waiver was submitted to request placement in a Bilingual or Dual Language Program, the information must be entered in Fields 344 & 345 as follows:

- If Waiver was granted: Enter Y in field 344 and the date waiver was granted in field 345.
- If Waiver was denied: Enter "N' in field 344 and the date waiver was denied in field 345.

Section 504 Students. Students with disabilities that are identified under the Rehabilitation Act of 1973, section 504, must have a date entered in Screen ID01, field 762 (SEC 504 MTG DT).

Special Day Program (SDP) Students must have field 144 (Special Attendance Category) set to S (SDP).

High School Graduates and Completers

Schools with 12th graders in 2011-12 should verify graduates and completers information entered in OLDYEAR - ID22 (2011-12) as this data will affect your school's graduation rate for AYP and other reports. All 12th graders who do not receive a high school diploma or a Special Education Certificate of Completion and do not return to school are counted as dropouts in the year they were expected to graduate. Schools must verify the accuracy of information entered into SIS for each 12th grader. Use ID22 to update leave codes and leave reasons. Use TR61 to verify the accuracy of leave information for the 2011-12 12th grade students.

ID22 Program Codes

ID22 Codes for Graduates and Completers (12th graders)

- Graduates receiving a Diploma must have a L7 Leave Code and Reason 90.
- Graduates receiving a Diploma with CAHSEE Exemption (Special Ed. students) must have a L7 Leave Code and Reason 96.
- Graduates receiving a Diploma with Waiver (Special Ed. students and approved by the District) must have a L7 Leave Code, Reason 90.
- Graduates meeting graduation requirements through at least one class in Independent Study must have a L7 Leave code, Reason 90 or 96, and a Non-Standard Exit code of "**I"** in ID01 field 421.
- Completers receiving a Certificate of Completion (Special Ed. students only) must have a L7 Leave Code and Reason 92.
- Completers with a GED or passing CHSPE must have a L7 Leave Code and Reason 93 (CHSPE) or Reason 94 (GED).
- Summer School Graduates who complete course and/or CAHSEE requirements during summer school in 2011 should be counted as 2010-11 graduates. Update ID22 Leave Code to L7 and Reason code 90, 92, 96.
- 2011-12 12th Graders Who Re-Enroll in 2012-13 regular session (i.e., not summer school) to complete course and/or CAHSEE requirements should be counted as graduates for the 2012-13 school year. Use program ID22 to post L code and reason as appropriate.

TR61 GRADAUD Report

Using TR61 GRADAUD (Graduation Audit) Report

Use program TR61 to verify the accuracy of leave codes for 2011-12 12th graders. TR61 creates a report with selected information to assist schools in auditing graduation data. The "Audit" field in the report will display "**????**" if there is an inconsistency between the Year End Flag assigned to the student and the data elements. Students with a Year End Flag of "A" (Diploma) should have zero "Credits Needed," passing scores in both sections of the CAHSEE, "Y" for Computer Literacy and "Y" for Service Learning. If any one of the conditions are not met, the "????" will display in the Audit field.

TR61 is meant to be used as a tool and does not replace the decision making of administrators at the school site. There will be cases when for various reasons that a student is correctly awarded a Diploma and the Audit Report will display ????. For example a student line may indicate he has a YEF of A and shows 10 "Credits Needed" but the school administrator has waived the Applied Technology requirement.

Creating TR61 Graduation Audit Report

To run the TR61 report, type OLDYEAR at the Secondary SIS main menu, then type TR61 and <enter>. Select students by choosing an appropriate SIS Extract. After the extract is created, you will be prompted to select a drive letter. For example, choose "C" for your hard drive or "A" for a floppy drive or "F" for a flash drive. A file will be created on the specified drive with the name GRADAUD. If you chose the "C" Drive the file path would be C:\GRADAUD. Find the file by searching the drive chosen and double left click on the file. Open the file with Microsoft Excel. When saving the file select "save as" and change the "file type" to Microsoft Office Excel.

Compare the list of 2011-12 12th Graders with Leave Codes L7 with your list of students receiving diplomas or Special Education Certificates of Completion and make the necessary changes in OLDYEAR to accurately report the graduates for your school.

Certificated Staff Information – FC01/FC99

FC01 data must be entered for every certificated staff member at the site including pool teachers. Use the **Certificated Staff Information Form** on the next page to collect the needed information.

Use FC02 to delete FC01 records of staff no longer work at the site. FC02 will not allow deletion of records if classes are still assigned to them in the Fall or Spring master schedule.

Location Code. Enter each staff's payroll location code in field 104. Teachers paid by magnet funds must have the magnet location code.

Track. All staff at year-round schools must have a track. Rainbow teachers must have the track on which they are paid. A-basis administrators must be assigned to Track "A."

Assigned Time. In FC01, field 134, enter a "1" for full-time teacher, "2" for administrator, or "3" for part-time teacher. The assigned time must agree with the number of classes taught.

Years of Service. "Yr Began Present Site Assgt" and "Yr Began Present Dist Assgt" ask for the YEAR in which the staff member began the current period of continuous service at this site and with the District.

"Previous Years at Site" and "Previous Years with District" only apply to teachers who transferred or resigned and later returned to this site and District. Enter the number of years **before** the present period of service.

"Yrs Other Contract Service" asks for the number of years of contracted, credentialed employment with any other school district, not counting years of LAUSD service.

Special Instructions for Specific Type of Certificated Staff

- **Itinerant Staff** must have a "**I**" entered in field 133 (Status).
- **Long-term Substitutes** information must be entered in FC01 and be assigned classes in CL01.
- **Principal** must have a code "**P**" entered in field 133 (Status).
- **ROP Teachers** must have a code '**R**' in field 133 (Status).
- **Resource Specialist Program (RSP) Teachers** must have a code '**Y**' in field 206 (RSP Teacher).
- **Special Day Program (SDP) Teachers** must have the appropriate SDP code (e.g., SLD) entered in field 207 (SDC Class Cd).
- **Teachers on Official Leave of Absence** must have a code "**L**" in field 133 (status) and no classes in CL01. Their FC01 record of the teacher does NOT need to be removed.

FC99 – Certificated Employee Number Verification

Employee Numbers. Employee numbers must be verified in the following manner, using FC99:
Record Selection: Press <F2>.
Sort by: 104, 134, 101 (Location Code, Assigned Time, Name)
Title: (School Name), 2011 FALL SURVEY, CERTIFICATED EMPLOYEE NUMBER VERIFICATION
Print: 101, 102, 104, 105, 134 (Name, Emp #, Loc Cd, Trk, Assign Time)

The payroll time reporter must compare the report with the payroll records to verify that all certificated staff paid at this site are listed and all employee numbers are correct. Information for any certificated employees missing from the list must be entered in FC01. The payroll person must sign and date the report as "verified." The Certificated Employee Number Verification will need to be submitted along with other survey forms.

Certificated Staff Information Form

Name: _____ Home Address: _____

Employee Number: _____ City: _____ Zip: _____

Gender: _____ (M / F) Birth Date: ____/_____/____ Home Telephone Number: _____

Location Code: _____ Track: _____

Status: Permanent ____1 Long Term Sub ____3
Probationary ____2 Other ____4
ROP ____R Itinerant ____I

Check if Hispanic/Latino.
Ethnicity: ____4 **Hispanic/Latino**

Check the most applicable race even if Hispanic ethnicity is checked above.

Race: ____1 **Am. Indian/Alaska Native**
____3 **Black/African Am**
____5 **White**
____2 **Asian** (check one below)
___I Asian Indian ___J Japanese
___B Cambodian ___K Korean
___C Chinese ___L Laotian
___F Filipino ___V Vietnamese
___M Hmong ___O Other Asian
____7 **Pacific Islander** (check one below)
___G Guamanian ___T Tahitian
___H Hawaiian ___O Other Pacific Islander
___S Samoan

Assigned Hours: 120 Hours (Teacher) _____1
160 Hours (Admin.) _____2
Part Time _____3

Highest Degree: Bachelor _____1
Master _____2
Doctorate _____2

Authorizations to Teach English Learners:
BCC/BCLAD _____1
CTEL (Bilingual) _____1
LDS/CLAD/ELL _____2
CTEL (ELD/SDAIE) _____2
ESL Supp Auth _____3
General Sec _____4
SB1969 ELD/SDAIE _____5
SB1969 SDAIE Only _____6
SB395/AB2913 _____7
Bilingual Instruction _____G

Years of Professional Service

The questions below refer only to contracted certificated service. Do not include substitute or non-credentialed service.

1. _____ **YEAR** began current assignment at this school (e.g., 2004)

2. _____ **Number of years** employed at this school **before** the start of current assignment. This only applies to staff who transferred or resigned from this site and later returned to the school for the current assignment.

3. _____ **YEAR** began current employment with the District (e.g., 2001)

4._____ **Number of years** employed with the District **before** the start of current employment. This only applies to staff who left the District and later returned to the District for the current assignment.

5._____**Number of years** of certificated service in **any other** districts (excluding LAUSD) in any state or countries.

Bilingual Paraprofessional Data – PA01/PA04

Information for bilingual paraprofessionals who provide primary language support to ELs must be entered in PA01 (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 include volunteers who provide primary language support to students.

```
PA01                                                    Rec Nr 171

                                              Bilingual Data
101)  Name GARCIA, BETH                       151) Type
102)  Employee Nr 345678                      152) Language
                                              153) Certified by

111)  Address                                 160) Paid Hrs/Day
112)  Zip Code
113)  City
114)  Area Code
115)  Phone Number
```

Assignment Information.
Enter the assignment information of Bilingual Paraprofessionals in the following fields in PA01:

- Field 101 Name
- Field 102 Employee Nr
- Field 151 Type – Enter A (Bilingual Educ Aide III)
  B (Bilingual Teacher Assistant)
  C (Bilingual Sp Ed Asst/Trainee)
  D (Bilingual Instructional Aide)

- Field 152 Language – Use only the following codes and languages

15 Armenian	45 Japanese	55 Russian
19 Cambodian (Khmer)	49 Korean	69 Samoan
22 Cantonese	25 Mandarin	70 Serbo-Croatian
61 Farsi (Persian)	62 Pilipino	60 Spanish
68 Hmong	59 Punjabi	83 Vietnamese

- Field 153 Certified by – D (District certified fluency) or S (School certified fluency)
- Field 160 Hrs/Day

Paraprofessional Schedules.
PA04 is used to enter all classes in which the bilingual paraprofessional provides services.

```
PA04
Name: Doe, John
Type A Bilingual Educ Aide III            PRPLanguage 60 Spanish

Class Per   Mes         Room  Course Title            Teacher
1537    1   S           101A  U S HIST A              DURHAM, P
7593    2   S           101A  U S HIST A              DURHAM, P
7605    3   S           101A  U S HIST A              DURHAM, P
9200    4   S           A200  HEALTH                  BILBAO, J
9201    5   S           A200  HEALTH                  BILBAO, J
9202    6   S           A200  HEALTH                  BILBAO, J
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Course Directory and Master Schedule

ANY WORK DONE IN CL31 AND/OR CL01 MUST BE APPROVED BY THE PERSON IN CHARGE OF THE MASTER PROGRAM SUCH AS THE APSCS.

Official District Course Numbers and Titles. Use the official "District Course Numbers and Titles" list for the Master Schedule. To print the official list, type "COURSES" at the main menu. Use only valid ROP course numbers for ROP classes.

Course Directory – CL31. Program CL31 is the course directory. Each course consists of one line with bubble number, semester, District course number, emphasis code, language attribute, course title, credits, require/not required, and long title. This directory is the **ONLY** place where the six-digit district course numbers are displayed. It is also the only program where emphasis codes, language attributes, and course titles can be altered. Bubble numbers from 001-899 are used for all courses except for non-teaching assignments. Homeroom course number 42-01-03 must be paired with a bubble number between 800 and 899. Bubble numbers in the 900 series are for out-of-classroom (non-teaching) assignments only.

Course Directory Printout - CL37. This produces a printout of the Course Directory (CL31). It can be printed in one of three orders: bubble number order, District course number order, or course title order. Use this printout to make corrections/changes to the Master Schedule (CL01) if needed. Whenever the Annual School Program Survey instructions refer to the six-digit District course number, check CL37 to see if the course exists in the directory. If it does, then use that course's bubble number in CL01 to make corrections or changes. If that District course number does NOT exist in CL31, then a new unassigned bubble number must be used to add that District course number to the CL31 course directory. Once the bubble number has been assigned in CL31, use the new bubble number to make corrections/additions in CL01.

Course Numbers. The correct District course numbers must be entered in CL31. The program COURSES prints the most current list of course numbers. Classes must be entered for every course attended by students enrolled at the school even if the course is taught by someone not paid at the site.

These special course numbers may be used and **MUST** be assigned to staff with valid employee numbers.

103000 *Home	107023 *Col English	107037 *Col Soc Scien
105010 *Adult Class	107025 *Col For Lang	107038 *Col Vis/Perf
105020 *College Class	107031 *Col Math	107336 *Col Phys Sci
107018 *Col Comp Sci	107032 *Col Music Th	109999 *NoCredit Spec
107020 *Col Art	107033 *Col PE	
107021 *Col Business	107036 *Col Bio Scien	

Emphasis Codes.
6th -8th grade core classes are those in which the students are taught by the same teacher for two or more classes (excluding SDP and ESL). These courses must have an emphasis code of **C** in the first position of the two character emphasis field. **Codes beginning with "C" must not be used for any other purpose**.

Honors classes should be entered with a code "**H**" as the first character of the emphasis code and the course title must be changed to "honors" using the <F8> key in CL31.

Language Attributes.
Primary Language classes must have a language attribute code of **Bx**, where **x** represents the language of instruction. Primary language courses may be content courses which are taught in the students' primary language. **Codes beginning with "B" must not be used for any other purpose**.

Sheltered/Specially Designed Academic Instruction in English (SDAIE) classes must have a language attribute code of **SH**. **The "SH" code must not be used for any other purpose.**

Master Schedule – CL01. All certificated staff members, including long-term substitutes, are entered in FC01 and must have the correct number of classes in CL01. Teachers assigned 120 hours must have at least 6 classes (except 4x4 schools) including a conference, but not counting homeroom. Full-time staff with an auxiliary period must have a seventh period conference. The number of classes/assignments entered for a staff member must agree with the 'Assigned Time' field in FC01. All classes must be entered with the correct staff number found in FC01 except for noncredit classes.

Administrators. The Principal and AP's need **ONLY one** period in CL01, using the course numbers.

Assistant Coaches (athletics) must carry a roster to which at least one student has been assigned.

Day-to-day Substitutes for Unfilled Positions (including on-leave teachers)
Unfilled positions staffed by day-to-day subs must be assigned an employee record number 000, followed by a unique two digit identifier and a text description or title of the assignment in CL01. See examples below.

```
CL01                Master Schedule File Update

Cls       Bbl     ...... Course .......          Max       ...... Teacher ......
Nr   Sem  Nr  Sec EmphLng   Title       Per Days Stu Room  Nr      Name
---- ---  --- ---  -- -- -------------- --- ---- --- ----  --- -----------------
1271  AF  032  05  H     H ENGLISH 9A    1  ALL   26   A3  000 02 ENGLISH STAFF 1
1273  AF  053  07  AP    AP ENG LANG A   3  ALL   25   A3  000 02 ENGLISH STAFF 1
1491  AF  216  07  2* SH ALGEBRA 1A      1  ALL   28   M5  000 04 MATH 2
1492  AF  216  02  2* SH ALGEBRA 1A      2  ALL   28   M5  000 04 MATH 2
```

On survey day, turn in the **Unfilled Positions Report** on the following page to provide information of the day-to-day subs who covered these positions on survey day.

Minimum Day Students. Some full time students attend school for less than six periods. In CL31 enter a course called HOME with Course Number 10-30-00. Use that bubble number assigned to HOME and create the class in CL01 for each period in which there are minimum day students without regular classes.

Non-credit Classes. Special interest classes such as those in middle schools should use the bubble number in CL31 assigned to District Course Number 109999. For this course, data will not be transferred to ISIS and teachers will not be able to assign grades or attendance.

Non-Register-Carrying Assignments. "Classes" to which no students are assigned should be entered as non-register-carrying positions using District Course Numbers 8xxxxx or 9xxxxx in CL31.

- **Lab Teachers and Coaches** who provide direct instructional services to students and are not register-carrying must have a record in FC01 file. The appropriate course codes (in the 8xxxxx series) must be entered into the course code directory (CL31). The teacher then must be assigned the correct number of periods in CL01, the master schedule.
- **RSP Teachers** should be assigned out-of-classroom course # 80-03-01 for all periods in which they are not register-carrying. If RSP teacher carries the students on his roster, assign the RSP teacher the appropriate classes (e.g., Learning Center courses with bubble numbers less than 899) in CL01. For more information, see REF-2025.0 issued by Division of Special Education.

Pool Teacher. Enter 6 periods of 80-02-06 Resource Teacher (not RSP) if not assigned to an unfilled position.

ROTC Classes. Both instructors and assistant instructors (if any) must have students assigned to them for each period that they offer instructional services.

School Service. Assign all service workers to the teacher directly responsible for their attendance and grades. Service workers that work in an office (e.g., textbook room, nurse's office or dean's office) must be assigned to a teacher such as an in-house dean or to a counselor or AP with a teaching credential.

Work Experience (High Schools only). Enter the classes assigned to the Work Experience Coordinator in CL01 with the appropriate bubble number which was assigned to District Course Number 48-01-01 in CL31.

Annual School Program Survey, Fall 2012

Unfilled Positions Report

School _____ Location Code _____

Survey Coordinator (print)_____ Phone _____Ext._____

On CALPADS/CBEDS Census Day, the following day-to-day substitutes provided coverage for unfilled positions at this site. The first two rows are filled in as example for the scenario provide below.

```
CL01                        Master Schedule File Update

Cls       Bbl     ...... Course .......          Max       ...... Teacher ......
Nr   Sem  Nr  Sec EmphLng   Title       Per Days Stu Room  Nr      Name
---- ---  --- ---  -- --  -------------- --- ---- --- ----  --- -----------------
1271  AF  032  05  H     H ENGLISH 9A    1  ALL   26   A3  000 02 ENGLISH STAFF 1
1273  AF  053  07  AP    AP ENG LANG A   3  ALL   25   A3  000 02 ENGLISH STAFF 1
1491  AF  216  07  2* SH ALGEBRA 1A      1  ALL   28   M5  000 04 MATH 2
1492  AF  216  02  2* SH ALGEBRA 1A      2  ALL   28   M5  000 04 MATH 2
```

Two Digit Identifier from CL01	Teacher Name of the Unfilled Assignment from CL01	Name of Day-to-Day Substitute Teacher for Unfilled Position	6 Digit Employee Number	Location code if more than one at site
02	*English Staff 1*	*Mary Wondermaker*	*111222*	*8888*
04	*Math 2*	*Bob Eastwood*	*333444*	*8888*

SIS DATA VERIFICATION USING FS11

FS11. This program reviews the staff, Master Schedule and student files. It looks for problem conditions and prints a message for each problem. Beginning AT LEAST two weeks before CALPADS/CBEDS Census Day, schools should run FS11 to identify data errors and make corrections in SIS. For assistance correcting data errors, call SIS Support at 213-241-4850. On Census Day, FS11 should be error free.

To run FS11, type "FS11" at the SIS menu and choose the date "October 5." There are two types of messages: **Errors** and **Warnings**. Errors must be corrected. Warnings must be annotated if corrections are not needed.

The following ERRORS must be corrected:

1. Assign time missing in FC01
   No entry was made in FC01, field 134, to indicate this teacher's assigned time.
   Enter the appropriate code (1 = full-time teacher, 2 = full time administrator, 3 = part time teacher).

2. Bad service length
   The entry in FC01, field 151, indicates that this teacher has worked at the school longer than for the District. Use FC01 to correct field(s) 151 or 153.

3. Bad service start dates
   No entry was made in FC01 for this teacher's date of starting service.
   Use FC01 to enter the date in field(s) 151 or 153.

4. Invalid crs nr. Bbl Nr xxx
   The course number assigned to bubble number xxx is not a valid course number. Check the current course directory for the valid course numbers and correct CL31. (Typing COURSES at the SIS menu will print out all the current valid district course numbers in course number order.)

5. Invalid employee number
   Employee numbers must be correct.

6. No principal record in FC01
   The principal must be entered in FC01 with a status of code "P" in fields 133. He must be assigned 160 hours in field 134 and have only 1 period listed in CL01.

7. Student grade <06
   Check and correct student's grade level in AT06. To change the grade level press<F4>. Use the down arrow to go to grade level. Enter the appropriate grade.

8. Student grade = 13
   Probably a record of a graduated student or a retained student.
   If this student is retained as a 12th grade, use AT06 to change grade.
   If student has graduated, use CL04 to remove classes. Also, check AT06 to remove E and L codes.

9. Student has missing ethnicity
   Use ID01 to enter the ethnicity in field 108.

10. Student has missing sex code
    Use ID01 to enter the sex code in field 107.

11. Students in a 8xxxxx or 9xxxxx class
    Classes with bubble numbers above 900 are out of the classroom assignments and **CANNOT** have students assigned to them. Generally, these students should have a service class. Use CL31 to identify the bubble number assigned to service: District course numbers 460101 through 460104. Change the students' classes by using CL04. For RSP students refer to the article on "Master Schedule."

12. Teacher 000 with 9xxxxx class
    Non-teaching classes (out-of classroom assignments) must be assigned to teacher paid at your site. In FC01, look up the teacher's record number (found on the first line of the screen). Then using CL01 (Master Schedule) enter the teacher's record number.

13. Teacher has bad location code
    The location code for this teacher is not valid. Correct the location code (field 104) in FC01.

14. Teacher has only _____classes
    All full time teachers must have at least 6 classes (4 periods at 4x4 schools). Verify the status of the teacher. If the teacher is part time (teaches less than 5 periods per day), then use FC01 and change field 134 to a "3." If the teacher is full time, check to see if all assigned classes have at least one student enrolled. The survey ignores classes that are empty.
    If teacher has an empty class, then use CL04 to enroll students into the empty class. If the empty class is really an out of the classroom assignment (non-teaching), use CL01 to change the bubble number to a bubble number in the 900 series.
    Service does not count as a teaching period. Check to ensure that staff member has another assignment such as dean, counselor, etc during that period that shows only service.

15. Teacher on leave has classes in CL01
    In FC01 the status (field 133) has been set to code "L" which means the teacher is on an official leave of absence. If this is correct, please check the Master Schedule (CL01) and remove all classes assigned to this teacher for the Fall semester. If the teacher is NOT on an official leave, change the status (field 133) to the appropriate numerical value.

16. Too many classes for part time
    Teacher is marked as part time in FC01 but has more than 4 classes assigned. Verify the teacher's status. If truly part-time, use CL01 to reassign 4 or less classes. If truly full time, use FC01 to change field 134 to a "1."

The following WARNINGS must be verified and annotated:

1. ESL but not LEP
   All students in ESL classes must be English learners (EL). ELs must have an "L" in field 341 in ID01.

2. More than 40 years of service
   The service dates in fields 151-155 indicate that this teacher has taught or served more than 40 years. Verify the information. If correct, annotate the printout; if incorrect, use FC01 to change the appropriate service fields.

3. More than 99 students in class
   Up to 350 students may be in a class. However, because there are only 2 digits allowed for each gender and ethnicity/race in the survey, there **CANNOT** be more than 99 students of the same gender and ethnicity/race.
   Such classes should be divided among different teachers using CL10.

4. Prior service?
   Fields 152 and 154 in FC01 indicate that this teacher left this school or District and then returned. Check the Certificated Staff Information Form to verify the correctness of this. If correct, annotate the printout; if incorrect, change field(s) 151-155.

Student National Origin Report – FS34

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). Beginning 2009-10, 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 Census Day and once as of Spring Census Day. The count with the higher number will be used for the Annual SNOR.

The SNOR identifies eligible immigrant students in grades K-12, including special education students. The number of identified eligible students is used by the district to apply for funding to provide EIEP classes. Funding of 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 by 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 report, a student is counted as eligible if both of the following are true:

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

PROCEDURES

Follow the procedures below to ensure accurate identification of eligible students.

A. Update the following SIS fields in ID01 for all eligible immigrant students:

Field#	Field Name
104	Birth Date
106	Birth Region (must indicate the student's birth country)
109	First US Enrollment
141/142	Grade/Track
149	School of Residence
312	Initial English Proficiency Test Date

B. Prior to survey day, run program FS34 to print the preliminary report of eligible immigrant students. Rerun the preliminary report as needed to ensure that all eligible students are listed.

C. On survey day, enter all information in SIS before running the final FS34.

At the end of count day, FS34 will be run automatically along with Annual School Program Survey. On Thursday, when survey forms are printed, FS34 will also print out the final report listing the names of eligible students and the total count eligible students as of census day. Keep the reports in school file along with other Annual School Program Survey forms.

District Permit Survey

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 the prior school year which remain in effect this school year.

PROCEDURES

A. With the exception of special education placements or students in traveling programs (i.e., CAP, Sat, Magnet, PWT, PSC, which are reported in ID01, field 152), each nonresident student should be reported in one of the following types of permit or transfer.

- Advanced Studies
- Bilingual-ESL Program Assignment
- Caregiver's Affidavit
- Charter Opt-Out
- Child Care Permit
- Continuing Enrollment
- Direction of the Superintendent
- Inter-district (approved by the Permit Office)
- National Disaster
- Open Enrollment
- Opportunity Transfer
- Overcrowded
- Parent Employment
- Performing Arts
- Romero Open Enrollment
- Safety and Protection
- Senior Status
- Specialized Program
- University Outreach

B. SIS Procedures

1) Secondary SIS schools will enter attendance permit type (field 150) and resident school location (field 149) in the ID01 fields. Fields 150 and 152 are mutually exclusive for survey purposes.

2) The report will be automatically printed along with the Annual School Program Survey. Keep the report in school file along with the Annual School Program Survey.

Site Computer Inventory

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. Schools can access their inventory at https://site-computer-inventory.noc.lausd.net/.

As part of the Annual School Program Survey, schools must complete the annual update of the Site Computer Inventory by October 1, 2012. Detailed instructions regarding the inventory are found in MEM-4170.3 Site Computer Inventory, published by Information Technology Division. Follow instructions provided at the website and in MEM-4170.3, review the current list, revise and/or add information as appropriate. When the inventory is completed, submit the survey electronically. No paper report is required.

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 at keith.elliott@lausd.net or by phone at 213-241-1226.

Traveling Student Report - TREPORT

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 and routing purposes. The traveling student information must reflect the exact number of traveling students enrolled in school on CALPADS/CBEDS Census Day.

The Traveling Student Report is generated by typing TREPORT at the main menu. At the first screen, select <F5> to print all traveling students. At the next screen, type S, P and G to sort by School, Transportation Program and Grade. Print this report at least one week before the due date to allow time to add, delete or change information based upon actual participation of students in a traveling student program. Verify correct school of residence (field 149) by running the program ID44 using the <F2> (print) option. After reviewing the printout, make corrections in ID01 (field 149) or you can use ID44M with the <F7> (change) option.

The Traveling Student Report lists all magnet students when the school of attendance (field 143) indicates a magnet location. All other traveling students are listed when field 152 indicates a traveling program.

MAGNET STUDENTS

To add a magnet student who **is** enrolled in SIS, use AT06 to change the school of attendance (field 143) to the magnet school location. For questions about creating a second apportionment card, call Secondary SIS support.

To add a magnet student who **is not** in your SIS system, enter the student in ID01 using the magnet location code in the school of attendance (field 143).

To delete a student from the magnet list who **is** in the attendance area of the main school, use AT06 to change the school of attendance (field 143) to the main school location. For questions about creating a second apportionment card, call Secondary SIS Support.

To delete a student **no longer in attendance**, inform the SIS coordinator. Remove student's classes.

For a student currently in your magnet, the Trans Pgm field (field 152) should be interpreted as follow:
If the magnet student will be transported, place an "M" in field 152.
If the magnet student will not be transported, place a "W" in field 152.
If there is a "?" in the Trans Pgm column, then the entry in field 152 is neither "M" or "W" (e.g., it may be P) and should be corrected.

NON-MAGNET STUDENTS

To add a student, enter one of the following in field 152 (Trans Pgm):

A = CAP student at PHBAO school
E = Space available basis
H = Homeless
N = Public School Choice
P = PWT student
S = Transported Special Education student who **is not** in one of these listed programs.
V = CAP student at integrated school
X = Other Transported Student (selected schools only)
Z = SAT Zone student (Verdugo Hills High School only)

To delete a student who **is not** in a traveling program but is listed, delete the symbol in field 152.

Print the corrected Traveling Student Report on CALPADS/CBEDS Census Day by typing TREPORT at the SIS menu and select the <F7> option to print the certification page. This roster must display all the students

traveling to the school, and for Magnet Schools/Centers, all students enrolled. 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 (AT14).

After the information has been corrected in SIS and the report TREPORT has been printed, the principal signs the report to verify the accuracy of the data. The principal's certification sheet will only be printed when you use the <F7> option. Traveling Student Report and summary by grade level should be filed at the school site. The data will be picked up electronically from SIS after 5:00 p.m. on survey day.

Survey Coordinator's Checklist for Returning Materials

Use the Survey Coordinator's Checklist as a guide to gather and organize all the survey forms. Complete the Checklist and have it signed by both the principal and the survey coordinator certifying the accuracy of the information provided in the survey. Keep the Checklist along with survey forms in school file for five years. Fax the signed Principal's Report (Form 3) to School Information Branch (213-241-8969 or 213-241-8968) by survey due date.

LOS ANGELES UNIFIED SCHOOL DISTRICT
School Information Branch
Annual School Program Survey, Fall 2012

Survey Coordinator's Checklist

School _____ Location Code _____

Survey Coordinator (print)_____ Phone _____Ext._____

Please package materials in the order listed below and check off to indicate that each item is complete.

_____ 1. Unfilled Positions Report – one per school, if applicable (see pages 10-11)

_____ 2. FC99 – Certificated Employee Number Verification signed by Payroll Clerk (see page 6).

_____ 3. CS12 Ability Grouping and AP Selection (see page 3).

_____ 4. Reports Generated by SURVEY

- _____ a. Final FS11 printout (see pages 12-13)
- _____ b. Form 2 printouts for all survey forms are legible; if continuous feed paper is used, the pages are fan-folded and the tractor strips removed.
- _____ c. CBEDS Enrollment Report (see page 3)
- _____ d. Form 3 is complete and signed – one per location code (see page 3)
- _____ e. SNOR Summary (see page 14)
- _____ f. District Permit Survey (see page 15)

_____ 5. Traveling Student Report – Not submitted, keep in school file (see page 16)

_____ 6. One complete set of survey forms and reports are retained in school files.

_____ 7. Site Computer Inventory has been completed online by October 1, 2012 (see page 15).

Certification: Our signatures certify that all required forms have been completed and that all information provided has been verified as accurate.

_____ _____
Signature of Survey Coordinator Signature of Principal