



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Transfer Data Information For Schools Receiving Matriculating Students

NUMBER: REF- 6500.0

ISSUER: Shahryar Khazei, Deputy Chief Information Officer

DATE: Tuesday April 21, 2015

ROUTING
 Educational Service
 Center Administrators
 Principals
 Assistant Principals
 SIS Coordinators
 ESC K-12 Coordinators
 School Admin. Assts.

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

MAJOR CHANGES: This Reference Guide replaces REF-3490.8 dated February 8, 2013.

INSTRUCTIONS: I. BACKGROUND

The Informational Technology Division transfers matriculating student information automatically from the elementary school to the resident middle school and from the middle school to the resident high school via My Integrated Student Information System (MiSiS). After MiSiS receives data from the Magnet office, Zones of Choice, and other applications, MiSiS runs the Next Year Enrollment (NYE) process automatically every night. The NYE process adds an enrollment for every currently enrolled student with an address within LAUSD boundaries for the 2015-2016 school year. After the NYE process runs, schools are able to view incoming students in MiSiS allowing school personnel to schedule, plan, and provide an appropriate educational program for each student.

II. IMPORTANT DATES

The Next Year Enrollment process is completed in two phases. In March, non-matriculating students in grades 6-11 are promoted to the next grade level. The second phase begins in April and includes matriculating students and students transferring to other LAUSD schools due to placement in Magnet schools, Zones of Choice (ZOC), Schools for Advanced Studies (SAS), Open Enrollment, Permits with Transfers (PWT), Public School Choice (PSC), CORE Waiver Public School Matriculate Choice Program (PSMCP), Other Transported Students (OTS), and Special Education.

The Next Year Enrollment process runs nightly in MiSiS until the start of the new school year, based on the calendar for each school. After the start of the school year, schools should enroll students using MiSiS. Enroll students by using the link under the Admin tab.

Schools should have all the required information correctly entered into MiSiS. If a student has an address that is changed, the current residential school must make the change to the



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student's record. MiSiS is then updated if the change of address results in a change for the next school. The next school where the student will attend receives the updated student information the following day.

III. SCHOOL RESPONSIBILITIES

Elementary Schools

1. Follow the instructions outlined in Section IV to ensure that the necessary student information is entered and accurate in MiSiS.
2. If students have a changes of address, the elementary school is responsible for updating the address fields on the Student Information screen in MiSiS. If this information is not accurate, records will not be identified to move to the appropriate middle school.
3. Schools with Option and application areas for their sending middle schools must contact parents to find out which middle school their students will be attending and add a Student Transfer record in MiSiS. Schools may use the MiSiS Student Resident Schools report (available April 2015) to identify students living in an Option area.
4. The cumulative record is a legal document that must be maintained in perpetuity. To ensure that pupil records are sent to the correct middle school, cumulative records and health cards are to be forwarded when requested by the receiving school at the start of the new school year.
5. All English Learners matriculating to middle schools will be placed based on their DIBELS or TRC (Grade 5) or SRI (Grade 6) data, along with CELDT data. Elementary schools will not be asked to provide additional placement data.
6. Students in grade 5 or 6 entering middle schools as potential Tier 2 and Tier 3 Literacy Intervention students need to be screened for Standards Based Promotion or as struggling readers using the criteria outlined in: MEM-6487.0, Placement Guidelines Language Arts Tier 2 and Tier 3 Intervention Programs in Grades 6 and 9, Office of Curriculum, Instruction and School Support
7. Elementary schools that have students in special education whose placement will change following the third reporting period must enter a Student Transfer record in MiSiS using a transfer code of Special Education Placement. Contact the middle school by phone to advise them of this updated information so that the student's program placement will be appropriately updated in a timely manner.

Secondary Schools

1. Middle school personnel are encouraged to have articulation meetings with elementary school personnel to help plan for the successful transfer of accurate and complete information. Senior high school personnel are also encouraged to have



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articulation meetings with middle school students and personnel to help plan for the appropriate scheduling of classes.

2. After the MiSiS Next Year Enrollment process is run, schools will be able to view student information for incoming students. It is not necessary for elementary schools to print Student Transfer Form (formally PARS).
3. To avoid notification to students whose assignments might change, schools should not send letters to students to welcome them until after the Magnet, ZOC, PWT, and PSMCP data selection has been completed.
4. For questions regarding OTS eligibility, please contact your local Area Bus Supervisor (ABS) first. You may then contact Kevin Kilpatrick at the number listed on Page 5 for Traveling Student Programs.
5. Please do not send parents of matriculates' back to the feeder elementary school for a Student Transfer Form. Check the information in MiSiS first. Call the elementary feeder school to clarify the problem rather than sending the parent back to the elementary school.
6. Middle schools that have students who matriculate into Zones of Choice high schools had their 8th grade students rank their selections within their Zones of Choice in March. The data was collected centrally to complete the selection process. The selection lists will be sent in April to ZOC High School Principals by the Zones of Choice Office. By May, the data selections will be passed to MiSiS and MiSiS will create next year enrollments for students at the selected Zones of Choice school. Schools will have access to newly enrolled students after the next year enrollment process is run in MiSiS. (Electronic Transfer #2)

IV. PREPARATION OF DATA IN MiSiS

Exceptions to the Majority of Matriculates

Students living in option attendance areas are not automatically assigned to a middle or high school. Elementary and middle schools must contact the parent/guardian of students living in option areas to discuss which option school should be selected. The school should then enter a Student Transfer in MiSiS using the transfer code Option Area.

Matriculating Students in Special Education Enrolled in a Special Day Program

1. Make sure that the information in Welligent is up to date.
2. If needed, the Non-Verbal matrix should be completed according to guidelines in BUL-3778.0 from the Division of Instruction, Special Education.
3. In February, The Special Education Operations Office received a list of students with moderate to severe disabilities. The Operations Office in conjunction with the



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school site IEP team will determine placement. Schools must enter a Student Transfer in MiSiS using the transfer code of Special Education Placement.

Traveling Students (including students in Special Education)

1. Parents of students eligible to participate in the Other Transported Students program at schools which fall into the pre-established OTS matriculation patterns should be informed of their options. The appropriate location code for the next school should be entered on the Student Transfer screen in MiSiS with a transfer code of Option Area. For questions about OTS matriculation patterns or eligibility, please contact your local Area Bus Supervisor (ABS) first. You may then contact Kevin Kilpatrick at the number listed on page 5 for Traveling Student Programs.
2. Students in Special Education traveling to schools not specifically covered in matriculation patterns established by the Student Integration Services will have a next year enrollment assignment based on their address if the student has an eligibility of Specific Learning Disability (SLD), Speech/Language Impairment (SLI) or Intellectual Disability (ID) and is in a mild/moderate class.



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RELATED RESOURCES:

Memorandum No. MEM-6487.0, *Placement Guidelines Language Arts Tier 2 and Tier 3 Intervention Programs in Grades 6 and 9*, Office of Curriculum, Instruction and School Support, April, 2015

Memorandum No. MEM-6046.3. *Placement. Scheduling and Staffing of English Learners in Middle School and High School in 2015-2016*. Office of Curriculum, Instruction and School Support, April, 2015

Bulletin No. BUL-3778, *Policies & Procedures for Identifying English Learners with a Disability as Low/Non-Verbal*, Special Education, October, 2007.

TELEPHONE ASSISTANCE:

Support Unit	Contact Person	Phone Number
SIS - Elementary		(213) 241-4617
SIS - Secondary		(213) 241-4850
Counseling Articulation	Nader Del Navaz , Administrative Coordinator, Secondary Programs Instructional	(213) 241-5333
ESC North	Gail Aldrich, Coordinator	818-654-3629
ESC South	Rebecca (Becky) Fitzpatrick, Coordinator	310-354-3514
ESC East	Carmela Bravo, Coordinator	323-224-3100
ESC West	Liz Hicks, Coordinator	310-914-2100
ISIC North & West	William(Bill) Bazadier, Coordinator	213-241-1917
ISIC South	Carmen Hermosillo, Coordinator	213-241-0134
ISIC East	Michelle Hernandez, Coordinator	213-241-1928
Central	Cori King, Coordinator	213-241-6689
Office of Instruction, Language Acquisition Branch	Valerie Brewington Terri Bourg	(213) 241-5582
CAP/A & CAP/V	Bruce Takeguma	(213) 241-3344
PWT Programs	Felipe Echavarri	(213) 241-6532
CORE Waiver/PSMCP	Susan Jamerson	(213) 241-6990
Magnet & OTS	Kevin Kilpatrick	(213) 241-6532
Zones of Choice Office	Jesus Angulo	(213) 241-0479
Special Education Support and Services - Central	North, South, East, West and ISIC	(213) 241-6701