


INTEROFFICE CORRESPONDENCE  
LOS ANGELES UNIFIED SCHOOL DISTRICT  
PLANNING AND ASSESSMENT DIVISION  
STUDENT INFORMATION SYSTEMS BRANCH  
ADULT SIS

TO: Assistant Principals, Adult Counseling Services      DATE: February 22, 2008  
Adult SIS Coordinators

FROM: Krimhilde Roth   
Adult SIS

SUBJECT: IDENTIFYING STUDENTS TAKING THE CAHSEE TEST IN ADULT SIS

This memorandum supersedes the memorandum titled IDENTIFYING STUDENTS TAKING THE CAHSEE TEST IN ADULT SIS dated November 28, 2007. It outlines revised procedures in Adult SIS for identifying students taking the CAHSEE test and for producing a *CAHSEE Test Student List* for this purpose.

In order to establish a permanent record of student CAHSEE participation and for CAHSEE results to be imported into Adult SIS, students taking the CAHSEE have to be properly identified by their student ID number. For that purpose, the student will need to be enrolled in either one or both of the two courses listed below prior to the test date(s):

90-00-01 CAHSEE Test - English Language Arts

90-00-02 CAHSEE Test - Mathematics

(These fictitious course numbers were created last year and already exist in Adult SIS.)

A '*CAHSEE Test Student List*' report has been created in Adult SIS that can be used instead of the "Alphabetical Roster of Students Tested" (Attachment F) to

- a) verify student presence on test day and
- b) verify student information on the CAHSEE demographics page.

To create the '*CAHSEE Test Student List*' report, follow this revised process:

- A. The SIS Coordinator creates one forum section for the two CAHSEE Test courses. The section start and end dates should be set to the ELA and Math test dates. **Since this is not an actual class, SUPPRESS ATTENDANCE when creating the section.**
- B. The APACS provides the SIS Coordinator with a list of names, ID numbers and birthdates for students to be enrolled in either one or both of the CAHSEE Test courses prior to the test date.

C. The SIS Coordinator enrolls the student into the appropriate course(s) within the forum section.

D. Prior to the test date, the SIS Coordinator prints a 'CAHSEE Test Student List'.

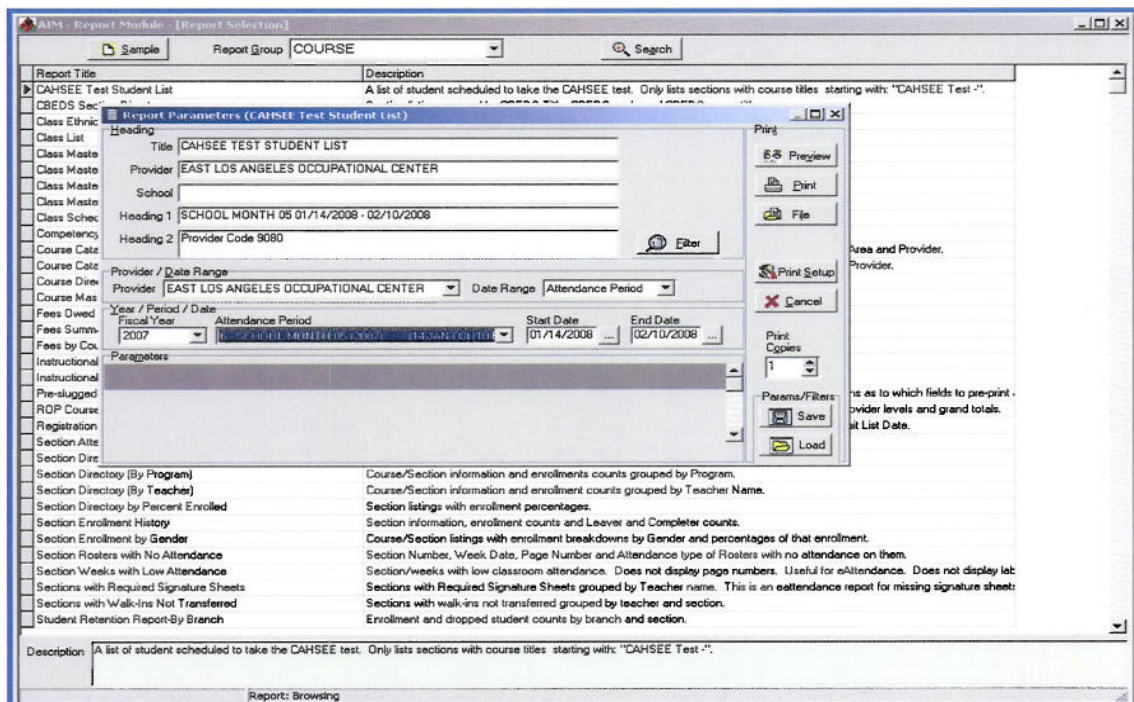
Below is a sample 'CAHSEE Test Student List' report followed by instructions on how to generate the 'CHASEE Test Student List':

**CAHSEE TEST STUDENT LIST**

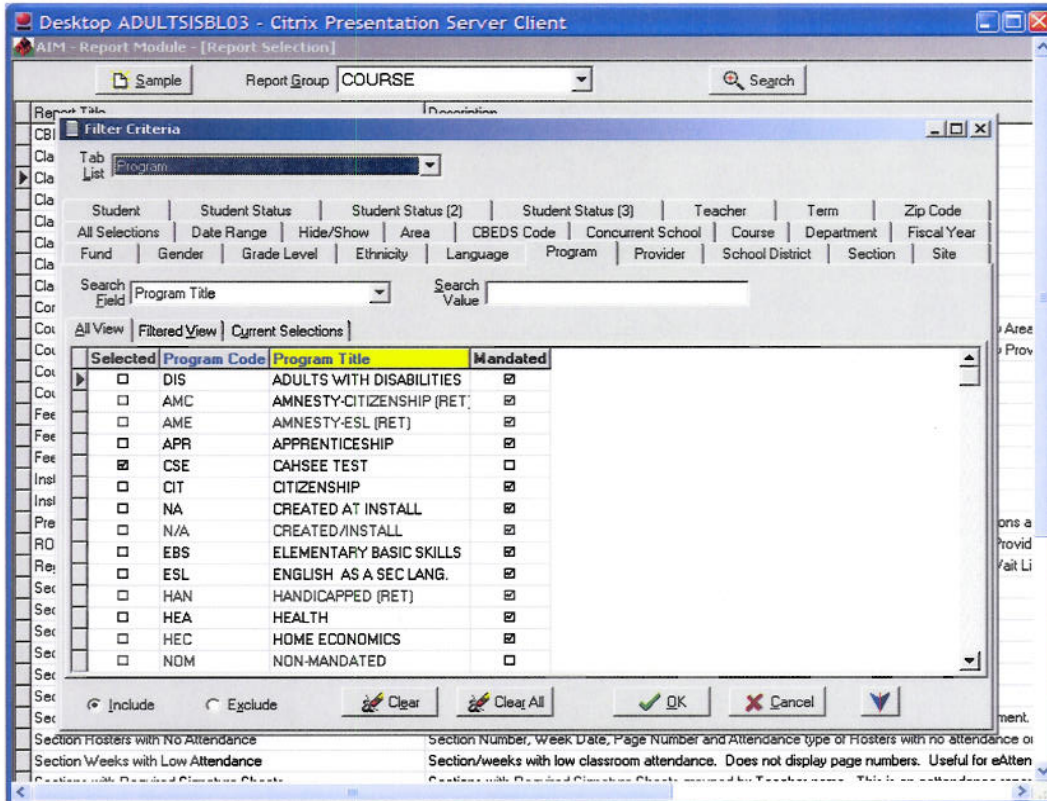
School: **FRANKLIN COMMUNITY ADULT SCHOOL**  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Total Number of Students Tested at this School: \_\_\_\_\_ Grade: **Adult Education**  
 Dates Tests Were Administered: **February 05, 2008, February 06, 2008**

| Name                   | Student Id | Birth Date | Test Scheduled | Test Administered* |      |
|------------------------|------------|------------|----------------|--------------------|------|
|                        |            |            |                | ELA                | Math |
| 1. [REDACTED] ELI      | 20098158   | 08/07/1988 | Both           |                    |      |
| 2. [REDACTED] CIANO    | 18087205   | 12/18/1988 | Math           |                    |      |
| 3. [REDACTED]          | 20095908   | 02/28/1989 | Both           |                    |      |
| 4. [REDACTED] IE MARIE | 20088502   | 12/28/1984 | Math           |                    |      |
| 5. [REDACTED] RY       | 38128203   | 02/24/1988 | Both           |                    |      |
| 6. [REDACTED] A.       | 31130908   | 11/28/1987 | Math           |                    |      |
| 7. [REDACTED]          | 20087988   | 10/15/1988 | Both           |                    |      |
| 8. [REDACTED] IRA      | 38148478   | 08/20/1988 | Math           |                    |      |
| 9. [REDACTED] R MANUEL | 20087244   | 07/21/1985 | Both           |                    |      |
| 10. [REDACTED]         | 20102288   | 08/07/1987 | Both           |                    |      |
| 11. [REDACTED]         | 37008041   | 11/27/1989 | Math           |                    |      |
| 12. [REDACTED] L.A.    | 38140918   | 03/18/1989 | Math           |                    |      |
| 13. [REDACTED] A       | 20077421   | 08/31/1982 | Both           |                    |      |

1. From Adult SIS AIM, select 'Reports'.
2. Select the 'Course' report group.
3. Choose "CAHSEE Test Student List" from the list of report titles.

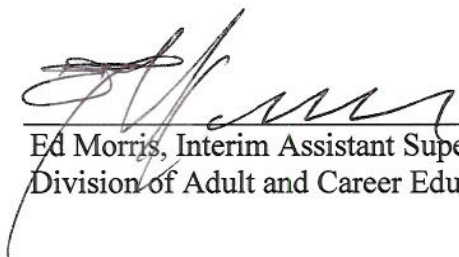


4. On the 'Report Parameters' screen, select the appropriate date range to match the CAHSEE testing date(s) and click the 'Filter' button.
5. Select the 'Program' tab.
6. Select the 'CAHSEE Test' program.
7. Click the 'OK' button.
8. Click the 'Preview' button.
9. Print the 'CAHSEE Test Student List'.



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APPROVED:

  
 Ed Morris, Interim Assistant Superintendent  
 Division of Adult and Career Education