



**TITLE:** **MODIFIED CONSENT DECREE REQUIREMENTS  
IN SIS AND WELLIGENT IEP SYSTEMS**

**ROUTING**  
All Employees  
All Locations

**NUMBER:** BUL-971

**ISSUER:** Donnalyn Jaque-Antón, Associate Superintendent  
Division of Special Education

**DATE:** May 3, 2004

**POLICY:** Principals are accountable for ensuring that school staff enter data into mandated data fields in Elementary and Secondary Student Information Systems (SIS) and school staff use the Welligent Individualized Education Program (IEP) System, for students who have been referred for or are receiving special education services.

**MAJOR CHANGES:** (1) Mandatory use of Elementary SIS and Secondary SIS data fields and  
(2) Mandatory use of the Welligent Individualized Education Program System for students referred for or receiving special education services.

**GUIDELINES:** I. BACKGROUND

The Modified Consent Decree (MCD) articulates the measurable outcomes the Los Angeles Unified School District (LAUSD) must achieve in order to fulfill its commitment to students with disabilities and their parents. On May 13, 2003 the Los Angeles Board of Education approved the MCD in order to bring the District into compliance with special education laws and regulations. In order to determine whether the outcomes are achieved, data must be entered and regularly updated for each student preschool through grade 12 referred for or receiving special education services.

II. PURPOSE

The purpose of this bulletin is to inform principals of (1) the requirement to complete and maintain mandated Elementary and Secondary SIS data fields for students receiving special education services and (2) the requirement to use the Welligent IEP System including the services tracking system.

III. ELEMENTARY AND SECONDARY SIS MANDATED DATA FIELDS

Student data must be entered for all mandated fields at the time that a special education student, preschool through grade 12, is identified or enrolls in a District school. All mandated fields must be updated for students with Individualized Education Programs (IEPs) currently enrolled. Mandated data fields must be kept current.



Special education student data must be available to persons authorized to access the data, but it must be protected from unauthorized access. All mandated data fields must also be available in the Integrated Student Information System (ISIS), which will replace ESIS and SSIS in the future. For mandated ESIS data fields refer to Attachment A. For mandated SSIS data fields refer to Attachment B.

#### IV. REQUIRED USE OF THE WELLIGENT IEP SYSTEM

Principals are accountable to ensure that all staff develop and maintain all IEPs on the Welligent IEP System and to use the management capabilities of the system to maintain compliance with the IEP process.

As of July 1, 2004, all schools must use the online Welligent IEP System for the development of IEPs. School personnel have been provided opportunities for training on the Welligent IEP System. If school staff have not been trained immediately contact IEP Support at the number listed below to schedule the appropriate training.

**AUTHORITY:** Through the authority of the Superintendent of Schools and the Modified Consent Decree, this policy mandates the use of the Welligent IEP System including the services tracking system and completion and maintenance of mandatory data fields for students with disabilities in the Elementary/Secondary SIS.

**RELATED RESOURCES:**

- Memorandum No. BT-64 Electronic SESAC Reporting for Elementary Schools, dated January 6, 2003
- Memorandum No. BT-112 Electronic SESAC Reporting through Secondary SIS, dated April 14, 2003
- Memorandum No. H-10, Web-based IEP System Implementation Plan, dated December 2, 2002

**ASSISTANCE:**

- Elementary SIS Support at (213) 241-4617
- Secondary SIS Support at (213) 241-4850
- Welligent IEP Support at (213) 241-4174

LOS ANGELES UNIFIED SCHOOL DISTRICT  
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ATTACHMENT A

ELEMENTARY SIS MANDATED FIELDS

**SCREEN 10 – STUDENT ENROLLMENT**

Field 475 (Has IEP)  
Field 476 (Has 504 Plan)  
Field 102 (Grade – If ungraded, add a U following the grade)

**SCREEN 13 – TRANSFER AND PERMIT**

Transferring students (location known)  
Field 190 (L-Code of L-2, L-3, L-4, L-5)  
Field 191 (L Date)  
Field 192 (Location Code of Next School)  
Field 83 (Reason for Special Education transfer is 3)

Transferring students (whereabouts unknown)

Field 190 (L-Code of L8)  
Field 191 (L Date)  
Field 83 (blank if whereabouts unknown, 65 if student deceased)

**Assigning a teacher to a Resource Specialist (RSP) Program**

SCREEN 16 – UTILITY MENU – OPTION 2 AND 2a  
Field 0 (Room Number of “RSP”, “RSP1”, “RSP2”, etc.)  
Field 2 (Grade of “RSP”)

**SCREEN 24 – INDIVIDUALS WITH EXCEPTIONAL NEEDS (IWEN)**

Field 111 (Section 504 Plan Date)  
Field 121 (Eligibility Code for all Special Education students)  
Field 467 (Has RSP)  
Field 468 (RSP teacher Employee Number)  
Field 477 (% of time prescribed in Special Education)  
Field 478 (Curriculum Type) Accommodation – A, Modifications – M, or  
Alternate curriculum – AC

**Assigning a student to a Designated Instruction and Services**

(5 maximum)  
Field 122 (DIS Code)  
Field 471 (Frequency per Month)  
Field 472 (Minutes per frequency)  
Field 473 (Employee or Provider Number and Name of Provider)  
Field 474 (Location Code of school where service is provided)

**Assigning students to a Special Day Class**

Field 103 [Special Day Class (Type)]

**Recording IEP Dates**

Field 464 (Initial IEP date)  
Field 123 (Current IEP date)  
Field 465 (1 year IEP date)  
Field 466 (3 year IEP date)  
Field 120 (Exit date only if all Special Education services have been exited)

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ATTACHMENT B

SECONDARY SIS MANDATED FIELDS

Faculty File (Program FC01)

Field 133 (Status)

206 (RSP Teacher, indicate yes for all RSP Teachers)

207 (SDC Class Code, enter appropriate code for each  
SDC Teacher)

Student File (Program ID01)

Field 144 (Special Attendance Category)

700 (Has IEP)

701 (Disability)

702 (Special Day Class Code)

703 (RSP)

704 (RSP Subjects)

711 – 715 (DIS Code, Frequency/month, Minutes/Freq,  
Provider Code)

719 (IEP Teacher)

720 (Initial IEP Date)

721 (Last IEP Date)

722 (1 Year IEP Date)

723 (3 Year IEP Date)

727 (% of prescribed time in Special Education)

761 (Has 504)

762 (504 Plan Date)

763 (Has ITP Plan)

421 (Non-standard exit, enter C for High School Students  
receiving a Certificate of Completion)

Attendance File

L7 – When student graduates

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Division of Special Education

ATTACHMENT C

MEMBERS OF THE BOARD

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DAVID TOKOFSKY



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DISTRICT

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ROY ROMER  
SUPERINTENDENT OF SCHOOLS

May 3, 2004

All District Staff:

The Modified Consent Decree (MCD) as adopted by the Board of Education on May 13, 2003 represents the Los Angeles Unified School District's commitment to ensuring that District special education programs will be in compliance with all applicable state and federal laws.

In order to meet the requirements of the MCD, the District's practices regarding the use of District data systems, including SIS and the Welligent IEP system as outlined in the attached Policy Bulletin No. 971, must be adhered to by all District personnel.

Serving students with disabilities in compliance with the law is the responsibility of all employees of the District. Appreciation is extended to each of you for your commitment and efforts.

Sincerely,

  
Roy Romer

RR:DJA:vs

Attachment: Bulletin No. BUL-971