



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: **MIGRATION OF SPECIAL EDUCATION IEP DATA FROM WELLIGENT TO ELEMENTARY AND SECONDARY SIS**

NUMBER: REF-1168

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ROUTING
Local District
Administration
Principals
School Admin. Assistants
SIS Coordinators
Support Unit
Administrators
Special Education
Teachers

PURPOSE: District policy requires schools to use the Welligent IEP System in real time mode as a management tool for all functions related to the IEP process including referral information, notifications, assessments and the actual conduct of the IEP meeting. District policy further requires schools to enter and maintain demographic and other data for every student with an Individualized Education Program (IEP) in the Welligent IEP System and in SIS (see BUL-971 dated May 3, 2004). The purpose of this reference guide is to notify schools that selected fields from the Welligent IEP System will be downloaded into SIS to synchronize data and to eliminate any duplicate or redundant data. After this procedure, special education information in SIS can only be updated from the Welligent IEP System.

MAJOR CHANGES: Beginning August 30, 2004, the fields described in the following section will be downloaded from the Welligent IEP System into the SIS System. The data from the Welligent IEP System will replace the information that was directly-entered in the SIS previously.

INSTRUCTIONS: I. RECONCILING WELLIGENT DATA AND SIS DATA

Following an initial download of data from Welligent IEP System into Elementary and Secondary SIS, any changes or corrections must be made by the school using the Welligent IEP System. The SIS system will no longer accept any manual updates in these fields.

The IEP Support Section will mail exception reports to schools identifying critical differences between SIS and Welligent IEP System data. For example, the Initial IEP date may differ in SIS and in Welligent. The school must locate the student's current IEP and verify the correct date. Once verified, contact the IEP Support Section at (213) 241-4174 to assist with the entry of the correct date in the Welligent IEP System

A. **Elementary SIS (ESIS)**-- The following fields are located on Screen 24 (IWEN) and will be downloaded into ESIS from Welligent.

- 121 – Special Education Student Eligibility
- 477 – IEP % Time in SpEd
- 464 – Initial IEP Date
- 123 – Current IEP Date
- 465 – 1 Yr. Review Date
- 466 – 3 Yr. Re-Evaluation Date
- 120 – Exit Date
- 478 – Curriculum Type



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The school must continue to enter the following IWEN-related information in SIS:

475 – Has IEP (on Screen 10 – The Enrollment Screen)
103 – Special Education Class (SDC)
467 – RSP
468 – RSP Teacher Employee #
All DIS services provided at the school site

B. Secondary SIS (SSIS)

The following fields will be downloaded from Welligent to SSIS:

701 -- Disability
720-- Initial Date
721 -- Last Date
722-- 1 Year Date
723-- 3 Year Date
725-- Exit Date
726-- Exit Reason
727 -- % of Prescribed Time in Special Education
763-- ITP

A release will be sent to secondary schools in the summer of 2004 to make the above fields **read-only**. Information used to populate these fields will be copied from the last active IEP on the Welligent IEP System. Information is not transferred to SIS from the Welligent IEP System until the IEP is completed.

The schools must continue to enter the following ID01 Special Education fields:

700-- IEP?
702-- Special Day Class
703-- RSP
704-- RSP Subjects
711- 715 -- DIS
719-- IEP Teacher

RELATED RESOURCES: BUL-971, *Modified Consent Decree Requirements in SIS and Welligent Systems*, Division of Special Education, May 3, 2004.

ASSISTANCE: For assistance with Elementary SIS, call ESIS Support at (213) 241-4617.

For assistance with Secondary SIS, call SSIS Support at (213) 241-4850.

For assistance with the Welligent IEP System, call IEP Support at (213) 241- 4174.