LOS ANGELES UNIFIED SCHOOL DISTRICT

NOBLE AVENUE ELEMENTARY SCHOOL

MEMORANDUM

TO: All Permanent-Status Teachers and Certificated Staff

DATE: May 19, 2009

FROM: Cara Schneider
Principal

SUBJECT: PREPARING FOR NEW ATTENDANCE PROCEDURES AND INSTRUCTIONAL TECHNOLOGY FOR 2009-2010 SCHOOL YEAR

As part of the Integrated Student Information Services (ISIS) system, beginning July 1, 2009, **all classroom teachers will submit daily attendance electronically via LAUSDMAX**, the district's student records application. Teachers will use classroom computers or school-issued laptops to enter daily attendance. School staff will be trained on these new procedures before the end of this school year.

Additionally, we will be purchasing more document readers and projectors ("Elmos") for the new school year for teachers to use in the delivery of instruction. School-issued laptop computers should be connected to the Elmos for teachers to utilize the visual learning components of *EnVision Math*.

To prepare for the new school year, please do the following:

- Ensure that your classroom computer(s) can access the internet. If there are any connection problems, let our Technology Assistant, Mr. Gonzalez, know as soon as possible.

- Log on to your LAUSDnet account to make sure that your password is valid. If it is not, go to the Single Sign-on page at https://idmlogin.lausd.net/myprofile to update it.

- Make sure that your school-issued laptop connects to the internet and that it has a functioning DVD drive. Again, please see Mr. Gonzalez right away if there are any issues or if you need help.

Thank you for your cooperation in ensuring a successful transition to ISIS system.