

LOS ANGELES UNIFIED SCHOOL DISTRICT

PROP. 39 – ONLINE FACILITIES REQUEST PROCESS GUIDE

If you have any questions, please contact: prop39@lausd.net

STEP 1: Request Access to School Profile

NOTE: All new users must first register for an [laschools.org](https://mo.laschools.org) account and enroll in multi-factor authentication (MFA) before accessing the District's online facilities request portal and submitting an Online Facilities Request Form for the 2026-27 school year. For assistance with registering, please contact webmaster@laschools.org.

- For users requesting access to a school profile for the first time, log in at: <https://mo.laschools.org/applications/mo/prop39-online-facilities-request/>. (Users who previously requested access to a charter school profile for a prior school year may proceed to STEP 2.)
- Select "Request Access to School" (Fig 1.1) and enter school information (Fig 1.2).
- Ensure that all the school's information is complete and accurate. Errors may be corrected using the "Edit School Information" button (Fig 1.3).
- Be sure to provide an email address that is checked regularly. The email address provided will be used to deliver all official communications related to the school's facilities request throughout the school year.
- Please use the California Business Search link to confirm 'School Entity Name' and 'School Entity Number' (Fig 1.2).
- After completing all fields, review and affirm the certification statement by selecting 'I agree.'
- The Prop. 39 Office will review the request to access the school profile. An email will be sent informing the user whether the request has been approved.



STEP 2: Gather All Supporting Documents

Before beginning an Online Facilities Request Form, gather all supporting documentation:

- Charter school's operational calendar for the requested school year. (Required)
- Meaningfully Interested Student Form. (Recommended)
- Intent to Re/Enroll Forms. (Recommended)
- Current list of students with special education needs, as well as the schedule for providing these services. This may be the Prop. 39 Report in Welligent or a report from the user's current student information system. (Recommended)



STEP 3: Complete the Online Facilities Request Form

- To create a new facilities request, go to <https://mo.laschools.org/applications/mo/prop39-online-facilities-request/> and select "New Facilities Request Form" (Fig 3.1).
- The Online Facilities Request Form is divided into sub-sections (see Fig 3.2). Please be sure to review each sub-section, complete all areas, and attach all appropriate files.
- Progress can be saved and continued until the deadline for submission.



STEP 4: Submit the Online Facilities Request Form

The Online Facilities Request Form must be submitted **on or before November 1st**.

- Please carefully review to ensure that all information is complete and accurate.
- Note:** No changes can be made to the Online Facilities Request Form after it has been submitted.
- Read the disclaimer in the "Submit Online Facilities Request Form" section, select the "I Agree" box to confirm, and press "Submit Facilities Request" (Fig 4.1). *The Online Facilities Request Form is not submitted to the District until the certification box is checked and "Submit Online Facilities Request Form" is clicked.*
- A confirmation message will appear, and an email confirming the charter school's submission will be delivered to the email address provided.

Fig 4.1

By checking this box, I certify under penalty of perjury under the laws of the State of California that: (1) I am authorized to make this certification for and on Charter School's behalf; (2) all information provided by me is true and accurate; and (3) no attempt has been made to provide any false, omissive and/or misleading information.

☐ I agree

Submit Facilities Request Form

Fig 1.1

Online Facilities Request Form By School for 2026-27

Request Access To School Check Request Status

Fig 1.2

Enter School Information

School Name *
Street Number *
Street Name *
City *
State * CA
Zip *
Primary Contact Name * WILFREDO REYES POL
Primary Contact Title *
Primary Contact Phone Number *
Primary Contact Phone Number (alt.) *
Primary Contact Email * wilfredo.reyes@lausd.net
School Entity Name (i) Please use California Business Search if you ne
School Entity Number (i) Please use California Business Search if you ne
A corporation entity number is a 7 digit number with a
Existing School Profile ☐ I would like to request access to an existing sc
I understand that only one person in an organi
Certification Statement
By checking this box, I certify under pena
State of California that: (1) I am authori
on Charter School's behalf; (2) all inform
LAUSD as part of the Proposition 39 Online
and accurate; and (3) no attempt has been
any false, omissive and/or misleading info
Certification Agreement ☐ I agree

Fig 1.3

Online Facilities Request Form History Edit School Information

Facilities Request Form Status Date	Status
09/10/2019 08:45 AM	submitted
New Facilities Request Form	

Fig 3.1

Online Facilities Request Form History Edit School Information

Facilities Request Form Status Date	Status
09/10/2019 08:45 AM	submitted
New Facilities Request Form	

Fig 3.2

Pursuant to Title 5, California Code of Regulations, Section 11969.9(c)(3), the Los Angeles Unified School District ("LAUSD" or "District") rec
manner will be rejected. This Online Facilities Request Form may not be altered in any way, and submission of any documents or informati
difficulty submitting the Online Facilities Request Form may participate in District workshops where internet access, computers, technical an
District is not responsible for any difficulties charter schools may have in navigating or submitting the Online Facilities Request Form.

Online Facilities Request Form

- Complete each section - you may save your work and return to complete it at any time. You must click the Save Information button to
- Attach all required and supporting documents where indicated.
- Check the certification box and click "Submit Online Facilities Request Form." Upon successful submission, you will receive a confirm
- The Online Facilities Request Form cannot be changed after submission. If changes are necessary you must submit a new Online Fa

QUESTIONS: All questions regarding the Charter School's submission of the Online Facilities Request Form and supporting documentation:
Required Documentation

The following documents are required and must be completed, and attached to this Online Facilities Request Form where indicated.

REQUIRED DOCUMENTS

- Charter School's operational calendar for 2020-21 school year

Supporting Documentation

The following templates are available at the [LAUSD Charter Schools Division website](#) to support the Charter School in demonstrating the

SUPPORTING DOCUMENTATION

- Meaningfully Interested Students Information Form
- Intent to Re/Enroll Forms

All other attached supporting documents will be reviewed by LAUSD to help determine the reasonableness of the Charter Schools in-district

District School Site and/or General Geographic Area

Maps of District school sites are available online [HERE](#) to assist the Charter School in preparation of the Facilities Request.

The Charter School may select the name of the District school site at which it wishes to locate in response to Question 17 by selecting the s
school site from the drop-down menu, the Charter School must click the "Add" button to the far right and then click the "Save Information" bu

BASIC INFORMATION

DESCRIPTION OF THE CHARTER SCHOOL'S METHODOLOGY FOR REASONABLE PROJECTIONS OF AVERAGE DAILY ATTENDANCE

CHARTER SCHOOL'S AVERAGE DAILY ATTENDANCE (ADA) PROJECTIONS FOR THE 2020-21 SCHOOL YEAR

AREA OF GEOGRAPHIC INTEREST

INFORMATION ON CHARTER SCHOOL'S EDUCATIONAL PROGRAM, IF ANY, THAT IS RELEVANT TO THE ASSIGNMENT OF FACILITIES

SUBMIT ONLINE FACILITIES REQUEST FORM