

LOS ANGELES UNIFIED SCHOOL DISTRICT

PROP. 39 – ONLINE FACILITIES REQUEST PROCESS GUIDE

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

STEP 1: Request Access to School

NOTE: All users must first register for an 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 2025-26 school year.

If you have any problems registering, please contact webmaster@laschools.org.

- To request access to school, go to <https://mo.laschools.org/applications/mo/prop39-online-facilities-request/> and log in. (Skip to STEP 2 if the user previously registered and requested access to a charter school for a prior school year. Otherwise, continue with STEP 1.)
- Select "Request Access to School" (Fig 1.1) and enter school information (Fig 1.2).
- Ensure that the school's name and contact information are accurate. If you find any errors after providing the school information, you may revise using the "Edit School Information" button (Fig 1.3).
- Be sure to provide an email address that is checked regularly, because all official communications about the school's facilities request will be sent to that email address throughout the school year.
- For "School Entity Name" and "School Entity Number," a link to the California Business Search has been provided to assist you in confirming that information (Fig 1.2).
- Complete all sections and select "I agree."
- The Prop. 39 Office will review and approve your request to access school. You will receive an email once your access request has been reviewed.

STEP 2: Gather all Supporting Documents

Before you begin 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 your 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)
- For organizational purposes, the Online Facilities Request Form is subdivided into sub-sections (see Fig 3.2). Please be sure to review each sub-section, complete all questions, and attach all appropriate files.
- For your convenience, it can be saved in progress and continued later.
- Once submitted, you cannot make changes to the Online Facilities Request Form.

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 everything 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" button (Fig 4.1).
- A confirmation message will appear, and the user will receive an email confirming the charter school's submission.

Fig 1.1

Online Facilities Request Form By School for 2025-26

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 *
Primary Contact Title *
Primary Contact Phone Number *
Primary Contact Phone Number (alt.) *
Primary Contact Email *
School Entity Name
School Entity Number
Existing School Profile
Certification Statement
Certification Agreement ☐ I agree

Fig 1.3

Online Facilities Request Form History Edit School Information

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

Fig 3.1

Online Facilities Request Form History Edit School Information

Facilities Request Form	Status	Date
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") requires that all charter schools submitting an Online Facilities Request Form must first complete and submit the following required documents and supporting documentation to the District's facilities request portal.

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 save your work.
- 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 confirmation email.
- The Online Facilities Request Form cannot be changed after submission. If changes are necessary you must submit a new Online Facilities Request Form.

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 required documentation.

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 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" button.

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

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 Charter School is true, accurate, and complete; and (3) no attempt has been made to falsify, omit, or mislead any information.

☐ I agree

Submit Facilities Request Form