

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Human Resources Division

**COUNSELOR, PUPIL SERVICES AND ATTENDANCE EMPLOYMENT SELF  
CHECKLIST**

Please use this checklist as a self-guide to ensure that you upload all necessary documents. You do not need to upload this checklist.

☐ **COVER LETTER**

A cover letter (maximum of 2 pages) describing your experience and training in the following four areas:

- ☐ Providing counseling, advocacy services, case management to students and families;
- ☐ Analyzing data to inform attendance, behavioral, social emotional, and/or academic supports and interventions;
- ☐ Providing leadership in facilitating group processes with students, parents and community agencies;
- ☐ Ensuring protection of educational and due process rights of students including, but not limited to, students in foster care, experiencing homelessness, pregnant and parenting, juvenile justice involved, expelled or referred for expulsion, and/or at-risk for school failure and dropout.

☐ **CURRENT RESUME**

Note: Your resume and cover letter will be evaluated for depth of experience related to the areas listed above, as well as your writing skills. Please ensure your documents are organized, well written, and clearly describe your training and experience.

☐ **OFFICIAL TRANSCRIPTS**

Candidate must open their sealed transcripts; please upload both undergraduate and graduate transcripts.

☐ **REFERENCES**

Please add contact information for all employment/service experiences/internships and/or volunteer experience for the past three years. You must include the following in your references:

- ☐ All employers within the last 3 calendar years (the reference MUST be from your direct supervisor)
- ☐ For Counselors and Related Services Providers - all internship and fieldwork assignments within the last 3 years (the reference MUST be from whomever directly supervised your work)
- ☐ All volunteer work within the last 3 years
- ☐ Personal references to cover any gaps in employment within the last 3 years
- ☐ ADDITIONAL REFERENCES MAY BE REQUIRED AT THE TIME OF INTERVIEW
- ☐ You must include a minimum of three (3) references.

☐ **CREDENTIAL AND OTHER DOCUMENTS**

Please upload the following documents to your online application:

- ☐ [Basic Skills Requirement](#) (e.g., CBEST or equivalent)
- ☐ California Pupil Personnel Services Credential (PPSC) authorizing K-12 service in Child Welfare and Attendance credential or credential verification from the California Commission on Teacher Credentialing (CCTC)
  - OR -
  - ☐ Hold a PPSC and proof of enrollment in a university CWA program (University Letter required)
  - OR -
  - ☐ Proof of enrollment in a university PPSC program with a CWA certificate program (University Letter required)