

# ABCs of Norm

Updated 03/03/18

## Who, What, When, Why, and How?

- **What are Norm Reports?** Norm Reports contain the District-recommended staffing of teachers, administrators, counselors, and clerical personnel for schools based on projected (ECAST) or actual (Pre-Norm, Norm Day) enrollment and other school characteristics (e.g., school type, norm category, affiliated status).
- **What Norm reports are available?**
  - **HR038 Off-Norm School Level:** Off-norm funded positions
  - **HR039 Norm School Level Detail (Over/Under):** Earned versus actual norm positions to determine if a school is over, under, or balanced.
  - **HR046 Norm School Detail by Grade Group:** Earned norm positions
  - **HR080 Norm Detail (Over/Under) w/Enrollment :** A fixed layout report similar to HR039, developed with recommended fields including enrollment figures.
  - **HR081 Norm by Grade Group w/Enrollment:** A fixed layout report similar to HR046, developed with recommended fields including enrollment figures.
- **Who should have access to Norm reports?** School Site Administrators (Principals, Assistant Principals, School Administrative Assistants), Budget Services Division, Human Resources Division, Local Districts, and other divisions in Central Office.
- **When and why should I view the reports?** At minimum, the school administrator should review Norm reports twice a year to verify staffing allocations: once during Budget Development for the next fiscal year and once after Norm Day for the current fiscal year.
- **How do I get access to the Norm reports?**

After you sign into SAP, go to the Access Request tab.

  - Fill out the form
  - Select role BH153\_0000 BW - HR Norm Reporter
  - Submit the form on-line

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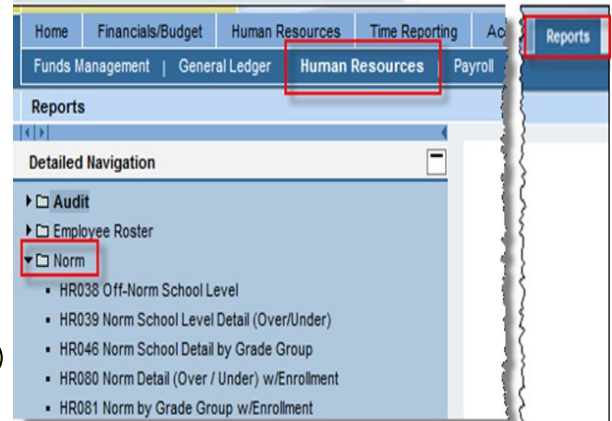
The screenshot displays the SAP Access Request Form interface. At the top, a navigation bar includes tabs for 'Home', 'Financials/Budget', 'Human Resources', 'Access Request' (highlighted with a red box), and 'Acct'. Below this, the 'Access Request Form' is active, showing a 'Detailed Navigation' pane on the left with links for 'Access Request Form' (highlighted with a red box), 'Model User Access', and 'Search Request'. The main form area on the right contains the title 'Access Request', the 'Requestor' field with the value 'REBECCA TA', 'Submit' and 'Close' buttons, and sections for 'Reason for Request' and 'Justification for Access: \*'.

# ABCs of Norm

## Getting Started With Report Basics

### Accessing, Executing, and Printing the Reports:

1. After logging in, click the Reports tab.
  2. Click Human Resources.
  3. Click the Norm folder to access the reports.
  4. Click on the name of the desired report.
  5. Enter the Run Date.
- ⇒ The run date for 18-19 ECAST is **02/05/2018**
- ⇒ The run date for 17-18 Norm Day is **09/15/2017**



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Variable Entry

Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

Variable	Current Selection	Description
* Run Date (Single Value Required)		
* Program Group Selection (Multi Single Value Required)	+ZGEN_NORM_GRP(Text)	ZGEN_NORM_GRP
Cost Center Hierarchy (Multiple Single Values)	+1000LAUSD_HR(Text)	Los Angeles Unified; ANALYSIS AND FOREC
Norm Class (Selection Optional)		

OK Check

3

4

6. The report default includes all Norm Classes (administrators, counselors, teachers, and clerks). To run the report for all Norm Classes click the "Ok" button.

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Available Variables:  Save Save As... Delete

Variable	Current Selection	Description
* Run Date (Single Value Required)	02/05/2018	
* Program Group Selection (Multi Single Value Required)	+ZGEN_NORM_GRP(Text Node)	ZGEN_NORM_GRP
Cost Center Hierarchy (Multiple Single Values, Optional)	+1000LAUSD_HR(Text Node)	Los Angeles Unified
Norm Class (Selection Optional)		

OK Check

7. The results will be displayed on the screen. The results can be printed and/or exported to Excel. To print the report click on the Print Version button.

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HR081 Norm by Grade Group w/Enrollment (RunDt 02/04/2014)

Information is the property of the Los Angeles Unified School District and is intended solely for internal use by authorized employees. This information is subject to conditions set forth in the LAUSD Policy Manual.

Open Save As... Display As Table Info Send **Print Version** Export to Microsoft Excel Notes

Area, drag characteristics from navigation area into filter area

1690501 Stanford Pri... Enrollment Report Type: Show All Values Grade Group: Show All Values

Show All Values Norm Category: Show All Values Norm Class: Show All Values

Show All Values Program: Show All Values School Sub Type: Show All Values

Show All Values Track: Show All Values

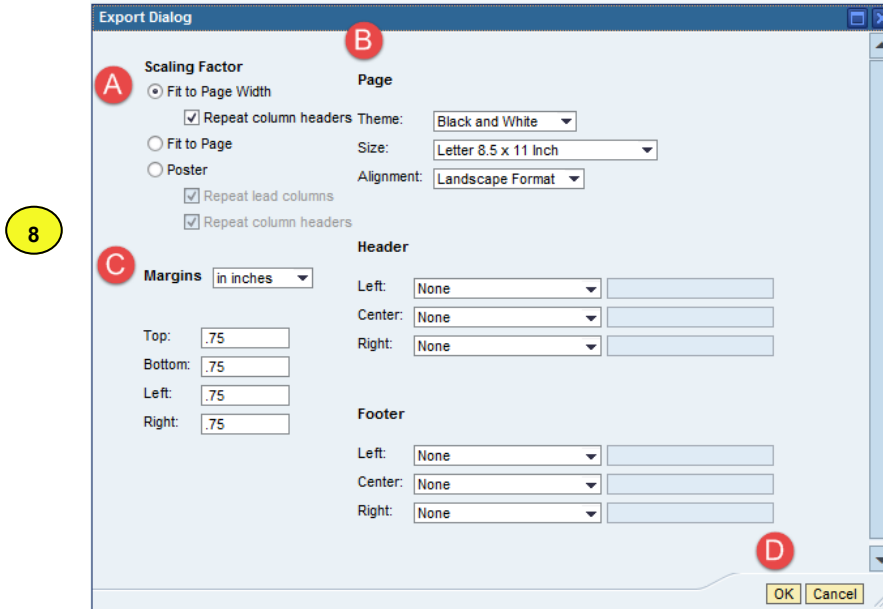
Display All Filter Values

Enrollment Report Type	Cost Center	School Type	School Sub Type	Norm Class
E-CAST (Roadshow)	1690501 Stanford Primary Ctr	008 Primary Center	# Not assigned	1
E-CAST (Roadshow)	1690501 Stanford Primary Ctr	008 Primary Center	# Not assigned	1
E-CAST (Roadshow)	1690501 Stanford Primary Ctr	008 Primary Center	# Not assigned	1
E-CAST (Roadshow)	1690501 Stanford Primary Ctr	008 Primary Center	# Not assigned	1

## Getting Started With Report Basics (cont'd.)

### Accessing, Executing, and Printing the Reports:

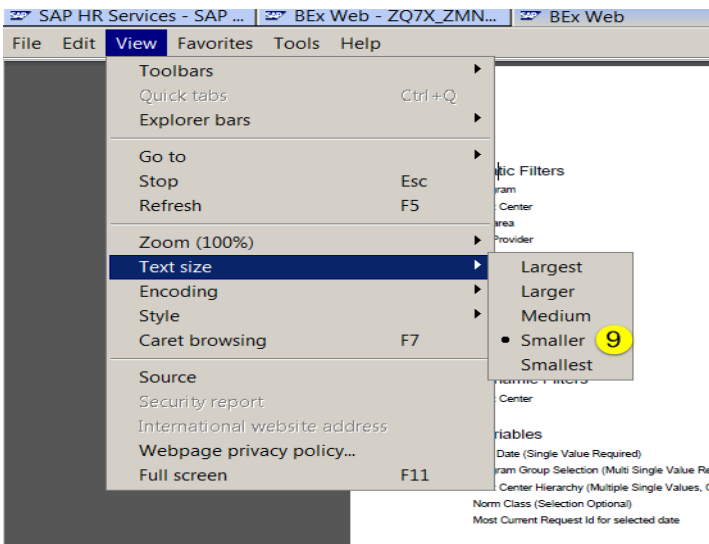
8. After clicking the Print Version button, the “Export Dialog” screen will appear:



- A. In the Scaling Factor section select “Fit to Page Width”
- B. In the Page section select
  - i. Theme: Black and White
  - ii. Size: Letter 8.5 X 11 inch
  - iii. Alignment: Landscape Format
- C. In the Margins section change Margin to “in inches” and set Top, Bottom, Left and Right to .75
- D. Click the OK button

9. From the menu bar, click View, choose Text Size, and choose Smaller

10. To print report, click on the printer icon. To save as PDF click on the save icon.



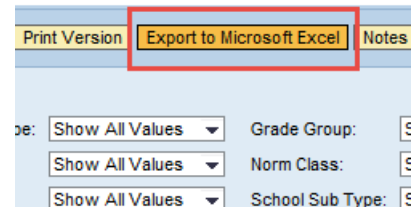
# ABCs of Norm

## Getting Started With Report Basics

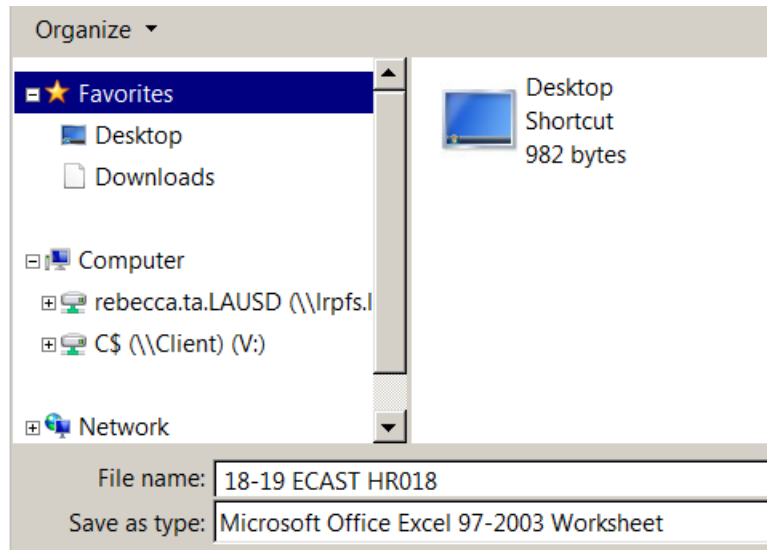
### Accessing, Executing, and Printing the Reports:

11. To export to Excel, click the Export to Microsoft Excel button
12. Click Save as, select where to save, change the file name, and click on Save

11



12



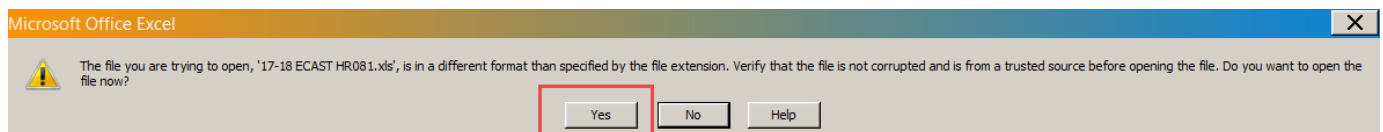
13. Once the download has completed, click Open.

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14. A pop-up message will appear. Click Yes to view the results of the download.

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## Glossary for Norm Report Terms

- **Cost Center:** Equivalent to LAUSD's location code and the name of the site.
- **Enrollment Report Type:** Identifies the type of enrollment data being used in the report:
  - **E-CAST:** Projected enrollment data used to calculate the number of positions for the new school year
  - **Pre-Norm:** Actual enrollment data used to calculate and monitor the over/under number during the weeks prior to Norm Day.
  - **Norm Day:** Actual enrollment data on the designated Norm Day for schools
  - **Grade Group:** Number of students for specific grade bands (e.g. K-G3, G9-G12) used as the basis to calculate staffing positions.
- **Job:** An 8-digit code equivalent to LAUSD's job classification. The first 3 digits of the job (key) is the SACs code. The next digit is a place-holder for future expansion. The last 4 digits are equivalent to the legacy job class code.
- **Norm Category:** Desegregated/Receiver, Predominantly Hispanic, Black, Asian and Other Non Anglo (PHBAO), Magnet I, or Magnet II
- **Norm Class:** Job groupings (AP, AP\_COUNSELOR, CLASS\_SIZE\_RED, CLERK, PRINCIPAL, TEACHER)
- **Norm Earned Positions (Full Time Equivalent [FTE]):** The number of positions earned based on enrollment, norm category, school type, and affiliated status as they relate to the norm tables
- **Norm Indicator:** Identifies the specific type of norm resource (e.g., Grade K-G5(/6) Teachers, Grade 6-12 Teachers, 8th Grade English Auxiliary)
- **Over/Under Positions:** Norm Earned Positions (FTE) minus Current Actual Positions (FTE) = Over/Under Positions. If the result is a positive number, then an increase in staffing is recommended. If the result is a negative number, then a reduction in staffing is recommended.
- **Personnel Area:** Defines the class of the employee: Classified (1), Certificated (2), Unclassified (3), and the appropriate Bargaining Unit.
- **Personnel Sub Area:** Defines the basis and track.
- **Program Group:**
  - **ZGEN\_NORM\_GRP** is the report default. Program codes included in the report default:
    - ♦ 11448 Accelerating Academic Literacy
    - ♦ 13027 General Fund School Program
    - ♦ 13723 Charter School Categorical Block Grant
    - ♦ 10400 TSP-Per Pupil School Allocation
    - ♦ 11119 Dual/Foreign Language/Bilingual Program
    - ♦ 10529 TSP-Nurse/HS Counselors
- **Position:** An 8-character code to which an employee is assigned. A position is defined by a number of characteristics, such as cost center, job code, personnel subarea (basis), full-time equivalent (FTE), program, and funding percentage.
- **Position Program 1-12:** Positions can be multi-funded up to 12 programs, with each program representing a certain percentage. In the default layout, two funding lines are included: Program 1/Position Funding% 1 and Program 2/Position Funding % 2. Programs 3 through 12 and the associated Funding %s are not part of the default layout but can be added from the Free Characteristics.
- **Position Vacant:** An indicator that identifies whether the position is filled or vacant.
- **Run Date:** The enrollment capture date. The date is entered into the Run Date field on the variable screen using format MM/DD/YYYY (e.g., 02/05/2018).
- **School Type:** School descriptor, most often associated with grade levels and magnet status (e.g., elementary, middle, senior high, span, elementary magnet, span magnet, etc.)
- **Student Enrollment:** The number of students used as the basis for norm calculations

# ABCs of Norm

## Norm Programs

- Teacher positions = Programs 13027, 13723, & 11119
- Accelerating Academic Literacy Auxiliary = Program 11448
- Dual Language Auxiliary = Program 11119
- Principal positions = Program 13027
- Assistant Principal positions = Program 10400
- Counselor positions = Program 13027 for middle schools and program 10529 for senior high schools
- Clerical positions = Program 13027
- 8th and 9th Grade Math/English Auxiliary = Program 10400

## BW Norm Report Run Dates

- 2017-18 Norm Day = Run Date 09/15/2017
- 2018-19 ECAST = Run Date 02/05/2018

## Reference Materials

- **2018-19 Staffing Ratios for Certificated and Classified Personnel are published on School Fiscal Services website:**
  - Elementary School Staffing  
Board Approved Staffing Ratios for 2018-19—Elementary Schools—March 1, 2018
  - Middle School Staffing  
Board Approved Staffing Ratios for 2018-19—Middle Schools—March 1, 2018
  - Senior High School Staffing  
Board Approved Staffing Ratios for 2018-19—Senior High Schools—March 1, 2018
  - Magnet Schools and Magnet Centers Staffing  
Board Approved Staffing Ratios for 2018-19—Magnet Schools—March 1, 2018
  - Options Schools Staffing  
Board Approved Staffing Ratios for 2018-19—Options Schools—March 1, 2018
- **2018-19 Norm and Pre-Norm Dates are pending publication**