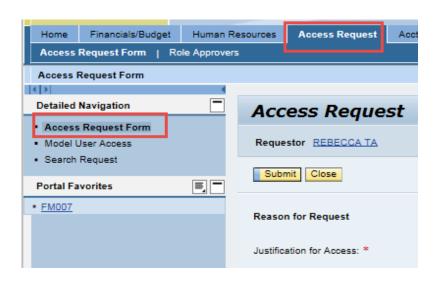# ABCs of Norm

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.

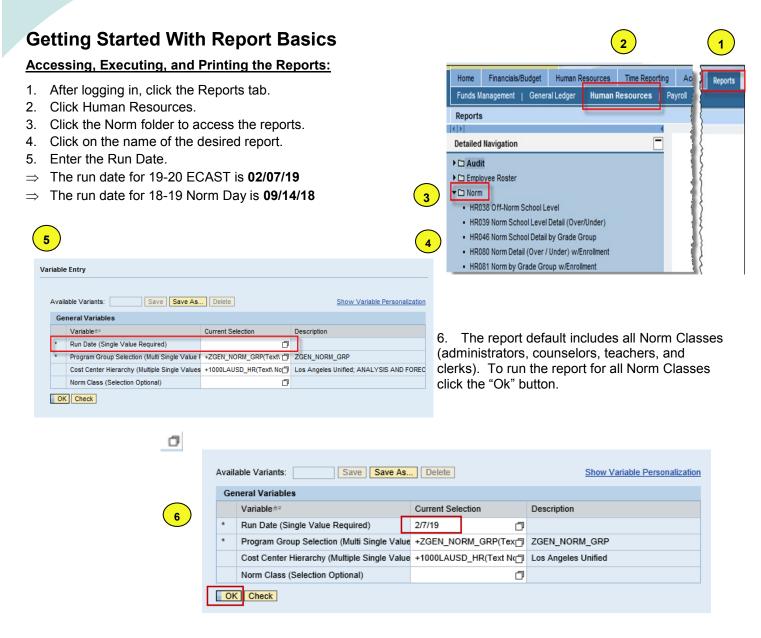- **How do I get access to the Norm reports?**
    After you sign into SAP, go to the Access Request tab.
    - Fill out the form
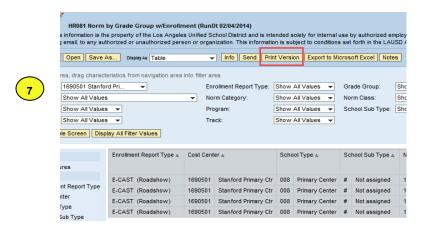   - Select role BH153_0000 BW - HR Norm Reporter
    - Submit the form on-line

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 19-20 ECAST is **02/07/19**
⇒ The run date for 18-19 Norm Day is **09/14/18**

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.
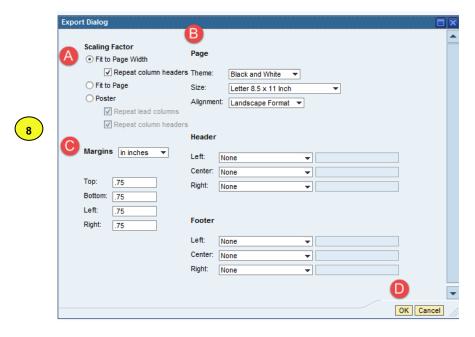
7. The results will be displayed on the screen. The results can be printed and/or exported to Excel. To print the report click on the Print Version button.
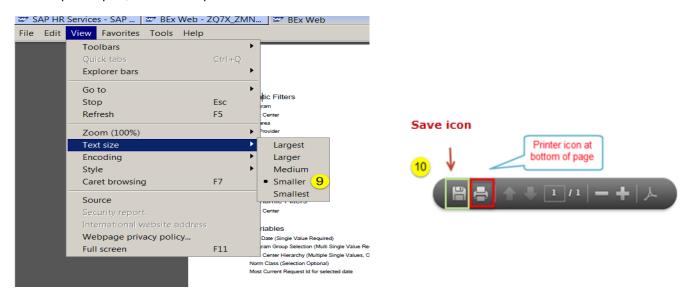
Getting Started With Report Basics (cont'd.)

Accessing, Executing, and Printing the Reports:

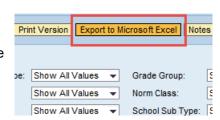8. After clicking the Print Version button, the "Export Dialog" screen will appear:

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

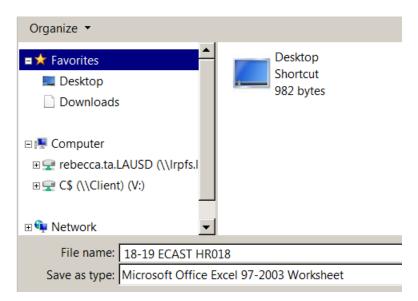10. To print report, click on the printer icon. To save as PDF click on the save icon.

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
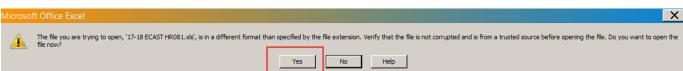12. Click Save as, select where to save, change the file name, and click on Save

⑪

Print Version | Export to Microsoft Excel | Notes

pe:	Show All Values ▼	Grade Group:	S
	Show All Values ▼	Norm Class:	S
	Show All Values ▼	School Sub Type:	S

⑫

Organize ▼

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  - C$ (\\Client) (V:)
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Desktop
Shortcut
982 bytes

File name: 18-19 ECAST HR018
Save as type: Microsoft Office Excel 97-2003 Worksheet

13. Once the download has completed, click Open.

⑬

The 17-18 ECAST HR081.xls download has completed. | Open ▼ | Open folder | View downloads | ✕

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

⑭

Microsoft Office Excel ✕

⚠ The file you are trying to open, '17-18 ECAST HR081.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

Yes | No | Help

ABCs of Norm

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
        - ♦ 11119   Dual/Foreign Language/Bilingual Program
        - ♦ 10400   TSP - Investments
        - ♦ 10529   TSP-Nurse/HS Counselors
        - ♦ 10552   TSP-Student Equity Needs Index
        - ♦ 10989   TSP-CSR-Teacher/Librarian

- **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., 02/07/2019).

- **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
  FY 2018-19 = Program 13027, 13723, & 11119
  FY 2019-20 = Program 13027, 13723, 11119, & 10989

- Accelerating Academic Literacy Auxiliary = Program 11448

- Dual Language Auxiliary = Program 11119

- Principal positions = Program 13027

- Assistant Principal positions
  FY 2018-19 = Program 10400
  FY 2019-20 = Program 10552

- 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
  FY 2018-19 = Program 10400
  FY 2019-20 = Discontinued under norm

- Clerical positions = Program 13027

BW Norm Report Run Dates

- 2018-19 Norm Day = Run Date 09/14/2018

- 2019-20 ECAST = Run Date 02/07/2019

Reference Materials

- **2019-20 Board Approved Staffing Ratios for Certificated and Classified Personnel are published on the School Fiscal Services website for the following:**

  - Elementary School Staffing

  - Middle School Staffing

  - Senior High School Staffing

  - Magnet Schools & Centers Staffing

  - Options Schools Staffing

- **2019-20 Norm and Pre-Norm Dates are pending publication**