Los Angeles Unified School District
INTER-OFFICE CORRESPONDENCE

TO: PRINCIPALS
RE: PURCHASE OF SUPPORT SERVICES PERSONNEL – SCHOOL NURSE

The District has allocated resources to your school in School Program 10529 to provide School Nurse services. Each campus will be allocated a full-time nurse in the 2026-27 school year. These funds should not be used for activities such as health office management or to provide services that can be assigned to trained unlicensed staff.

Budget Planning

Budget Planning is now taking place for **Fiscal Year 2026-27**. Your school has the option of purchasing a **SCHOOL NURSE** as Support Services Personnel in addition to the resources already allocated under **Program 10529**. Please consider the following when determining how much additional nursing time is required for your school. ***All school purchases must be reflected in the budget system during budget development.*** Schools could purchase support services in the new year on a first come first serve basis***.*** Please inform us of your school's intent to purchase additional School Nurse time by completing this form. ***Purchases may not be canceled after Budget Development.***

District allocated nursing time is solely for student healthcare needs and mandated student screenings as well as the documentation requirements associated with these activities. The Credentialed School Nurse performs the following activities: major emergencies such as accidents, illnesses, or crisis situations that require immediate attention; control of communicable disease; immunization assessment and follow-up; perform mandated health screenings; complete health assessments for IEPs and 504 plans; conduct sports physicals clearances and follow-up of concussions and other athletic related injuries; maintain and review student health records; provide and support specialized physical health care services (aka protocols);maintain and update Welligent electronic health record documentation; plan and provide diabetic care; provide care and education to targeted student populations; deliver required trainings and in-service education to staff (i.e. medication administration, including Epi-Pen and glucagon, first aid, etc.); completes fieldtrip clearances related to students' health and safety; and monitor and supervise Licensed Vocational Nurses and train and supervise unlicensed staff providing health services. The Credentialed School Nurse must electronically document all activities – she/he must have access to her/his computer and an area to accomplish this required documentation.

In the event there is a nursing staff shortage, schools may not be allocated the entirety of their School Nurse time, and District Nursing Services will have the discretion to prioritize nursing time based on students' health needs. While every effort will be made to minimize changes to the nursing allocation to schools, student health needs criteria will determine the priority for services in the event of a staffing shortage, therefore resulting in possible changes during the school year.

Schools may purchase additional nursing time from their budget based on the health needs of their students. Schools should consider the number of initial IEPs requested each year and the number of triennial evaluations when making this decision.

Categorically funded positions must provide support to identified at-risk students and English Learners based on data described in the Single Plan for Student Achievement. In addition, all positions funded with categorical resources are subject to federal and state time-reporting requirements. Schools must maintain a monthly Personnel Activity Report, if any part of the assignment is funded with compensatory education funds.

Estimated cost for a Nurse.

Item #	Position	Basis	5 Days (1.0 fte)	4 Days (0.8 fte)	3 Days (0.6 fte)	2 Days (0.4 fte)	1 Day (0.2 fte)	1/2 Day (0.1 fte)
12106	Itinerant Nurse, School (27/08) 12300461	C	$176,882	$141,506	$106,130	$70,753	$35,377	$17,689
12118	Itinerant Nurse, School (27/08) 12300461	B	$189,379	Must be purchased full time (5 days)				
11178	School Nurse X-time (weekly)*		$ 3,676					

* X-Time prior to the beginning of the school year may not be funded with compensatory education funds.
Use Budget Item Number when processing budget adjustments.

FUNDING OPTIONS AND REQUIREMENTS:
Your school may purchase additional School Nurse time from school-based budget programs.

Budget Planning Programs – The most common school-based budget programs for Budget Planning are listed in Table 1 below. Purchases from these programs must be included on your School Budget Signature Form. Minimum purchase is ½ day per categorical program.**

Table 1 – Budget Planning Programs

(minimum purchase is ½ day per categorical program)**

(allowable to purchase is C Basis only)**

Program Code	Program Name		Program Code	Program Name
11171	TIIPG-Magnet Sch (Div 41)		10947	Academic Excellence
13027	General Fund School Program		10948	Joy and Wellness
13938	SDEP-Donations		10949	Engagement and Collaboration
14242	SDEP-Proceeds Film/Photo Rental		7S046**	CE-NCLB T1 Schools

For questions regarding any of the information provided above, please contact your Region Nursing Coordinator(s).

Region	Coordinator	Email	Telephone	Fax No.
East	Grace Guillen Elizabeth Rodriguez	grace.guillen@lausd.net elizabeth.rodriguez@lausd.net	323-673-5541	
North (Valley East)	Cheryl Davison	cad0840@lausd.net	818-686-4460	818-686-4470
North (Valley West)	Vanita Star	vanita.star@lausd.net	818-654-1670	818-758-9961
South	Allison Barancho	allison.barancho@lausd.net	310-354-3550	310-719-1370
West	Andrea Coleman	andrea.coleman@lausd.net	310-235-3770	310-235-3753

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_____ _____
School Name Location Code

Is purchasing a **SCHOOL NURSE** as follows:

Requested Staff: _____ or New Position: _____

Although assigned days are not guaranteed please indicated your preferred choice of days (rank 1-5)

Monday		Tuesday		Wednesday		Thursday		Friday	

FUNDING PLAN

Funding Program				
Number of Days				
Cost				
Percent if multi-funded				

TOTAL "INTENT TO PURCHASE" TIME Total Days: _____

My signature below approves and acknowledges that the School Site Council (SSC) and applicable advisory committees agreed to purchasing/funding the above position(s).

_____ _____ _____
Print Principal's Name Principal's Signature Date

Please email or fax and school mail this form no later than **January 23, 2026,** to:
Region Nursing Coordinator(s)