

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Information Technology Services

TO: All Site Administrators

DATE: November 3, 2025

FROM: Soheil Katal
Chief Information Officer



**SUBJECT: BUDGET DEVELOPMENT REMINDERS FOR STUDENT
COMPUTING DEVICES**

The purpose of this memo is to provide guidance and reminders to assist schools in planning and budgeting for student computing devices for the 2026–2027 school year.

As technology continues to play an essential role in teaching and learning, ensuring every student has access to a reliable computing device remains a district priority. To support your budget planning, **important information, tools, and resources are provided below.**

- **PRINCIPAL’S DEVICE INVENTORY DASHBOARD**

The [Principal’s Device Inventory Dashboard](#) (dashboard), available through the **Principal’s Portal**, provides real-time insights into each school’s device inventory. The dashboard displays the total number of usable devices, how many are checked out or pending salvage, and identifies any security-deficient devices that require replacement.

- **LOST/STOLEN/DAMAGED DEVICES**

When developing your budget, remember to include funding for replacements of lost, stolen, or damaged devices. The dashboard can help estimate replacement needs and approximate costs for the upcoming school year, based on past trends.

- **TECH REFRESH DEVICES**

The [Tech Refresh project](#) exchanges outdated computers to ensure all student devices remain current and efficient. Click on the link to learn more about the program.

- **SITE COMPUTER INVENTORY POLICY**

All student devices must be managed and tracked using the District’s IT Asset Management system (Destiny). Refer to [BUL-095100.3 – Site Computer Inventory](#) for detailed guidance.

- **STEPS DURING BUDGET DEVELOPMENT FOR DEVICES**

1. Review your school’s device inventory for 100% accuracy using the dashboard.
2. Update all device statuses in Destiny, as needed.
3. Include replacements for lost, stolen, or damaged devices in your budget request.
4. Submit final requests in the budget development tool by the **January 2026** deadline.

Being proactive during budget planning helps ensure equitable access to devices and uninterrupted learning for all students. Thank you for your leadership and attention to this important matter.

Budget Development Reminder for Devices

November 3, 2025

Page **2** of **2**

For further questions, contact your Region IT Liaison.

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