

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Budget Services and Financial Planning Division

TO: Principals, K-12 Schools

DATE: September 4, 2019

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Budget Services and Financial Planning Division

SUBJECT: 2019-20 NORM ENROLLMENT, STAFFING, AND K-3 CLASS SIZE AVERAGE DASHBOARDS

For the 2019-20 school year, Norm Day is Friday, September 20, 2019.

Continuing this school year, the Norm Enrollment and Staffing Dashboards are available to help school administrators monitor enrollment counts as well as staffing levels. Depending on the level of access, these dashboards can be viewed at various reporting levels, i.e., school campus, local district, central office, or Human Resources Division levels. Both dashboards apply to the General Education Program only and do not reflect school resources for the Special Education Program which are allocated to schools separately.

The K-3 Class Size Average Dashboard is an additional tool that monitors class size averages for schools with K-3 enrollment.

Norm Day Enrollment Dashboard

The Norm Enrollment Dashboard is a tool to help school administrators track their schools' daily enrollment counts from the first day of instruction (August 20, 2019) to Norm Day (September 20, 2019). It provides the following details:

1. Adjustments (reductions) to school-reported enrollment:
 - a. Students with 13 absence days or more
 - b. Students that are age-ineligible for a specific grade level (e.g., TK)
 - c. Students that are reported or counted in more than one school (duplicated students)
 - d. Students that are enrolled in one course only

2. Warnings which may negatively impact the Norm Day enrollment count if not monitored or resolved:
 - a. Students with 10-12 absence days
 - b. Unprocessed no-show students

Staffing Dashboard

The Staffing Dashboard is a tool that helps school administrators monitor staffing levels which may fluctuate daily based on changes in enrollment counts from the first day of instruction through Norm Day. The Staffing Dashboard uses the adjusted enrollment counts and the District's approved staffing guidelines to calculate the number of positions (staff) a school may receive. The final staffing levels are determined after the adjusted enrollment counts are validated.

Below are the various types of positions generated by the Norm Day enrollment counts:

- Administrators (Principals, Assistant Principals, and Assistant Principals-Secondary Counseling Services)
- Clerical staff (School Administrative Assistants, Senior Office Technicians, and Office Technicians)
- Counselors
- Teachers (for each grade group or grade span)

The Staffing Dashboard also displays the number of students that will cause a school to gain or lose a teacher position.

It is important to note that the data in both the Norm Enrollment and Staffing Dashboards is not final until posted or tagged as "Final 2019-20 Norm Day Data". After the data is finalized, the dashboard information is frozen to reflect the final Norm Day data.

K-3 Class Size Average Dashboard

To receive the K-3 Grade Span Adjustment revenue, the California Department of Education requires that each District school maintain a school average of 24 in Kindergarten to 3rd grade general education classes. Therefore, it is imperative that school principals closely monitor the K-3 class size enrollments and averages through the K-3 Class Size Average Dashboard which displays K-3 monthly class enrollment counts, cumulative averages, and school (campus) average. Please note that the first enrollment data for this dashboard will be available after the enrollment for school month 1 is captured on September 13, 2019.

Please be reminded that if one school campus were to exceed the maximum school average of 24 in K-3 general education classes, the District would lose the entire K-3 Grade Span Adjustment revenue, which is currently estimated at \$112 million for school year 2019-20.

The path to the dashboards is as follows: <https://focus.lausd.net> -> Operations -> Norm Enrollment and Staffing. From the dashboard, the user manual can be accessed from the subject page (Job Aids & Videos Section). For questions or assistance, contact the Fiscal Specialist or Fiscal Services Manager assigned to your school.

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