

E-CAR 2024 Frequently Asked Questions – TK-12 Schools

Getting Ready for E-CAR 2024

What is E-CAR?

E-CAR is LAUSD's Capacity Assessment Review process for school facilities. Its purpose is to verify the number of classrooms at each school and how they are used, to calculate school operating capacities, and to identify available classrooms for future use. During E-CAR's annual review period in the late summer/early fall, Principals, Assistant Principals and other authorized school-based administrators have the opportunity to review and update their schools' classroom inventories and capacity assessments. The information gathered during E-CAR will be shared with Facilities Division staff for its use in identifying potential planning and development opportunities, with District offices for evaluation of expansions and new programs, and with the Proposition 39 Manager for potential Proposition 39 offers for the 2025-26 school year.

Does E-CAR 2024 have a website?

YES! Type E-CAR's web address, <https://www.laschools.org/new-site/my-school/ecar/>, directly into your web browser's address bar, then press enter. Visit the E-CAR website for up-to-the-minute information on the E-CAR timetable, pre-requisite reference documents, important links, and to log in to the E-CAR online application.

Which schools participate in E-CAR 2024?

Most schools will be participating in E-CAR 2024, including schools that serve a defined resident attendance area, stand-alone magnet schools, and special education schools. For a complete list of participating schools, please see the "E-CAR Schools List" posted on the E-CAR website at <https://www.laschools.org/new-site/my-school/ecar/>.

If my school is on the E-CAR 2024 Schools List, do I have to complete and submit an online E-CAR classroom inventory review?

YES. A capacity assessment must be completed for all schools on the E-CAR 2024 list. During E-CAR 2024, the entire capacity assessment and review process for your school will be conducted online using the E-CAR 2024 web-based application.

Who can complete a school's E-CAR 2024 online classroom inventory review?

It is preferred that the Principal of the school complete the school's online E-CAR classroom inventory review. If she/he is not available, then an administrator knowledgeable about the space allocation, enrollment, and staffing of the school may complete the classroom inventory review in her/his place.

When does E-CAR 2024 take place?

The E-CAR 2024 online application opens to Principals on Wednesday, September 4, 2024. The deadline for submitting an E-CAR classroom inventory review is Wednesday, September 25, 2024 at 11:59pm. The complete E-CAR timetable is posted on the E-CAR website at <https://www.laschools.org/new-site/my-school/ecar/>.

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How should I prepare for E-CAR 2024?

First, get some training. You are strongly encouraged to take the E-CAR 2024 online training course on LAUSD's MyPLN, especially if you are a new Principal or if you are new to E-CAR. An E-CAR Quick-Start Manual is available on the E-CAR website at <https://www.laschools.org/new-site/my-school/ecar/>. Second, review all of the prerequisite reference materials posted on the E-CAR website. Third, when you are ready to start the Capacity Assessment Review process using the online E-CAR application, the information you should have on hand is your school map, your current classification report(s), a copy of your prior-year's E-CAR Report, and the number of teaching positions at your school. Links to your prior-year E-CAR Reports are available on your Dashboard in the E-CAR application. For further information, please refer to the reference document "Preparing For E-CAR," which is posted on the E-CAR website at <https://www.laschools.org/new-site/my-school/ecar/>.

Where do I find my prior-year E-CAR Reports?

Links to your prior-year E-CAR Reports are available on your Dashboard in the E-CAR 2024 application, after you login. Clicking on a link will open the E-CAR Report, which may then be downloaded and/or printed.

How do I get to the E-CAR online application?

Simply go to the E-CAR website at <https://www.laschools.org/new-site/my-school/ecar/> and use the "Click to Enter E-CAR" button. Log in using your LAUSD Single Sign-On (SSO) username and password. You will then be taken into the E-CAR online application.

Can I elect to have my school's prior year E-CAR reports mailed to me instead of having to use the E-CAR online application?

NO. During E-CAR 2024, prior-year E-CAR reports will only be available on your Dashboard via the E-CAR online application.

Will someone with basic computer skills be able to use the E-CAR online application?

YES. E-CAR is designed to be easy to use for people with basic computer skills. Training is available, and you may also make an appointment to receive live, one-on-one telephone support. E-CAR Customer Service Specialists will also host Live Zoom Assistance Sessions during E-CAR 2024, so feel free to drop-in during a scheduled session. Please check the E-CAR website at <https://www.laschools.org/new-site/my-school/ecar/> for complete details.

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Will there be any training to help me prepare for E-CAR?

YES! You are strongly encouraged to take the E-CAR 2024 online training course on LAUSD's MyPLN, especially if you are a new Principal or if you are new to E-CAR. Comprehensive pre-requisite reference materials, including the E-CAR Quick-Start Manual, are posted on the E-CAR website. For complete information, visit the E-CAR website at <https://www.laschools.org/new-site/my-school/ecar/>.

What if I need more support while I'm working on my E-CAR classroom inventory review?

For E-CAR 2024, there will be live, drop-in assistance sessions offered via Zoom by E-CAR Customer Service Specialists from Master Planning and Demographics. No appointment is needed! Please remember to take the E-CAR 2024 online training course on MyPLN and to review all your pre-requisite reference materials before attending a live, drop-in assistance session. For the most current Zoom drop-in assistance schedule, please check the E-CAR website at <https://www.laschools.org/new-site/my-school/ecar/>.

Do I need a user account to use E-CAR?

YES. Everyone must have a user account in order to use the E-CAR application. For most Principals and Assistant Principals, your E-CAR user account will be established automatically and will be updated regularly so as to reflect your most current school assignment. User accounts for coordinators, directors, Region administrators and central office staff are established either automatically or by request, depending on position. If you have any questions or concerns about your E-CAR user account, or if you need a new E-CAR account, contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will be happy to investigate your E-CAR account status and make any necessary updates.

Can I use E-CAR from a computer outside of my school or from home?

NO. The online E-CAR application may only be accessed from your school site or LAUSD work location. Remote access from outside of the LAUSD network is currently not an option.

E-CAR is asking me for the number of teaching positions at my school. Why is that needed?

Reporting the number of teaching positions at a school is required in order to account for any impact that the additionally assigned teaching positions may have on the utilization of classrooms.

Why can't I just use my E-CAST numbers on the E-CAR Enrollment screen?

E-CAST 2024 provides an enrollment FORECAST for your school. In E-CAR 2024, the 2024-25 Capacity Assessment must be based on ACTUAL enrollments to properly determine the number of classrooms needed to accommodate the students enrolled in your school.

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Will I be able to make edits to my classrooms after E-CAR closes?

NO. After E-CAR closes on September 25, 2024, you will still be able to access the E-CAR application and view all your screens, but your access will be read-only. If, during the year, you find that an update needs to be made to any of your classrooms, contact Master Planning and Demographics at 213-241-8044 and press option #9. We will be happy to discuss the situation with you, and, if it is determined that an update is necessary, we will unlock E-CAR for you so that you may make the changes that are needed.

Getting Access to E-CAR

Who will be able to view a school using the online E-CAR application?

Principals, Assistant Principals, and other school-based representatives will be limited to viewing only their own schools in E-CAR. Region Superintendents, Operations Coordinators, Community of Schools Administrators, Region Administrators, and designated LAUSD central office and programmatic staff and staff from partner organizations may view all schools in E-CAR. Some school-based programmatic coordinators may be limited to viewing only their own schools in E-CAR.

How do I know whether my school will have E-CAR access?

All District schools that are listed as participants in the “E-CAR 2024 Schools List” should have representatives with E-CAR access. This list is posted on the E-CAR website at <https://www.laschools.org/new-site/my-school/ecar/>.

I participated in E-CAST 2024. Do I need a separate account for E-CAR 2024?

NO. For most Principals and Assistant Principals, your E-CAR account will be the same as your E-CAST account. However, if you have any questions about your E-CAR account, contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will be happy to assist you.

My Magnet isn't on the E-CAR Schools List. What does this mean?

The E-CAR 2024 Schools List contains E-CAR's list of 'host' schools. Many of these schools have magnet centers on their campuses. If your magnet program is located on the campus of one of the host schools in the E-CAR 2024 Schools List, then it will be included in the E-CAR 2024 assessment.

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I'm a new Principal, and I don't know whether or not I have an E-CAR account. How do I find out whether I'm listed as an E-CAR Principal for my school this year?

For most Principals and Assistant Principals, your E-CAR user account will be established automatically and will be updated regularly so as to reflect your most current school assignment. However, if you have any questions about whether your new school assignment has been made in E-CAR, contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will be happy to investigate your E-CAR account status and make any necessary updates.

I'm an LAUSD central office employee and I need to use E-CAR. What do I do?

Contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will make the necessary arrangements to add you to the list of E-CAR central users.

E-CAR is telling me that I don't have a valid account, and I can't log on. What should I do?

Invalid account problems reported by E-CAR usually mean that E-CAR doesn't have you on its internal user list. Please contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net to make sure that your account is properly set up for E-CAR. If, however, you have problems accessing the E-CAR website or logging in using your SSO credentials, please contact the Information Technology Services – Facilities Technology Services support hotline at 213-241-5200, ext. 4.

I'm a school-based employee and I don't know if I'm supposed to use E-CAR. What should I do?

Typically, a school's E-CAR representatives are only its Principal and/or Assistant Principal, however, depending on its needs, a school may choose to have someone else serve as its official E-CAR representative with write access. A school may also have programmatic coordinators or other staff who require read-only representative access to E-CAR. In some cases, school-based staff need access to E-CAR not as representatives, but as operators. Discuss your school's needs with your Principal. If it is decided that you should become an E-CAR operator or one of your school's representatives, or if you need read-only access, you or your Principal should contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will discuss your access needs with you.

I'm a Region Administrator, but I'm going to have to serve as a school's Principal for E-CAR 2024 because there is no Principal assigned to it yet. What do I do?

Contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will create a Principal's account for you for that school. Once you have a Principal's account, you will be the official representative for that school. Please note that in order for a Principal's account to be created for you, you must have an @lausd.net email address. Also note that you may only have one role in E-CAR at a time. You cannot act as both a Principal and a Region Administrator at the same time.

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I need to serve as an E-CAR Principal for more than one school. Can that be arranged?

YES. Contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will create the necessary multiple accounts for you.

My school is a PSC Charter School. How do I participate in E-CAR?

If you are a Principal at a participating PSC Charter School, you must register for an LAUSD Single-Sign-On account so that Master Planning and Demographics can give you log-on access to E-CAR. Contact LAUSD Charter Schools Division at 213-241-0399 or <http://lausd.org/charter> for assistance and detailed instructions.

Can anyone participate as an online user of E-CAR?

NO. Only Principals and Assistant Principals of E-CAR schools, Region Administrators of Operations, Operations Coordinators, Community of Schools Administrators, Instructional Area Superintendents, Instructional Directors, and designated LAUSD central office and programmatic staff, and staff from partner organizations, will have access to E-CAR.

Are there exceptions to allow other staff members (aside from Principals, Assistant Principals and Region Personnel) to access E-CAR on my behalf?

NOT USUALLY. Due to limitations on authenticating the authority of individuals to act on behalf of the school Principal, access will usually only be supplied to Principals, Assistant Principals, Region Administrators of Operations, Operations Coordinators, Community of Schools Administrators, Instructional Area Superintendents and Instructional Directors. If you believe that your situation requires special access permissions, please contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net.

If I am reassigned to another school and/or position, will my E-CAR registration automatically change the kind of E-CAR information I'm able to access?

POSSIBLY. Your access to E-CAR will depend on the class code and cost center code associated with your new assignment. Please contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net for help regarding your E-CAR access permissions.

Will I still be able to access E-CAR if I retire or leave district employment?

NO. Only active LAUSD employees currently associated with the schools on E-CAR's schools list will have school-representative-level access to E-CAR.

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E-CAR Support

I've started to review my school's E-CAR information and I've got a question. Who do I call for assistance?

The E-CAR specialist contact list is posted on the E-CAR website at <https://www.laschools.org/new-site/my-school/ecar/> to guide you to the right people who can help you and answer your questions. If your question is related to the process for reviewing, updating, and/or confirming any of the data you see on one of the E-CAR screens, you can call our E-CAR Customer Service line at 213-241-8044 ext. 9, or send an email to mpd@lausd.net. Additionally, you may attend a live, drop-in assistance session offered via Zoom by E-CAR Customer Service Specialists. These sessions are designed to answer your E-CAR related questions and to assist you with completing your E-CAR classroom inventory review. Appointments are not necessary. Don't forget to take the E-CAR 2024 online training course on MyPLN and to review all of your pre-requisite reference materials before attending. For the most current Zoom drop-in assistance schedule, please check the E-CAR website at <https://www.laschools.org/new-site/my-school/ecar/>.

What technical specifications should I follow to get the best E-CAR 2024 experience?

For the best E-CAR experience, LAUSD's Information Technology Services – Facilities Technology Services recommends that users access the application using a computer that meets the following specifications:

- Runs on the Windows operating system
- Has the Chrome browser installed
- Is connected to the LAUSD network

For those users who are unable to access a Windows machine running the Chrome browser or who wish to access the application from outside of the District's network, the online E-CAR application may not be accessed remotely at this time.

Can I complete my E-CAR classroom inventory review using a Mac computer?

For the best E-CAR experience, LAUSD's Information Technology Services – Facilities Technology Service recommends that users access the E-CAR application with a computer that runs on the Windows operating system. MacIntosh computer users are advised to access the E-CAR application with a Chrome browser if a Windows computer is not available.

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Can I complete my E-CAR classroom inventory review using a Tablet or Smartphone?

During the E-CAR process you will need to navigate through your school's entire classroom inventory list as well as its campus map. You may have difficulty completing these tasks successfully on a Tablet or a Smartphone due to the small screen sizes of these devices.

Who should I contact if I have technical problems with logging on, accessing my E-CAR account, or network connections?

If you have network connection problems, contact the ITS help desk at 213-241-5200. If you have problems accessing the E-CAR website or the E-CAR application specifically, then contact the Information Technology Services – Facilities Technology Service support hotline at 213-241-5200, ext. 4.

What should I do if I have problems accessing E-CAR from a computer that is outside of the LAUSD network?

The online E-CAR application may NOT be accessed remotely from outside of the LAUSD network at this time. Please access E-CAR from your school site or LAUSD work location using a Chrome browser on a Windows computer. If you have difficulty accessing E-CAR from your work location, please call the Information Technology Services – Facilities Technology Service support hotline at 213-241-5200 ext. 4, between 7:30am and 5:00pm, Monday through Friday.

Who should I contact to get a new E-CAR account or to change my account settings?

Contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will be happy to discuss your account needs with you.

How secure is the E-CAR online system from hackers?

The laschools.org website supports user authentication to provide application security and access control for LAUSD employees and contractors. The Single Sign-On (SSO) authentication system will be used to authenticate users against the LAUSD employee directory and link their laschools.org credentials to their assigned location code. Because the E-CAR application is housed on LAUSD's network, users can feel comfortable and safe when utilizing the E-CAR system.