

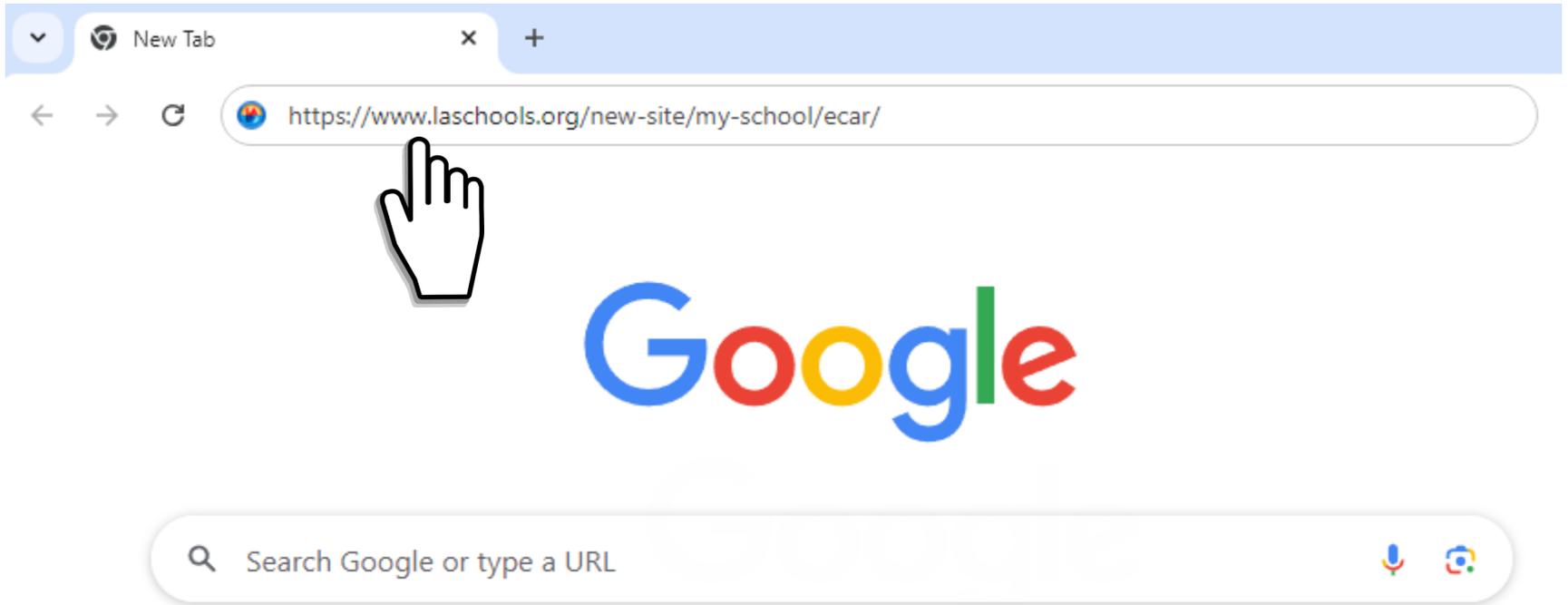


E-CAR 2024 Quick Start Manual

For TK-12 School-Based Representatives



Navigate to E-CAR Website



Navigate to the E-CAR website by typing <https://www.laschools.org/new-site/my-school/ecar/> directly into your web browser's address bar, then press enter.

Navigate to E-CAR Website



Principal's Portal

Search

<https://principalportal.lausd.net>

[Home](#) [Job Aids](#) [Sign In](#)

What's Due ◀ Aug 2024 ▶

[View all months](#)

All Elementary Secondary

Class Organization

Other

due 08/30

ELD Schedule

Other

due 08/30

Williams Sufficiency

Verification

Other

due 08/27

CAASPP and ELPAC

Requirements

Data and Accountability

due 07/29

What's New ◀ Aug 2024 ▶

[View all months](#)

Region Type Category

IOC COVID-19 Exposure
Management Guidance SY
2024-25

Office of the Chief Medical
Director

posted 08/14

IOC Fall 2024: Key
Dates/Timelines for
Completion of The Tiered
Fidelity Inventory (TFI)

Operations

modified 08/13

July/August 2024 -
Monthly Update

Human Resources

posted 08/09

Student Participation in
Recess/Lunch Activities
Operations

posted 08/09

OSCR Title VI Fact Sheet
General Counsel

posted 08/02

Easy Access

Quick links to other resources ↓

- [Apply Portal](#)
- [Blackboard Connect](#)
- [BTS](#)
- [E-CAR ACE](#)
- [E-CAR K-12](#)
- [E-CAST](#)
- [E-Library](#)
- [Employee Self-Service](#)
- [iSTAR](#)



You can also reach E-CAR from the LAUSD Principal's Portal at <http://principalportal.lausd.net> and clicking on the E-CAR link.

E-CAR Website

Community About My School Facilities Initiatives Facilities Branches Business With FSD My FSD

Electronic Capacity Assessment Review Process

Log-In [Click to Enter E-CAR](#)

Reference Documents

- [Accessing E-CAR Training](#)
- [Assisted Preparation Session Schedule](#)
- [Preparing for E-CAR](#)
- [E-CAR Contact List](#)
- [E-CAR Schools List](#)
- [E-CAR General FAQs](#)
- [Classroom Descriptions](#)
- [Quick-Start Manual](#)
- [Understanding E-CAR Reports](#)

Support *Need Support?* [Click Here](#)

E-CAR Electronic Capacity Assessment Review Process

Timetable [Go to E-CAST](#)

Milestone	Date	Description
E-CAR Online Training Opens	MON, AUG 19	E-CAR online training opens on LAUSD's Learning Zone. It is geared to Principals, Assistant Principals and other authorized E-CAR school representatives, and takes approximately 20 minutes to complete. The training is optional, but highly recommended for all E-CAR users, either in place of, or as a supplement to, E-CAR Hands-On Workshop Preparation Sessions.
E-CAR Opens	WED, SEP 4	The E-CAR online application opens for all Principals, Assistant Principals and other E-CAR authorized school representatives to review and revise their school classroom inventories as needed to reflect an accurate assessment of classroom allocations and school capacities.
Norm Day	FRI, SEP 13	E-CAR online submissions made between Norm Day and the E-CAR deadline of September 25, 2024 will use Norm Day data to populate their E-CAR Enrollment screens.

The E-CAR website has four sections: Timetable, Support Link, Reference Documents and Log-in.

Reference Documents

Electronic Capacity Assessment Review Process

[Click to Enter E-CAR](#)



E-CAR

Electronic Capacity Assessment Review Process

Reference Documents

- [Accessing E-CAR Training](#)
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- [Preparing for E-CAR](#)
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- [E-CAR Schools List](#)
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- [Understanding E-CAR Reports](#)

[Click Here](#)

E-CAR Timetable

[Go to E-CAST](#)

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Make sure you are familiar with the contents of all the pre-requisite Reference Documents. They will help you to prepare for the E-CAR Capacity Assessment Review process.

Reference Documents

The image shows a screenshot of the LAUSD website. On the left, there is a navigation menu with a yellow box highlighting the 'Reference Documents' section. A hand cursor is pointing to the 'E-CAR General FAQs' link. A yellow arrow points from this link to the right, where a browser window displays the 'E-CAR Frequently Asked Questions' page. The browser window title is 'http://www.laschools.org/documents/download'. The page content includes several FAQ items with their respective answers.

Community About My School Facilities

Electronic Capacity Assessment Review Process

Click to Enter E-CAR

Reference Documents

- Accessing E-CAR Training
- Assisted Preparation Session Schedule
- Preparing for E-CAR
- E-CAR Contact List
- E-CAR Schools List
- E-CAR General FAQs
- Classroom Inventory
- Quick-Start Guide
- Understanding Reports

E-CAR Frequently Asked Questions

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' 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, options, and solutions, and with the Proposition 39 Manager for potential Proposition 39 offers for the upcoming school year.

Does E-CAR have a website?
YES! Type E-CAR's web address, www.laschools.org/ecar, directly into your web browser's address bar, then press enter. Visit the E-CAR website for daily appointment schedules, timetables, up-to-the-minute information, pre-requisite reference documents and important links. This is also where you login to the new E-CAR online Dashboard, which is where your school's prior-year E-CAR Classroom Inventory and Allocation Worksheet (CIAW) reports will be posted.

Which schools participate in E-CAR?
Schools that serve a defined resident attendance area, stand-alone magnet schools, and selected special education schools will participate in E-CAR. For a complete list of participating schools, please see the "E-CAR Schools List" posted on the E-CAR website at www.laschools.org/ecar.

If my school is on the E-CAR list, do I have to complete and submit an online E-CAR application?
YES. A capacity assessment must be conducted for all schools on the E-CAR list. During E-CAR, the entire capacity assessment and review process for your school will be conducted online using the new E-CAR web-based application.

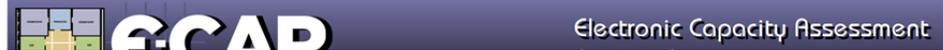
Who can complete a school's E-CAR online application?
It is preferred that the Principal of the school complete the school's online E-CAR application. If she/he is not available, then an administrator knowledgeable about the space allocation, enrollment, and staffing of the school may attend complete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

Simply click on a link to open a document. These documents may be read online or downloaded and printed out.

Support

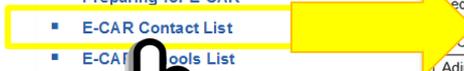
Electronic Capacity Assessment Review Process

 [Click to Enter E-CAR](#)

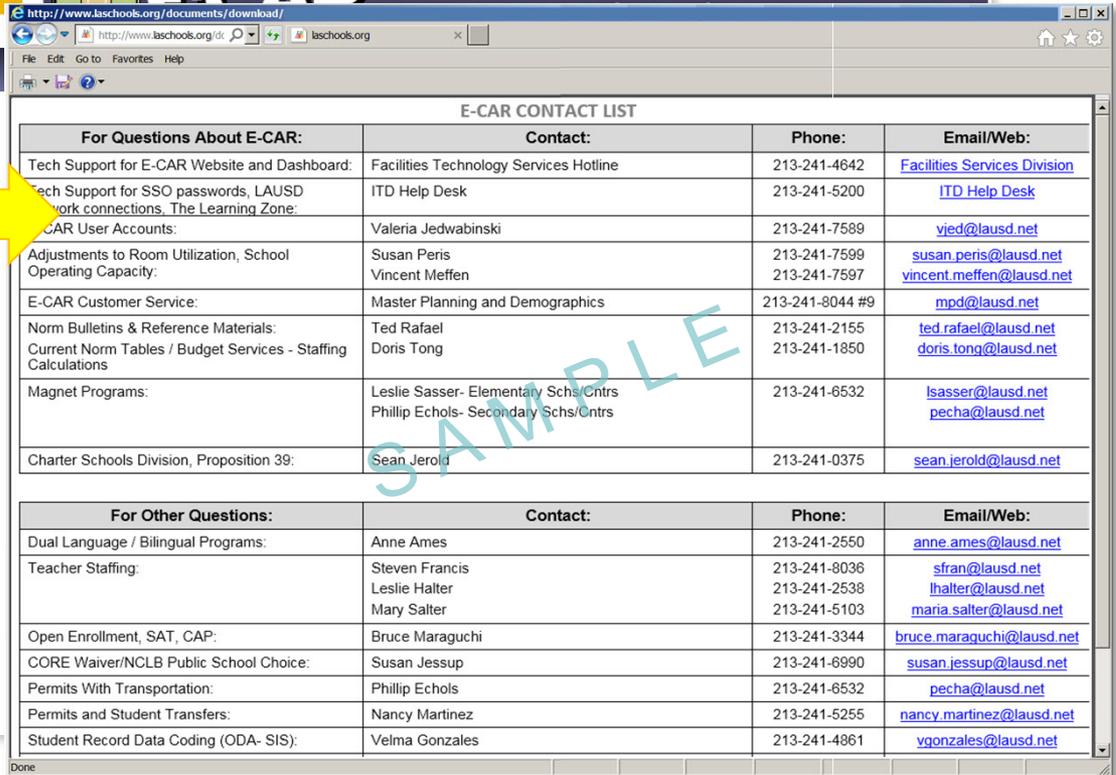


Reference Documents

- [Accessing E-CAR Training](#)
- [Assisted Preparation Session Schedule](#)
- [Preparing for E-CAR](#)
- [E-CAR Contact List](#)
- [E-CAR Tools List](#)
- [E-CAR Qs](#)
- [Charter Schools](#)
- [E-CAR Reports](#)



Need support?
[Click Here](#)



E-CAR CONTACT LIST			
For Questions About E-CAR:	Contact:	Phone:	Email/Web:
Tech Support for E-CAR Website and Dashboard:	Facilities Technology Services Hotline	213-241-4642	Facilities Services Division
Tech Support for SSO passwords, LAUSD work connections, The Learning Zone:	ITD Help Desk	213-241-5200	ITD Help Desk
E-CAR User Accounts:	Valeria Jedwabinski	213-241-7589	vied@lausd.net
Adjustments to Room Utilization, School Operating Capacity:	Susan Peris Vincent Meffen	213-241-7599 213-241-7597	susan_peris@lausd.net vincent_meffen@lausd.net
E-CAR Customer Service:	Master Planning and Demographics	213-241-8044 #9	mpd@lausd.net
Norm Bulletins & Reference Materials:	Ted Rafael	213-241-2155	ted_rafael@lausd.net
Current Norm Tables / Budget Services - Staffing Calculations	Doris Tong	213-241-1850	doris.tong@lausd.net
Magnet Programs:	Leslie Sasser- Elementary Schs/Cntrs Phillip Echols- Secondary Schs/Cntrs	213-241-6532	lsasser@lausd.net pecha@lausd.net
Charter Schools Division, Proposition 39:	Sean Jerold	213-241-0375	sean.jerold@lausd.net
For Other Questions:	Contact:	Phone:	Email/Web:
Dual Language / Bilingual Programs:	Anne Ames	213-241-2550	anne.ames@lausd.net
Teacher Staffing:	Steven Francis Leslie Halter Mary Salter	213-241-8036 213-241-2538 213-241-5103	sfran@lausd.net lhalter@lausd.net maria_salter@lausd.net
Open Enrollment, SAT, CAP:	Bruce Maraguchi	213-241-3344	bruce.maraguchi@lausd.net
CORE Waiver/NCLB Public School Choice:	Susan Jessup	213-241-6990	susan.jessup@lausd.net
Permits With Transportation:	Phillip Echols	213-241-6532	pecha@lausd.net
Permits and Student Transfers:	Nancy Martinez	213-241-5255	nancy.martinez@lausd.net
Student Record Data Coding (ODA- SIS):	Velma Gonzales	213-241-4861	vgonzales@lausd.net

If you need help, click the E-CAR Contact List, and the E-CAR Contact list will open. This list will provide you with the names and contact information of the specialists who can help you during the E-CAR process. Like all E-CAR reference documents, it may be downloaded and printed.

Support

The screenshot displays the E-CAR website interface. At the top, there is a navigation bar with six colored tabs: Community (red), About My School (blue), Facilities Initiatives (green), Facilities Branches (purple), Business With FSD (dark red), and My FSD (orange). Below this, the main heading reads "Electronic Capacity Assessment Review Process". A prominent yellow button with a play icon and the text "Click to Enter E-CAR" is visible. To the left, a "Reference Documents" sidebar lists various links such as "Accessing E-CAR Training" and "E-CAR Schools List". The main content area, titled "E-CAR TECHNICAL SUPPORT", contains a section for "TECHNICAL RECOMMENDATIONS" which lists three requirements: running on Windows, having Chrome installed, and being connected to the District's Network. A yellow callout box with a hand cursor points to a "Need Support? Click Here" link. Below the recommendations is a "NEED HELP?" section with a URL for technical support.

Community About My School Facilities Initiatives Facilities Branches Business With FSD My FSD

Electronic Capacity Assessment Review Process

Click to Enter E-CAR

Electronic Capacity Assessment

Reference Documents

- Accessing E-CAR Training
- Assisted Preparation Session Schedule
- Preparing for E-CAR
- E-CAR Contact List
- E-CAR Schools List
- E-CAR General FAQs
- Classroom Descriptions
- Quick-Start Manual
- Understanding E-CAR Reports

E-CAR TECHNICAL SUPPORT

TECHNICAL RECOMMENDATIONS

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

- Runs on the **Windows** operating system
- Has the **Chrome** browser installed
- Connected to the **District's Network** from your school site or work location

NEED HELP?

For those users who are unable to access the E-CAR online application at www.laschool.org/ecar, technical support is available.

Need Support? [Click Here](#)

If you need Technical Support, click the Need Support link, and the E-CAR Technical Support document will open. This document will provide you with technical recommendations for accessing the E-CAR online application along with the contact information of the technical support specialists who can help you during the E-CAR process. Like all E-CAR reference documents, it may be downloaded and printed.

Log-In

Community About My School Facilities Initiatives Facilities Branches Business With FSD My FSD

Electronic Capacity Assessment Review Process

 [Click to Enter E-CAR](#)



E-CAR Electronic Capacity Assessment Review Process

[Go to E-CAST](#)

Reference Documents

- [Accessing E-CAR Training](#)
- [Assisted Preparation Sessions](#)
- [Preparing for E-CAR](#)
- [E-CAR Contact List](#)
- [E-CAR Schools List](#)
- [E-CAR General FAQs](#)
- [Classroom Descriptions](#)
- [Quick-Start Manual](#)
- [Understanding E-CAR Reports](#)

Need Support?
[Click Here](#)

E-CAR Timetable

Milestone	Date	Description
E-CAR Online Training Opens	MON, AUG 19	E-CAR online training opens on LAUSD's Learning Zone. It is geared to Principals, Assistant Principals and other authorized E-CAR school representatives, and takes approximately 20 minutes to complete. The training is optional, but highly recommended for all E-CAR users, either in place of, or as a supplement to, E-CAR Hands-On Workshop Preparation Sessions.
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Norm Day	FRI, SEP 13	E-CAR online submissions made between Norm Day and the E-CAR deadline of September 25, 2024 will use Norm Day data to populate their E-CAR Enrollment screens.

To log in to the E-CAR online application, use the [Click to Enter E-CAR link](#).

Log-In

About FSD Board of Education Bond Oversight Site Map Logged in as Valerie Edwards Logout



Facilities Services Division

Los Angeles Unified School District
All Youth Achieving

FSD Home | LAUSD.net

Community About My School Facilities Initiatives Facilities Branches Business With FSD My FSD

Website Login

Enter email:

Enter password:

Enter your SSO password

Remember this address and password? [Help](#)



New Users?

- Please go to [Website Registration](#)

LAUSD Employees/Staff

- **Single Sign-On is here!**
Email: first.last@lausd.net
Password: same as for email
- If you are new to this website, and you have an lausd.net email account: **Do not register, use Single Sign-On!**

FSD Partners

- Enter your email address and password.

Login Problems?

- [Reset Your Password](#)
- Send Email: webmaster@laschools.org

Facilities Services Division | 333 South Beaudry Ave., Los Angeles, California 90017

At the log-in screen, enter your full LAUSD email address (including the @lausd.net extension) and your single-sign-on password, then click Submit.

Advisory

In order to ensure a successful experience with your school's Capacity Assessment Review process, you are advised to familiarize yourself with the pre-requisites that you need to know in order to complete the online capacity assessment review correctly for your school. You are also advised to learn how to navigate the online E-CAR application properly.

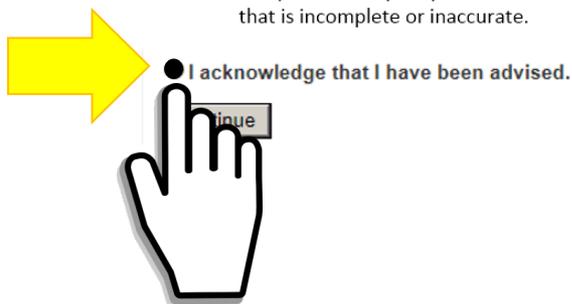
It is highly recommended that you take full advantage of the training and informational materials that are available to you for this purpose. References and instructional materials, contact numbers for technical support and customer service, and the official E-CAR timetable are posted on the E-CAR website at www.laschools.org/ecar. Online E-CAR training is available on LAUSD's Learning Zone. *These resources are available to you from any computer with internet access, 24 hours a day, 7 days a week.*

If you have NOT yet become familiar with your pre-requisites or learned how to navigate the online E-CAR application, please do so before continuing further.

I want to STOP and review my pre-requisite materials first.

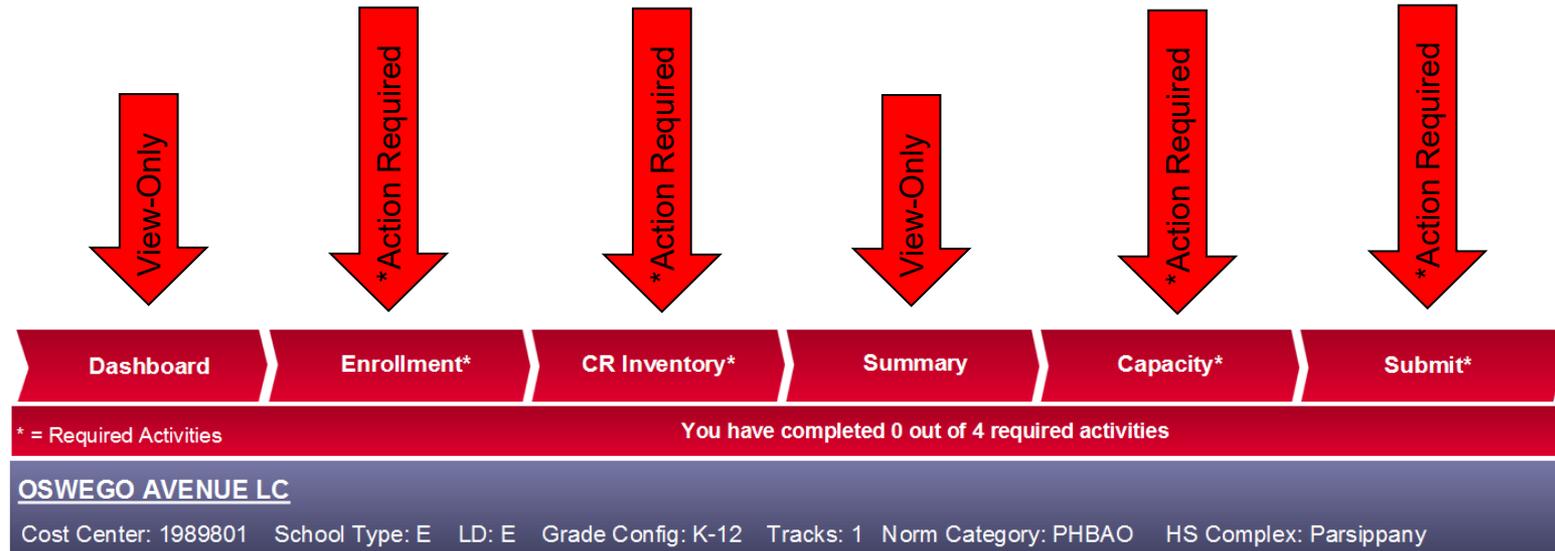
If you are ready to proceed, please acknowledge the following:

1. ***I have been advised about the training available for using the online E-CAR application.*** If I don't attend a live E-CAR training session, complete the online E-CAR application training, or review the E-CAR Quick Start Manual, I may not understand how to use the online E-CAR application properly, and/or I may not know how to complete my school's Capacity Assessment Review Process correctly and in a manner that is most beneficial to my school.
2. ***I have been advised to familiarize myself with E-CAR's pre-requisite reference materials.*** If I don't familiarize myself with the recommended pre-requisite reference materials, I may not be fully prepared to use the online E-CAR application properly and/or to understand and complete the Capacity Assessment Review Process in a manner that is most beneficial to my school.
3. ***I have been advised to make myself aware of all E-CAR's web and phone help and technical support options that are available to me.*** If I don't make myself aware of all the support options available to me, I may not know how to get answers to my questions concerning using the online E-CAR application correctly and/or completing the Capacity Assessment Review Process properly and in a manner that is most beneficial to my school.
4. ***I have been advised to be aware of, and to adhere to, E-CAR's deadlines.*** If I don't adhere to E-CAR's deadlines, I may not be able to complete the Capacity Assessment Review Process on time, resulting in my school's operating capacity being based on information that is incomplete or inaccurate.



If it's the first time this E-CAR season that you are logging in to E-CAR, you will be taken to the E-CAR Advisory page. Make sure that you've completed your training and reviewed your pre-requisite materials. Then click the radio button to acknowledge that you have been advised, and that you're ready to proceed.

Navigation



You will navigate through E-CAR's six screens using the tabs on the Navigation and Progress Bar. Two screens contain important, view-only information. Four screens, marked with an * asterisk, have required activities, meaning they contain steps that you must complete for E-CAR. Tabs are color coded. Each tab starts out red, which means that you haven't viewed the screen yet or that the screen's activities are incomplete.

Navigation



Navigation bar with tabs: Dashboard, Enrollment*, CR Inventory*, Summary, Capacity*, Submit*.

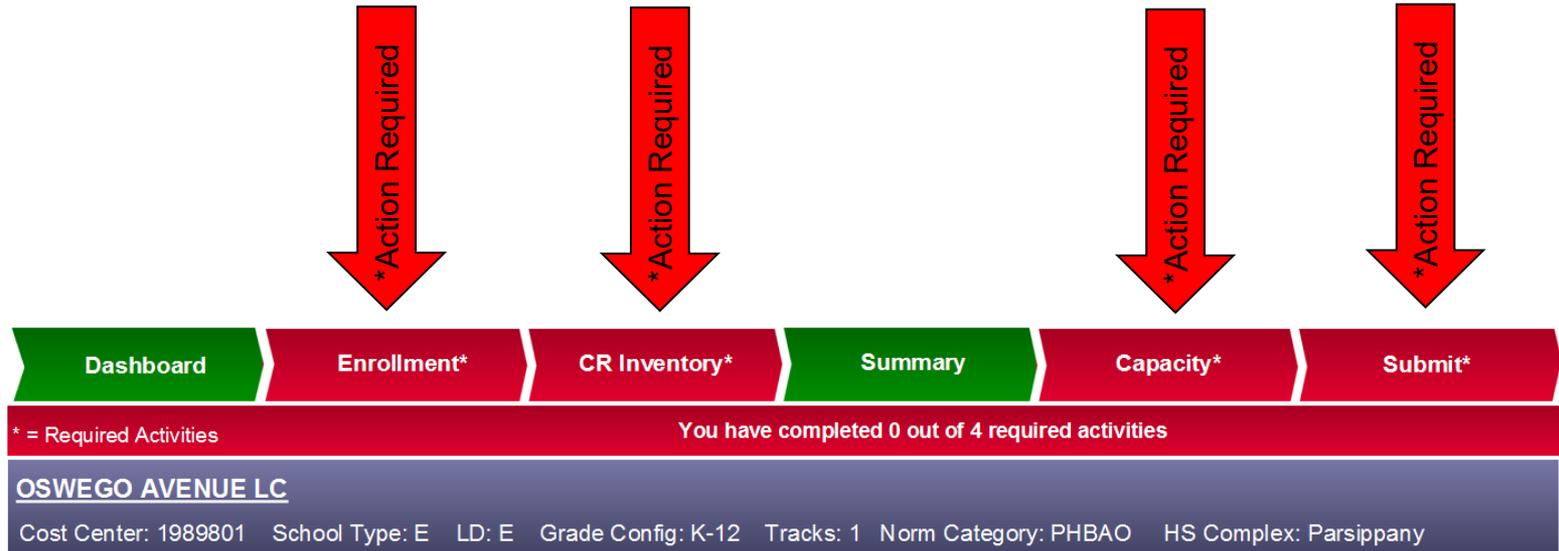
* = Required Activities You have completed 0 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

When you have completed every activity on a screen, its tab will turn green. View-only screens don't require any action on your part. The Dashboard tab will turn green as soon as you view it. The Summary tab will turn green as soon as you view it, as long as the CR Inventory tab has been completed first.

Navigation



* = Required Activities

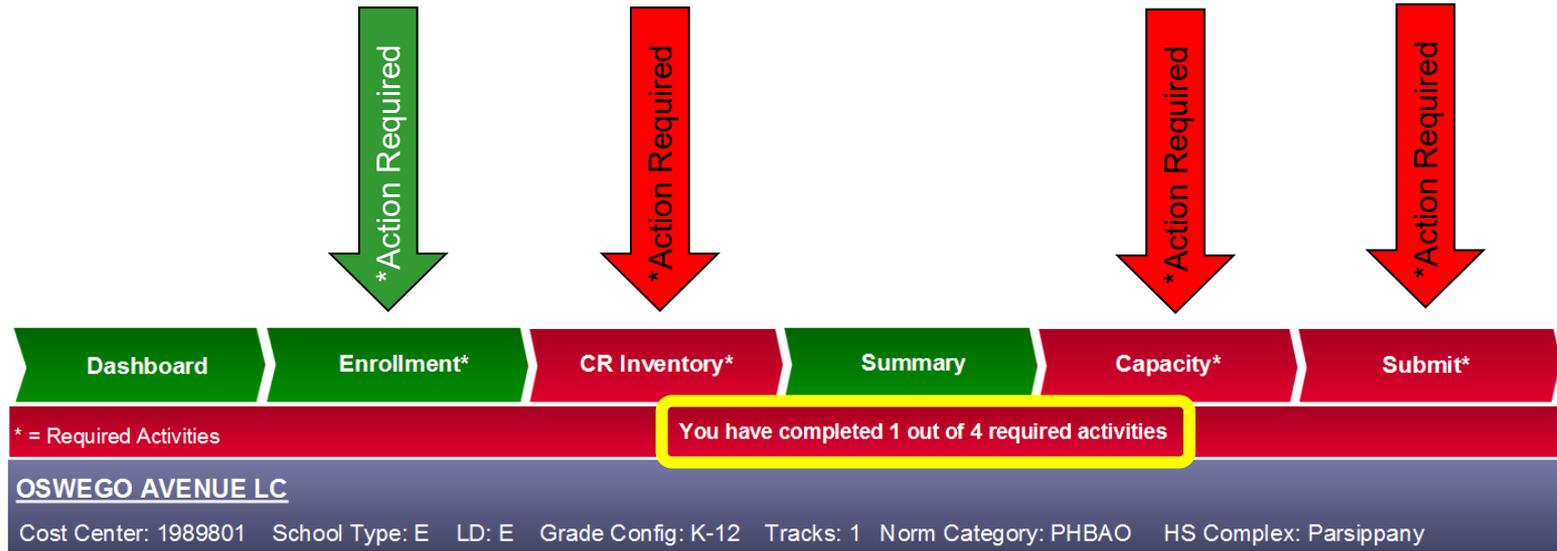
You have completed 0 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

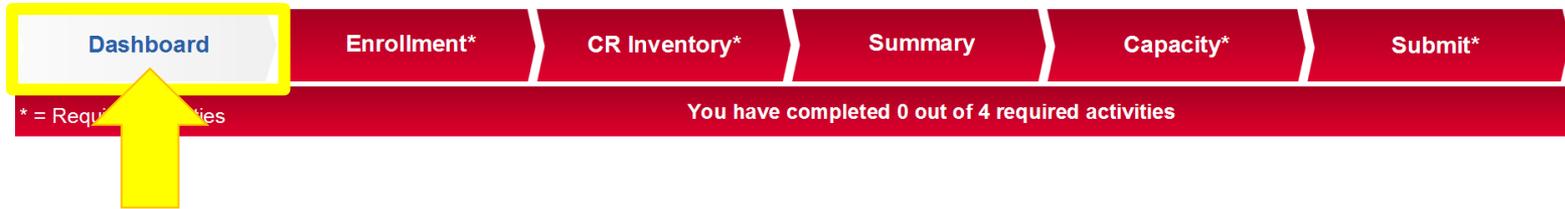
Action-required tabs will not turn green until you have completed every activity on their screens.

Navigation



When you've completed all the required activities for one of these screens, its tab will turn green, and the required activities counter will update.

Dashboard



TAB 1 - THE DASHBOARD

Dashboard

Dashboard Enrollment* CR Inventory* Summary Capacity* Submit*

* = Required Activities You have completed 0 out of 4 required activities

OSWEGO AVENUE LC
Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

Dashboard

[Oswego Avenue LC CAR Report – Last Year](#)
[Oswego Avenue LC CAR Report – 2 Years Ago](#)

Links to prior-year CAR Reports

Message Inbox

Display : [Unread](#) | [Read](#) | [All](#)

All Messages

Type	Message	Created
public	Welcome to E-CAR! To get started, please.....	Tue, Aug 2

Message Inbox

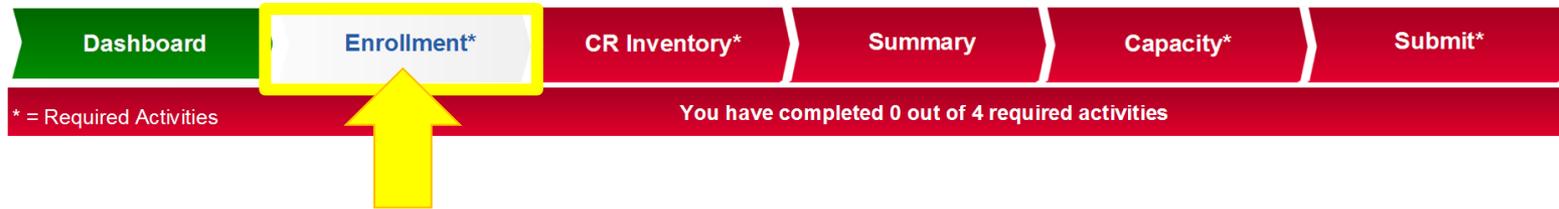
Reference Documents

- [Accessing E-CAR Training](#)
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- [Preparing for E-CAR](#)
- [E-CAR Contact List](#)
- [E-CAR Schools List](#)
- [E-CAR General FAQs](#)
- [Classroom Descriptions](#)
- [Quick-Start Manual](#)
- [Understanding E-CAR Reports](#)

Links to Reference Documents

The Dashboard contains links to your school's prior-year CAR Reports, your Message Inbox, and links to E-CAR Reference Documents. After your application has been completed, it will also contain a link to your school's current-year E-CAR Report.

Enrollment



TAB 2 - THE ENROLLMENT SCREEN

Enrollment – District Schools

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 0 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

Grade	1989801 Oswego Ave LC	1989805 OSW Dual Language Korean	1989803 ROSALIND FRNKLN SCI MAG	1989804 OSWEGO CES PERF ARTS MAG	Total Site Current
K	48	28	20	22	118
1	45	25	24	18	112
2	40	26	20	20	106
3	41	24	21	16	102
4	42	20	22	18	102
5	42	23	24	21	110
6	40	20	20	19	99
7	36	0	20	21	77
8	36	0	22	20	78
9	32	0	20	25	77
10	36	0	20	26	82
11	30	0	18	28	76
12	30	0	20	26	76
Elementary SDP	16	0	0	7	23
Secondary SDP	14	0	0	5	19
Total	528	166	271	292	1257

These enrollment counts are:

Correct

Incorrect

**Review Enrollment
and Choose a
Response**

Submit

Cancel

Using MiSiS Classification Report as of run date September 5

Capture Code: D13

The Enrollment screen **Requires Principal Interaction.**

District Schools: Review and confirm the MiSiS enrollment counts that have been automatically uploaded for your school as of the Classification Report Date indicated. If they are correct, click “Correct.” If they are incorrect, click “Incorrect,” and provide an explanation in the text box. When you are finished, click the Submit button.

Enrollment – District Schools

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 0 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

Grade	1989801 Oswego Ave LC	1989805 OSW Dual Language Korean	1989803 ROSALIND FRNKLN SCI MAG	1989804 OSWEGO CES PERF ARTS MAG	Total Site Current
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Total	528	166	271	292	1257

Using MiSiS Classification Report as of run date September 5

Capture Code: D13

1. Week 3 to Norm Day: E-CAR MiSiS Enrollments are updated regularly

District Schools: Between the third week of school and Norm Day, MiSiS enrollments will be updated regularly, possibly every day.

Enrollment – District Schools

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 0 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

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6	40	20	20	19	99
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8	36	0	22	20	78
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Using MiSiS Classification Report as of run date September 5

Capture Code: D13

1. Week 3 to Norm Day: E-CAR MiSiS Enrollments are updated regularly
2. For E-CAR applications submitted before Norm Day, enrollment = current MiSiS

District Schools: If you complete and submit your E-CAR application before Norm Day, whatever MiSiS enrollments were current for your school on the date you submitted your application will become the enrollments permanently displayed on your school's Enrollment tab.

Enrollment – District Schools

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 0 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

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3	41	24	21	16	102
4	42	20	22	18	102
5	42	23	24	21	110
6	40	20	20	19	99
7	36	0	20	21	77
8	36	0	22	20	78
9	32	0	20	25	77
10	36	0	20	26	82
11	30	0	18	28	76
12	30	0	20	26	76
Elementary SDP	16	0	0	7	23
Secondary SDP	14	0	0	5	19
Total	528	166	271	292	1257

Using MiSiS Classification Report as of run date September 5

Capture Code: D13

1. Week 3 to Norm Day: E-CAR MiSiS Enrollments are updated regularly
2. For E-CAR applications submitted before Norm Day, enrollment = current MiSiS
3. For E-CAR applications submitted on or after Norm Day, Enrollment = Norm Day MiSiS

District Schools: If you complete and submit your E-CAR application on or after Norm Day, the MiSiS enrollments that were current for your school on Norm Day will become the enrollments permanently displayed on your school's Enrollment tab.

Enrollment – District Schools

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 0 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

Grade	1989801 Oswego Ave LC	1989805 OSW Dual Language Korean	1989803 ROSALIND FRNKLN SCI MAG	1989804 OSWEGO CES PERF ARTS MAG	Total Site Current
K	48	28	20	22	118
1	45	25	24	18	112
2	40	26	20	20	106
3	41	24	21	16	102
4	42	20	22	18	102
5	42	23	24	21	110
6	40	20	20	19	99
7	36	0	20	21	77
8	36	0	22	20	78
9	32	0	20	25	77
10	36	0	20	26	82
11	30	0	18	28	76
12	30	0	20	26	76
Elementary SDP	16	0	0	7	23
Secondary SDP	14	0	0	5	19
Total	528	166	271	292	1257

Using MiSiS Classification Report as of run date September 5

Capture Code: D13

1. Week 3 to Norm Day: E-CAR MiSiS Enrollments are updated regularly
2. For E-CAR applications submitted before Norm Day, enrollment = current MiSiS
3. For E-CAR applications submitted on or after Norm Day, Enrollment = Norm Day MiSiS
4. **Before Norm Day: Your enrollment screen will refresh regularly until your application is submitted**

District Schools: Between Week 3 and Norm Day, your enrollment screen will be refreshed regularly until your E-CAR application is submitted. If you complete your enrollment screen but delay submitting your E-CAR application, you may have to complete your enrollment screen again if your school's MiSiS data are updated in the interim.

Enrollment – Independent Charter Schools

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 0 out of 4 required activities

DENVILLE-MOORE CHARTER

Cost Center: 1626201 School Type: E LD: E Grade Config: K-8 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

Grade	1626201 Denville-Moore Charter	Total Site Current
K	<input type="text"/>	0
1	<input type="text"/>	0
2	<input type="text"/>	0
3	<input type="text"/>	0
4	<input type="text"/>	0
5	<input type="text"/>	0
6	<input type="text"/>	0
7	<input type="text"/>	0
8	<input type="text"/>	0
Elementary SDC	<input type="text"/>	0
Secondary SDC	<input type="text"/>	0
Total	0	0

Enter Enrollment Data Into Every Cell (enter 0 if no enrollment)

Using Enrollment Report(s) as of:



Finalize Enrollment

Save

Independent Charter Schools: Enter the enrollments for each of your school's cost centers, using the most current official enrollment available to you that has been or will be reported to LAUSD. Enter zeros (0) for any grades that do not have any enrollments. Do not leave any cells blank.

Enrollment – Independent Charter Schools

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 0 out of 4 required activities

DENVILLE-MOORE CHARTER

Cost Center: 1626201 School Type: E LD: E Grade Config: K-8 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

Grade	1626201 Denville-Moore Charter	Total Site Current
K	<input type="text"/>	0
1	<input type="text"/>	0
2	<input type="text"/>	0
3	<input type="text"/>	0
4	<input type="text"/>	0
5	<input type="text"/>	0
6	<input type="text"/>	0
7	<input type="text"/>	0
8	<input type="text"/>	0
Elementary SDC	<input type="text"/>	0
Secondary SDC	<input type="text"/>	0
Total	0	0

Using Enrollment Report(s) as of:



Finalize Enrollment

Save

Enter Enrollment As-Of Date

Independent Charter Schools: Tell E-CAR the as-of date you are using, either by clicking on the calendar icon and selecting a date, or by entering the date directly into the text box. When you are finished, click Finalize Enrollment.

Classroom Inventory



TAB 3 - THE CLASSROOM INVENTORY SCREEN

Classroom Inventory

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

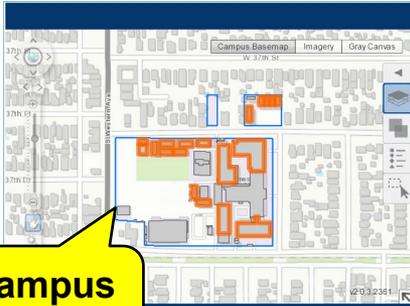
Submit*

* = Required Activities

You have completed 1 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Nom Category SY2015-16: PHBAO HS Complex: Parsippany



Allocation	Standard Classrooms	Small Classrooms
SPECIAL ED	0	0
PRE-K	0	0
CO-LOCATED CHARTER	0	0
DISTRICT_SET_ASIDES	0	0
SCHOOL_SET_ASIDES	0	0
OUT OF SERVICE	0	0
INSTRUCTION	0	0
Unconfirmed	74	17
Challenged	0	0
Total	74	17

Allocation Summary

Link to Map in Facilities Site Portal

View Map in Site Portal

Floor 1 Floor 2 Floor 3 Floor B

Building	Room No.	Size Category	Allocation	Program	Assigned To	Status
A-1981	V3	STANDARD	INSTRUCTION	Instruction		Confirm
A-1982	V4	STANDARD	INSTRUCTION	Instruction		Confirm
A-1983	V5	STANDARD	INSTRUCTION	Instruction		Confirm
A-1984	V6	STANDARD	INSTRUCTION	Instruction		Confirm
AA-1742	V2	STANDARD	INSTRUCTION	Instruction		Confirm
AA-1742	V1	STANDARD	INSTRUCTION	Instruction		Confirm
AA-2548	FB4	SMALL	SPECIAL ED	RSP - Resource Specialist Program		Confirm
AA-2548	FB3	SMALL	INSTRUCTION	Instruction		Confirm

Classroom Inventory Table

The Classroom Inventory screen **Requires Principal Interaction**. The Classroom Inventory Table is the workspace where you review, update and confirm all the classrooms at your school. The Campus Map helps you identify the location of your classrooms. A link to a live, interactive map on the LAUSD Facilities Site Portal website is also available on this screen. To access the interactive map, click on the 'View Map in Site Portal' button. The Allocation Summary tallies your classrooms as you work.

Classroom Inventory

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 1 out of 4 required activities

EDIT

Floor 1

Floor 2

Floor 3

Floor B

Building	Room No.	Size Category	Allocation	Program	Assigned To	Status
A-1981	V3	STANDARD	INSTRUCTION	Instruction		Confirm
A-1982	V4	STANDARD	INSTRUCTION	Instru		Confirm
A-1983	V5	STANDARD	INS			Con
A-1984	V6	STANDARD	INS			Confirm
AA-1742	V2	STANDARD	INSTRUCTION	Instruction		Confirm
AA-1742	V1	STANDARD	INSTRUCTION	Instruction		Confirm
AA-2548	FB4	SMALL	SPECIAL ED	RSP - Resource Specialist Program		Confirm
AA-2548	FB3	SMALL	INSTRUCTION	Instruction		Confirm

Verify Room Number, Size Category, Allocation, Program and Assigned-To



In the Classroom Inventory Table, verify each classroom's Room Number, Size Category, Allocation, Program, and, for Co-Located Charters or District Set-Asides, Assigned-To. If everything is correct, click **Confirm**, and the classroom's status will change from a red **Confirm** button,

Classroom Inventory – Edit Classroom

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 1 out of 4 required activities

EDIT

Floor 1

Floor 2

Floor 3

Floor B

	Building	Room No.	Size Category	Allocation	Program	Assigned To	Status
<input type="radio"/>	A-1981	V3	STANDARD	INSTRUCTION	Instruction		Completed
<input type="radio"/>	A-1982	V4	STANDARD	INSTRUCTION	Instruction		Confirm
<input type="radio"/>	A-1983	V5	STANDARD	INSTRUCTION	Instruction		Confirm
<input type="radio"/>	A-1984	V6	STANDARD	INSTRUCTION	Instruction		Confirm
<input type="radio"/>	AA-1742	V2	STANDARD	INSTRUCTION	Instruction		Confirm
<input type="radio"/>	AA-1742	V1	STANDARD	INSTRUCTION	Instruction		Confirm
<input type="radio"/>	AA-2548	FB4	SMALL	SPECIAL ED	RSP - Resource Specialist Program		Confirm
<input type="radio"/>	AA-2548	FB3	SMALL	INSTRUCTION	Instruction		Confirm

to a green **Completed** highlight.

Classroom Inventory – Edit Classroom

Dashboard Enrollment* CR Inventory* Summary Capacity* Submit*

* = Required Activities You have completed 1 out of 4 required activities

EDIT Floor 1 Floor 2 Floor 3 Floor B

Building	Room No.	Size Category	Allocation	Program	Assigned To	Status
<input type="radio"/> A-1981	V3	STANDARD	INSTRUCTION	Instruction		Completed
<input type="radio"/> A-1982	V4	STANDARD	INSTRUCTION	Instruction		Completed
<input type="radio"/> A-1983	V5	STANDARD	INSTRUCTION	Instruction		Completed
<input type="radio"/> A-1984	V6	STANDARD	INSTRUCTION	Instruction		Completed
<input type="radio"/> AA-1742	V2	STANDARD	INSTRUCTION	Instruction		<input type="button" value="Confirm"/>
<input type="radio"/> A-1742	V1	STANDARD	INSTRUCTION	Instruction		<input type="button" value="Confirm"/>
<input type="radio"/> 2548	FB4	SMALL	SPECIAL ED	RSP - Resource Specialist Program		<input type="button" value="Confirm"/>



If you come to a classroom that has any incorrect information, you must perform an edit. Click on the classroom's radio button to select the classroom's record,

Classroom Inventory – Edit Classroom

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 1 out of 4 required activities

EDIT

Floor 1

Floor 2

Floor 3

Floor B

	Room No.	Size Category	Allocation	Program	Assigned To	Status
<input type="radio"/>	A-	V3	STANDARD	INSTRUCTION	Instruction	Completed
<input type="radio"/>	A-1962	V4	STANDARD	INSTRUCTION	Instruction	Completed
<input type="radio"/>	A-1983	V5	STANDARD	INSTRUCTION	Instruction	Completed
<input type="radio"/>	A-1984	V6	STANDARD	INSTRUCTION	Instruction	Completed
<input checked="" type="radio"/>	AA-1742	V2	STANDARD	INSTRUCTION	Instruction	Confirm
<input type="radio"/>	AA-1742	V1	STANDARD	INSTRUCTION	Instruction	Confirm
<input type="radio"/>	AA-2548	FB4	SMALL	SPECIAL ED	RSP - Resource Specialist Program	Confirm

then click the EDIT button.

Classroom Inventory – Edit Classroom

EDIT CLASSROOM [Close]

Building: AA-1742 Edit Building Name

Space Type: Classroom Size Category: STANDARD

Room No:

Allocation:

Program:

This room is not a classroom/no longer exists/is not the size indicated

Release this classroom to another school/program on this site

Comments? (optional)

Reset Finalize Cancel

This will open the classroom's Edit Classroom window.

Classroom Inventory – Edit Classroom

Dashboard

* = Required Activities

EDIT

Building	Room	Status
<input type="radio"/>	A-1981	V
<input type="radio"/>	A-1982	V
<input type="radio"/>	A-1983	V
<input type="radio"/>	A-1984	V
<input checked="" type="radio"/>	AA-1742	V
<input type="radio"/>	AA-1742	V
<input type="radio"/>	AA-2548	F

EDIT CLASSROOM

Building: AA-1742 Edit Building Name

Space Type: Classroom Size Category: STANDARD

Room No:

Allocation:

Program:

This room is not a classroom/room number exists/is not the size indicated

Release this classroom to another school/program on this site

Comments? (optional)

submit*

Floor B

Status

- Completed
- Completed
- Completed
- Completed

Click in any of the fields to make the necessary edits. To edit the Room Number, enter text directly into the Room Number box.

Classroom Inventory – Edit Classroom

EDIT CLASSROOM

Building: AA-1742 Edit Building Name

Space Type: Classroom Size Category: STANDARD

Room No: V-2

Allocation: **Instruction**

Program:

This room is not a classroom (the size indicated)

Release this classroom (am on this site)

Comments? (optional)

Reset Finalize Cancel

Submit*

Floor B

Status

Completed

Completed

Completed

Completed

Confirm

Confirm

Confirm

To edit a classroom's Allocation...

Classroom Inventory – Edit Classroom

EDIT CLASSROOM

Building: AA-1742 Edit Building Name

Space Type: Classroom Size Category: STANDARD

Room No: V-2

Allocation: District Set-Aside

Program:
---select program---
---select program---
AEWC
Adult School/Program
Assessment Center
Beyond the Bell (District wide program)
Clinic
Food Service
Healthy Start
Lease to Local Agency
Other (Please specify)
Other LAUSD school
Police
Professional Development
Testing Center (District wide use)
Transportation

This room is not a class
 Release this classroom

Comments? (optional)

Reset Finalize Cancel

Submit*

3 Floor B

Status

Completed
Completed
Completed
Completed

Confirm
Confirm
Confirm

...or Program, click the drop-down menus and select the options you want.

If you change a classroom's Allocation, you must also select a corresponding Program for that classroom.

Classroom Inventory – Edit Classroom

EDIT CLASSROOM

Building: AA-1742 Edit Building Name

Space Type: Classroom Size Category: STANDARD

Room No: V-2

Allocation: Instruction

Program: Instruction

This room is not a classroom/no longer exists/is not the size indicated

Use this classroom to another school/program on this site

Comments? (optional)

Reset Finalize Cancel

If you determine that a space is not a classroom, that it has been removed and should no longer appear in your school's classroom inventory, or that its recorded size category is incorrect, you may make a Challenge.

Click the challenge box,

Classroom Inventory – Edit Classroom

EDIT CLASSROOM

Building: AA-1742 Edit Building Name

Space Type: Classroom Size Category: STANDARD

Room No: V-2

Allocation: Instruction

Program: Instruction

This room is not a classroom/no longer exists/is not the size indicated

- Not a classroom (Space Type Challenge)
- Has been/will be removed or no longer exists (Location Challenge)
- Not the size indicated (Size Category Challenge)

Comments (optional)

Finalize Cancel

and the Challenge option panel will open. Click on the radio button that indicates the kind of challenge you want to make.

Classroom Inventory – Edit Classroom

EDIT CLASSROOM

Building: AA-1742 Edit Building Name

Space Type: Classroom Size Category: STANDARD

Room No: V-2

Allocation: Instruction

Program: Instruction

This room is not a classroom/no longer exists/is not the size indicated

- Not a classroom (Space Type Challenge)
- Has been/will be removed or no longer exists (Location Challenge)
- Not the size indicated (Size Category Challenge)

Please provide explanation here:

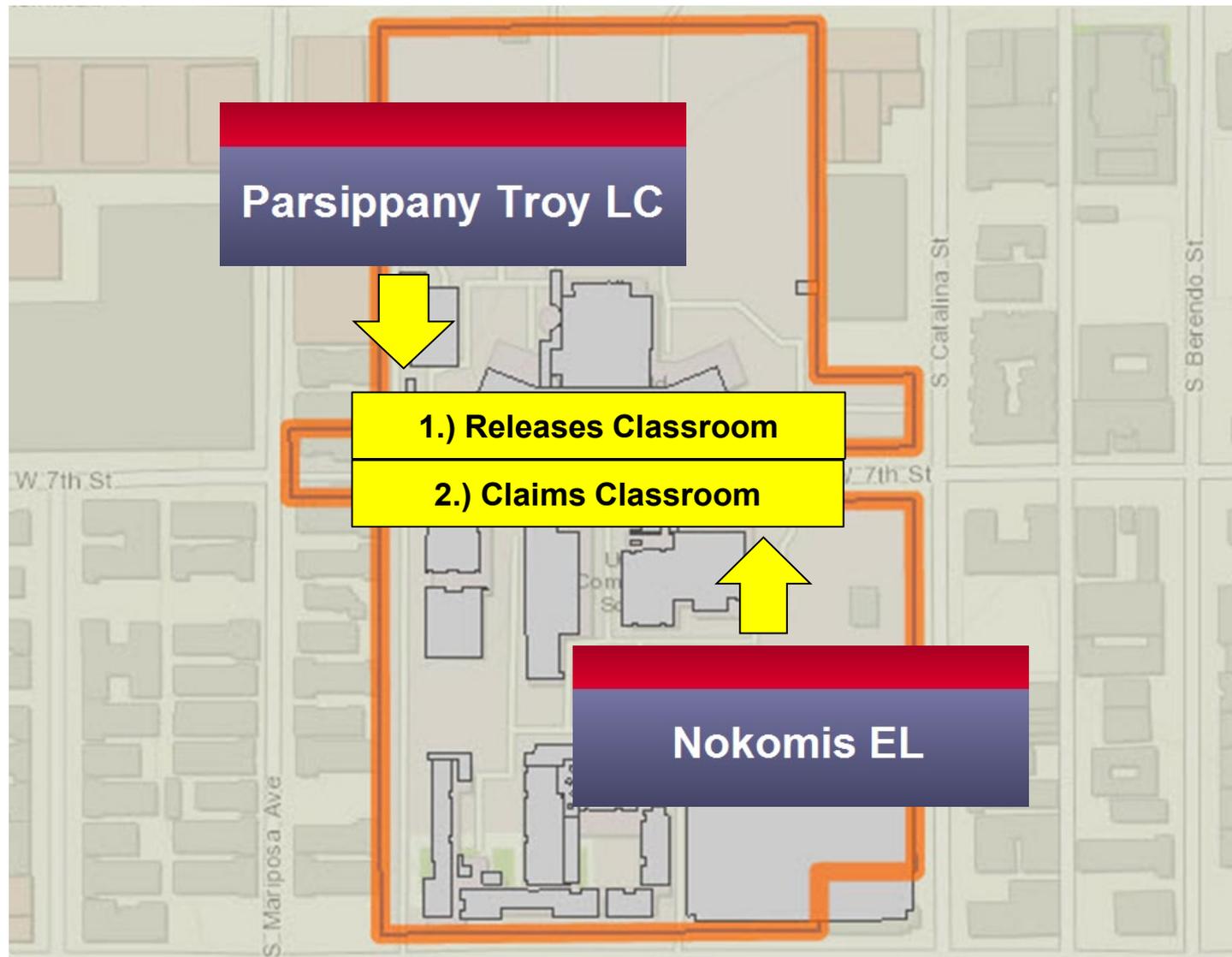
The classroom is only 557 square feet. It is not a standard-sized classroom.

Reset Finalize Cancel

In the text box, provide an explanation for why you believe the classroom's Space Type, Location or Size Category is incorrect.

Click Finalize when you are finished.

Classroom Inventory – Release & Claim



Host schools located on the same campus may decide on a plan to reassign one or more classrooms between themselves. The host school releasing the classroom takes the first step in the transaction. The host school receiving the classroom finalizes the transaction by claiming the classroom.

Classroom Inventory – Release & Claim

Dashboard

* = Required Activities

PARSIPPANY TRO
Cost Center: 1977601



EDIT CLASSROOM [X]

Building: **K3 - ADMINISTRATION & CLASSROOM BUILDING** Edit Building Name

Space Type: **Classroom** Size Category: **STANDARD**

Room No:

Allocation:

Program:

This room is not a classroom/no longer exists/is not the size indicated

Release this classroom to another school/program on this site

Comments? (optional)



If yours is the host school that is RELEASING a classroom to another school on your campus, select the “Release this classroom” checkbox.

Classroom Inventory – Release & Claim

Dashboard

* = Required Activities

PARSIPPANY TRO
Cost Center: 1977601



EDIT CLASSROOM [X]

Building: **K3 - ADMINISTRATION & CLASSROOM BUILDING** Edit Building Name

Space Type: **Classroom** Size Category: **STANDARD**

Room No:

Allocation:

Program:

Release this classroom to another school/program on this site

Release To:

Comments? (optional)

Building

- K3 - ADMINISTRATION & CLASSROOM BUILDING

- select school/program---
- select school/program---
- 0001972801 SHAUEL COMM SCHS – SCH VIS ARTS & HUM MS
- 0001974301 SHAUEL COMM SCHS – ECON & POL SCI MS
- 0001973201 SHAUEL COMM SCHS – WORLD HLTH MS
- 0001977801 NOKIMIS EL**



Click the “Release To” drop-down, select the school you want to release the classroom to, and then click Finalize.

Classroom Inventory – Release & Claim

Dashboard
Enrollment*
CR Inventory*
Summary
Capacity*
Submit*

* = Required Activities

You have completed 1 out of 4 required activities

PARSIPPANY TROY LC

Cost Center: 1977601 School Type: EJ LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany



	Standard Classrooms	Small Classrooms
Allocation		
SPECIAL ED	0	0
PRE-K	0	0
CO-LOCATED CHARTER	0	0
DISTRICT_SET ASIDES	0	0
SCHOOL_SET_ASIDES	0	0
OUT OF SERVICE	0	0
INSTRUCTION	0	0
Unconfirmed	50	1
Total	50	1

[View Map in Site Portal](#)

EDIT

Floor 1

Floor 2

Building	Room No.	Size Category	Allocation	Program	Assigned To	Status
K3 - ADMINISTRATION & CLASSROOM BUILDING	G142	STANDARD				Released
K3 - ADMINISTRATION & CLASSROOM BUILDING	G140	STANDARD	INSTRUCTION	Instruction		Confirm
K3 - ADMINISTRATION & CLASSROOM BUILDING	G132	STANDARD	INSTRUCTION	Instruction		Confirm
K3 - ADMINISTRATION & CLASSROOM BUILDING	G131	STANDARD	INSTRUCTION	Instruction		Confirm

The classroom's record is now grayed out on the releasing school's classroom inventory list, and shows as 'Released.' It will remain grayed-out but editable until the receiving school claims it.

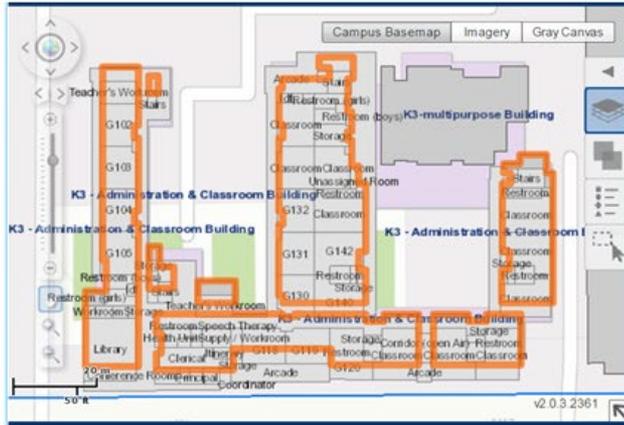
Classroom Inventory – Release & Claim

Dashboard
Enrollment*
CR Inventory*
Summary
Capacity*
Submit*

* = Required Activities You have completed 1 out of 4 required activities

NOKOMIS EL

Cost Center: 1977801 School Type: E LD: E Grade Config: K-5 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany



	Standard Classrooms	Small Classrooms
Allocation		
SPECIAL ED	0	0
PRE-K	0	0
CO-LOCATED CHARTER	0	0
DISTRICT_SET ASIDES	0	0
SCHOOL_SET ASIDES	0	0
OUT OF SERVICE	0	0
INSTRUCTION	0	0
Unconfirmed	21	2
Total	21	2

[View Map in Site Portal](#)

EDIT
Floor 1
Floor 2

Building	Room No.	Size Category	Allocation	Program	Assigned To	Status
K3 - ADMINISTRATION & CLASSROOM BUILDING	G145	STANDARD	SPECIAL ED	AUT-C - Autism, Core Curriculum		Confirm
K3 - ADMINISTRATION & CLASSROOM BUILDING	G143	STANDARD	INSTRUCTION	Instruction		Confirm
K3 - ADMINISTRATION & CLASSROOM BUILDING	G142	STANDARD				Claim
K3 - ADMINISTRATION & CLASSROOM BUILDING	G134	STANDARD	INSTRUCTION	Instruction		Conf



If yours is the host school that is RECEIVING the classroom, you will now see the classroom appear in your classroom inventory list. Click on the classroom's Claim button.

Classroom Inventory – Release & Claim

Dashboard Enrollment* CR Inventory* Summary Capacity* Submit*

* = Required Activities

CLAIM / EDIT CLASSROOM ✕

Building: **K3 - ADMINISTRATION & CLASSROOM BUILDING** Edit Building Name

Space Type: **Classroom** Size Category: **STANDARD**

This space is being released by: 1977601 PARSIPPANY TROY LC

Room No:

Allocation:

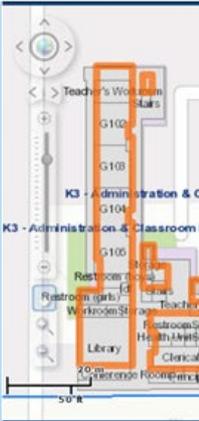
Program:

Comments? (optional)

EDIT

Building

- K3 - ADMINISTRATION & CLASSROOM BUILDING



This will open the Claim / Edit Classroom window. You must update the classroom's Allocation and Program. Clicking Finalize will permanently bring the classroom into the the receiving school's inventory, and will remove it from the releasing school's inventory.

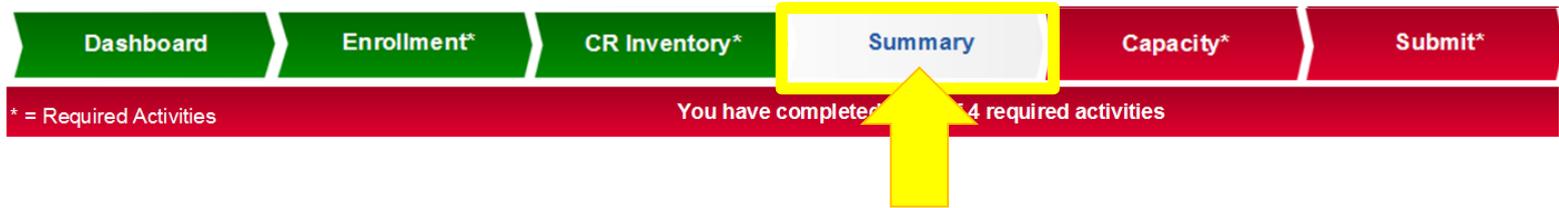
Classroom Inventory - Finalize

You have completed all classrooms. Click 'Finalize' to proceed

Finalize						
EDIT						
Floor 1						
Floor 2						
Floor 3						
Floor B						
Building	Room No.	Allocation	Program	Assigned To	Status	
<input type="radio"/> SOUTH BUILDING	S348	STANDARD	INSTRUCTION	Instruction	Completed	
<input type="radio"/> SOUTH BUILDING	S347	STANDARD	INSTRUCTION	Instruction	Completed	
<input type="radio"/> SOUTH BUILDING	S346	STANDARD	INSTRUCTION	Instruction	Completed	
<input type="radio"/> SOUTH BUILDING	S343	STANDARD	INSTRUCTION	Instruction	Completed	
<input type="radio"/> SOUTH BUILDING	S341	STANDARD	INSTRUCTION	Instruction	Completed	
<input type="radio"/> SOUTH BUILDING	S340	SMALL	SPECIAL ED	SLD - Specific Learning Disability	Completed	
<input type="radio"/> MAIN BUILDING	M328	STANDARD	SPECIAL ED	SLD - Specific Learning Disability	Completed	
<input type="radio"/> MAIN BUILDING	M325	STANDARD	INSTRUCTION	Instruction	Completed	

Once every classroom on every floor of your school has been completed, the Finalize button and message will appear. Click on the Finalize button to tell E-CAR that all the required activities on the Classroom Inventory screen are finished.

Summary



TAB 4- THE SUMMARY SCREEN

Summary

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 2 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Nom Category SY2015-16: PHBAO HS Complex: Parsippany



Classroom Inventory Summary Comparison:

Allocation		Current Year	
		Standard Classrooms	Small Classrooms
D		0	0
		0	0
CO-LOCATED CHARTER		0	0
DISTRICT_SET ASIDES		0	0
SCHOOL_SET_ASIDES		0	0
OUT OF SERVICE		0	0
INSTRUCTION		0	0
Unconfirmed		74	17
Total		74	17

The Summary screen provides a running tally, by allocation, of the classrooms in your school's inventory. Clicking on the expansion icon...

Summary

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 2 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Nom Category SY2015-16: PHBAO HS Complex: Parsippany

Classroom Inventory Summary Comparison:



Allocation	Current Year	
	Standard Classrooms	Small Classrooms
ed	74	17

Room No.	Current Year			Prior Year			Change
	Allocation	Program	Size Category	Allocation	Program	Size Category	
F152	INSTRUCTION	Instruction	STANDARD	INSTRUCTION	Instruction	STANDARD	
F153	SCHOOL_SET_ASIDES	College/Career Office	STANDARD	SCHOOL_SET_ASIDES	College/Career Office	STANDARD	
F154	SCHOOL_SET_ASIDES	Media Center	STANDARD	SCHOOL_SET_ASIDES	Media Center	STANDARD	
F156	INSTRUCTION	Instruction	STANDARD	INSTRUCTION	Instruction	STANDARD	
F159	INSTRUCTION	Instruction	STANDARD	INSTRUCTION	Instruction	STANDARD	
FB3	INSTRUCTION	Instruction	SMALL	INSTRUCTION	Instruction	SMALL	
FB4	SPECIAL ED	RSP - Resource Specialist Program	SMALL	SPECIAL ED	RSP - Resource Specialist Program	SMALL	
FB5	DISTRICT_SET ASIDES	Beyond the Bell (DISTRICT_SET_ASIDES)	SMALL	DISTRICT_SET ASIDES	Beyond the Bell (DISTRICT_SET_ASIDES)	SMALL	
FB6	INSTRUCTION	Instruction	SMALL	INSTRUCTION	Instruction	SMALL	
G260	INSTRUCTION	Instruction	SMALL	INSTRUCTION	Instruction	SMALL	
G261	INSTRUCTION	Instruction	SMALL	INSTRUCTION	Instruction	SMALL	
G262	INSTRUCTION	Instruction	STANDARD	INSTRUCTION	Instruction	STANDARD	
G263	SCHOOL_SET_ASIDES	Drama	STANDARD	SCHOOL_SET_ASIDES	Drama	STANDARD	
G264	INSTRUCTION	Instruction	SMALL	INSTRUCTION	Instruction	SMALL	
G265	INSTRUCTION	Instruction	SMALL	INSTRUCTION	Instruction	SMALL	
H10	INSTRUCTION	Instruction	SMALL	INSTRUCTION	Instruction	SMALL	
H11	INSTRUCTION	Instruction	SMALL	INSTRUCTION	Instruction	SMALL	
H13	INSTRUCTION	Instruction	STANDARD	INSTRUCTION	Instruction	STANDARD	
H14	INSTRUCTION	Instruction	STANDARD	INSTRUCTION	Instruction	STANDARD	

... toggles between collapsed and expanded views.

Capacity



TAB 5- THE CAPACITY SCREEN

Capacity

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 2 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

Preliminary Questions Required Prior to Computing Capacity [?](#)

Additional Classrooms?

Teaching Positions?

Please click on a button to begin

The Capacity screen **Requires Principal Interaction**. Two preliminary questions are required prior to computing capacity. Reporting missing classrooms is required to correctly account for all existing classrooms at the school and to ensure that the resulting capacity calculation is as accurate as possible. Reporting the number of teachers at a school is required in order to account for the classrooms needed to meet the school's instructional program.

Capacity

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 2 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

Preliminary Questions Required Prior to Computing Capacity [?](#)

Additional Classrooms?

Teaching F...s?



Please click on a button to begin

Click on the Additional Classrooms button to answer the first question.

Capacity

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 2 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

Preliminary Questions Required Prior to Computing Capacity ?

1.) Report of Missing Classrooms

Are there any additional classrooms at this school that were not listed in the Classroom Inventory?

Yes

Delete	Room Number	Size Category	Explanation (eg., building name/floor/other details)
<input type="checkbox"/>	D-226	Standard	Amos Science Ctr - 1st Floor- Behind Studio

Add Another Classroom

Save

Return to Preliminary Questions



On the Report of Missing Classrooms screen, answer Yes or No as to whether there were any classrooms missing from your school's E-CAR classroom inventory. If Yes, fill in all the required fields to identify the missing classroom(s).

Click SAVE when you are finished. Click Return to Preliminary Questions to answer the second question.

Capacity

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 2 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

Preliminary Questions Required Prior to Computing Capacity [?](#)

Edit Additional Classrooms

Teaching Positions?



Click on the Teaching Positions button to answer the second question.

Capacity

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 2 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

Preliminary Questions Required Prior to Computing Capacity

2.) Report of Classroom Teaching Positions

1. What is the total number of ELEMENTARY , full-time, roster-carrying classroom teachers found on your classification report, PLUS any General Education, Magnet, Dual Language, Off-norm funded, Special Day, and/or RSP teachers that have a dedicated classroom and are not already on your classification report?	13
2. Of the TOTAL number of ELEMENTARY teachers, how many are Special Day, (including PALS, RSP and PCC)?	3
3. Of the TOTAL number of ELEMENTARY teachers, how many are General Education PRE-K and ETK (not including PALS)?	1
1. What is the total number of SECONDARY , full-time, roster-carrying classroom teachers in all categories including General Education, Magnet, Dual Language, Off-norm funded, Special Day, and Physical Education (excluding any administrators, counselors or itinerants), PLUS any other teachers that have a dedicated classroom and are not already on your teacher section assignment report?	10
2. Of the TOTAL number of SECONDARY teachers, how many are Special Day and RSP?	2
3. Of the TOTAL number of SECONDARY teachers, how many are Physical Education?	1

Edit

Return to Preliminary Questions



On the Report of Classroom Teaching Positions screen, enter the total number of elementary and secondary classroom teachers at your school, in all categories, which includes General Education, Magnet, Dual Language, Special Day, and Off-Norm-Funded teachers. Then enter how many of those are Special Day, Pre-K and/or Physical Education teachers. When you are finished, click **SAVE**, then click **Return to Preliminary Questions**.

Capacity

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 2 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

[Preliminary Questions Required Prior to Computing Capacity](#) ⓘ

Edit Additional Classrooms

Edit Teaching Positions

Compute Capacity



Click the Compute Capacity button.

Capacity

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 3 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

[Edit Preliminary Questions](#)

Capacity Summary

Allocation of Classrooms for K-5/6 Instruction (6th Grade Included at K-6 schools; K-5 Only at Span Schools)				
	2016-2017 Enrollment	2016-2017 Norm	Classrooms Needed for Enrollment	2016-2017 2-Semester Operating Capacity
Host Program Enrollment				
K-3 @ 24:1	433	24:1	19	456
4-5/6 @ 30.5:1	212	30.5:1	7	214
Host Program - Classrooms Provided and Capacity	645		26	670
Magnet Center(s)/Norm Category				
K-3 @ 24:1	0	--	0	0
4-5/6 @ 30.5:1	0	--	0	0
Magnet Center(s) - Classrooms Provided and Capacity	0		0	0
Language Program 1				
K-3 @ 24:1	0	--	0	0
4-5/6 @ 30.5:1	0	--	0	0
Language Program 2				
K-3 @ 24:1	0	--	0	0
4-5/6 @ 30.5:1	0	--	0	0
Language Program(s) - Classrooms Provided and Capacity	0		0	0
Totals for Classrooms Needed for Elementary Instruction				
K-3	433		19	456
4-5/6	212		7	214
Elementary Non-Norm - Funded Teaching Positions			1	

E-CAR will compute your school's capacity and display the Capacity Summary.

Capacity

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 3 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

The calculated capacity at your school is less than the reported enrollment (scroll to bottom of page to view this comparison) which may be due to an error in identifying the allocation of classrooms or reported enrollment. If you believe such an error has occurred, please review and edit the information you have provided. Otherwise you may proceed with submitting your application and a detailed review will be conducted to determine the cause of this situation.

[Edit Preliminary Questions](#)

Allocation of Classrooms for K-5/6 Instruction (6th Grade Included at K-6 schools; K-5 Only at Span Schools)				
	2016-2017 Enrollment	2016-2017 Norm	Classrooms Needed for Enrollment	2016-2017 2-Semester Operating Capacity
Host Program Enrollment				
K-3 @ 24:1	433	24:1	19	456
4-5/6 @ 30.5:1	212	30.5:1	7	214
Host Program - Classrooms Provided and Capacity	645		26	670
Magnet Center(s)/Norm Category				
K-3 @ 24:1	0	--	0	0
4-5/6 @ 30.5:1	0	--	0	0
Magnet Center(s) - Classrooms Provided and Capacity	0		0	0
Language Program 1				
K-3 @ 24:1	0	--	0	0
4-5/6 @ 30.5:1	0	--	0	0
Language Program 2				
K-3 @ 24:1	0	--	0	0
4-5/6 @ 30.5:1	0	--	0	0
Language Program(s) - Classrooms Provided and Capacity	0		0	0
Totals for Classrooms Needed for Elementary Instruction				
K-3	433		19	456
4-5/6	212		7	214
Elementary Non-Norm - Funded Teaching Positions			1	

If your school's enrollment exceeds its calculated capacity, you will see a warning message.

Capacity

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 3 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

The calculated capacity at your school is less than the reported enrollment (scroll to bottom of page to view this comparison) which may be due to an error in identifying the allocation of classrooms or reported enrollment. If you believe such an error has occurred, please review and edit the information you have provided. Otherwise you may proceed with submitting your application and a detailed review will be conducted to determine the cause of this situation.

[Edit Preliminary Questions](#)

Allocation of Classrooms for K-5/6 Instruction (6th Grade Included at K-6 schools; K-5 Only at Span Schools)

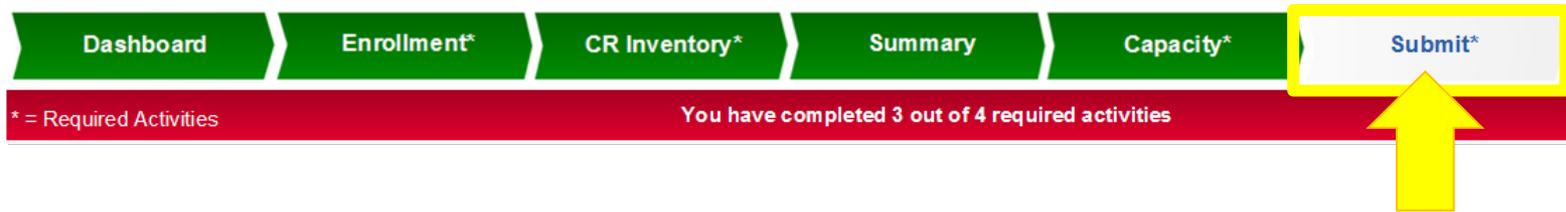
	2016-2017 Enrollment	2016-2017 Norm	Classrooms Needed for Enrollment	2016-2017 2-Semester Operating Capacity
Host Program Enrollment				
K-3 @ 24:1	433	24:1	19	456
4-5/6 @ 30.5:1			7	214
Host Program - Classrooms			26	670
Magnet Center(s)/Norm Category				
K-3 @ 24:1			0	0
4-5/6 @ 30.5:1			0	0
Magnet Center(s) - Classrooms			0	0
Language Program 1				
K-3 @ 24:1			0	0
4-5/6 @ 30.5:1			0	0
Language Program 2				
K-3 @ 24:1	0	--	0	0
4-5/6 @ 30.5:1	0	--	0	0
Language Program(s) - Classrooms Provided and Capacity	0		0	0
Totals for Classrooms Needed for Elementary Instruction				
K-3	433		19	456
4-5/6	212		7	214

If Enrollment Exceeds Capacity, Possibly:

1. Too Many Classrooms Allocated for Non-Instruction Categories
2. Error in Reported Enrollment Counts

This might be due to too many classrooms allocated for categories other than Instruction, or an error made during entry of your school's enrollment data. Re-assess your classrooms' designations, re-check your school's enrollment counts, and make any changes that may be appropriate. If you are still unable to resolve the problem, you may proceed with your E-CAR application, but be advised that E-CAR specialists will evaluate your case and may determine that further adjustments are needed.

Submit



TAB 6 - THE SUBMIT SCREEN

Submit

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 3 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

Submittal of Capacity Assessment Review

You have completed your Capacity Assessment Review activities.

Please click 'Signoff' to affix your e-signature and submit your E-CAR application for evaluation.

"The classroom inventory for this school is complete and accurately reflects the allocation of those spaces at this time. I have reviewed and understand the assessment of this school's enrollment capacity. I am aware that this information will be shared with other LAUSD offices, to be used in the evaluation of future campus needs and in the assessment of potential utilization."

Signoff



Optional: Please use this comment box if you would like to provide additional information about this school or feedback regarding E-CAR.

The Submit screen **Requires Principal Interaction**. Once you have completed all your required E-CAR activities, click 'Signoff' to affix your e-signature and submit your E-CAR application for evaluation.

Capacity

Dashboard

Enrollment*

CR Inventory*

Summary

Capacity*

Submit*

* = Required Activities

You have completed 4 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

Submittal of Capacity Assessment Review

Your E-CAR application has been submitted. You may now review your provisional E-CAR Report on your Dashboard. If you need to make further changes, clicking "Recall" will withdraw your application and bring it back into your 'court' for further revision. This function will be available to you until your case has been locked for processing by an E-CAR operator.

Recall

The activities indicator bar will update and turn green. If you wish to make any further changes to your E-CAR application, clicking 'Recall' will withdraw your application and bring it back into your 'court' for further revision. The 'Recall' function will be available until your case has been locked for processing by an E-CAR operator.

Capacity

Dashboard Enrollment* CR Inventory* Summary Capacity* Submit*

* = Required Activities You have completed 4 out of 4 required activities

COURT VENUE LC
Case No: 1989801 School Type: E LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany

Submittal of Capacity Assessment Review

Your E-CAR application has been submitted. You may now review your provisional E-CAR Report on your Dashboard. If you need to make further changes, clicking "Recall" will withdraw your application and bring it back into your 'court' for further revision. This function will be available to you until your case has been locked for processing by an E-CAR operator.

Recall

Navigate back to your Dashboard.

Dashboard After Submit

Dashboard Enrollment* CR Inventory* Summary Capacity* Submit*

* = Required Activities

You have completed 4 out of 4 required activities

OSWEGO AVENUE LC

Cost Center: 1989801 School Type: E LD: E Grade Config: K-12 T Complex: Parsippany

Dashboard

[Oswego Avenue LC Provisional E-CAR Report – Current Year](#)

[Oswego Avenue LC CAR Report – Last Year](#)

[Oswego Avenue LC CAR Report – 2 Years Ago](#)

Link to current-year
E-CAR Report
(Provisional or Final)

Documents

[Welcome to E-CAR!](#)

- [E-CAR Hands-On Workshop Schedule](#)
- [E-CAR Contact List](#)
- [E-CAR Schools List](#)
- [E-CAR General FAQs](#)
- [Classroom Descriptions](#)
- [Quick-Start Manual - School-Based Representatives](#)
- [Understanding The Capacity Summary](#)
- [Understanding E-CAR Reports](#)

Message Inbox

Display : [Unread](#) | [Read](#) | [All](#)

All Messages

	Type	Message	Created
✉	public	Welcome to E-CAR! To get started, please.....	Tue, Aug 2

On your Dashboard you will now see a link to your current-year E-CAR Report. Initially, the report will be Provisional. Once your school's Capacity Assessment Review has been finalized by School Management Services, your report will be Final. All of the Dashboard's E-CAR Reports can be downloaded and printed.



Questions About E-CAR 2024?

**Contact E-CAR Customer Service at 213-241-8044, ext. 9
or mpd@lausd.net**

Thank You For Your Participation!

