



PRINCIPALS / ASSISTANT PRINCIPALS

WHAT IS E-CAR?

E-CAR is LAUSD's online capacity assessment review application, which is available to you 24 hours a day, 7 days a week, from any computer within the LAUSD network with an internet connection. E-CAR's screens include a campus map and a classroom inventory that allow you to verify the number of classrooms at your school and how they are used, to calculate your school's operating capacity, and to identify available classrooms for future use.

WHEN IS E-CAR?

For TK-12 schools, E-CAR 2024 opens on Wednesday, September 4th and the deadline for submitting the information for your school is Wednesday, September 25th at 11:59 pm.

ARE ALL SCHOOLS REQUIRED TO PARTICIPATE IN E-CAR?

YES. The list of schools that are required to participate in E-CAR can be found in the reference documents section of the E-CAR website at <https://www.laschools.org/new-site/my-school/ecar/>.

HOW DO I GET STARTED WITH E-CAR?

1. Visit the E-CAR website at <https://www.laschools.org/new-site/my-school/ecar/> and review the E-CAR pre-requisite reference materials that are designed to help get you started with E-CAR, including timetables, FAQs, the Quick-Start Manual, Specialist Contact list and training information.
2. Get some training! 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 also available on the E-CAR website at <https://www.laschools.org/new-site/my-school/ecar/>.
3. Want expert assistance while you are working on your E-CAR Application? Join our live, drop-in assistance sessions via Zoom. No appointment is needed! Remember to take the E-CAR 2024 online training course on MyPLN and to review all of 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/>.
4. Ready to start? Simply log-in to E-CAR at <https://www.laschools.org/new-site/my-school/ecar/> using your LAUSD Single-Sign-On.

NEED HELP?

- For assistance with your E-CAR user account or the E-CAR capacity assessment review process, contact E-CAR Customer Service at 213-241-8044, extension 9 or mpd@lausd.net.
- For technical assistance accessing the online E-CAR application at <https://www.laschools.org/new-site/my-school/ecar/>, contact the Information Technology Services – Facilities Technology Services Support Hotline at 213-241-5200, extension 4.