

## **Preparing For E-CAR 2024**

**E-CAR 2024 opens *Wednesday, September 4, 2024*  
and runs through *Wednesday, September 25, 2024*.**

E-CAR's 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. Information gathered during E-CAR is shared with Facilities Division staff for its use in identifying potential planning and development opportunities, options and solutions, and with the Proposition 39 Team for potential Proposition 39 options.

As your school's Principal, Assistant Principal, or authorized representative, you will review and update your school's classroom inventory and capacity assessment during the E-CAR process.

**To prepare for E-CAR 2024, please follow these guidelines:**

1. **PRE-REQUISITES:** Review all of the pre-requisite reference documents posted on the E-CAR website at <https://www.laschools.org/new-site/my-school/ecar/>.
2. **TRAINING:** Take the E-CAR online training class on LAUSD's MyPLN, and review the E-CAR 2024 Quick-Start Manual. Details are posted at <https://www.laschools.org/new-site/my-school/ecar/>.
3. **PREPARATION ASSISTANCE:** If you'd like additional support, please join our live, drop-in assistance sessions via Zoom where E-CAR Customer Service Specialists can answer your E-CAR related questions and assist you with completing your E-CAR classroom inventory review. 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/>.
4. **MATERIALS TO HAVE ON HAND:** When you are ready to start E-CAR, have available:
  - a. Your Prior-Year E-CAR Report - For most schools, this will be the 2023 E-CAR Report, available by clicking the link on your E-CAR Dashboard tab after you log in. It may be downloaded or printed out for your convenience.
  - b. Your School Map - Your own paper copy, or an e-copy.
  - c. Enrollment Report - ***District schools:*** Have available current classification reports for each of your cost centers. ***Independent charter schools:*** Have available your most current official enrollment that has been, or will be, reported to LAUSD.
  - d. Number of Teachers - A count of the number of teaching positions at your school, in all categories, including General Education, Special Day, Magnet, Dual-Language, Physical Education, and off-Norm-funded positions.
5. **LOG-IN:** Log-in to E-CAR at <https://www.laschools.org/new-site/my-school/ecar/> using your LAUSD Single Sign-On.

*IMPORTANT: Principals at participating PSC Charter Schools must have an "@lausd.net" LAUSD Single-Sign-On account in order to access E-CAR. Please contact the Charter Schools Division at 213-241-0399 for assistance.*

**Thank you for your participation in E-CAR 2024!**

**Questions? Need Help? Contact E-CAR Customer Service at 213-241-8044 extension 9 or [mpd@lausd.net](mailto:mpd@lausd.net)**