

E-CAST Frequently Asked Questions

Getting Started With E-CAST

What is E-CAST?

E-CAST is LAUSD's online school-by-school enrollment projection review process and web application. During E-CAST's annual review period that begins in early-December, Principals, Assistant Principals and other authorized school-based administrators have the opportunity to review and respond to their schools' enrollment forecasts using E-CAST's online application.

Does E-CAST have a website?

YES! Type E-CAST's web address, <https://www.laschools.org/new-site/my-school/ecast/>, directly into your web browser's address bar, then press enter. Visit the E-CAST website for timetables, up-to-the-minute information, pre-requisite reference documents and important links. This is also where you login to the E-CAST application.

Is there any training for E-CAST?

YES! For E-CAST 2026, there will be live, drop-in training sessions held on ZOOM by E-CAST Customer Service Specialists from School Management Services – Master Planning and Demographics (SMS-MPD). For the most current ZOOM drop-in training schedule, please check the E-CAST website at <https://www.laschools.org/new-site/my-school/ecast/>. Additionally, the E-CAST 'Quick Start' Manual is available on the E-CAST website at <https://www.laschools.org/new-site/my-school/ecast/>. This manual is geared to Principals, Assistant Principals and other authorized E-CAST school representatives and provides a step-by-step guide to using the E-CAST online application. It may be read online, downloaded, or printed out. Finally, there is a collection of E-CAST reference documents posted on the E-CAST website that is designed to provide you with a comprehensive E-CAST knowledge base.

Will someone with basic computer skills be able to use E-CAST?

YES. E-CAST has an intuitive interface that smoothly guides the user through the process. It is designed to be easy to use for people with basic computer skills.

What will I need to have prepared in order to complete the E-CAST enrollment projection review process correctly for my school?

During E-CAST, you will make an open enrollment declaration and review your magnet forecast, so you will need to have decided whether you wish to make any changes to your open enrollment status or to your magnet enrollment. You will also review your non-traveler/non-open enrollment forecasts, and, if your school meets the criteria, you may choose to submit a Staffing Appeal. In order to complete these activities correctly, you will need to familiarize yourself with the pre-requisite reference materials that are posted on the E-CAST website.

Once I'm prepared, how do I start the E-CAST enrollment projection review process?

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During the E-CAST enrollment projection review process, go to the E-CAST website at <https://www.laschools.org/new-site/my-school/ecast/>, login using your LAUSD Single Sign-On (SSO) username and password, and complete your school's enrollment projection review process by visiting and responding to each E-CAST screen.

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

NO. The online E-CAST 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.

Do I need a user account to get into E-CAST?

YES. Everyone must have a user account in order to use E-CAST online. For most Principals and Assistant Principals, your E-CAST user account will be established automatically and will be updated regularly so as to reflect your most current school assignment. User accounts for Operations Administrators, Coordinators, Directors and Central Office Staff are established by request. If you have any questions or concerns about your existing E-CAST user account, or if you need a new E-CAST account, contact SMS-MPD at 213-241-8044 or mpd@lausd.net, and staff will be happy to investigate your E-CAST account status and make any necessary updates.

Is E-CAST open all the time?

YES. E-CAST is open year-round, 24 hours a day, 7 days a week, to anyone with an E-CAST account. The only time that E-CAST is closed is for a short period when new data are loaded into the E-CAST application in preparation for the start of the enrollment projection review process that usually begins in early-to-late January. Please note that the online E-CAST 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.

Since E-CAST is open year-round, does that mean that I can make changes to my school's enrollment forecast year-round?

NO. Principals, Assistant Principals and other authorized school-based administrators will have the opportunity to review and respond to their schools' enrollment forecasts in E-CAST only during the school-by-school enrollment projection review process that begins in late January. At all other times, E-CAST will still be open, but the data will be view-only.

Which schools participate in the E-CAST process?

Most District schools participate in the E-CAST enrollment projection review process. See the "E-CAST Schools List" posted on the E-CAST website for a complete list of participating schools.

What are the benefits of using the E-CAST online system?

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Using E-CAST online, Principals, Operations Administrators and Central Office Staff can complete the enrollment projection review process without leaving their campuses or offices. The E-CAST system is available year-round, 24/7, to anyone with an E-CAST account, allowing Principals to respond to their enrollment projections whenever it's convenient for them. Principals may log off and log on, saving their work each time, and may review E-CAST support and training materials at any time. The online E-CAST 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.

Do I have to use E-CAST to complete my school's enrollment projection review process?

YES. If your school is on the E-CAST schools' list, then you must submit your school's enrollment projection review application into E-CAST in order to have any input into enrollment and staff planning for the coming school year. Schools that do not complete an E-CAST application online may have their forecasts determined for them by the SMS-MPD, Budget Services and/or Magnet offices and automatically recorded at the end of the E-CAST filing period.

Can I opt out of the E-CAST process and request to have my enrollment forecast mailed, faxed, or sent to me by email?

NO. All schools on the E-CAST schools list must use the E-CAST online system to complete the enrollment forecast process.

Will I be able to send my documents and correspondence via fax or email?

NO. All transactions must be conducted using the E-CAST online system. All forecast reviews and appeals must be completed online.

Will I need to scan or upload documents into E-CAST in order to support my case if I disagree with the enrollment forecast for my school?

NO. E-CAST does not have document upload capabilities. Explanations and justifications for modifying the enrollment forecasts for your school can be typed directly into E-CAST's dialog boxes.

My school is a Special Education Center. Is there any reason that we should participate in E-CAST?

YES! Although your school may not need to submit an E-CAST application based on non-traveler/non-open enrollment, open enrollment or magnet enrollment categories, E-CAST is an important resource for your school. E-CAST is the Special Education Office's official repository for all SPED program changes for the upcoming school year, so any changes anticipated for your school are recorded on your school's SPED screen. E-CAST is also where Budget Services posts the enrollments they will use to establish your school's resource allocations for the upcoming school year, and you may view this enrollment baseline on your school's BUDGET screen. Finally, your school's historical monthly enrollment is displayed in the "Month-To-Month Enrollment Comparison" report on your

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school's Enrollment History screen.

Where do the historical enrollments that are posted for my school in E-CAST come from?

The official Norm Day enrollment counts that are posted for your school in E-CAST have been provided by LAUSD's Budget Services Office. For more detailed information about your school's historical E-CAST data, please refer to "Understanding Enrollment History Tables" which is posted on the E-CAST website under Reference Documents.

Where does my Magnet's enrollment forecast come from?

Forecasts for Magnet Schools and Centers are generated by Magnet Specialists in the Office of Student Integration for newly approved programs, schools with approved expansions/reconfigurations, and schools with known anticipated changes.

My school is a Magnet Center / Magnet School. We don't have any non-magnet enrollment, but our magnet enrollment is growing. Can we be considered for an allocation of additional FTEs?

YES. If there are changes occurring at your magnet that are expected to result in increased magnet enrollment that has not already been accounted-for in your forecast, and you want your magnet to be considered for an allocation of additional FTEs, you may submit a Staffing Appeal. Such a situation would typically pertain to a magnet school undergoing an expansion, a school that is converting an SLC to a magnet, or an entire school that is converting to a magnet. In the Staffing Appeals module, you would use "Rationale J" for Magnet Centers and Magnet Schools and enter your explanation into the required text box. For your appeal to receive consideration, it must meet these criteria, and it must be submitted online using the E-CAST 2025 Staffing Appeals module by **Friday, December 13, 2024 at 11:59pm**.

My Elementary Stand-Alone Magnet has non-magnet TK/K enrollment that is growing. Can we be considered for an allocation of additional FTEs?

YES. If there are changes occurring at your elementary stand-alone Magnet's non-magnet TK/K grade levels that are expected to result in increased TK/K enrollment that has not already been accounted-for in your forecast, and you want your school to be considered for an allocation of additional FTEs, you may submit a Staffing Appeal. In the Staffing Appeals module, you would use "Rationale K" for Magnets with Non-Magnet TK/K, and enter your explanation into the required text box. For your appeal to receive consideration, it must meet these criteria, and it must be submitted online using the E-CAST 2025 Staffing Appeals module by **Friday, December 13, 2024 at 11:59pm**.

What is the difference between disagreeing with my school's Magnet forecast on the Magnet screen and submitting a request for additional FTEs using the Staffing Appeals module?

On the Magnet screen, you are responding to the anticipated distribution, by ethnic type

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and the number of applications and openings, of the grade-by-grade enrollment forecast that has been developed for your Magnet by LAUSD's Magnet Office. If you disagree with the forecast on the E-CAST Magnet screen, you are disagreeing with how that forecast should be distributed--not with the enrollment forecast total itself. On the other hand, in the E-CAST Staffing Appeals module, you are disagreeing with the Magnet enrollment forecast total itself, because you believe it is too low, and consequently you are making an appeal to have additional FTEs allocated to your Magnet based on the anticipated revision to your magnet's enrollment.

Is TKE included in my school's E-CAST forecast?

NO. While Transitional Kindergarten (TK) has been included in your school's normed enrollment in the past, Transitional Expansion (TE) has also been part of the normed enrollment. TE will continue to be part of teacher allocations and other normed resources until the 2024-25 school year, when all 4-year-olds will be eligible for TK. Therefore, the enrollment projections for E-CAST 2026 will include only TK, not TE.

How accurate are School Management Services - Master Planning & Demographics' enrollment forecasts?

For each of the last nine years, the District's overall E-CAST forecasts, as developed by School Management Services - Master Planning & Demographics (SMS-MPD), have been accurate to within less than one or two percent (<1% or <2%) of their corresponding total Norm Day actual enrollments.

Getting Access to E-CAST

Who will have access to E-CAST?

Principals, Assistant Principals and School Administrative Assistants at E-CAST schools; Operations Administrators, Operations Coordinators, Instructional Area Superintendents and Instructional Directors; Magnet Coordinators; SPED Coordinators; Region Administrators; and selected LAUSD central office and programmatic staff will have access to E-CAST. The online E-CAST 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.

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

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

My Magnet isn't on the list of E-CAST schools. What does this mean?

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The “E-CAST Schools List” contains E-CAST’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 schools in the E-CAST list, then it will be included in E-CAST on that host school’s magnet screen.

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

For most Principals and Assistant Principals, updates to your E-CAST user accounts will be made automatically and will reflect any new school assignments that you may have. However, if you have any questions about whether your new school assignment has been made in E-CAST, contact SMS-MPD at 213-241-8044 or mpd@lausd.net, and staff will be happy to investigate your E-CAST account status and make any necessary updates.

I’m an LAUSD central office employee who needs to be able to use E-CAST. What do I do?

Contact SMS-MPD at 213-241-8044 or mpd@lausd.net, and staff will be happy to add you to the list of E-CAST central users.

I’m already an E-CAST user but E-CAST is telling me that I don’t have a valid account, and I can’t logon. What should I do?

Invalid account problems reported by E-CAST usually mean that E-CAST doesn’t have you on its internal user list. Please contact SMS-MPD at 213-241-8044 or mpd@lausd.net to make sure that your account is properly set up for E-CAST. If, however, you have problems accessing the E-CAST website or logging in using your SSO credentials, contact the Information Technology Services (ITS) help desk at 213-241-5200. If you have problems accessing the E-CAST website or the E-CAST application specifically, then contact Information Technology Services – Facilities Technology Service (ITS-FTS) support hotline at 213-241-5200, ext. 4.

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

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

Will all Principals and Assistant Principals have access to the same information on E-CAST?

NO. Each school’s official E-CAST representatives (Principals and Assistant Principals), School Administrative Assistants, and Magnet Coordinators will only be able to access information for their own schools.

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

Typically, a school's E-CAST representatives are only its Principal and/or Assistant Principal, but, depending on its needs, a school may choose to have someone else serve as its official E-CAST representative. Please note that an official representative for a school is responsible for completing that school's online E-CAST application. In some cases, school-based staff need access to E-CAST not as representatives, but as operators. Discuss your school's needs with your Principal. If it is decided that you should become an E-CAST operator or one of your school's representatives, you or your Principal should contact SMS-MPD at 213-241-8044 or mpd@lausd.net, and staff will discuss your access needs with you.

I'm an Operations Coordinator, but I'm going to have to serve as a school's Principal for E-CAST because there is no Principal assigned to it yet. What do I do?

Contact SMS-MPD 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 and will be responsible for completing its online application. Please note that in order for your Principal's account to be created you must have a @lausd.net email address. Also note that you may only have one role in E-CAST at a time. You cannot act as both a Principal and an Operations Coordinator at the same time.

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

NO. Only Principals, Assistant Principals and School Administrative Assistants at E-CAST schools; Operations Administrators, Operations Coordinators, Instructional Area Superintendents and Instructional Directors; Magnet Coordinators; SPED Coordinators; Region Administrators; and selected LAUSD central office and programmatic staff will have access to E-CAST. The online E-CAST 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.

Are there exceptions to allow other staff members (aside from Principals, Assistant Principals and LAUSD Region Personnel) to access E-CAST 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, Operations Administrators, Operations Coordinators, Instructional Area Superintendents, or Instructional Directors. If you believe that your situation requires special access permissions, please contact SMS-MPD at 213-241-8044 or mpd@lausd.net.

Will I still be able to access E-CAST if I retire or leave District employment?

NO. Only active LAUSD employees currently associated with the schools on E-CAST's enrollment forecast list will have access to E-CAST.

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

POSSIBLY. Your access to E-CAST will depend on the job code and cost center code associated with your new assignment. Please contact SMS-MPD at 213-241-8044 or mpd@lausd.net for help regarding your E-CAST access permissions.

E-CAST Support

What are E-CAST's technical computer specifications?

For the best E-CAST experience, LAUSD's Facilities Technology Services recommends using a Chrome browser on a Windows computer. If you have difficulty accessing E-CAST from your work location, please call the Information Technology Services – Facilities Technology Service (ITS-FTS) support hotline at 213-241-5200 ext. 4, between 7:30am and 5:00pm, Monday through Friday.

Who should I contact if I have technical problems with logging on, accessing my E-CAST 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-CAST website or the E-CAST 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-CAST from a computer that is outside of the LAUSD network?

The online E-CAST application may NOT be accessed remotely from outside of the LAUSD network at this time. Please access E-CAST from your school site or LAUSD work location using a Chrome browser on a Windows computer. If you have difficulty accessing E-CAST 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.

What do I do or who should I contact if I forget my username and/or password to log on to E-CAST?

In E-CAST, login using your entire LAUSD Single Sign-On (SSO) username@lausd.net and password. If you forget your SSO username or password, you will need to contact the ITS help desk at 213-241-5200

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

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

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Is there live telephone support for E-CAST?

YES. Limited live telephone support for E-CAST is available during regular business hours. The E-CAST specialist contact list is posted on the E-CAST website to guide you to the right people who can help you and answer your questions.

How secure is the E-CAST 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-CAST application is housed on LAUSD's network, users can feel comfortable and safe when utilizing the E-CAST system.