



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Elementary and Secondary Master Plan
Differentials, Fall 2025
Master Plan for English Learners

NUMBER: MEM-146310.4

ISSUER: Francisco J. Serrato, Ed.D.
Chief Human Resources Officer
Human Resources Division

DATE: October 6, 2025

ROUTING
All Employees
All Locations

PURPOSE: The purpose of this memorandum is to provide instructions for submittal of information for teachers who may be eligible for a Fall 2025 Master Plan differential or stipend. Teacher assignment data entered on the electronic form must be accurate, documented by appropriate staff, and certified by the Principal/Administrator. The verified information will be used to authorize differential or stipend payments.

MAJOR CHANGES: This Memorandum replaces MEM-146310.3 issued on March 24, 2025. Changes to this version include:

- An updated link and date for submission for the Fall 2025 Master Plan differential verification/evaluation cycle for District-approved American Sign Language (ASL) Bilingual Programs, Dual Language Programs, and Newcomer programs with Primary Language Instruction.

BACKGROUND: The Los Angeles Unified School District (LAUSD) and United Teachers Los Angeles (UTLA) Collective Bargaining Agreement provides for stipend and differential payments to qualified employees who are serving in a District-approved ASL Bilingual Program, Dual Language Program or Newcomer Program with Primary Language Instruction.

GUIDELINES: Principals are responsible for ensuring that instruction or service provided by the employee matches the identified needs of students in the ASL Bilingual Program, Dual Language Program (DLP) and/or Secondary Newcomer Program (SNP) and for certifying that the information submitted is accurate.

Moreover, schools are responsible to ensure that information entered into District records, such as SAP and MiSiS, accurately reflects the teacher's assignment. This information includes, but is not limited to, dates of assignment, dual language cost center, Master Plan Program, language

of instruction, etc. This information will be used to verify eligibility for teachers to receive the Master Plan differential/stipend.

Principals will provide and certify information on teachers' assignments in the ASL Bilingual program, the Dual Language Program, and/or the Newcomer Program only for Fall 2025 through a GoogleForm at:

bit.ly/F25MPVU (case sensitive).

Principals must be logged-in to their LAUSD Gmail account using their LAUSD SSO.

A. Teacher Assignment Information

The form will accept information for up to ten teachers at a time. If it is necessary to enter information for additional teachers, simply click on the "Submit another response" link in the final confirmation message screen once you have successfully submitted the information for your first ten teachers.

1. Enter the teacher's LAUSD employee number.
2. Enter the teacher's last name and first name. *E.g., Smith, Pat.*
3. Enter the Cost Center of the qualifying Master Plan differential program (e.g., Dual Language Spanish, Secondary Newcomer Program, ASL, etc.) to which the teacher is assigned. *E.g., 10567802.*
4. Enter the start date of the teacher's assignment in a Master Plan differential qualifying program in Fall 2025.
You may select the pre-entered date of 08/14/2025. If the teacher started in the assignment after 08/14/2025, please enter the appropriate start date.
5. Enter the end date of the teacher's assignment in a Master Plan differential qualifying program in Fall 2025.
You may select "Employee is currently in the assignment" if the teacher is expected to serve through the end of the semester (12/19/25) or enter the appropriate end date, if known.

6. Select an assignment type.

Is the teacher an ASL Bilingual Program teacher, an Elementary DLP teacher, a Secondary DLP teacher, or a Secondary Newcomer Program teacher?

7. Indicate if the teacher is assigned to team-teach the English portion of the dual language program. (*Applicable to Elementary teachers only.*)

The teacher must be assigned to the DLP Cost Center and specifically assigned to team-teach the English portion of the elementary DLP to elementary DLP students.

8. At this point, you can indicate if you need to add another teacher or if you are ready to certify and submit the form.

B. Certification by Principal

1. Enter your name.
2. Confirm your title. The form must be completed by the PRINCIPAL.
3. Enter your phone number.
4. Confirm that you are certifying this information for Fall 2025 by clicking on the checkmark.
5. Enter your LAUSD email address.

By entering your LAUSD email address, you certify that the information you entered is accurate and true to the best of your ability and are submitting this information for the teachers entered for verification of their eligibility for payment of the Master Plan differential/stipend for the semester indicated above.

6. You may choose to add the contact information for a designee (e.g., TSP adviser, coordinator, assistant principal, etc.) if you wish to establish them as an additional point of contact in the event that additional information is required. However, we must reach out to the principal if follow-up certification is needed (e.g.,

to verify a dual language cost center, dual language assignment dates, etc.)

7. If/when your responses have been received, you will see a confirmation message on screen: *"Thank you. Your submission has been recorded..."* Please be aware that you will NOT RECEIVE A SEPARATE CONFIRMATION EMAIL but you will have the option to request a copy of your submission for your records and reference.

If it is necessary to enter information for additional teachers, click on the "Submit another response" link in the final confirmation message screen once you have successfully submitted and certified the information for your first ten teachers.

C. Due Date

Responses in the electronic form are due no later than 5PM, **Friday, November 21, 2025.**

Late, incomplete, or inaccurate submissions will result in delayed payment of Master Plan differentials and/or stipends to eligible teachers.

- AUTHORITY:** This memorandum provides support for BUL-067100.3 Master Plan Salary Differentials and Incentive Stipends.
- RELATED RESOURCES:** BUL-067100.3, titled Master Plan Salary Differentials and Incentive Stipends provides general qualifications, service requirements, and rates for eligible teachers. The bulletin is available on the District's eLibrary at: <https://my.lausd.net>.
- ATTACHMENTS:** None.
- ASSISTANCE:** For assistance or further information please visit <https://www.lausd.org/domain/278> or contact the Master Plan Verification Unit via email: mpvu@lausd.net or 213-241-5862.