

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
STAFF RELATIONS

CONFIDENTIAL

TO: Principals and Administrators

DATE: October 2016

FROM: Leticia Figueroa, Assistant Chief Human Resources Officer, Staff Relations

SUBJECT: **OCTOBER 2016 UPDATE & REMINDERS**

IMPORTANT DATES:

- | | |
|------------------|---|
| October 7, 2016 | Final date to establish objectives for UTLA-represented C-basis employees and four-track employees on tracks A and C. |
| October 7, 2016 | UTLA represented employees newly assigned to your school after this date shall not be subject to evaluation <u>unless they are non-permanent or received a Below Standard Evaluation in the previous academic year.</u> |
| November 4, 2016 | Final date to establish objectives for UTLA-represented C-basis employees <u>newly assigned to your school</u> before the end of the eighth week of school. |

CERTIFICATED INFORMATION:

1. **2016-2017 CERTIFICATED EVALUATIONS:** Employees newly assigned to your school through the eighth week of school are to be notified that they are to be evaluated within ten (10) work days of reporting to the school. All non-permanent certificated employees (Probationary, Interns, Provisional, and Temporary Contract) are to be evaluated annually.

2. **ESTABLISHMENT OF OBJECTIVES:** To begin the evaluation process, administrators should meet with teachers to collaboratively formulate objectives and strategies for the year. These objectives and strategies should be discussed at the Initial Planning Conference and documented on the Initial Planning Sheet. The newly ratified agreement with UTLA requires that the employee's objectives be established **no later than the last work day of the 8th week of school, October 7, 2016** (traditional calendar). For teachers newly assigned up to ten (10) days prior to norm day, the date can be extended to November 4, 2016 (traditional calendar). If a teacher fails to complete an Initial Planning Sheet, the administrator should schedule the Initial Planning Conference and provide the teacher with the objectives and strategies upon which their evaluation will be based. (**Article X, Section 4.0 – 4.3**) See attachment #1 for timelines.

3. **FORMAL OBSERVATIONS:** UTLA-represented employees being evaluated shall receive one formal observation during the academic year, **no later than the last work day of the sixth week of the second semester – February 17, 2017** (traditional calendar). The observation shall be followed by a post-observation conference. The post-observation conference shall occur **no later than ten (10) work days after the formal observation.** (**Article X, Section 5.0(a)**) See attachment # 1 for timelines.

4. **STATUS OF TEACHERS** - If you have any questions regarding the status of any certificated staff member, contact your Personnel Specialist as soon as possible.
5. **INFORMAL CONFERENCE PROVISION OF THE 2014-2017 LAUSD-UTLA CBA:** Article V, Section 7.0 states the grievant must, before filing a formal grievance, attempt to resolve any potential grievance by means of an informal conference with the grievant's immediate supervisor. The informal conference shall be requested in writing to the immediate administrator within fifteen (15) days of the occurrence of the act or omission which gives rise to the grievance, or of the date when the grievant could be reasonably expected to know of the act or omission which gives rise to the grievance. If you receive a written request for an informal grievance, please refer to The Office of Staff Relations Memorandum from Leticia Figueroa, Assistant Chief Human Resources Officer, dated August 19, 2015 and **contact your Staff Relations Field Director immediately.**
6. **NON-REELECTION OF PROBATIONARY 2 TEACHERS:** If you have an employee who is currently in Probationary 2 status, had performance problems last year, and continues to exhibit performance problems in the first semester of the 2016-2017 school year, continue to ensure that the employee is closely monitored and is notified of the concerns as decisions regarding re-election and non-reelection will need to be made prior to the end of the first semester via the Affirmative Decision form.
7. **SUBSTITUTE FOLDERS:** Make sure you have a substitute folder for each of your teachers. The school is required to provide substitutes with the essential information needed to perform the duties of the position. Include student attendance information, lesson plans, class rosters, a map of the school, appropriate keys and security/emergency information (including how to use the class phone & how to contact the office in case of emergency). (**Article XIX, Section 10.0**) It is recommended that you include the name of the school site UTLA Chapter Chair in the substitute folder since you are now required to notify the substitute of his/her right to representation should you need to issue an Inadequate Service Report (ISR).
8. **CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):** Before issuing an ISR, **always confirm whether a substitute is a contract pool teacher or a day-to-day substitute.** If the substitute is a day-to-day employee, the site administrator may, for cause, issue a day-to-day substitute employee a notice of inadequate service. Such a notice shall, absent compelling circumstances, be issued within ten working days after the date(s) of service, with a copy to the employee (either in person or by certified mail to the employee's address of record). Prior to the issuance of such a notice, the site administrator shall make a reasonable effort to contact and confer with the substitute regarding the allegations and of the substitute's right to a meeting, *informing the employee that s/he has the right to have representation during that meeting.* Upon employee request, a meeting will be held to discuss the matter. **The employee may be accompanied by a UTLA representative or a person of the employee's choice, as long as that person is not a member of another bargaining unit.** The timeliness of the employee's request for a meeting, or the non-availability of the employee or representative shall not delay issuance of the Inadequate Service Report beyond the ten working days after the date(s) of service. **Please be aware that another form available on the Human Resources Website may be used to provide commendations for exemplary service by a substitute. (Article X, Section 7.0)**
9. **CONTRACT POOL SUBSTITUTE TEACHERS:** Regular employees, assigned to the Contract Pool are to be treated as contracted teachers; they are not to be issued an Inadequate Service Report. Always confirm whether a substitute is a contract pool teacher or a day-to-day substitute. They are regular employees and should therefore be invited to a conference to discuss any concerns. After the conference you should issue a Summary of Conference (conference memo) as you would any other teacher on your staff in the same situation. Please contact your Staff Relations Field Director for questions.

10. ACCESS AND RESPONSE TO CRITICAL MATERIAL IN PERSONNEL FILE – TEACHERS

When the District receives a letter or other written material from a member of the public critical of a teacher’s performance or character, the matter shall first be investigated. Except under compelling circumstances, the UTLA represented employee shall be given a copy within 30 days of the District’s receipt of the document. The document shall not be either placed in the personnel file or retained by the District unless it is reasonably determined that the allegations have some substance or plausibility. If the document is either retained or placed in the employee’s personnel file, the employee shall be given a reasonable opportunity to attach a reply. If the document came from within District personnel, an investigation may not be necessary or appropriate but all the aforementioned protections, including the notice to the employee shall be applicable. **(LAUSD/UTLA CBA, Article X, Section 9.0)**

11. CHAPTER CHAIR ANNOUNCEMENTS AT FACULTY MEETINGS

The Chapter Chair shall have the right to propose agenda item and make appropriate brief announcements within the first 45 minutes of faculty meetings or at least 15 minutes prior to the end of the meeting if such meeting is less than an hour in length. **(LAUSD/UTLA CBA, Article IV, Section 8.0-i)**. Please make sure that UTLA announcements are included in the Faculty meeting agenda, not in the professional development agenda which should be a separate one with a separate sign in.

12. SUBSTITUTE TEACHER EVALUATIONS

Substitute teachers who are continuously assigned to the same location for more than 20 days shall be evaluated not less than once each semester on Form 1022. **(LAUSD/UTLA CBA, Article X, Section 8.0)**

13. TEACHER ASSISTANT VERIFICATION OF ENROLLMENT OR SUCCESSFUL COMPLETION OF UNITS

Teacher Assistant verification of enrollment and/or successful completion of units must be completed by September 30, 2016. Please see section #2 under classified information for instructions on how to complete this process.

CLASSIFIED INFORMATION:

1. BREAK/LUNCH TIMES FOR UNITS B, C, D, AND F

HOURS OF ASSIGNMENT	BREAK(S)	LUNCH
3 or fewer	None	None
4	One - 10 minutes paid	None
5	One - 10 minutes paid	*Minimum 30 minutes unpaid **(except Unit D)
6 to 8	Two - 10 minutes or One - 20 minutes paid	Minimum 30 minutes unpaid

***Units B (Spec Ed Assistants, Campus Aides, Instructional Aides) or F (Teacher Assistants):**

Rest periods cannot lengthen lunch period or shorten work day.

****Unit D (clerical staff except SAA, Library Aides):**

Rest periods may be combined with lunch period by mutual agreement with the supervisor.

2. TEACHER ASSISTANTS – VERIFICATION OF ENROLLMENT IN COLLEGE COURSES

As you are aware, Teacher Assistants play a crucial role in providing instructional support to our students. There are District and contractual requirements to maintain eligibility as a Degree Track or Non Degree Track Teacher Assistant. In order to verify compliance with Article VIII of the Unit F contract (Teacher Assistants), the District requires the following:

For Degree Track Teacher Assistants:

1. Maintain continuous enrollment in college courses.
2. Successfully complete 12 qualifying college semester/quarter units each school year (July 1-June 30).
3. Submit acceptable evidence of enrollment at the beginning of each semester/quarter.
4. Submit a certified transcript or valid certificate from the college verifying completed courses from the previous semester/quarter

For Non Degree Track Teacher Assistant:

1. Maintain continuous enrollment in and successfully complete college courses directly related to the employee's service to the District. These courses must be for the purpose of increasing the employee's knowledge, understanding and skills related to the employee's employment by the District.
2. Submit acceptable evidence of enrollment at the beginning of each semester/quarter.
3. Submit a certified transcript or valid certificate from the college verifying completed courses from the previous semester/quarter.

As site administrators, you play an important role in ensuring that all Teacher Assistants are compliant with these requirements. Below are steps to take when verifying the eligibility of Teacher Assistants:

1. Inform all Teacher Assistants that they must submit acceptable evidence of enrollment in qualifying college course(s) and provide a due date for submission. (This should be done at the beginning of the school year (August) and the beginning of the second semester (January).
2. Review the documentation submitted by the Teacher Assistants to ensure compliance with contractual requirements regarding current enrollment and passage/completion of required units (stated above).
3. Contact your Senior Human Resources Representative in Staff Relations for guidance with Teacher Assistants who fail to meet the contractual requirements.
4. Those who do not submit the required information by September 16, 2016, should be given a final reminder in writing before they are terminated on September 30th.

3. TEACHER ASSISTANTS WITH A DEGREE

If you have teacher assistants that have completed the requirements for a Bachelor's degree and a teaching credential, they may remain on the degree track provided they meet the minimum non-degree track course requirements and also participate in CBEST preparation classes. If the CBEST class is a college course, it shall satisfy the course requirement for that employee. If they have completed CBEST, they shall remain on the degree track provided they continue to meet the non-degree track requirements.

4. TEACHER ASSISTANTS: RELEASE OF TAs WHO FAILED TO VERIFY ENROLLMENT OR SUCCESSFUL COMPLETION OF UNITS

By now your Teacher Assistants should have submitted to you verification of their current enrollment in college coursework as well as verification of successful passage of coursework from the spring semester. Those who have not verified their current enrollment and/or successful passage of college coursework from the spring semester should be released from service. TAs who have not met their contractual obligation should be notified of their release in writing. (See section #5 below regarding instructions on how to compile the Teacher Assistant Seniority list.)

5. TEACHER ASSISTANTS SENIORITY LIST: Additionally, in accordance with Article X of the Unit F contract, site administrators are required to compile and post a list of all assigned Teacher Assistants. The list is compiled as follows:

1. Review certified transcripts of all Teacher Assistants assigned to your site. (Received as a part of the verification of eligibility noted above).
2. Prepare a list, in descending order, of completed qualified college units.
3. Run report “HR085 TA Seniority”, to obtain each Teacher Assistants’ District date of hire seniority date and note it, opposite each employee, on the list.

Please refer to Attachment 2, which includes an example explaining how to compile the Teacher Assistant Seniority list.

6. **ADDITIONAL TEACHER ASSISTANT LAY-OFF:** If your school will need to close additional Teacher Assistant positions due to Budget cuts, please remember that Teacher Assistant lay-offs are handled at the school site and guided by Article X of the Unit F contract. The lay-off order is determined by the Teacher Assistant seniority list compiled in accordance with the instructions above. If you have questions, please contact your Senior Human Resources Representative.

7. **VACATION SCHEDULING AND VACATION CAPS**

Classified employees who earn more vacation than can be used during the Winter and Spring Recess should be allowed to schedule vacation during the school year. In addition, it is important for supervisors to identify those Classified employees who are expected to exceed their vacation cap at the end of the year. Your timekeeper and/or approver can access and print a vacation statement to assist with identifying these employees. The vacation statement is available in BTS using the transaction code ZTMRVACBAL.

Once employees have been identified, supervisors should work with employees to schedule vacation time. Scheduling employees’ vacation time now will provide the most flexibility and ensure sufficient staffing of schools and offices throughout the school year.

8. **TRANSFER OF BARGAINING UNIT WORK**

Only office classifications may perform clerical duties. Classroom support staff classifications such as Special Education Assistants/Trainees, Campus Aides, Teacher Assistants, School Supervision Aides, and Health Care Assistants are not to support office staff with their clerical duties. This is considered a transfer of bargaining unit work and is a violation of their respective collective bargaining agreements.

9. **TRAINING AVAILABLE FOR SUPERVISORS OF CLASSIFIED EMPLOYEES**

Staff Relations Senior Human Resources Representatives are teaching courses through Organizational Excellence. The courses are titled, “The Evaluation Process for Classified Employees” and “The Discipline Process for Classified Employees.” Supervisors of classified staff may enroll in one or both of these courses through the Learning Zone. To register, visit the Learning Zone at <http://lz.lausd.net>. Search by *Class Offerings* and then a *Keyword* from the titles above. **We recommend all staff who manage or review classified employees attend these two informative training sessions.**

10. **INSTRUCTIONS FOR COMPLETING TIME CARDS**

Per the Payroll Concepts Manual of 2012, page 45, all classified employees, except those identified in Personnel Commission Rule 596 (over-time exempt), sign in by recording the actual time of arrival but not earlier than the assigned start time and sign out by recording the actual time of departure but not later than the scheduled stop time from their assigned work location(s). This procedure helps to manage the calculation of overtime.

Classified employees whose principal duties and responsibilities are designated as executive/administrative in Personnel Commission Rule 596 (over-time exempt), indicate daily attendance by initialing a time sheet or a time card.

All unclassified employees are required to sign-in and sign-out showing the actual time of arrival but not earlier than the assigned start time to and departure from their assigned work location(s).

GENERAL INFORMATION:

- 1. REMINDER ON BEHALF OF OGC: SCHOOL FILES PROJECT:** The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded. Users are to upload documents as PDF files. Login to the application using your SSO account at: <https://bes7.lausd.net/schoolfiles/login.aspx>. For specific instructions on completing this process, please contact your Staff Relations Field Director.

- 2. BOARD RULE 1906-DRESS STANDARDS FOR EMPLOYEES:** The following language can be utilized when working to improve the performance and conduct of employees. Please contact your Staff Relations Field Director or Senior HR Representative if you have questions regarding the use of the Board Rule.

“An employee is deemed appropriately dressed when the clothing worn is neat and clean and is in reasonable conformity with the mode of dress generally acceptable as representative of the occupation or profession within the community or required by the nature of the duties assigned where the employee renders services. Dress is inappropriate when it is unsafe, or detracts from the learning situation or task being performed, or would reasonably tend to cause disciplinary problems with students or other employees or would reasonably tend to cause disrepute to the employee, the Los Angeles Unified School District, or the profession.”

- 3. STAFF RELATIONS WEBSITE:** Visit the Staff Relations website <<http://achieve.lausd.net/staffrelations>> for important resources, including Contracts, Monthly Updates, District Policies, and important links. To access, log in using the icon on the top right of the page (See Attachment 3). Only Administrators will be permitted to view the actual website.

- 4. CHILD ABUSE CONFIDENTIAL REPORTING**
Do not reference in a conference memo or in a Certificated Day-to-Day Substitute Teacher Report (Inadequate Service Report) the fact that you have filed a child abuse report. All Child Abuse Reports must remain **confidential** and are not to be disclosed.

- 5. NO STAFF MEETINGS ON ELECTION DAY, November 8th 2016: Per Bulletin 1704.0:** You are to ensure that employees are not hindered from being able to reach their respective polling locations and that no faculty meetings should be held on Election Day. Any banked time events should be held as planned. Other mandatory or permissive after-school activities involving staff should not be scheduled on Election Day.

- 6. ADMINISTRATORS RECEIVING UNION CORRESPONDENCE:** If you receive direct correspondence of any kind from one of the unions, please do not respond to the letter. Contact your Staff Relations Field Director or Senior HR Representative as soon as possible for the next steps.

- 7. UNION REPRESENTATION ON SCHOOL SITE CAMPUSES**
Union representatives are to be permitted to enter school campuses following guidelines addressed in the LAUSD Visitor’s policy.

8. EXTENDED LEAVES OF ABSENCE (WORKERS COMP OR ILLNESS)

It is the responsibility of the school site administrator to follow up on all leaves. For Workers' Compensation coverage, you should be in contact with the Claims Adjuster at Sedgwick to stay apprised of the employee's status and return date. If you need additional assistance with any particular employee, a current claim, or return to work procedures, contact Linda Cass, LAUSD Office of Risk Management, at (213) 241-3839. For employees absent due to illness for longer than twenty (20) days, formal Leave of Absence forms and other documentation must be submitted (**Article XII, Section 12.9**). Employees who have not submitted required leave documents should be time-reported as unpaid after twenty days of absence. The Leave of Absence Packet on the Personnel Commission web site (found under Forms) is very informative.

If you have any questions about these items or other contract or discipline issues, please contact your Field Director assigned to your Local District regarding UTLA, or Senior Human Resources Representative for Unit D (clerical staff) and for Units B, F, G and S (paraprofessional, campus supervision employees, and the SAA).

**STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2016-2017**

AALA REPRESENTED EMPLOYEES

	I Distribute Initial Planning Sheet	II Return Initial Planning Sheet	III Initial Planning Conference	IV** Evaluations Issuance Deadline
Basis A	07/01/16	08/12/16	08/26/16	05/10/17
Basis E	07/21/16	09/02/16	09/16/16	05/10/17
Basis B	08/01/16	09/09/16	09/23/16	05/10/17

UTLA REPRESENTED EMPLOYEES

	I* Notification of Evaluation	II+ Submit Initial Planning Sheet	III + Establishment of Objectives	IV ++ Formal Observation Deadline	V** Evaluations Issuance Deadline
A Basis	08/05/2016	08/12/16	08/26/16	02/10/17	05/31/17
Single Track	09/16/2016	09/23/16	10/07/16	02/17/17	05/09/17
B Basis Option 4	08/19/2016	08/26/16	09/09/16	02/17/17	05/16/17
B Basis Option 6	08/19/2016	08/26/16	09/09/16	02/16/17	05/17/17
B Basis Option 7	08/26/2016	09/01/16	09/16/16	02/17/17	05/12/17
B Basis Special Calendar GB_06SPE	08/26/2016	09/01/16	09/16/16	02/17/17	05/31/17
B Basis Special Calendar GB_08SPE	08/19/2016	08/26/16	09/09/16	02/17/17	05/31/17

FOUR TRACK (BELL HIGH SCHOOL ONLY)

Track A	09/16/16	09/23/16	10/07/16	03/24/17	05/30/17
Track B	08/05/16	08/12/16	08/26/16	02/10/17	05/30/17
Track C	08/05/16	09/30/16	10/07/16	02/10/17	05/30/17
Track D	08/05/16	08/12/16	08/26/16	02/10/17	04/14/17

*** For UTLA-represented employees, notification that they are to be evaluated should be given as soon as possible, but NO LATER than the fall norm day or the last day of the fifth week of school, whichever is earlier. The only exception is for teachers assigned within the ten (10) days preceding norm day, up to the last work day of the eighth week of school, in which case, the notification of evaluation must be given within ten work days of the employee reporting to the school. Employees that report later than the last work day of the eighth week of the fall term, shall not be subject to evaluation that year, unless they are non-permanent or they received a below-standard evaluation in the previous academic year.**

+ For UTLA-Represented Employees, the Establishment of Objectives must be completed by the last work day of the eighth week. For employees newly assigned within ten work days prior to Norm Day, the objectives must be established no later than the last work day of the 12th week of the academic year.

++ For UTLA-Represented Employees, one required, formal observation must be completed by the last work day of the sixth week of the second semester. Within ten (10) days following the formal observation, a post-observation must be held to discuss the observation in terms of the goals established in the initial planning process.

****For UTLA-Represented Employees, the Final Evaluation Report must be issued no later than this date (30 calendar days prior to the employee's last regularly scheduled school day – Article X, Section 6.0).**

****For AALA-Represented Employees, the Final Evaluation Report must be issued no later than May 10, 2017 (Article VII, Section 4).**

Simplified School Reports

How do I find them?

1. Log onto SAP
2. Click on **School** Tab
3. Click on Folders to expand

ATTENDANCE

• **HR098 ABSENCE ANALYSIS SCHOOLS** Provides details various rates and/or hours of employee time including the total absence rate, protected & unprotected absence, workers' comp, vacation and overtime hours. Managers can readily identify areas of employee attendance for positive recognition or corrective action and assistance.

ROSTER

• **HR067 SCHOOL CONTACT ROSTER** Provides contact information for each employee assigned to the cost center. It includes employee ID#, address, phone number/s, job description, and employee category (classified, certificated).

POSITION

• **HR070 SCHOOL POSITION DETAIL** Provides a list of every position at the cost center, including employee category (classified, certificated), vacancy indicator, position id #, job name, and whether the position is "obsolete," i.e., marked for budget closure. If the position has been filled, the report includes the employee's name, personnel number, payroll basis, and track.

SENIORITY

• **HR071 SCHOOL CREDENTIALS (ACTIVE AND INACTIVE EMPLOYEES)** Provides information about every credential held by each employee assigned to the cost center, including inactive employees on unpaid leaves. In addition to employee's name & number, the report indicates each credential's type, the subject (if available), its expiration date, and whether it contains EL authorization.

• **HR072 SCHOOL SENIORITY CERTIFICATED (TEACHERS WITH SENIORITY DATE)** Lists all certificated that HR has assigned a seniority date. Employees are ranked in seniority order from least senior to most senior. The report includes the employee's seniority date, tie-breaker number, status, name, personnel number, credential subject, credential type, whether EL authorized, the position number to which employee is assigned & its associated job title, and employee's bilingual fluency level, if applicable.

• **HR073 SCHOOL SENIORITY CERTIFICATED (TEACHERS WITHOUT SENIORITY DATE)** Lists all certificated staff without a seniority date assigned to the cost center (provisionals, university interns, long-term subs, retiree subs) Employees are ranked in contract-date order, from least senior to most senior. In addition to the contract date, the report includes the employee's tie-breaker number, current status, name, alternative credential subject & type, whether EL authorized, the position number to which employee is assigned & its associated job title, as well as bilingual fluency level, if applicable.

• **HR085 TA SENIORITY** Used to determine order of lay-off for Teacher Assistant (Unit F), per Article X, Section 2.0, and not for any other purpose. Layoff is done at the site level for this classification. Lay-off order is a combination of job class seniority and the employee's completed college units. Call Staff Relations for assistance with Teacher Assistant lay-off.

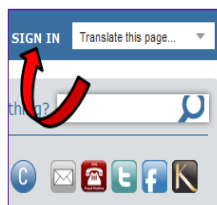
Questions?
Call 213-241-5200, Option 6
Other resources:
BTS Help Zone
(<http://btshelpzone.lausd.net>)

<http://achieve.lausd.net/staffrelations>

Sign-in to access resources

Administrators Please Sign In

To access all areas of the Staff Relations website please [click here](#) or on the [SIGN IN](#) link above using your LAUSD Single Sign On.



Trouble signing on? [Click here.](#)

Please enter your user name and password to continue

User Name:

Password:

Sign In

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- ▶ Personnel Commission
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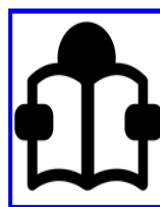
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[Resource Guide](#)



[Academic Year Checklist](#)

Click on "**Policy/Forms**" to access bulletins, references guides, policy statements, etc. that are frequently referenced in conference memos.

Click on "**Resource Guide**" to for sample conference memos on attendance, classroom performance and conduct.

Click on "**Academic Year Checklist**" for a by month reminder of tasks and deadlines

If you are unable to access this website using your single sign-on (SSO), please contact Arlene Lyew-Teba in Staff Relations at (213) 241-6056 or arlene.lyew-teba@lausd.net