



Local District Central

**BELIEVE • BEHAVE • BECOME**

## Friday's Brief

VOLUME 4, ISSUE 4

AUGUST 19, 2016

### IMPORTANT DATES TO REMEMBER

Calif Women's Equality Day	8/26
Admissions Day	9/2
Labor Day	9/5
Suicide Prevention Week	9/5-9/11
Student Recovery Day	9/9
Norm Day	9/16
Local District Central Principals' Meeting @ Pickwick	9/21
Safe Passages	9/22

### WHAT'S DUE

August's Water Flushing Logs	9/1
August's Metal Detection Certification	9/1

## 2016-2017 School Year Begins!

Local District Central is off to a great start! School leaders, faculties, and staff welcomed our families and their students back from the summer break. The first day of school brings equal feelings of excitement and anxiousness for all but, our reward comes in the form of laughter and smiles that fill our school hallways. As the school year begins, you are encouraged to reflect on Ms. King's letter to the LAUSD family where she inspires us "...to renew our focus on preparing all students for success in college, careers, and life." [Attachment 1] As we head off into a new school year, we are reminded that our hope is to truly make a difference in the lives of our students. We look forward to a very positive and productive year together!



As schools end the first week of school, administrators are strongly encouraged to generate a "No Show" Report to determine status of student enrollment. Please refer to Attachment 2 for MiSiS updates dated August 16th and August 19th regarding procedures to follow for "No Show" students. In addition, it is recommended that administrators keep track of student enrollment numbers in preparation for Norm Day, which is slated for September 16, 2016.



The Los Angeles Unified School District (LAUSD) is implementing its Eighth Annual Student Recovery Day (SRD) on Friday, September 9, 2016. SRD is the kick-off event for "**Student Attendance Month**," a resolution adopted in 2012 by the Los Angeles Unified School District, Los Angeles County and the City of Los Angeles to support efforts to keep students in school and engaged in learning. The goal is to identify students that are chronically absent, at risk of dropping-out, and re-enrolling those who have already left our schools. LAUSD School Board members, Local District and school staff will join forces with community partners across the District. For more information regarding Student Recovery Day, please contact Leilani Morales, Interim PSA Coordinator at (213) 241-0167.



## Attendance Awareness Month



### September is Attendance Awareness Month!

School success goes hand in hand with good attendance!

WE, Local District Central schools and offices, are committed to ensuring that every child attends school regularly.

The purpose of **School Attendance Awareness Month** is to promote the value of good attendance and to encourage all stakeholders to take concrete steps to ensure that every student is attending

school regularly throughout the school year. Attending school regularly helps children feel better about school and themselves.

Wear **GREEN** on Thursdays to promote School Attendance!

### Be Proud, Be Present, and Don't Miss Out!

For additional information or attendance promoting tools, please go to: <http://www.attendanceworks.org/> or our contact Local District Central,

Pupil Services team. (213)241-0101

#### LD Central Pupil Services Team:

Leilani Morales	Interim PSA Coordinator	lxm8995@lausd.net
Marlene Correa	Lead PSA Counselors	myc1085@lausd.net
Mario Vega	Lead PSA Counselors	mvega@lausd.net
Rafael Rubalcava	SARB Chair	rafael.rubalcava@lausd.net

## Attendance Not Submitted Reports



Administrators and School Administrative Assistants are encouraged to monitor attendance submittal by reviewing the ANS (Attendance Not Submitted) report on MiSiS. For assistance in generating an ANS report, please refer to attachment as a quick guide [Attachment 3].

## Restorative Justice-What is a RJ Circle?

### A WAY OF TALKING TOGETHER IN WHICH ALL OF US...

- are respected and treated equally
- have the opportunity to speak without interruption
- tell our own stories
- speak and listen in a deeper, more heartfelt way

### VALUES UNDERLYING CIRCLES:

- mutual concern & respect • shared responsibility
- consensual decision-making • personal accountability
- appreciation of differences • equal opportunity
- voluntary direct participation • personal & community values
- interconnectedness • holistic approach
- focus on interests & meaning • flexibility

### CIRCLES CAN BE USED TO:

- achieve greater mutual understanding
- develop a spirit of cooperation and collaborative skills
- work through differences, difficult issues, painful experiences
- make decisions together, building consensus
- repair, heal, and build relationships and a sense of community
- develop agreements that bring resolution and closure
- plan for the future
- ritualize or symbolize connections, transitions, significant change

## Caring Communities

LAUSD is proud to collaborate with nationally-recognized leaders and organizations to offer resources on addressing bias and conflict in the school community. The Office of Human Relations, Diversity and Equity has expanded its e-library (<http://achieve.lausd.net/human-relations>) with a robust assortment of materials on



social justice topics, including coping with traumatic events, racial disparities, religious bias, and violent extremism. Lesson plans, tips for parents, and informational materials for staff can be found under the Diversity, Crises and Conflicts, and Teaching About Political Campaign tabs on the website [Attachment 4].

# After the Bell Training



## Staff Relations: Certificated Evaluations

All LD Central administrators are advised to attend an After the Bell training to review Evaluations for Certificated Employees. As you know, this part of the contract has been recently renegotiated. This is an opportunity for all administrators to remain current with practices, procedures, and policies.

**Wednesday, August 31, 2016**

Lanterman High School

2328 St James Pl, Los Angeles, CA 90007

3:30 p.m.- 4:30 p.m.

## More than a Meal



This year, the "More Than a Meal" Campaign began in July and will continue until October 24, 2016. At that time, each school's collection data will become the basis for 2016-2017 Title I/LCFF funding eligibility.

Every school has been classified as a Provision 2/ CEP School or a Pricing School and should have already received appropriate forms.

- \* Provision 2/CEP Schools will collect Household Income Forms for every student new to the District. Schools are encouraged to include the form in enrollment packets. You will need to complete the school name, location code and student ID # prior to sending the forms to the Office of Data and Accountability. Additional forms are available

by contacting Danna Escalante at [dme74491@lausd.net](mailto:dme74491@lausd.net).

- \* Pricing Schools will collect 2016-2017 Meal Applications from every household. Parents may complete the form electronically at [www.myschoolapps.com](http://www.myschoolapps.com) or by submitting a hard copy to the school. Additional forms may be obtained by contacting the Food Services Team at (213) 241-4133.

By the end of this week, all SAAs will have received training at their Local District meetings and all Parent Representatives will be trained on September 14. A Principals' Toolkit is available on the LAUSD website at <http://achieve.lausd.net/MTAM>. If you have questions or need assistance please feel free to reach out to our Local District Central's Outreach Coordinator:

Jean Brown  
(818) 216-9708  
[jean.brown@lausd.net](mailto:jean.brown@lausd.net)

## Campus Aides

On Monday, August 15th, LD Central provided Campus Aides a training session that reviewed the District's policies and procedures as well as expectations and responsibilities of their role at your school. In an effort to strengthen an open line of communication, we encouraged all aides to schedule a meeting with the school administrator. Please take this opportunity to review the expectations below with your campus aides. Safe schools are successful schools.

A Campus Aide patrols school facilities in order to prevent violations of rules or safe practices. Employees in the classes designated as (Female) or (Male) are required to enter restrooms or locker rooms that are restricted to persons of the designated sex. Employees in the (Restricted) classes are employed in accordance with Education Code Section 45105 or 45108. Employees in the classes designated "(Spanish Language)" are required to speak Spanish as part of their duties, for which they receive a salary differential.

- Patrols school corridors, locker rooms, rest rooms, assembly and athletic facilities, gymnasiums, bus-loading areas, and other campus locations in order to observe student behavior and prevent violations or unsafe activities.

- Provides information to school administrators regarding causes and effects of campus and community tension.
- Gathers information and provides advice regarding gang activities.
- May direct students and others and take action, as necessary, to prevent injury to persons or damage to property.
- May discuss with student groups issues relating to narcotics, gambling, attendance, gang activities, vandalism, safety, and community relations.
- May work with groups authorized to be on the campus before and after school and keep the campus free of unauthorized persons.
- May assist school administrators in contacting parents regarding students with behavioral problems and in discussing campus security with parent and community groups.
- May assist a certificated employee in supervising students during field trips and special events.
- May assist a certificated employee in counseling individual students or groups of students or in assisting student clubs.
- May deliver, set up, lay out, or collect equipment and other materials.

## Grant Opportunities

The Riordan Foundation is excited to announce its 2016-17 grant opportunities for Los Angeles County schools!

### **The Instructional Innovation Grant**

provides matching funds for projects aimed at changing how curriculum is delivered and how success is measured. Individual PreK-12 schools can apply for assistance in accessing professional development, technology,

consultants, planning time, and many other resources. Past projects have ranged from \$8,000-\$120,000.

### **The Recreational Reading Mini-Grant**

provides individual PreK-5th grade teachers with \$1,000 worth of books for their classroom libraries. These titles are meant to encourage literacy and inspire a love of reading in young children. More information about Riordan Foundation grants can be found at [www.riordanfoundation.org](http://www.riordanfoundation.org).



## A Summary of a Few Procedures from the 2016-17 Opening Day Procedures

### **Registration**

School personnel shall immediately register all known non-enrolled students residing within the school's attendance and those with special circumstances (e.g., Homeless, Foster Care, Probation, unaccompanied youth, newly arriving students, etc.) regardless of time of year. (p. 1)

### **Affidavit for Residency Verification**

When parent/guardian does not have proof of address, the Affidavit to Verify Residence shall be completed to document residence. Schools shall instruct parent/guardian for providing proof of residence within 30 calendar days. (pp. 2-3/ attachment C)

### **Affidavit for Proof of Age of Minor**

When a student does not have legal documents (e.g., birth certificate, passport) the parent/guardian shall complete the Affidavit for Proof of Age of Minor to establish student identity. (p. 6/ attachment E)

### **Affidavit for Parent/Legal Guardian Identification**

When a parent does not have any legal identification to establish identity and verify relationship to student, the adult must complete the Affidavit for Parent/Legal Guardian Identification (p. 6/ attachment F)

### **Caregiver's Authorization Affidavit**

In the absence of a parent, legal guardian, or foster parent, or if the student does not reside with the parent/legal guardian, the school shall provide the adult who is enrolling the student with the Caregiver's Authorization Affidavit. (p. 7/ attachment G)

### **Attendance Submittal**

- Teachers are required to submit and certify attendance in MiSiS every day for each class during the first 15 minutes.
- Students are to be recorded as present, absent, tardy, or left early,

including reason code and time in/out in MiSiS as appropriate.

- Record attendance on a printed Five Column Roster if unable to take attendance in MiSiS, due to technical issues. Teachers are to add the names of any students not listed and cross out the names of any dropped students and sign and date the report. (p. 33)

### **No Show Process**

Schools must flag students as a No Show on the first day of school using the MiSiS No Show screen. This process will be used by elementary and secondary schools. (pp. 12-14)

Reference Guide Attached  
[Attachment 5]



## Water Flushing Certification & On-Line Metal Detector Certification



As a reminder, August 2016 Water Flushing & Metal Detector Certifications are due September 1st with a cutoff on September 15th. We expect all administrators to adhere to the due dates.

Let's be #1 in the District for 100% Certification.



## **MEMBERS OF THE BOARD**

**STEVEN ZIMMER, PRESIDENT**  
**MONICA GARCIA**  
**DR. GEORGE J. MCKENNA III**  
**MÓNICA RATLIFF**  
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**DR. RICHARD A. VLADOVIC**



## **ADMINISTRATIVE OFFICES**

333 South Beaudry Avenue, 24<sup>th</sup> Floor  
Los Angeles, California 90017  
Telephone: (213) 241-7000 | Fax: (213) 241-8442

**MICHELLE KING**  
Superintendent of Schools

August 16, 2016

Dear L.A. Unified Family,

Welcome to the start of an exciting new school year! I hope you've had a terrific summer, taking an opportunity to unwind, enjoy the company of friends and family, and get well-deserved rest.

It is now time to renew our focus on preparing all students for success in college, careers, and life. At L.A. Unified, we know that "all students" truly means ALL students. We are resolved in our belief that every young person can excel with the right supports, and we are committed to offering each student the individualized assistance needed to achieve her or his dreams.

As we start the new school year, we open our doors once more to our family and community partners who play a critical role in the education process. The potential for each student's success rises when their families and communities get behind them. And, we are the ones who create the conditions for that to happen.

A new year is also a time to continue prioritizing investments. Budgeting wisely helps our students succeed, and the District is continuously evaluating priorities, reducing costs in central offices, and maximizing the dollars going directly into classrooms. While budget realities remain an area of focus, I am confident that by working together, we will continue moving forward.

Throughout this school year, remember that you are not alone. Your colleagues, your communities, and the entire District stand alongside you as you fervently strive each and every day to uplift your students to success.

I remain tremendously thankful for all that you do. And, I look forward to working shoulder-to-shoulder with you this school year as we continue achieving record-breaking results, building new instructional pathways, and preparing all students—ALL students—to reach the heights of their dreams. Welcome back!

Gratefully,

Michelle King  
Superintendent of Schools

# MiSiS Updates

August 16, 2016

## **No Show Process**

Schools must flag students as a No Show on the first day of school using the MiSiS No Show screen. This process will be used by elementary and secondary schools.

Only students flagged as No Show on the MiSiS No Show screen will be processed as a No Show. Schools must not enter a withdrawal date the same as the student's entry date for No Show students. If students have the same Entry and Withdrawal date the student will not be processed as a No Show.

The steps are outlined below for the new No Show Process.

### **Step One – Identify No Show Students**

- Identify students who did not pick up schedules.
- Run the Attendance Not Submitted Report to verify all teachers have submitted attendance.
- Run the Master Absent Report to determine which students were marked absent.
- The Teacher Discrepancy Report can be used to determine which students have discrepancies in attendance status across periods.
- Update attendance as needed- No Show students must be marked absent with reason code Uncleared (UC) in every period.
- Generate and save a copy of the Student Program Report or Student Schedule Summary Report. This will facilitate the scheduling of students if the student returns after being processed as a No Show.

### **Step Two – Flag No Show Students in MiSiS**

- Log on to MiSiS.
- Search for the student.
- Go to Enrollment > No Show
- Click Add New Record button.
- Check the box to process the student as a No Show.
- If the student returns the same day the No Show flag can be deleted and the student will not be processed.

### **Step Three – Nightly MiSiS Processing of No Shows**

- Every night, beginning August 16, a nightly process will run to remove No Show students from schools.
- Only students who are marked absent with reason code Uncleared (UC) every period will be processed as a No Show. Students with attendance not submitted or marked present will not be processed.
- The No Show screen and the No Show Report will display a Processed Date. If the student has a Processed Date the No Show record cannot be deleted.
- Students returning to school after being processed will need to be re-enrolled and re-scheduled.

### **Step Four – Run the No Show Report for your school**

- Run the No Show Report (Reports > Enrollment > No Show Report) to determine students marked as both a No Show and processed.
- If the report has an error message for students who cannot be processed an action is required.



August 16, 2016

### **Re-Enrolling No Show Students at the Same School**

When a school re-enrolls a No Show student, the address fields, permit fields, and address verification fields are blank. Schools can use the work around to view the address and other information previously entered for the student.

1. Log on as Office Manager.
2. Go to Admin > Enroll Student.
3. Search for the student.
4. On the search results, click View Profile.
5. Select Enrollment History on the Enrollment menu.
6. Click View for the most recent enrollment.
7. The student's most recent enrollment information, including address, address verification, and permit information will display and may be used for reference, rather than paper records, for re-enrolling the student.
8. Click on the first browser tab to go back to the Enroll Student Search results and continue with the enrollment of the student.
9. User will need to go between the two tabs to copy and paste the student's information as they re-enroll the student.

### **Attendance**

SDP classes and SDP students must be coded appropriately in MiSiS in order for classes and students to be reported as SDP on classification and statistical/SMASR reports. For 2016-17 school year, MiSiS will automatically assign a value of "SDP" in the Section Attribute of those classes assigned to Special Education teachers, only if school leaves blank the Special Day Program field of the Section Attribute of the class. In addition, students will be automatically assigned an Attendance Category of "SDP" if, according to the Welligent system, the student's "Percent Outside General Education" is 50% or more.

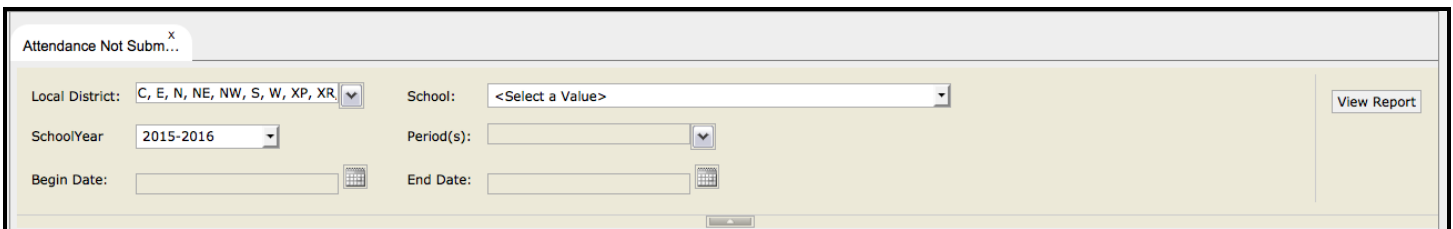
### **Period Groups and Meeting Patterns**

If a teacher does not see sections for a period that should be meeting today, please check the Meeting Patterns page to ensure that the missing period was scheduled to meet. If the period was accidentally excluded, please contact the MiSiS Help Desk for assistance.

Schools are reminded to check the Period Group and Meeting Patterns screens to ensure that MiSiS has the correct period schedules. Incorrect Meeting Patterns may prevent teachers from submitting attendance. There is a job aid, Create and Edit Period Groups and Meeting Patterns, posted online with information on how to update the screens: <http://achieve.lausd.net/Page/3467>

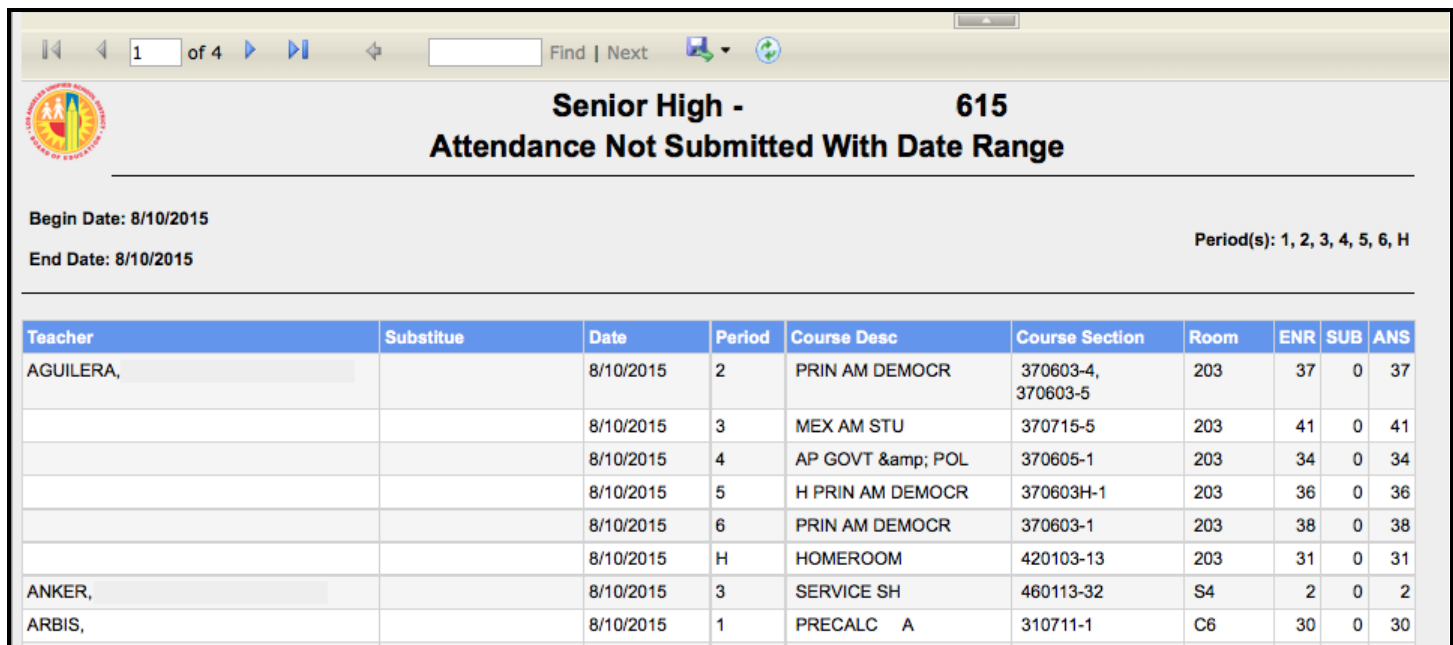
## Steps to Generate the Attendance Not Submitted With Date Range Report

- 1 Log into the **MiSiS** application at <http://misis.lausd.net/start> using your single sign-on (SSO) user name and password.
- 2 Select appropriate **user role** from landing page as required (example: Office Manager).
- 3 Click the **Reports** button.
- 4 From the *Attendance* menu, select the **Attendance Not Submitted With Date Range Report** link.
- 4a Complete the report **parameters**.
- 4b Enter the appropriate **begin** and **end** date.



- 5 Click the **View Report** button.
- 6 Click the **Export** icon to export report data via the preferred *file type* (recommended: Adobe PDF).
- 7 Use **Print button** or **icon** from the **internet browser** to print report.

A sample report in **PDF** format is shown below.



Teacher	Substitue	Date	Period	Course Desc	Course Section	Room	ENR	SUB	ANS
AGUILERA,		8/10/2015	2	PRIN AM DEMOCR	370603-4, 370603-5	203	37	0	37
		8/10/2015	3	MEX AM STU	370715-5	203	41	0	41
		8/10/2015	4	AP GOVT & POL	370605-1	203	34	0	34
		8/10/2015	5	H PRIN AM DEMOCR	370603H-1	203	36	0	36
		8/10/2015	6	PRIN AM DEMOCR	370603-1	203	38	0	38
		8/10/2015	H	HOMEROOM	420103-13	203	31	0	31
ANKER,		8/10/2015	3	SERVICE SH	460113-32	S4	2	0	2
ARBIS,		8/10/2015	1	PRECALC A	310711-1	C6	30	0	30

**INTEROFFICE CORRESPONDENCE**  
**Los Angeles Unified School District**  
Division of District Operations

**TO:** School Principals

**DATE:** August 17, 2016

**FROM:** Earl R. Perkins, Associate Superintendent  
Division of District Operations

Steven K. Zipperman  
Chief of Police

**SUBJECT: HUMAN RELATIONS ACTIVITIES TO SUPPORT CARING COMMUNITIES**

Two years ago the District compiled a selection of materials to help schools engage students in productive dialogues about the challenges that plagued our communities locally and nationally. Once again, we continue to face difficult times as incidents of violence, distrust and unrest continue to disrupt our cities and communities and spur bitterness and fear. These ongoing issues undermine our sense of security. Some of the recent political rhetoric is fueling angst and anxiety in religious, ethnic and immigrant communities. LA County has seen an uptick in hate crimes based on religion and sexual orientation. Staff may feel unsure of how to navigate important but sensitive conversations.

The Division of District Operations, the Office of Human Relations, Diversity and Equity (HRDE) and the Los Angeles School Police Department (LASPD) aim to provide strategies and resources to address a variety of social justice topics, such as intergroup conflict, hate and intolerance, and community trauma caused by violence, extremism and terrorism.

LAUSD is proud to collaborate with nationally-recognized leaders and organizations to offer resources on addressing bias and conflict in the school community. The Office of Human Relations, Diversity and Equity has expanded its e-library (<http://achieve.lausd.net/human-relations>) with a robust assortment of materials on social justice topics, including coping with traumatic events, racial disparities, religious bias, and violent extremism. Lesson plans, tips for parents, and informational materials for staff can be found under the Diversity, Crises and Conflicts, and Teaching About Political Campaign tabs on the website. Various recognized organizations have stimulating resources to assist with coping and with facilitating healthy dialogues about historical and current events. Sample resources include:

- Anti-Muslim Bigotry and Being an Ally
- Beyond the Golden Rule: Parents Guide to Preventing and Responding to Prejudice
- Engaging Students in Peaceful Dialogues About Conflict & Bias
- Race Talk: Engaging Young People in Conversations About Race and Racism
- 7 Ways to Talk to Children and Youth about the Shootings in Orlando
- Terrorism and War: How to Talk to Children

Every school community is unique. In 2014, the Office of Human Relations compiled the packet, "[Engaging Students in Peaceful Dialogues about Conflict & Bias](#)" to help schools accommodate

**HUMAN RELATIONS ACTIVITIES TO SUPPORT  
CARING COMMUNITIES**

August 17, 2016  
Page 2

students' requests for meaningful dialogues toward peace. The resources offered now will continue help teachers effectively facilitate these conversations. Should an administrator wish to have school-wide dialogues, they should identify a specific period, such as an advisory or a social studies class, for such an activity. Staff should encourage conversations among students that are both authentic and respectful of diverse opinions and experiences. Students should be coached to be critical thinkers who can recognize unsubstantiated assertions that may be used to provoke an audience. At all times, staff are expected to act as moderators as they facilitate the District's vision of safe and affirming communities for all.

Critical conversations can help students be the future that we hope to see. LAUSD strives to lead by example by promoting prosocial dialogues and preparing our students to be ambassadors of international peace and social justice. For more information, please contact Judy Chiasson, Office of Human Relations, Diversity and Equity, at (213) 241-5337 or [judy.chiasson@lausd.net](mailto:judy.chiasson@lausd.net).

c: Michelle King  
Alma Pena-Sanchez  
Thelma Melendez  
Frances Gipson  
Rene Gonzalez  
Local District Superintendents  
Local District Instruction Directors  
Local District Administrators of Operations  
Local District Operations Coordinators  
Division of District Operations



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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<b>TITLE:</b>	2016-2017 Opening Day Procedures: Supplemental Guide and Updates	<b>ROUTING</b> Superintendents Directors Administrators of Operations Principals PSA Coordinators PSA Counselors School Administrative Assistants	
<b>NUMBER:</b>	REF-6554.1		
<b>ISSUER:</b>	Rene Gonzalez, Interim Executive Director Student Health and Human Services		
<b>DATE:</b>	August 8, 2016		
<b>PURPOSE:</b>	The purpose of this Reference Guide is to align attendance policies with My Integrated Student Information System (MiSiS) requirements and to provide critical updates to BUL-4926.2, <i>Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools</i> , dated March 1, 2013.		
<b>INSTRUCTIONS:</b>	PREPARATION PROCEDURES FOR OPENING DAY		

To ensure a smooth opening with MiSiS, schools shall complete all relevant tasks in advance of the first instructional day. To plan for a successful opening of the 2016-2017 school year, please refer to MiSiS Opening of School Year Checklist (Attachment A).

In addition, in an effort to ensure that all schools input data in MiSiS accurately, beginning in the 2016-17 school year, all schools will utilize a new tool, Certify. This tool will help detect data errors in MiSiS every night in the following areas:

- Enrollment/Withdrawal and demographics
- Scheduling
- Attendance
- English Learner Issues

Principals will be required to designate one or more school site staff to receive Certify emails and be responsible for all student-data issues. School site data designees will then receive an email with data errors and issues that need to be corrected or monitored.

## I. REGISTRATION

Schools should make every effort to ensure that every student is enrolled immediately. Parents/guardians or unaccompanied youth shall not be turned away when seeking registration. School offices shall not limit registration and/or enrollment services to certain hours or days of the week and must enroll students during all regular school office hours. Schools that coordinate mass registration events prior to the beginning of a school year (e.g., kindergarten enrollment) must notify parents/guardians at least two weeks in





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advance.

School personnel shall, immediately, without delay, register all known non-enrolled students residing within the school's attendance boundaries and those with special circumstances (e.g., Homeless, Foster Youth, Probation, and Recently Immigrated Youth) regardless of the time of year. Schools may contact the School Enrollment Placement and Assessment Center (S.E.P.A) Center at (213) 482-3954 for support with registration/enrollment and resources for recently immigrated youth from other countries. Please note that the registration/enrollment must happen at the school site. Do not send students to S.E.P.A Center for registration/enrollment.

Please note that all students, including students identified as homeless and foster youth and/or involved in the juvenile justice system (Cal. Educ. Code §§ 48432.5, 48853, 48853.5), must be immediately enrolled in school regardless of the availability of school records, immunization records, proof of residence, school uniforms, and existence of fines from a previous school or any other documentation.

A. Residency Requirements (E.C. 48204)

A student may only have one residence:

- The residence of the student's parent/guardian who resides within the boundaries of the school district.
- A licensed foster or group home.
- The home of an adult caregiver that is located within the boundaries of the school.
- A state hospital located within the boundaries of the school.
- Students whose custody is shared by parents living separately have the option of attending the school of residence of either parent. A student may only be enrolled in one school. Dual enrollment due to custody issues is strictly prohibited. The choice of school is at the parents' discretion, unless otherwise stated by court documentation. Schools cannot and will not mediate custody issues for parents.
- Some exception to residency requirements apply for students on permits and/or targeted student populations. Please refer Section III. Targeted Student Populations and Section VI. Enrollment Permits.

B. Residency Verification (E.C. 48204.1)

A parent/guardian may offer documentation that reasonably verifies that his/her residence is located within school boundaries. The following are examples of documents that may be accepted as proof of residence, but are not limited to:

- utility bills (e.g., gas, water, electricity)
- property tax



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- rental/lease agreement, current rental receipt with address of property on receipt
- official government mail (e.g., CalWORKs, Social Security, Medi-Cal)

School personnel shall provide affidavits for any missing but required documents at the time of enrollment. The following affidavits shall be provided by school personnel as alternative documentation and placed in the students cumulative record once process had been completed:

- a. Affidavit to Verify Residence (Attachment C)
- b. Affidavit of Temporary Residence (Attachment D)
- c. Affidavit for Proof of Age of Minor (Attachment F)
- d. Affidavit of Parent/Legal Guardian Information (Attachment G)
- e. Caregiver Authorization Affidavit (Attachment I)

Schools shall not accept telephone bills, drivers' licenses or Department of Motor Vehicles (DMV) Identification Cards as proof of residence. Licenses or identifications may be used to prove identity, but not to verify an address. If a parent/guardian does not have proof of address, the [Affidavit to Verify Residence](#) (Attachment C) shall be completed and accepted to document residence. School staff shall not request that parents/guardians notarize the affidavit or other documents to prove residency (e.g., rental agreements, or letters from landlords) and shall begin the enrollment process immediately.

Schools that receive an Affidavit to Verify Residence shall do the following:

- Instruct the parent/guardian that he/she will be responsible for providing proof of residence within 30 calendar days.
- Mail the [Verification of Residence Follow-up Letter](#) (Attachment E) the same day the parent/guardian completes enrollment as the 30-day period will begin. Write on the mailing envelope "Do Not Forward: Address Correction Requested" on the mailing envelope.
- Maintain all original Affidavits to Verify Residence in a single file or binder, including a log to monitor follow-ups.

If a parent/guardian returns the mailed Affidavit to Verify Residence Letter within 30 days to the school, this is legally sufficient to establish residence.

If the parent/guardian or caregiver does not return with valid proof or with the Verification of Residence Follow-up letter during the 30-day



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period, designated school staff shall follow-up with a telephone call to remind the parent/guardian of the need to provide proof of residence. Schools should also send or provide the parent/guardian with a copy of their signed, original Affidavit for Verification of Residence Form. Certificated school site staff may also conduct home visits as needed to verify residence.

If the letter is returned “Undeliverable” and with new address information, the administrator shall notify the parent/guardian, in writing, that the student does not reside in the school’s attendance area and determine the school of residence. If the letter is returned “Undeliverable” without a new address, the administrator shall contact the parent/guardian to provide proof of residence. Refer to the [Guidelines for Verification of Residence](#) (Attachment B) for a complete list of acceptable documentation.

### C. Zone of Choice (ZOC) or Optional Attendance Area

#### 1. Zone of Choice Enrollment

Zones of Choice are geographic areas comprised of multiple high school options. The small school options in each zone are open to all resident students and represent the demographics of the local area. Schools in a ZOC may not directly enroll students. Specific school assignments are made by ZOC staff. For more information, refer to <http://achieve.lausd.net/ZOC> or call (213) 241-0466.

#### 2. Optional Attendance Area

There are some addresses that fall between two school boundaries which provide parents/guardians an option to choose either school. The parent/guardian of a student who moves into an optional attendance area shall have the options explained to them by school personnel when they inquire about the registration process. The parent/guardian must sign the [Optional Area Decision Form](#) (Attachment H), which indicates the choice of school. The decision must be made prior to the student’s enrollment and is considered final. Once an Optional Area Decision has been made by the parent/guardian, any change of schools thereafter will require a valid permit or District initiated transfer.

## II. ENROLLMENT

Once the residency requirements have been established, the student can begin the enrollment process. The principal is responsible for the immediate enrollment of all students under his/her supervision. All schools shall provide enrollment packets without requiring information of residency. Schools shall



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not allow or maintain waiting lists for enrollment, or limit enrollment or registration services to certain hours or days of the week. Year-round schools shall enroll students on a track that will ensure completion of a full 180 day school year.

Enrollment is defined as both the process of registering (acceptance of all necessary documentation) and the presence of the student in class (elementary) or into each scheduled class (secondary).

For norm purposes, it is important that every secondary student have a complete class schedule entered in MiSiS. A student who is supposed to be enrolled but does not have any scheduled class or has only one class scheduled in MiSiS will not be included in the school's norm enrollment count. Therefore, schools should ensure that each student's class schedule is entered in MiSiS in a timely manner.

The enrollment date or E Date of student is the first day of in-class attendance. CA regulations require school districts to certify attendance procedures with the State. School staff shall document students who enroll in school and shall follow the *School Enrollment Symbols* (Attachment K) when recording enrollment data.

LAUSD non-matriculating students who are transferring between LAUSD schools shall be auto-withdrawn in MiSiS by the receiving school. Refer to section II. D – Auto Withdrawal Process for more information. Students who are new to LAUSD shall be enrolled as new enrollees.

Every school shall ensure the maintenance of current and accurate data in MiSiS and verify and/or update, if required, addresses and contact telephone numbers for transferring students at the time of enrollment. Schools shall ensure that staff has verified and updated all addresses and emergency contacts according to newly submitted student emergency cards (provided annually) within five days of receipt. In addition, school staff shall ensure that their school site annually identifies all students experiencing homelessness via a Student Residency Questionnaire and military involved families via the Student Emergency Information Form and accurately inputs in MiSiS for accounting **no later than October 1<sup>st</sup>**.

### A. Enrollment Forms and Procedures

School personnel shall provide parents/guardians with all mandated enrollment forms to be completed and returned individually for each student as part of the enrollment process. The *Student Enrollment Document Checklist* (Attachment J) should be used as a quick reference for documents to be included in enrollment packets. Listed as a requirement on the Enrollment Document Checklist is Health Insurance Enrollment Information, as it is required by California



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Assembly Bill 2706, for schools to provide health coverage information in every student's enrollment packet (Attachment J-12). The *Office Checklist for Student Enrollment* (Attachment J-1) must be completed and placed in the cumulative record for all enrolled students. Refer to REF-5259.0, *Use of New Student Enrollment Form*, dated October 11, 2010.

If a school cannot electronically enroll a student due to technical issues, the school shall process the enrollment and schedule classes on paper. Schools shall retain copies of all enrollment documents, including the enrollment packet and enter the enrollment into MiSiS as soon as possible. Pass-through Pupil Accounting Reports (PAR) for secondary schools are no longer used for any reason.

Schools shall utilize information obtained from legal documents (e.g., name, date of birth, parent name, birth country) to prevent the duplication of student records and ensure the correct assignment of the Statewide Student Identifier (SSID), the unique student ID assigned to each California public school student.

### 1. Affidavit for Proof of Age of Minor

Schools shall establish student identity with any of the following:

- birth certificate
- baptismal certificate
- passport
- court order
- health office/vital statistics record of birth certificate date
- letter from the Department of Public Social Services (DPSS) verifying the birthdate and an explanation of how this was verified

If none of these documents are available, the parent/guardian shall complete the [Affidavit for Proof of Age of Minor](#) (Attachment F).

If a parent, legal guardian requests registering a student under an additional name and/or gender differing from the student's legal name for purposes of LAUSD Pupil Records, please refer to [BUL- 5703.2 Name and/or Gender of Pupils for Purposes of School Records, dated July 17, 2014](#). This bulletin applies only to school records maintained by the Los Angeles Unified School District.

### 2. Affidavit of Parent/Legal Guardian Identification

Schools shall establish student's parent/guardian/caregiver (e.g., foster parent, group homes) identity and verify the relationship of the adult to the student with any of the following:





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- student's birth certificate or baptismal certificate and adult's state identification (driver's license, DMV Identification Card or Passport)
- court order establishing the parent/guardian relationship

If the parent/guardian does not have any legal identification, the adult must complete the [Affidavit of Parent/Legal Guardian Identification](#) (Attachment G). The completed affidavit is to be kept in the student's cumulative record. As a safety precaution, schools shall ask parents/guardians without photo identification to take a picture to be kept on file. Schools shall retain copies of all pertinent documents and file them in the student's cumulative record.

### 3. Caregiver's Authorization

In the absence of a parent, legal guardian, or foster parent, or if the student does not reside with the parent or legal guardian, the school shall provide the adult who is enrolling the student with a *Caregiver's Authorization Guidelines* (Attachment I) and have them complete the [Caregiver's Authorization Affidavit](#) (Attachment I). The adult who enrolls the student must provide all other necessary enrollment documentation, including proof of residence in the attendance area of the school. The Caregiver's Affidavit is sufficient proof to determine that a student lives in the caregiver's home, unless there is a suspicion that the student is residing elsewhere (E.C. 48204). This affidavit must be renewed on a yearly basis. If the minor stops living with the caregiver, the caregiver shall notify the school and the affidavit shall be invalid (F.C. 6550). This Affidavit is used for purposes of enrollment. It does not grant the caregiver education rights. For procedures regarding Unaccompanied Youth, refer to section III Targeted Student Populations for additional information.

### 4. Student Emergency Information Form

In accordance with E.C. 49408, LAUSD requires parents/guardians to provide emergency information on the official *Student Emergency Information Form* (Attachment J-3). For additional languages refer to <http://achieve.lausd.net/Page/889>.

A recent change to the Student Emergency Information Form will enable school staff to identify students that come from military families. As part of a new provision under the federal education law, Every Student Succeeds Act, school districts are now required to formally track and monitor the academic progress of



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students from military families as they move from military base to military base and state to state. This will enable the District to better support the needs of students from military families. For more information on how to update information for military family member in MiSiS visit the MiSiS website <http://achieve.lausd.net/misis> and click on Job Aids to find *Update Information Military Family Members*.

The Student Emergency Information Form shall be included in every enrollment packet and disseminated annually to all students. Each school site shall establish a protocol in order to obtain and update student emergency information for all students.

All student emergency information shall be entered into MiSiS within five school days after being received.

All schools shall maintain two copies of each Student Emergency Information Form. Elementary schools must keep one copy in the Nurse's Office and another in the Main Office. Secondary schools must keep one copy in the Health Office and the other in the Attendance Office or Small Learning Community, as appropriate. In addition, a copy must be placed in the student's cumulative record whenever a student matriculates to the next school level or upon transfer to another LAUSD school. An intensive effort shall be made to secure completed forms for all students. It is every school's responsibility to maintain the most up to date emergency contact information in MiSiS. This effort shall include, but is not limited to:

- calling student's home utilizing contact information in MiSiS and Blackboard Connect
- sending an additional Student Emergency Information Form home with the student
- mailing the [\*Student Emergency Information Request Letter\*](#) (Attachment L) with "Do Not Forward Address Correction Requested" printed on the envelope

### 5. Immunizations

Schools shall obtain proof of immunizations. Pursuant to Assembly Bill 354, effective July 1, 2012, all students entering or advancing to 7<sup>th</sup> grade will be required to show evidence of receipt of a T-dap vaccine on or after their 10<sup>th</sup> birthday. Students in foster care, experiencing homelessness and/or involved in the Juvenile Justice System are granted a provisional 30-day period to meet all immunization requirements. Refer to BUL-6718.0, *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile*



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*Justice System.* For additional assistance regarding immunizations, refer to BUL-1660.8, *Immunization Guidelines for School Admission*, dated January 11, 2016, or consult with the School Nurse or the Local District Nursing Coordinator.

6. Student Residency Questionnaire (SRQ)

The SRQ (Attachment J-6) shall be included in every enrollment packet. The SRQ must also be disseminated annually to all students to ensure proper identification in MiSiS by October 1 so that services are provided to homeless students and families, accordingly. In addition, ensuring schools identify all students experiencing homelessness impacts the LCFF funding the District receives. Students who qualify as homeless must be identified in MISIS (census tab) and SRQ's must be faxed to the Homeless Education Program (213-580-6551) as they are received.

7. Home Language Survey (HLS)

First Time Enrollee in a California Public School

Enter the parent/guardian responses from the HLS section on the enrollment form in MiSiS enrollment screen. If the parent/guardian has written more than one language for a question, enter the first non-English language in MiSiS. MiSiS will automatically populate the "*Student's Primary Language*" field based on the responses to the first three questions on the HLS.

Students Transferring from Another California Public School Who Never Have Attended a LAUSD School

School must request the initial (earliest) HLS from a California school and enter the responses from that HLS in MiSiS. School should also request Initial and Annual CELDT results (as applicable) and fax the CELDT results to School Information Branch (213-241-8969).

Continuing or Returning Students Whose Primary Language is "Not Specified"

Follow the instructions below to correct the student's HLS section in MiSiS.

- Find the student in MiSiS.
- Click on "Edit" from the Enrollment History screen.
- Click on "Student Home Language" tab to expand the section.
- Complete the HLS questions by entering the parent/guardian responses from the HLS on the Enrollment form. Enter the first non-English language if more than one language is listed for the same question.
- MiSiS will automatically populate the "*Student's Primary*



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*Language*” field.

- Scroll down to the “Save” button and click.

NOTE: If any of the HLS questions on the enrollment form have been left blank or are illegible, the parent will need to be called in to complete the HLS.

Continuing or Returning Students with a Valid Primary Language  
If the student’s primary language is already displayed in the “Student’s Primary Language” field, the HLS responses “do not” need to be entered in MiSiS.

### 8. Determining Grade Placement

In order to determine appropriate grade placement, schools shall:

1. review the MiSiS Student Transfer Form, report card, or transcript
2. contact the last school of enrollment
3. for returning high school students, check cumulative high school credits on MiSiS/MyData
4. utilize the Chronological Age Calculator  
[http://notebook.lausd.net/pls/ptl/PTL\\_APPS.chron\\_age\\_calc.i](http://notebook.lausd.net/pls/ptl/PTL_APPS.chron_age_calc.i)  
[nit\\_calc](#) and the [Grade Placement Chart](#) (Attachment M) for guidance on appropriate grade placement. For more information refer to MEM-5814.4, Chronological Age, Calculator, 2016-17.

For students who are credit deficient, schools shall immediately enroll, and then refer the student to their counselor for proper educational placement and exploration of their educational options. The student’s counselor shall subsequently change the grade placement if it is determined necessary when reviewing the student’s records during scheduling. Schools shall consider students educational history before determining grade placement solely on age. Students shall not be moved grade levels in the middle of a school year. Students shall not be moved up to a higher grade level, if they have not completed the grade prior, unless by mutual agreement with parent/guardians. For procedures regarding Eighteen (18+) Year-Old Students, refer to section III under Target Student Populations. Contact the appropriate Local District Counseling Coordinator for further guidance.

### B. Enrollment Transfers from another LAUSD School

Students entering from another LAUSD school or program, including those students with initial and subsequent changes in enrollment, do not require a MiSiS Student Transfer Form (PAR). Under no



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circumstances shall parents/guardians be required to return to the previous school of attendance for a Student Transfer Form (PAR), as all pertinent student information can be accessed in MiSiS.

For all current LAUSD students, a receiving school shall update the student's record to reflect the new residence information in MiSiS.

The enrolling school shall request the cumulative record from the previous school within two weeks of enrollment.

For homeless students and foster youth, cumulative record requests shall be made within 2 days of enrollment. If the student has established an academic record in the current school year at the previous school, the receiving school shall contact the previous school to request completion of the student withdrawal in order to document final grades in the student's classes. Refer to MiSiS Job Aids: *"Enroll Student and Assign Classes, Quick Guide to Enrollment Steps, Legacy Student Enrollment Form and MiSiS Screens, Enrollment Packet Forms & MiSiS Screens and E and L Codes"* at <http://achieve.lausd.net/Page/4596> for steps to enroll a student.

### C. Enrollment Record Keeping

The enrollment date (E Date) of a student is the first day of in-class attendance. Schools are required to manually update the entry date for students returning to school after the first instructional day (No Shows). Failure to change the entry date will result in unexcused absences that will count towards truancy identification.

For elementary enrollment, the Notice of Entrance and Withdrawal (Pink E/L Slip) may be completed for each enrolling student whose name is to be placed in the E and L Book (if applicable), and sent to the assigned teacher with the enrolling student. The teacher shall retain the Notice of Entrance and Withdrawal forms and turn them in to the office. The names of enrolling students shall be entered on the Daily Registration and Release Record form and recorded in the "E" and "L" book (if applicable). For the most updated instructions on enrollment procedures, visit the MiSiS Resources and Job Aids website <http://achieve.lausd.net/Page/8061>.

### D. Auto Withdrawal Process

Schools may enroll a student who is currently enrolled at another LAUSD school using the Auto Withdrawal Process in MiSiS. Schools shall carefully verify the identity of the enrolling student by checking the student name, district identification number, birthdate,





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gender, parent name, and previous enrollment history before auto-withdrawing.

If a student was never marked present at the previous school in the current school year, the new school may enroll the student on any instructional day in the same school year. Class schedule and enrollment will be removed at the previous school. If the student was marked present and/or absent at the previous school, a pop-up message will appear to alert that the student has attendance records. The new school may enroll the student on any instructional day after the last day that student was marked present at the previous school. Class schedule and enrollment will be ended at the previous school on the date that student was last marked present.

Schools that auto withdraw the wrong student shall call the MiSiS Helpdesk and request to undo the incorrect auto-withdrawal. In addition, schools shall call the student's school to inform them of the error.

Schools may run the MiSiS Automatic Withdrawal Report to determine which students were auto withdrawn from their school. For verification purposes, schools should run the Automatic Withdrawal Report daily during the first three weeks of the academic year. For additional information and the most updated instructions on using the Auto Withdrawal process and generating the Auto Withdrawal Report, visit the MiSiS Resources and Job Aids website <http://achieve.lausd.net/Page/8061> or call (213)241-5200.

### E. No Show Procedures

A No Show student, is a student who is scheduled and expected for enrollment at any time of the instructional year, but is marked absent for every period that the student is scheduled. Schools should identify students as No Show within MiSiS at the end of the first instructional day. This process will remove the student's enrollment and class schedule. Once a student is identified in the system as a No Show, schools will not be able to view the student's class schedule. Therefore, schools **must** ensure the student's class schedule is saved and printed before indicating as a No Show in MiSiS. The No Show process will run every night in MiSiS. Schools shall follow the following procedures to identify and process No Show students:

Before identifying students as No Shows:

1. Generate and save a hard copy of the *Student Program Report* for all students.



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- A *Student Program Report* will facilitate the scheduling of classes for a student that may return any day after they are processed as a No Show
  - Run the *Attendance Not Submitted Report* or collect and review Attendance Rosters to verify all teachers have submitted accurate attendance
  - Run the Teacher Discrepancy Report and correct attendance if required.
2. Identify No Show Students
- Run the Master Absence Report to determine who was absent
  - Identify students who did not pick up schedules
  - Verify that identified students are marked absent with an Uncleared (UC) reason code
  - Students who are marked absent with a reason code assigned, marked present, or who have Attendance Not Submitted will not be processed as No Shows in MiSiS
3. In MiSiS, flag each identified No Show student

For the most updated instructions on using the No Show process and generating the No Show Report, visit the MiSiS Resources and Job Aids website at <http://achieve.lausd.net/Page/4596>.

If a No Show student returns to school on the same day (before being processed during the MiSiS overnight interface), schools shall remove the No Show check box for the student to prevent the removal of the student's enrollment and class schedule. After the nightly No Show Process runs, the *No Show Report* and screen will indicate that the No Show has been processed. Schools should process No Show students at the end of the first instructional school day and run the *No Show Report* in MiSiS regularly to assure that students were processed as No Shows. The *No Show Report* will list all students identified as No Shows. The report will also indicate if any student(s) identified by the school as No Shows could not be processed because of *Attendance Not Submitted*, being marked present or absent with a reason code, or other errors. Schools will have to correct those errors in order for the No Show to process.

No Show students returning after being processed as No Shows will need to be re-enrolled. Schools shall manually update the student's entry date upon the student's first day of in-seat attendance for any students who return to school after the first instructional day of the academic school year. Failure to identify students as No Shows at the closing of the first day of instruction



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will lead to the following data errors, which will deflate a student's and school's attendance rate and artificially inflate school's enrollment:

- The student will accumulate invalid absences which will count towards truancy identification.
- E-Date Error: MiSiS sets the first day of instruction within any given school year as a student's entry date. However, this school year, schools will be allowed to manually change a student's entry date to the first date of actual presence.

Note: For norm purposes, No Show students and students with excessive absences (13 or more days), are excluded from the school's norm enrollment count. Please refer to BUL-5977.2, *Staffing Recommendations for Certificated and Clerical Personnel at Elementary Schools*, BUL-5978.2, *Staffing Recommendations for Certificated and Clerical Personnel at Elementary Schools*, BUL-5979.2, *Staffing Recommendations for Certificated and Clerical Personnel at Senior High Schools*, BUL-5981.2, *Staffing Recommendations for Certificated and Clerical Personnel at Magnet Centers and Magnet School*, and/or BUL-5980.2 *Staffing Recommendations for Certificated and Clerical Personnel at Options Schools*, for other adjustments to school norm enrollment count.

### Mid-Year No Shows

A student identified as a mid-year No Show is a student that was **not** at your school the first semester, but was expected for enrollment and had a future enrollment date but subsequently did not show up. Under these circumstances, you must flag the student as a No Show. MiSiS will not process students as a second semester No Show if they attended the same school during the first semester.

### F. The CA Longitudinal Pupil Achievement Data System (CALPADS)

The statewide student information system implemented by the California Department of Education (CDE) does not allow overlapping or concurrent enrollment (CCE). A CCE occurs when a student is enrolled with 100% apportionment at more than one school simultaneously. This normally occurs when the L date at a previous school of enrollment is not entered or is later than the E date at the new school. The Auto-Withdrawal process supports eliminating the dual enrollment of students within LAUSD. Keep in mind that students are sometimes dually enrolled across different school districts so it is important to assure that students are officially withdrawn from the last school attended outside of the district.



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## III. TARGETED STUDENT POPULATIONS

- A. Students Experiencing Homelessness and Unaccompanied  
Federal and State Law mandate that all school districts identify homeless students annually and remove barriers to academic success. The District uses the Student Residency Questionnaire (SRQ) to identify eligible homeless students and provide support services.

The SRQ establishes the parent/student's rights under McKinney Vento if they identify themselves as meeting one of the definition criteria listed below:

- A primary nighttime residence that is a shelter designated to provide temporary living accommodations including, but not limited to, motels/hotels, family shelters, domestic violence shelters, and transitional housing.
- Living in a car, park, abandoned building, garage, substandard or inadequate housing, or other public or private places not designed for, or ordinarily used as a regular sleeping accommodation, for human beings.
- Temporarily living in a trailer park or camping area with his/her family because of lack of adequate living accommodations.
- Living "doubled-up" temporarily sharing the housing of other families due to loss of housing, stemming from financial problems (e.g., loss of job, eviction, or natural disaster).
- Unaccompanied youth are defined as youth who are not in the physical custody of a parent, guardian or caregiver and includes youth who have run away from home, have been told to leave, or pregnant or parenting teens not living with their parents or guardian.

Please note: If the family is residing in a domestic violence shelter, the school shall enroll the student as homeless with a confidential address in accordance with the California Confidential Address Program. See [BUL 6591.0 California Confidential Address Program Implementation](#), dated October 5, 2015.

If a family is residing in a shelter (not due to domestic violence), the school shall enter the shelter address in the address field or place an alternative mailing address or P.O. Box address preferred by the family in the mailing address field.



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If a family is residing in their automobile and does not have a temporary address to put in MiSiS address field, the school shall temporarily put the school address in this field. Address field should be updated as the family finds temporary housing.

Note: Schools could list the nearest address or cross streets on the Student Residency Questionnaire (SRQ). Schools should also ensure that night time residency is marked in the Census Tab.

All LAUSD schools shall:

1. Enroll homeless students immediately, regardless of the availability of school records, immunization records, school uniforms or the existence of fines or materials from a prior school.
2. Identify homeless students utilizing the [\*Student Residency Questionnaire \(SRQ\)\*](#) (Attachment J-6). The SRQ shall be included in every enrollment packet and disseminated annually to all students to ensure proper identification and that services are provided to homeless students and families. Schools shall ensure the SRQ is filled out completely and accurately by both the parent and school. If the student qualifies as homeless, schools shall enter the corresponding information in MiSiS as follows:  
*Go to Student Enrollment Information Screen*
  - *Census*
  - *Homeless*
  - *Add new record*
  - The *Begin Date* should be the date the student enrolled at your school site and the *End Date* should be blank
  - Select appropriate *nighttime residency code*
  - Select whether the student is a *runaway and/or unaccompanied youth*
  - Select whether student is requesting *transportation assistance*
3. Fax the completed SRQ to the Homeless Education Program (213) 580-6551. The school site shall retain a copy of the SRQ in a confidential file. The SRQ shall not be filed in the student cumulative record.
4. Allow homeless students to remain at their School of Origin:
  - A. The school the youth attended when they became homeless
  - B. The school in which the youth was last enrolled; and/or
  - C. Any other school the youth attended in the last 15 months



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to which they have a connection (e.g., favorite teacher, peer relationship, participation on a sports team).

School of origin rights apply to all schools, including magnet programs.

5. Allow Unaccompanied Homeless Youth to self-enroll. For assistance contact the Homeless Education Program at (213) 202-7581.
6. Utilize the [Affidavit to Verify Residence](#) (Attachment C) or Affidavit of Temporary Residency (Attachment D) to verify the student's residence if necessary.

If there is a dispute over the eligibility of a student who has identified as homeless, the student must be immediately enrolled and the school must file a Dispute Resolution Form with the Homeless Education Program (refer to BUL-6718.0, *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System*). Schools shall not deny enrollment or check a student out of school due to a dispute. The student should remain enrolled until the dispute is resolved with the Homeless Education Program.

Students who are experiencing homelessness who transfer high schools mid-semester have a right to receive full or partial credits, based on in-seat time, for all work satisfactorily completed before transferring schools. The receiving school must accept all grades and full/partial credits upon enrollment, apply them to the same or equivalent (meeting the same graduation requirement) courses, and enroll the youth in the same or equivalent courses. Students may not be required to retake any portion of a course already completed if it would prevent them from remaining on track for high school graduation.

Allow students experiencing homelessness to remain in high for a 5<sup>th</sup> year in order to complete LAUSD and/or state minimum graduation requirements. For more information refer to BUL-6718.0, *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System*.

All schools shall assign a School Site Homeless Liaison to ensure related policies and procedures are followed and implemented appropriately. If no one is assigned, the





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principal is automatically the School Site Homeless Liaison. Each School Site Homeless Liaison must complete training on McKinney Vento Homeless Assistance Act online by the end of the first semester. Refer to BUL-6718.0, *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System* or contact the Pupil Services Homeless Education Program (213) 202-7581 for additional assistance.

### B. Youth in Foster Care and/or Involved in the Juvenile Justice System

Children meeting one or more of the definition criteria below:

- Are currently the subject of a petition filed in the dependency court(s) (i.e., are under the jurisdiction of the juvenile court); and/or
- Have been declared a dependent or ward of the dependency and/or juvenile courts (open court cases), with a case supervised by a child welfare and/or probation agency. Education Code (EC) § 48853.3(a) and EC§ 51225.2; and/or
- Have been abandoned, abused or neglected, as well as youth who violate a state or federal law while they were under the age of 18 (Welfare Institutions Code 602 offense); and/or
- Have an open delinquency court case and it has been determined by a judge to have violated a state or federal law while under age 18 (Welfare and Institutions Code 602 office) and are on probation; and/or
- A foster or probation youth may be living in a foster home, group home, with biological parents or relatives under court supervision, or in a juvenile hall or camp.

All LAUSD schools shall:

1. Enroll foster youth and/or students involved in the juvenile justice system immediately, regardless of the availability of school records, immunization records, school uniforms or the existence of fines or materials from a prior school (E.C. 48432.5, 48853, 48853.5).

Allow foster youth and/or students involved in the juvenile justice system to remain in their school of origin (E.C. 48204, 48853, 48853.5) even if they are no longer in the attendance area, in order to promote school stability. School of origin rights apply to all schools, including magnet programs and out-of-district schools. Foster youth and/or students involved in the juvenile justice system have multiple schools of origin including:



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- The school the youth attended when they entered the dependency and/or court systems; and/or
  - The school in which the youth was last enrolled; and/or
  - Any other school the youth attended within the last 15 months in which they have a connection (e.g., favorite teacher, peer relationship, participation on a sports team); and/or
  - These youth have the right to matriculate with their classmates based upon the School of Origin's established feeder patterns from elementary to middle school and middle to high school.
2. Allow unaccompanied foster youth to self-enroll. For assistance contact the Homeless Education Program at (213) 202-7581.
  3. Request the Department of Children and Family Services (DCFS) Form 1399 from the youth's caregiver, social worker, and/or other adult enrolling the child at the time of enrollment (not required prior to enrollment). This form contains important information such as the school of origin, identifies the Education Rights Holder (ERH), and specifies special education information. The ERH is the ultimate decision maker regarding what is in the best interest of the student.
  4. Exempt foster youth and/or students involved in the juvenile justice system from all immunizations requirements. School staff shall immediately enroll and secure proof of student's meeting all immunization requirements within 30 days of enrollment. Refer to BUL-1660.8, *Immunization Guidelines for School Admission*, dated January 11, 2016.
  5. Request pupil records from the previous school within two (2) business days. The sending school is required by law to provide these records within two (2) business days of the request. If records are not received within this timeline, schools shall follow up with the sending school to ensure their prompt receipt (E.C. 48853.5).
  6. Enroll foster youth and/or students involved in the juvenile justice system in the same or equivalent (meeting same graduation requirement) courses as those they took at their previous school, even if they are transferring mid-semester. Foster youth cannot be enrolled in all or a majority of elective classes. Schools shall determine foster youth's eligibility for the AB 167/216 graduation exemption. Refer to BUL-6718.0, *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness*



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and/or Involved in the Juvenile Justice System.

7. Allow students in foster care and/or students involved in the juvenile justice system to remain in high school for a 5th year in order to complete the LAUSD and/or state minimum graduation requirements.
8. Not lower a foster youth's and/or students involved in the juvenile justice system grades because of absences caused by placement changes, court appearances or court-ordered activities. School shall issue full or partial credits, based on in-seat time, for all work satisfactorily completed for students who must transfer schools. For more information on how to input partial credits in MiSiS visit the MiSiS website <http://achieve.lausd.net/misis> and click on Job Aids to find *Entering Partial Credits for District Courses to Transcripts* and *Entering Partial Credits for Out of District Courses to Transcripts* for instructions.
9. Schools shall issue full or partial credits, based on in-seat time, for all work satisfactorily completed for students who must transfer schools.
10. Accept all grades and full/partial credits upon enrollment, apply them to the same or equivalent (meeting the same graduation requirement) courses, and enroll the youth in the same or equivalent courses. Foster Youth and/or students involved in the juvenile justice system may not be required to retake any portion of a course already completed if it would prevent them from remaining on track for high school graduation. Refer to BUL-6718.0, *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System*.
11. Issue grades and full/partial credits on an official transcript upon withdrawal.
12. The official transcript must be sent to the receiving school within 2 business days of receiving a request for records (E.C. 48853.5, 49069.5, 51225.2).
13. Not deny students who are 18 years of age or older enrollment in a school program solely on the basis of age. Individualized consideration should be given to each student's placement to ensure the student is enrolled/re-enrolled in an appropriate education placement in the least restrictive environment.



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Students in foster care and/or students involved in the juvenile justice system students have a right to immediate enrollment in their local comprehensive public school and shall not be required to attend a continuation school, adult school, or independent study program, even if they are not on track for high school graduation, have failing grades, or have behavior problems.

If there is a dispute regarding a student's school of origin, identification of Education Rights Holder (ERH), or any matters related to enrollment of foster youth, refer to BUL-6718, *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System*, contact Pupil Services at (213) 241-3844.

### C. Recently Immigrated Youth

Recently Immigrated (Unaccompanied) Youth come from other countries and may or may not have been processed through a U.S. Detention Center. Students who are being processed through U.S. Detention Centers have typically been placed with an adult sponsor (parent/relative/friend). These students may be in removal proceedings and may qualify for the Homeless Education Program support if identified as homeless through the SRQ (Attachment J-6).

Schools shall follow the same enrollment procedures as for all students, including:

1. Students under 18 must be enrolled immediately. Schools may enroll students over the age of 18, who present at the school for enrollment. Refer to section I. Eighteen (18+) Year Old Students in this policy bulletin.
2. Schools shall provide LAUSD affidavits if necessary to facilitate enrollment.
3. For students with pending immigration court proceedings that require absence from school shall be cleared with reason code "5" Administrator Approval.
4. If students under 18 years of age present a high school diploma from their home country, they may still enroll in high school. The academic counselor or Local District Counseling Coordinator shall evaluate their transcript and determine equivalency to a California High School Diploma.

Schools shall:

Identify students in MiSiS enrollment screen as an "Unaccompanied Minor" by clicking the yes button which states the following:



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This category is intended for minors who provide information that indicates they were at a U.S Immigration Detention Center when they entered the country.

If the student identifies as Homeless on the Student Residency Questionnaire (SRQ), enter this information in the Census Tab, Homeless Option.

For additional support, contact the School Enrollment Placement and Assessment (S.E.P.A.) Center (213) 482-3954.

D. Pregnant and Parenting Students

No school shall deny enrollment based upon a student's pregnant or parenting status. Pregnant and parenting students have the right to enroll in any school or program for which they would otherwise qualify, regardless of proximity to their due date. Students who are pregnant or parenting are not exempt from the Compulsory Education Law (EC 48200). Refer to BUL 2060.1, *Pregnant and Parenting Students Educational Rights*, dated March 11, 2016.

Health and personal information is confidential, and should not appear in cumulative records. Pregnancy information is confidential and shall not be considered for educational or job opportunities, awards or scholarships. An exception to confidentiality includes, but is not limited to, a reasonable suspicion of child abuse or a clear and present danger to the health and safety of the student and/or their child. However, pregnancy in and of itself does not meet the criteria to breach student confidentiality. Consultation with an LAUSD Health and Human Services professional (e.g. Nurse, PSA, and PSW) is recommended.

Schools shall make reasonable adjustments to facilitate the equal access and full participation of pregnant and parenting students. Schools must also make reasonable accommodations to the educational program and activities that are related to a student's lactation needs. Students cannot legally be expelled, suspended, or otherwise excluded from, or required to participate in, any school programs solely on the basis of their pregnancy-related condition, or marital or parental status.

Schools shall follow all pertinent attendance, enrollment and withdrawal policies and procedures. Students are entitled to a period of extended absence for pregnancy and related conditions. Disenrollment of a pregnant/parenting student to avoid accounting of prolonged absence is prohibited. LAUSD policies regarding excused and unexcused absences apply to pregnant and parenting students. In addition, absences of parenting students shall be considered excused when absent due to the illness or medical appointment of a child for



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whom the student is the custodial parent. Schools may require verification for illness absences in accordance with policies applicable to all students. Schools may not require additional verification from pregnant/parenting students to justify their absences. Written documentation of pregnancy related absences shall not appear in student records, and must be retained in a separate confidential file. Schools shall consult with the School Nurse or Local District Nursing Coordinator regarding health and medical concerns and medical release related to pregnancy.

Every case is different, and school staff is advised to use their judgment and collaborate with their Nurse, Counseling Staff and PSA Counselor as appropriate to determine what adjustments are necessary. Possible temporary adjustments may include:

- Hall passes for bathroom use as needed.
- Ensuring classes are scheduled in accessible locations.
- Allowing elevator access if needed and possible.
- Additional time for passing periods, nutrition and lunch.
- Alternative activities in P.E. when requested by student and her medical provider.
- Assignment to school-based Independent Study during extended pregnancy-related medical absence.
- Scheduling flexibility whenever possible to enable full participation and reduce school absences due to medical concerns.
- Reduced schedule of classes or contracts for medical complications.
- Alternative educational options should be explored when appropriate (e.g., Carlson Home/Hospital School, City of Angels, McAlister, and providers outside LAUSD) if student and parent/guardian request.

Schools shall refer to Title IX of the Educational Amendment of 1972; BUL-2060.1, *Pregnant and Parenting Students Educational Rights*, dated March 11, 2016 and BUL-3276.1, *Compliance on Services for Pregnant Minors and Parenting Minors*, dated August 15, 2007. For additional assistance, contact Pupil Services (213) 241-3844 or Nursing Services (213) 202-7580.

### E. Emancipated Minors

Some minors have legally become adults prior to age 18. This includes minors who have joined the armed forces, have received a Declaration of Emancipation from a judge, or are married. By law, a person under the age of 18 who has entered into a valid marriage is an Emancipated Minor, even if the marriage has been dissolved (F.C. 7002). Emancipated minors are not exempt from the Compulsory Education Law and must attend school. Emancipated minors can self-enroll. If enrolling in another educational program, an





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emancipated minor may initiate his or her own request to withdraw.

### F. English Learners (EL)

Students may remain in a comprehensive high school until requirements are met or through the age of 21, as long as satisfactory progress is maintained (Refer to the Master Plan for English Learners).

All LAUSD schools shall:

1. Immediately enroll all students under age 18. Schools may enroll students over the age of 18, who present themselves at the school for enrollment. Refer to *Section I. Eighteen (18+) Year Old Students* in this policy bulletin.
2. Provide support to ensure enrollment without delay (e.g. affidavits, immunization resources).
3. Provide students with sufficient time to meet LAUSD graduation criteria and A-through-G college requirements.

Refer to MEM-6046.4, *Placement, Scheduling and Staffing of English Learners in Middle School and High School in 2016-2017*, dated (April 18, 2016).

### G. Special Education

Students with Individualized Educational Plans (IEP) shall be immediately enrolled and placed in a program which provides comparable services to those in their most recent IEP. If the student and parent/guardian do not present a current IEP upon enrollment, staff shall enroll the student without delay and contact the student's previous school to obtain the most current IEP.

Students with IEPs shall be provided with special education services, regardless of whether or not the child is vaccinated, in accordance with Individuals with Disabilities Education Act (IDEA) and other state and federal laws.

By law, students who are eligible for IEPs may attend school until age 22, or until they earn a high school diploma (E.C. 56026). This law applies to students, birth through 21 years of age, enrolled in or eligible for a program prior to their 19<sup>th</sup> birthday who have not yet graduated with a high school diploma.

Refer to *Special Education Policies and Procedures Manual*, dated July, 2007. For assistance determining the appropriate placement of a



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special education student, implementing IEPs, or other related concerns, contact the Local District Special Education Support Center or Special Education Operations.

### H. Eighteen (18+) Year Old Students

Students are entitled to a minimum of four full years of high school and may be provided with additional years as required in order to earn a high school diploma. The California Department of Education allows students over the age of 18, who have not been continuously enrolled in high school and have not completed a diploma, to enroll to the high school of residency to continue their education leading to a high school diploma. Students 18 and over may establish their own residence and self-enroll.

All LAUSD schools shall:

1. Make every reasonable effort to provide students with four full years of study.
2. Not arbitrarily withdraw or deny enrollment to any student from school merely because the student has reached 18 years of age.
3. Discuss options for high school completion with each student, based upon an individual review of his or her circumstances and academic progress to date. If placement at a comprehensive high school is not in the best interest of the student, the principal or designee is responsible for facilitating and ensuring enrollment in an LAUSD Adult School or other program. When referring outside of the comprehensive high school, the principal or designee shall document all information and resources provided to the student and/or parent/guardian on the *Student Education Plan* (Attachment N). The school shall retain this documentation for five years.

## IV. LAUSD PLACEMENT

The District aims to maintain school stability for all students, therefore, there are certain circumstances that permit enrollment whether or not a student resides within a school's boundaries. Examples of such special circumstances include, but are not limited to:

### A. District Placement

District Superintendents or designees have the authority to make the final decision on special circumstance placements.

### B. School of Origin

Students in foster care, students returning from juvenile justice facilities, or those who are identified as homeless may remain in their



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School of Origin even if they move outside of the residential boundaries of that school site. Refer to section III Targeted Student Populations for additional information.

C. School Attendance Review Board (SARB) Placement

The School Attendance Review Board has the authority to make placement recommendations.

D. Opportunity Transfer (O.T.)

An O.T. is issued for remedial and corrective reasons as an alternative means of correction to address student misconduct after prior interventions have failed to bring about proper conduct or when the student's enrollment at the current school presents a safety risk to others. Refer to BUL-6362.0, *Opportunity Transfers (O.T.) Policy and Procedures*, dated August 14, 2014.

The Opportunity Transfer Bulletin, BUL-6362.0, revises District policy and procedures and provides clear guidelines regarding school or District initiated involuntary transfer of students within the District, the referral and appeal process of the transfer, as well as the documentation and recording requirements in the LAUSD MiSiS Student Support.

For further information, contact the Student Discipline and Expulsion Support Unit at (213) 202-7555.

E. Expulsions

When a student is recommended for expulsion the principal or designee must follow the procedures outlined in BUL-6050.1, *Expulsion of Students - Policy and Procedures*, dated August 19, 2013. All student recommendations for expulsions must be documented in the MiSiS Student Support module. Refer to BUL-5808.3, *My Integrated Student Information System (MiSiS) Student Support Module Required Usage*, dated March 23, 2015.

### V. ENROLLMENT CHOICES

A. District K-12 Open Enrollment

Open Enrollment enables TK-12<sup>th</sup> grade students who reside in LAUSD the opportunity to apply to any regular, grade-appropriate Los Angeles public school who has designated open enrollment seats for the next school year. School sites will no longer be responsible for conducting a random selection drawing; if a school receives more Open Enrollment applications than designated seats, District staff will conduct a random and unbiased computer drawing to determine who is selected and who is placed on a wait list. Families can apply online



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for open enrollment seats at <https://apply.lausd.net>. Online applicants can track their applications and manage the select/decline process online. Parents can also submit a paper application. If parents prefer paper submission please pick up an application at all school sites. Applications are available the first week of May.

B. Open Enrollment-Romero Transfer

With the absence of a 2015 API score, the California Department of Education (CDE) cannot produce an Open Enrollment (Romero/ SBX 5 4) list for the 2016–17 school year. The CDE has instructed school districts that there is no requirement to inform parents this school year regarding the list. If parents inquire about Open Enrollment (SBX 5 4) they should be informed that an online application for Open Enrollment (Romero/ SBX 5 4) is not available and that transfer type is not an option for the 2016-17 school year. Students' already attending schools on a Romero permit have a right to continue at the school they are attending.

C. CORE Waiver Public School Matriculate Choice Program (PSMCP)

As of July 1, 2015 the CORE Waiver Priority School Matriculate Choice Program (PSMCP) will not continue in LAUSD. Students already receiving services may continue until they reach the highest grade level at their current school. For assistance or further information please contact, Federal and State Education Programs at (213) 241-6990.

D. Magnet Program

A voluntary integration opportunity to all students in grades K-12 who live within the boundaries of LAUSD. This program is administered by Student Integration Services (213) 241-4177. All applications must be submitted at [apply.lausd.net](https://apply.lausd.net) website.

E. Permits with Transportation Program (PWT)

A voluntary integration program available to residence of LAUSD who live within a PWT sending school area. This program is administered by Student Integration Services, (213) 241-4177. All applications must be submitted at [apply.lausd.net](https://apply.lausd.net) website.

F. Independent Study

Independent Study is a voluntary alternative instructional strategy by which students may reach District curriculum objectives and fulfill graduation requirements outside of the regular classroom setting (California Education Code, Article 5.5, Sections 51745-51749.3 and California Code of Regulations (CCR), Title 5, Section 11700-11703. For more information refer to LAUSD Policy Bulletin for Guidelines for Independent Study Programs.



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For more information on Independent Study Options please contact College and Career Education in Division of Instruction at 213-241-7510, Counseling Coordinators at Local Districts and/or Elementary and Secondary Directors at Local Districts.

### VI. ENROLLMENT PERMITS

#### A. Intra-District Permits (within LAUSD)

Intra-District Permit is for students who reside within LAUSD boundaries, but outside school's attendance area. Principals must ensure that students have a current, valid permit issued by the school of attendance. Refer to BUL 5347.1, *Intra-district Permits (School to School) and Student Transfers in Elementary and Secondary*, dated June 10, 2013.

- Continuing Enrollment Permit

A Continuing Enrollment Permit may be granted, when a student moves out of the attendance area of the school he/she is attending, but wishes to remain at the school. The parent/guardian may request this permit when notifying school of change of address. This permit does not require an Intra-District Permit Application Form, however, the permit must be renewed annually at the receiving school. If a student is issued a Continuing Enrollment Permit mid-year, the home school would need to sign the release for a renewal the first year. If after the first year the official permit is signed by both schools, there is no requirement for the home school to sign off for any subsequent years. Refer to BUL 5347.1, *Intra-district Permits (School to School) and Student Transfers in Elementary and Secondary*, dated June 10, 2013.

#### B. Inter-District Permits (Entering from another school district)

Inter-District Permits are for students who reside outside of the LAUSD boundaries. The Permits Office must authorize Inter-District Permits. Parents should be directed to apply online for a permit at <http://studentpermits.lausd.net>. The online application period for outgoing permits is February 1<sup>st</sup> through April 30<sup>th</sup> annually. Refer to BUL 5341.2, *Inter-district Permits (District to District)*, dated January 22, 2013.

### VII. PROGRAMS

Students are not subjected to Compulsory Education Law until 6 years of age. However, once enrolled in school, parents/ guardians are accountable to the school and the District attendance policy.

#### A. Kindergarten



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Students may not be enrolled in Kindergarten unless they are five years of age on or before September 1, 2016. Schools shall enroll kindergarten students even if they enroll late in the school year (E.C. 48000). It is not permissible for schools to place students on a waiting list for Kindergarten. Refer to Quick Reference Chart for Entrance Ages in BUL-5708.1, *Transitional Kindergarten, Kindergarten, and 1st Grade Entrance Age Requirements, Verification of Birth Date, and Placement Forms*, dated May 13, 2013 or the [Grade Placement Chart](#) (Attachment M)

B. Transitional Kindergarten (TK)

To comply with SB 1381, Transitional Kindergarten classrooms or TK/K combination classes must be made available at all elementary schools that have Kindergarten students enrolled. Enrollment in TK must be available to families throughout the school year. TK is not an optional program that schools choose to offer.

TK students must be enrolled in their school of residence just as Kindergarten students would be. If a TK student who meets the age requirement (i.e., 5 years old between September 2 and December 2, inclusive) seeks to enroll after the school year begins, the school of residence has an obligation to enroll the student just as any other student. It is not permissible for schools to place students on a waiting list for TK.

Transitional Kindergarten is year one of a two-year kindergarten program. In the second year, TK students will attend traditional kindergarten. The TK program follows the same instructional day schedule as the rest of the students in school.

Children who meet the age eligibility for kindergarten (5 years of age on or before September 1) *may* be enrolled in the TK program upon parent request. For these students, a California Department of Education Kindergarten Continuance Form must be signed by the parent and filed in the student's cumulative record folder in order for the District to receive ADA. BUL-5708.1, *Transitional Kindergarten, Kindergarten, and 1st Grade Entrance Age Requirements, Verification of Birth Date, and Placement Forms*, dated May 13, 2013 or the [Grade Placement Chart](#) (Attachment M).

C. Expanded Transitional Kindergarten (ETK) Implementation

Beginning in the 2016-17 school year, the School Readiness Language Development Program (SRLDP) will transition to Expanded Transitional Kindergarten (ETK). There will 266 ETK programs in schools across the district for the 2016-2017 school year (Attachment V). This program is intended to provide quality





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preschool seats for low-income children who turn 5 after December 2<sup>nd</sup> and before June 30<sup>th</sup> of the current school year. This program follows the same time schedule as other elementary classrooms. The class size will be limited to 24 children. Enrollment priority will be given to families who reside within the school's attendance boundaries. After all neighborhood children have been offered enrollment, schools may enroll students outside of the residential boundary. For additional information, refer to [REF-6595.1 Expanded Transitional Kindergarten Implementation issued April 12, 2016](#) or contact the Early Childhood Education Division at (213) 241-0415.

### VIII. RESIDENCE CHANGES AND INACCURATE/SUSPICIOUS/FALSE ADDRESSES

All pupils must attend their school of residence unless a current, valid permit is on file. Some exceptions to residency requirements apply for students on permits and/or special student populations (refer to Section III. Targeted Student Populations and Section VI. Enrollment Permits). Schools are responsible for verifying residency information upon enrollment. Any change of address must be reported by the parent to the appropriate school office, in writing, within 30 days of such a change (see Parent Student Handbook).

#### A. Failure to Report Change of Address

A family's failure to report, in writing, a change of address within 30 days, shall be cause for forfeiture of the right to a Continuing Enrollment Permit (described in Section VI, above), provided that the school meets its responsibility regarding residence verification (as outlined in Section I, B above). Students may or may not be withdrawn at the discretion of the principal. Once a parent presents satisfactory proof of residence, the verification process shall be considered complete. After the residency has been verified, there are specific situations which may merit further investigation (e.g., returned mail, or a student who arrives tardy frequently).

#### B. Investigating False or Suspicious Addresses

When school officials have reason to believe that the address provided by the parent/guardian is incorrect, or was falsely reported, every effort must be made to ascertain the correct information. School staff have the right and obligation to conduct a thorough investigation (due diligence) in order for the principal to take appropriate action. Students should not be checked out simply because address information is unknown. Students shall remain enrolled during the investigation process. Investigation (due diligence) shall proceed as follows:



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- Review the student's enrollment documents and determine what proof of residence was provided upon enrollment. If the [\*Affidavit to Verify Residence\*](#) (Attachment C) was submitted upon enrollment, refer to the procedures outlined in Section I under the area titled "Residency Verification" of this Guide to follow-up accordingly.
- Contact the parent/guardian by telephone and send a Verification of Residence Follow-up Letter (Attachment E). When mailing a letter, be sure to write "Do Not Forward – Address Correction Requested" on the envelope. Inquire about possible change of residency and request updated information if indicated.
  - If a letter is returned with forwarding information, proceed to the Response to Investigation section (section D, below).
  - If a letter is returned undeliverable, but without forwarding information, the school must attempt to contact the parent/guardian to determine accurate information. If the parent refuses to provide such information, the school shall exhaust all efforts to investigate as outlined in this Guide.
- Conduct a home visit to establish residency at either the current or previous addresses. A school-based PSA Counselor or other certificated school staff member can conduct home visits.
- If attempts to contact the parent are unsuccessful, search MiSiS for siblings by entering the Caregiver's First and Last name in the *Advanced Search* screen. Review address information for siblings and consider mailing letters or conducting home visits using their addresses if different.
- Surreptitious photographing or video-recording of pupils who are being investigated is prohibited. In accordance with Education Code (EC) § 48204.2, "surreptitious photographic or videorecording" means the covert collection of photographic or video graphic images of person or places subject to an investigation. For purposes of this paragraph, the collection of images is not covert if the technology is used in open and public view.

These situations can become very complicated. Document all contacts and efforts in the MiSiS *Contact Log*. If additional support and guidance is needed, consult with the Local District PSA Field Coordinator.

### C. Public Documents/Electronic Databases for Verification of Student Address

In situations where a false address is suspected or may have been used, a school may review publicly available documents, in paper form or through an electronic database, to verify the address of students by a review of property records. This tool may ***not*** be used as sole verification of address for any student, nor shall this tool be



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used to verify residence for students living in apartments, under leases or subleases, in foster or probation placements, in the Confidential Address Program, or in homeless situations. The use of this tool must comply with and cannot substitute for the District's verification of address procedures, which include other strategies that must be used in the verification process. Any agreement to use an electronic database must go through the District's procurement process and must comply with all applicable laws and regulations, including the Family Educational Rights and Privacy Act.

There are special circumstance under which a parent/guardian may be reluctant or refuse to give their address of residence. If this occurs, the parent/guardian is to be referred immediately to a school-site administrator for assistance. The family may be homeless or residing in a domestic violence shelter. Both circumstances require sensitivity and confidentiality. Refer to [BUL-6591.0, California Confidential Address Program Implementation, dated October 5, 2015](#).

### D. Response to Investigation

When a new address is obtained, it must be immediately entered into MiSiS. If the address corresponds to a different LAUSD school, the administrator shall attempt to conference with the parent/guardian to determine special circumstances or a transfer to the school of residence, if appropriate. The administrator shall ensure the educational continuity for each student and determine if students will remain in school of origin, pursue continuing enrollment permit or transfer to school of residence.

If the new address is located outside of LAUSD boundaries, and the student does not already have an Inter District permit, the student must transfer immediately to the District of residence.

If it is determined after due diligence (refer to Investigating False or Suspicious Addresses), that the parent/guardian provided inaccurate information regarding their place of residence from the initial time of enrollment, the administrator must request a meeting with the parent/guardian to notify them that the student shall be immediately transferred to the School of Residence. The student shall not be eligible to receive any type of permit at the school where the falsification or inaccuracy occurred until the conclusion of that semester, plus one additional semester. If a parent refuses to attend, the Administrator may transfer the student to the School of Residence and shall mail the [Moved, False Address, Forfeiture of Permit Form](#) (Attachment O) notifying the parent/guardian that their residence information has been discovered and the student must be enrolled in the School of Residence. If the parent fails to reply to the request to



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pick up their child's transfer, the school may complete the withdrawal and send the MiSiS Student Transfer Form (formerly PAR) home with the student. If the residence information is false and the student is no longer in attendance (ten or more consecutive days absent), the school administrator must use due diligence efforts to exhaust all investigative procedures outlined above, before a determination to withdraw the student can be made. After exhausting all due diligence efforts, the school Administrator shall consult with the Local District Pupil Services and Attendance Coordinator or other appropriate District official, to determine if withdrawal of the student is appropriate.

### IX. ATTENDANCE TAKING PROCEDURES

Teachers are required to submit and certify attendance in MiSiS every day for each class during the first 15 minutes. Principals are responsible for ensuring that student attendance is recorded daily, accurately, and in a timely manner for all students in all class periods. Schools shall provide all teachers with Five Column Rosters at the beginning of each semester, for each class period. School office staff shall retain a master copy of the Five Column Rosters, generated at the beginning of each semester, and periodically as needed. The *Attendance Not Submitted* and *Teacher Discrepancy (Secondary Only)* reports shall be generated at least once per day to verify that all attendance has been submitted and followed-up on as needed.

It is recommended that teachers record attendance in MiSiS and also on the Five Column Rosters (paper record) at the beginning of each school year and at least until norm day and for several weeks at the beginning of each new semester to ensure accurate attendance accounting. If MiSiS is unavailable, teachers shall record attendance on a printed Five Column Roster. These paper attendance records must be retained for 5 years for audit purposes. In addition, principals must ensure that substitute teachers have access to Five Column Rosters, paper attendance rosters, MiSiS, and any other tools that might be necessary to submit attendance as required. Refer to MiSiS Job Aid, "*Manage Educator Absences and Generate Substitute Slips*" <http://achieve.lausd.net/Page/6104>.

All teachers shall:

- Submit and certify attendance in MiSiS every day for every class period during the first 15 minutes of class
- Record students as present, absent, tardy or left early, including reason code and time in/out in MiSiS as appropriate
- Record attendance on a printed Five Column Roster if unable to take attendance in MiSiS on the same day of instruction, due to technical issues. Teachers are to add the names of any students not listed and cross out the names of any dropped students and sign and date the report



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Schools shall not retroactively input attendance in MiSiS without retaining the corresponding paper attendance records, as this may affect audits and misrepresent Average Daily Attendance (ADA). The District can be fined and must repay falsely claimed ADA. Elementary and secondary students must be physically present in order to be marked present.

### A. Apportionment Absences

The following reasons are approved by California Department of Education as classroom absences that generate attendance for apportionment (Average Daily Attendance or ADA) purposes:

- Field Trip (FT)
- Extracurricular (EC)
- Student Government (SG)
- Athletic Team (AT)
- Testing (TP)

Schools shall retain documentation of students' participation in these activities to support the use of these reason codes for five years.

Refer to the [\*Elementary and Secondary Absence Reason Codes\*](#) (Attachment P).

### B. Absence Verification

In State Compliance audits, the usual finds are due to discrepancies between absence notes and attendance reported. Staff should not only use the absence notes to enter the reason codes, but also to confirm that the absence is reported correctly in MiSiS. Staff at elementary schools need to confirm that the absent day in MiSiS match the absence date on the note. In addition to this confirmation, staff at secondary schools should also confirm that if note states student was absent for the day, all class periods for that student reflect the absence; if not, staff should change the Present record to Absent.

Students with prolonged absences due to an illness or accident shall be marked absent by their school until instruction begins in home or hospital. Refer to BUL-1229.2, *Home, Hospital & Tele-Teaching Instructional Services (Carlson Home Hospital School)*, dated May 7, 2015.

### C. Taking Attendance during Loss of Connectivity

Due to occasional lapses of internet connectivity or MiSiS functionality, principals shall provide all teachers with Five Column Rosters at the beginning of each semester, updated periodically as needed, and anytime MiSiS is unavailable.

Teachers may also generate these reports if desired. School office staff shall also retain a master copy of the Five Column Rosters,



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generated periodically.

Teachers shall report connectivity or system functionality problems to the designated school office, which shall take appropriate steps to investigate the issue and report to the ITD helpdesk (213-241-5200) if required. Teachers shall take attendance on a printed Five Column Roster, adding the names of any students not listed and crossing out the names of any dropped students.

In the event that no Five Column Rosters are available, attendance is to be recorded on a blank sheet of paper. The teacher must sign his or her name and date the paper attendance record. The paper attendance record is to be used to enter the information into MiSiS as soon as connectivity is restored. If connectivity does not return on the same day as the outage, secondary principals shall designate an office clerk to receive all written attendance records and promptly input the information as soon as connectivity is restored. Paper attendance records must be retained for five years from their date, unless the school is notified by the Central Office of an audit delay requiring a longer retention period.

D. Attendance and Enrollment Record Accuracy

Each month, all elementary schools shall distribute a Student Monthly Attendance Summary Report (SMASR) to each teacher to review for possible errors and to make necessary corrections to enrollment or attendance information in MiSiS. For the most updated instructions on generating the SMASR, visit the MiSiS Resources and Job Aids <http://achieve.lausd.net/Page/8061>.

E. Notifications of Truancy (NOT)

The Initial Notification of Truancy letter (1<sup>st</sup>) will be generated and mailed monthly from the Central Office. The Second (2<sup>nd</sup>) and Third (3<sup>rd</sup>) Truancy Notification letters shall be generated in MiSiS and mailed by each school site in compliance with state law. All truancy letters should be sent during the same school year. If only the initial and 2<sup>nd</sup> truancy letters are sent in a school year, a school cannot start by sending the 3<sup>rd</sup> truancy letter the following school year.

Excused absences do not count towards the classification of truancy. **Education Code Section 48205** delineates types of absences may be excused by a person authorized to excuse absences under the California Code of Regulations, Title 5 - Section 421. A parent note that does not include a valid, excusable reason for absence should not be coded as excused. Refer to the "Elementary and Secondary Absence Reason Codes" table (Attachment P) for a breakdown of reason codes for all absences, tardies, and leave





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earlies.

Valid and excusable reasons for absences include, but are not limited to:

- Excusable absences (reason codes 1:1M, 1N, 1P)
  - i. Illness or injury of pupil
  - ii. Illness or medical appointment during school hours of a child of whom the pupil is a custodial parent
  - iii. Funeral of an immediate family member (may include any relative residing with the pupil)
    - 1 day: in state
    - 3 days: out-of-state and/or country
  - iv. Jury Duty
  - v. Medical, dental, optometric or chiropractic services
  - vi. Quarantine under the direction of a county or city health officer

For any student with a history of excessive parent excused absences (reason code 1P), schools may revoke a parent's privilege to excuse absences using the following procedures:

- i. For individual students, schools shall hold a School Attendance Review Team meeting (SART) or parent conference and indicate on the SART contract or via a letter to the parent that a parent note will no longer excuse the student's absences from school.
- ii. Through a standard, written attendance policy schools may limit the number of absences that may be excused by a parent note (e.g., the school will accept up to 7 parent notes per year and then require additional documentation to verify and excuse additional absences). Schools shall provide this policy to parents in writing at least two times during the school year, including the beginning.

Seek consultation from your Local District Pupil Services Field office for additional guidance.

- Administrator Approval -Justifiable Personal Reasons (reason code 5)  
Although absences for any reason are discouraged, Administrator Approval of Student Absence Form may be provided to parents/guardians requesting administrator approval for "justifiable personal reason" absences.

These absences include, but are not limited to:



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- Active military duty (immediate family member; maximum 3 days)
- Court appearance
- Educational conference offered by non-profit organization (legislative/judicial)
- Employment conference
- Entertainment industry- no more than 5 absences per school year
- Funeral service (extended days)
- Medical exclusion or exemption
- Member of a precinct board for an election
- Observance of religious or cultural holiday, ceremony, or secular historical remembrance
- Participation in not-for-profit performing arts organization (maximum 5 per school year)
- Pre-arranged Mental health services (mental health day treatment)
- Religious instruction (attend minimum school day no more than 4 days per school month)
- Religious retreat (shall not exceed 4 hours per semester)
- Revoked suspension through appeal's procedure
- "Take Your Child to Work Day"

School sites shall retain copies of completed and approved/denied Administrator Approval of Student Absence Forms in the same location as all other absence notes and maintain them with all absence notes for audit purposes for five years.

- School Bus (reason code SB)  
This reason code is used when a student was absent or tardy due to the school bus (LAUSD only)

### 1. First (1<sup>st</sup>) Truancy Notification Letter

In order to update student attendance records for the District mailing of the Initial NOT, designated staff at each school site shall follow the procedures and timelines outlines in the School Site Quick Reference Sheet. For more information refer to REF-5464.5, Initial Notification of Truancy (1<sup>st</sup> NOT) Central Automation and School Generated (2<sup>nd</sup> and 3<sup>rd</sup> NOT) Procedures.

Initial NOTs are generated and mailed monthly from the Central Office to each qualifying student's parent/guardian. For information on how to generate notifications of truancy letters in MiSiS visit the MiSiS website <http://achieve.lausd.net/misis> and



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click on Job Aids to find *Student Truancy Report, Attendance Notification Screen* and *Mailed Truancy Letter Report*.

Before the Central Office generates the final list of students eligible for the Initial NOT each month, designated school-site staff shall clear all absences for which a valid excuse has been provided (within ten school days of receiving the valid excuse and when verified by designated school personnel).

It is recommended that designated staff clear absences on a daily or weekly basis throughout the school year to ensure that only students who qualify receive a NOT letter. Schools should regularly generate the MiSiS Uncleared Absence Report to identify students with uncleared absences and attempt to obtain verification for absence from parents/guardians.

Undeliverable NOT Letters will be mailed to the school for which the letter was generated. For currently enrolled students, schools shall verify the address, review the student's emergency information form and update the information in MiSiS, if necessary. Schools shall ensure that returned letters are provided to the parent/guardian either via standard mail (when new address is available) or in person, regardless of where the truancies occurred. Parents/guardians can clear absences within 10 school days at the school where truancies were generated.

### Non-Enrolled Students (audit purposes)

For students who are no longer enrolled at the school site, the school shall store returned letters in the student's attendance file. Digital copies are maintained by the central office to be submitted for Mandated Cost Recovery at the end of each school year.

The Second (2<sup>nd</sup>) and Third (3<sup>rd</sup>) Truancy Notification letters shall be manually generated in MiSiS and mailed by each school site, as outlined below.

### 2. Second (2nd) Truancy Notification Letter

Education Code Section 48261 states that any pupil who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy/left early without a valid excuse (30 minutes or more) on one or more days, shall again be reported as a truant to the attendance supervisor or the superintendent of the district.

The 2nd Truancy Notification Letter complies with Education Code Section 48261 by requesting a parent conference. This letter



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shall be sent on or after the 4<sup>th</sup> unexcused absence, tardy or early leave over 30 minutes or partial day or any combination thereof, but may only be sent after the 1st Initial Notification of Truancy Letter has been mailed and the parent has been given the opportunity to respond to the initial notification. Note that only the “UC” absences that are more than 10 days old will be included in the count toward truancy identification.

Tardies or Leave Earlies of 30 minutes or more without a valid excuse will count toward classification of truancy.

Schools shall establish procedures for the designee responsible for generating and mailing the 2<sup>nd</sup> Notification of Truancy Letter for students who have received the Initial NOT and have had at least one additional qualifying unexcused absence, tardy and/or leave early of 30 minutes or more.

The 2nd Truancy Notification Letter is not automated and shall be manually generated in MiSiS and mailed by the school site to the parent/guardian.

- The 2nd truancy notification letter requests a parent conference to discuss the student’s attendance. The principal shall assign a designee to hold the parent conference. The Designee’s contact information, name, title and phone number will be entered in corresponding fields in MiSiS. That designee will be responsible for holding the parent conference.

### 3. Third (3rd) Truancy Notification Letter

#### **Habitual Truancy Reclassification**

Education Code Section 48262 states that any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 (Initial Truancy) or Section 48261 (Parent Conference Request, 2<sup>nd</sup> Truancy). For the purposes of this section, a conscientious effort means attempting to communicate with the parents of the pupil at least once.

#### **Third Notice: Habitual Truancy**

The 3rd Truancy Notification Letter complies with Education Code Section 48262 by reclassifying the student



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as a habitual truant. This letter shall be sent on or after the 5<sup>th</sup> unexcused absence, tardy or early leave over 30 minutes or partial day or any combination thereof, but may only be sent after the 1st and 2<sup>nd</sup> Notifications have been mailed and the parent has been given the opportunity to respond to the notifications. This reclassification may only take place after an appropriate school employee has made a conscientious effort to hold at least one meeting with the parent and the student (by sending the 2<sup>nd</sup> Truancy Notification letter). Note that only the “UC” absences that are more than 10 days old will be included in the count toward truancy identification.

Unexcused tardies and leave earlies of 30 minutes or more must be verified by the school site and coded with a reason code 3, otherwise they will not count toward truancy classification.

Schools shall establish procedures for the designee responsible for generating and mailing the 3rd Notification of Truancy Letter for students who have received the Initial NOT, the 2nd Notification of Truancy Letter, and have had at least one additional qualifying unexcused absence, tardy and/or leave early of 30 minutes or more.

The 3rd Truancy Notification Letter is not automated and shall be manually generated in MiSiS and mailed by the school site to the parent/guardian.

In addition, schools shall:

- Provide interventions for students who have excessive absences and supporting parents/legal guardians in need of assistance or resources
- Make a conscientious effort to hold at least one parent conference (via the second Notification of Truancy Letter, as required)
- Re-classify truant students as habitually truant (via the third Notification of Truancy Letter, as required)
- Establish a system of due diligence for students with ten or more days of consecutive absences. All reasonable efforts should be made to locate non-attending students before a school-initiated withdrawal.
- Ensure that the withdrawal date for all students who are checked out is their last day of in-seat



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attendance

- Refer to the Pupil Services website at <http://pupilservices.lausd.net> for additional materials, resources, and information regarding attendance and/or truancy notification, prevention, and intervention.

For more information refer to REF-5464.5, *Initial Notification of Truancy (1st NOT) Central Automation and School Generated (2nd and 3rd NOT) Procedures* and/or *The School Attendance Review Board (SARB) Intervention Guide for Schools, on Pupil Services Website* <http://pupilservices.lausd.net> under “Tools for Schools.”

### F. Attendance Document Retention

Pupil records are legal documents. Federal and State laws mandate that school employees protect and maintain the security and confidentiality of pupil records. State law requires that certain types of attendance documents be filed and stored. Required retention timeframes are detailed in BUL-4926.2, *Attendance Manual Policy and Procedures*, dated March 1, 2013. Principals are responsible for maintaining enrollment and attendance accounting records in accordance with District policy and ensuring that these records are available for audits.

### G. School Emergency and Mass Absence Procedures

Students may be absent from school due to a school emergency that impacts both the school and student’s residential community as stated in E.C. 46390. Emergency events can include a natural disaster, a major safety hazard, State of emergency or strike involving transportation to students provided by a non-school entity. This event may result in having absences greater than 10% of the school’s enrollment. If a mass absence is due to some event which affects the District as a whole, the District will distribute appropriate guidelines for documentation and response.

The school administrator/designee shall follow the procedures listed below:

- Immediately report the incident to the appropriate Operations Coordinator or Division Head by telephone.
- Document the incident by completing the District’s online Incident System Tracking Accountability Report (iSTAR) form and electronically submit via the Office of School Operations’ website <http://schooloperations.lausd.net>. Schools should email the Attendance and Enrollment Section at [AttendanceEnrollmentSection@lausd.net](mailto:AttendanceEnrollmentSection@lausd.net) with the iSTAR incident report number that has been generated. Schools





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should use the Add New in the Notify Details tab of the iSTAR Report and enter the Attendance and Enrollment Section to indicate that notification was made. For any state updates go back in to iSTAR and append the report.

- Communicate incident information to parents/guardians through the Blackboard Connect notification system and other forms of communication as needed.
- Contact the MiSiS Help Desk either through phone or online (<https://lausd.onbmc.com>) regarding the request to use the School Emergency code and/or to make adjustments to meeting patterns, if required. The School Emergency code is an absence code which may only be applied to students who are marked absent. The helpdesk will provide a service ticket number, which will be used to open a MiSiS request.

It is the responsibility of every teacher to record accurate attendance online in MiSiS or manually on Five Column Rosters.

The MiSiS Help Desk will:

- Contact the Attendance & Enrollment Section of Budget Services & Financial Planning for further details to finalize the School Emergency Code process.
- Contact the school when the process has been completed.

### X. ATTENDANCE MONITORING

Monitoring attendance taking and ensuring record accuracy are critical to ensuring that students are regularly attending school and abiding by California Compulsory Education Law. There are numerous reports and systems in place that are tools and resources schools should utilize to track student attendance outlined in the *Essential Reports for Monitoring Attendance Taking and Accuracy* (ATTACHMENT T). In addition to the numerous reports and systems in place, schools can use the *School Site Quick Reference for Five Column Rosters* (ATTACHMENT S).

#### A. Attendance and Dropout Prevention Section of Safe School Plan

LAUSD schools are required to comply with California Education Codes 32280-32289 which mandate that every school prepare a school safety plan. Each volume of a Safe School Plan clearly delineates responsibilities for all stakeholders to help create a positive school climate that supports safety, attendance, wellness, emergency preparedness and coordinated planning for emergencies and critical incidents. The Coordinated Safe and Healthy School plan (CSHSP) Volume 1 outlines requirements related to positive attendance and building resilience.



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### B. BlackBoard Connect

Blackboard Connect calls are made based on attendance information in MiSiS.

- By default, attendance messages are sent twice a day to the parent/guardian of students that have an absence or tardy that day, by the Blackboard Connect.
- Parents/guardians can designate the telephone number to receive Attendance messages on Blackboard Connect by indicating so on the Student Emergency Information Form.
- Attendance information is taken from MiSiS at 9:30 a.m. to generate the morning call to the parents/guardians. This call provides parents/guardians an early notification of absence and tardies, so that an effort can be made to get the student to class.
- The evening call is based on attendance data in MiSiS as of 3:30 p.m. and reflects attendance information for the entire day. Calls are made for all absences and tardies with a reason code 2 (unexcused), 3 (non-compliant), UC (Uncleared) and/or 0 (No Note).
- It is important that schools accurately submit attendance and make all necessary updates prior to these two times in order to communicate correct information to parents/guardians and to minimize unnecessary inquiries.
- Designate appropriate staff member(s) to make personal phone calls to parents/guardians when students are absent.
- Principals should encourage classroom teachers to call home to inquire about students' chronic absences.

### C. Acceptable Method to Communicate an Absence Reason from Parents/Guardians

Parents/guardians are responsible for providing documentation of an excused student absence (CA Code of Regulations §306). Acceptable methods for parents/guardians to communicate an absence reason are as follows:

- Providing a written notice, signed and dated by parent/guardians; and/or
- An email from parent/guardian's known email address; and/or
- A phone call from the known parent/guardian. Schools shall ensure to document the phone call with reason from parent/guardian for audit purposes.

Non-acceptable methods for parents/guardians to communicate an absence reason are as follows:



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- An email from an unfamiliar account to the school or to the teacher's personal device is not acceptable; and or
- A text message from any mobile device.

### XI. WITHDRAWAL PROCEDURES

Students are expected to be enrolled and attend school on all assigned school days according to state law. Schools shall not send students home, conduct mass checkouts, force outs, push outs, or withdraw students early to prevent their attendance at school. Examples of other prohibited practices include:

- Finalizing grades prior to the end of a semester
- Mass check-outs based on age
- Withdrawing students prior to the end of the school year or semester
- Withdrawing student to prevent participation in testing
- Withdrawing students because of discipline and/or attendance issues
- Withdrawing students who are not on track to culminate/graduate or are failing classes

The withdrawal of a student from elementary and secondary schools may be initiated by:

- Parent/guardian
- 18-year-old student
- Emancipated minor
- Appropriate school site administrator (e.g., Opportunity Transfer)
- School Attendance Review Board (SARB)
- District Operations
- District Administrative Office
- District Headquarters (e.g., Expulsion)

#### A. Reasons for Withdrawal

Parent/guardian withdrawal requests are not automatically granted.

For the most updated list of withdrawal codes (L Codes) visit the MiSiS Resources and Job Aids website

<http://achieve.lausd.net/Page/8061>.

##### i. Residence Change

A student may be withdrawn from his or her school of residence if the parent/guardian presents documentation verifying a change in residence, and the new address belongs to a different school. If the exact address is not available, but it is known that the student will reside in the boundaries of a different school district (e.g. out of state, out of country, or within CA but outside of LAUSD boundaries), school staff shall document the city and state to which the student is moving and proceed with student withdrawal.



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ii. Enrollment in an Alternative Education Program

A student may be withdrawn upon presenting proof of being accepted into an alternative educational program. Examples include: continuation school, charter schools, Los Angeles County Office of Education (LACOE) schools, independent study programs, and Accelerated College and Career Transition (AC<sup>2</sup>T) Program.

iii. Whereabouts Unknown

For Secondary schools, students who are withdrawn as Whereabouts Unknown will appear on Potential Dropout lists and negatively affect Dropout Rate and Graduation Rate at the last school of attendance. Designated school staff shall continue to search for and attempt to reenroll all students who have been withdrawn Whereabouts Unknown. School personnel shall document all efforts to contact, locate and re-enroll students in the MiSiS Counseling Communications.

Schools shall make every effort to locate students with excessive consecutive absences and exercise due diligence, including sending letters to the home, placing phone calls to all known contact numbers for the student's caregiver(s) and emergency contact(s), and conducting a home visit (by a certificated staff member). Students should continue to appear on MiSiS rosters unless they are enrolling in another educational option. Teachers shall continue to record accurate daily attendance. Once all due diligence efforts have been exhausted to locate the student, the school may withdraw the student. If school staff is able to locate the absent student, designated school staff shall implement strategies to re-engage the student and family with the goal of returning the student to regular attendance, or referring to an appropriate alternative educational program if indicated.

If a parent or guardian notifies school staff that a student has left home without parent's consent and the student's whereabouts are unknown, school personnel shall:

- Advise the parent/guardian to file a police report if this has not already been done
- Maintain the student's active enrollment status, allowing for the student to return without an interruption in enrollment
- Notify parents/guardians of their responsibility to inform the school of any updated information
- Re-enroll the student immediately upon the student's return

B. Secondary and Elementary Student Withdrawals



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Parent/guardian must sign and submit the [Authorization to Withdraw Student from Enrollment](#) (Attachment Q) and the [Parent Assurance Letter \(PAL\)](#) (Attachment R). School staff shall document as much information as possible, including a destination school, home address, working phone number, and contact information of relatives. The withdrawal date should be the last day of attendance to avoid duplicate enrollment. The Parent Assurance Letter (PAL) is the official form used to document withdrawal, transfer and other student movement. Student withdrawals should not be withheld due to a student owing textbooks or materials.

### 1. Secondary Student Withdrawals

The student or designee shall carry a Clearance Form to each of the classes in which the student was enrolled where each teacher will enter a final grade. The original PAL must be placed in the student's cumulative record and a copy filed in a designated office where it can be accessed if the student appears on the school's Potential Dropout List.

### 2. Elementary Student Withdrawals

Office staff shall send the Notice of Entrance and Withdrawal (Pink E/L slip) to notify the teacher that the student is withdrawing from the class. The original PAL must be placed in the student's cumulative record. The teacher will retain the Notice of Entrance and Withdrawal form with the student's absence notes and will turn them in when absence notes are collected by the office.

Although school attendance for students under the age of 6 is not mandatory, school staff shall not withdraw an enrolled Kindergarten student for low academic performance, poor attendance, or disciplinary reasons. If it is determined by the administrator that a student was enrolled in Kindergarten using fictitious records and information, the school shall:

- Withdraw the student
- Collect the health information form or official records that have been created for the student
- Document on each record the circumstances that caused the withdrawal of the student
- Store all documents in the student's cumulative record
- Contact the Attendance and Enrollment Section at [attendanceEnrollmentSection@lausd.net](mailto:attendanceEnrollmentSection@lausd.net) to receive instructions on how to amend the statistical report, classification report, Grade Span Adjustment and other pertinent reports. Refer to [BUL 5708.1, Transitional Kindergarten, Kindergarten, and 1<sup>st</sup> Grade Entrance Age Requirements, Verification of Birth Date, and Placement Forms](#), dated May 13, 2013



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### XII. DOCUMENTATION OF SERVICES, CONTACTS AND/OR INTERVENTIONS

State and federal laws strictly regulate the rights and obligations regarding access to and disclosure of pupil record information and an individual's health information. (Family Educational Rights and Privacy Act, (FERPA), 20 U.S.C. Section 1232g; California Education Code Sections 49060 et seq., 49073 et seq. and The Federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA")). Refer to BUL-1077.1 *Information Protection Policy* issued December 5, 2006 and BUL-2469 *Pupil Records: Access, Confidentiality, and Notice of Educational Rights* issued April 24, 2006.

It is the policy of the Los Angeles Unified School District (LAUSD) to protect sensitive student information. All District employees shall uphold both FERPA and HIPAA when documenting student information and accessing and/or sharing pupil records. Therefore, it is important that District employees understand the appropriate ways to document student information in MiSiS.

The My Integrated Student Information System (MiSiS) should be used in recording contact with student's parents/guardians, counseling communications, student discipline as well as collecting student counseling, discipline and intervention data. Information documented in MiSiS becomes part of the pupil records. Upon request or subpoena, parents/guardians will have access to student records. School staff is required to utilize the MiSiS Student Support Module to record and track student counseling services and discipline authorized by the California Education Code (E.C.) including any actions and prior interventions taken in response to student misconduct. In addition, schools are required to utilize the records, provide data-driven interventions, and develop solutions and strategies to effectively address student behavior. School can utilize resources, such as, the Attendance and Dropout Prevention Plan available for download on the Pupil Services website (<http://pupilservices.lausd.net>) under "Tools for Schools." This applies to all LAUSD schools including comprehensive schools and alternative programs of the Educational Options. Administrators and school principals are responsible for making sure that the school staff is provided with clear guidance and supported with mandatory trainings in order to appropriately utilize the system and accurately document and maintain student records. Procedures for documenting in MiSiS are as follows:

- Entering a Counseling Communication  
Counselors and principals can enter a Counseling Communication when contact is made with a student(s) regarding a counseling issue.





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Individual Counseling Communications can be entered through the student profile or in mass using the Advance Search > Action > Manage Counseling Communications.

For a step-by-step guide, refer to Job Aid “Entering a Counseling Communication” under the Admin Portal at <http://achieve.lausd.net/Page/5831>.

- Entering an Intervention  
Teachers can enter intervention for students on their roster through the Teacher portal. Principal’s designated staff (Administrator/Designee) can enter intervention for a referred student through Administrative Portal. Users are to accurately enter applicable information on the “Intervention” page under the Support tab for the selected student. The date and time automatically default to the present and is to be updated as needed to match when the incident occurred. The “Comments” field must be used to describe incident-related relevant information. The description of the behaviors and/or actions must be based on facts, not subjective information.

For a step-by-step guide, refer to Job Aid “Entering and Viewing Prior Interventions” under the Teacher Portal or the Admin Portal at <http://achieve.lausd.net/Page/5831>.

- The MiSiS Contact Log should not be used for documenting any of the examples provided above. The MiSiS Contact Log should only be utilized to document general and non-sensitive information (e.g., contacts, home visits, and written communication. No confidential detailed information should be documented in Contact Log.

For more information refer to BUL-5808.3 [\*My Integrated Student Information System \(MiSiS\) Student Support Module Required Usage\*](#) dated March 23, 2015

### RELATED RESOURCES:

BUL-4926.2, [\*Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools\*](#), dated March 1, 2013

BUL-1229.2, [\*Home, Hospital & Tele-Teaching Instructional Services \(Carlson Home Hospital School\)\*](#), dated May 7, 2015

BUL-1660.8, [\*Immunization Guidelines for School Admission\*](#), dated January 11, 2016

BUL-2060.0, [\*Pregnant and Parenting Students Educational Rights\*](#), dated March 11, 2016



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BUL-3276.1, [\*Compliance on Services for Pregnant Minors and Parenting Minors\*](#), dated August 15, 2007

BUL-5255.1, [\*Implementation of the Romero Open Enrollment Act\*](#), dated November 5, 2012

REF-5259.0, [\*Use of New Student Enrollment Form\*](#), dated October 11, 2010

BUL-6303, [\*Student Emergency Information Form\*](#), dated June 16, 2014.

BUL 5341.2, [\*Inter-district Permits \(District to District\)\*](#), dated January 22, 2013

BUL 5347.1, [\*Intra-district Permits \(School to School\) and Student Transfers in Elementary and Secondary\*](#), dated June 10, 2013

REF-5464.5, *Initial Notification of Truancy (1st NOT) Central Automation and School Generated (2nd and 3rd NOT) Procedures*

BUL-5708.1, [\*Transitional Kindergarten, Kindergarten, and 1st Grade Entrance Age Requirements, Verification of Birth Date, and Placement Forms\*](#), dated May 13, 2013

REF-5777.4, [\*Transitional Kindergarten Implementation\*](#), dated May 2, 2016

BUL-5808.3, [\*My Integrated Student Information System \(MiSiS\) Student Support Module Required Usage\*](#), dated March 23, 2015

MEM-6046.4, *Placement, Scheduling and Staffing of English Learners in Middle School and High School in 2016-17*, dated April 18, 2016

BUL-6050.1, [\*Expulsion of Students - Policy and Procedures\*](#), dated August 19, 2013

BUL-6362.0, [\*Opportunity Transfers \(O.T.\) Policy and Procedures\*](#), dated August 14, 2014

[\*Special Education Policies and Procedures Manual\*](#), dated July, 2007

## ASSISTANCE:

For assistance or further information, please contact:

- Office of Pupil Services at (213) 241-3844
- Local District Pupil Services and Attendance Coordinators
- Office of Data and Accountability at (213) 241-2460
- For MiSiS questions, contact the ITD Service Desk at (213) 241-5200 or <http://techsupport.lausd.net/>

## ATTACHMENTS:

- A MiSiS Opening of School Year Checklist
- B Guidelines for Verification of Residence
- B-1 Guidelines for Verification of Residence – SPANISH

REF-6554.1

Student Health and Human Services

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August 8, 2016



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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### MiSiS Opening of School Year Checklist

To help plan for a successful opening of the 2016-17 school year, this checklist provides guidance to schools of tasks to ensure a smooth opening with MiSiS. Schools should complete all relevant tasks in advance of the first instructional day.

<b>Access</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Teachers who have not applied for access to a new location will not be able to take attendance. Remind teachers at new locations to use EZ Access to reapply at their new location.</li> <li><input type="checkbox"/> Teachers who have not applied for access to a new location will not appear in the master schedule Sections Editor. Remind teachers at new locations to use EZ Access to reapply at their new location.</li> <li><input type="checkbox"/> Administrators who have not reapplied for access at a new location will not have the ability to approve access to school staff. New school administrators need to use EZ Access or send in a MiSiS Access Request form if they have changed locations.</li> <li><input type="checkbox"/> Principal or administrative designee should remove access for those employees who no longer work at the school. Use Ez Access to remove employee from gaining access.</li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Period Groups and Meeting Patterns- Schools need to set up their Period Groups and meeting patterns to reflect the schedule they will be implementing at their school. The first week might look different than the remaining weeks. This set up is critical to attendance taking.</li> <li><input type="checkbox"/> Elementary schools should set up meeting patterns and period groups for AM/PM classes and those classes that do not meet every day.</li> <li><input type="checkbox"/> *** New Dual Language cost centers need to be reminded to do this (the meeting patterns of the host school will NOT automatically apply to the new Dual Language cost center)</li> <li><input type="checkbox"/> Once all scheduled changes have been completed, print and distribute the Class Roster Five Column report for all teachers and classes. If unable to take attendance in MiSiS due to technical or connectivity issues, this report is to be used, adding the names of any students not listed and crossing out the names of any dropped students.</li> <li><input type="checkbox"/> If teachers are absent be prepared to use the Educator Absence Schedule to generate "logins"</li> </ul>
<b>English Learners</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Print Master Plan Roster to see which students still need to be assigned a Master Plan Program and ensure appropriate English Learner placement.</li> <li><input type="checkbox"/> For new enrollees: verify enrollment packet from previous school to determine if</li> </ul>

	<p>the home language survey matches what is in MiSiS (if not matching, contact previous school).</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Print Ready to Reclassify roster and reclassify all eligible students before administering ELA assessments.</li> <li><input type="checkbox"/> Print and review CELDT Coding Roster and CELDT Test Discrepancy Report to identify which students need an initial or annual CELDT assessment in preparation for CELDT Testing.</li> </ul>
<b>Enrollment</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Refer to REF-6554.1 2016-2017 Opening Day Procedures, issued by Student Health and Human Services for LAUSD policy regarding enrolling students.</li> <li><input type="checkbox"/> Determine school procedures for enrolling new students.</li> <li><input type="checkbox"/> When searching for a student using Enroll Student search, check the birthdate, parent information, prior school enrollment, and complete name to verify the correct student is being enrolled.</li> </ul> <p>Transitional Kindergarten Expansion</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student must turn 5 after 12/2/2016.</li> <li><input type="checkbox"/> Enroll student in Grade Level= TE. Enrolling in another grade will cause statistical report errors.</li> </ul> <p>Transitional Kindergarten</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student birthdate should between 9/2/11 and 12/2/11.</li> <li><input type="checkbox"/> Enroll student in grade level= TK.</li> </ul> <p>No Show</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identifying No Show Students <ul style="list-style-type: none"> <li><input type="checkbox"/> Run the Attendance Not Submitted Report to verify all teachers have submitted attendance.</li> <li><input type="checkbox"/> Verify any student who did not pick up their schedule is marked absent with UC reason code.</li> <li><input type="checkbox"/> Run the Master Absence Report to determine who was absent.</li> <li><input type="checkbox"/> Students who are absent on the first day of school must be marked as a No Show. Refer to MiSiS No Show Job Aide for directions.</li> </ul> </li> <li><input type="checkbox"/> Every night beginning on the first day of school a nightly process will run to remove No Show students. Only students marked absent every period will be processed as a No Show. Students with Attendance Not Submitted or marked present will not be processed.</li> <li><input type="checkbox"/> The No Show Screen (Enrollment &gt; No Show) and the No Show Report will displayed a Processed Date. If the student has a processed date the No Show</li> </ul>

	<p>record cannot be deleted.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Students returning to school after being processed will need to be re-enrolled and re-scheduled.</li> <li><input type="checkbox"/> Run the No Show Report to identify students processed as a No Show or who could not be processed as a No Show. Resolve any issues with No Show students who could not be processed.</li> </ul> <p>Auto-withdrawal</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> When trying to enroll a student who is currently enrolled at another LAUSD school using Automatic Withdrawal, a pop up will state that “Current Enrollment would be deleted” and you will be asked if you want to proceed. Click Ok to proceed with enrolling the student at your site. You are not deleting the record, just transferring it to your school. The Student Enrollment information will show automatically so that you can make changes.</li> <li><input type="checkbox"/> Generate the Automatic Withdrawal Report to identify student’s auto withdrawn by another school.</li> <li><input type="checkbox"/> Update Withdrawal Codes, Reasons, and Dates as needed.</li> <li><input type="checkbox"/> Generate E Cast vs. Actual Enrollment Report to determine E Cast Enrollment numbers.</li> <li><input type="checkbox"/> Generate Emergency Roster.</li> <li><input type="checkbox"/> Update Parent/Guardian and Emergency Contact information for students based on new emergency card information.</li> </ul>
<b>Grades</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure that all grades are entered for all students that completed Summer Term courses.</li> <li><input type="checkbox"/> Make sure to order Pressure Sealer forms from the District warehouse if needed, to be used for Secondary School Report Cards and other correspondence. (SKU: 966-12-20814)</li> <li><input type="checkbox"/> Be sure that any required maintenance to the Pressure Sealer machine is performed. Refer to <a href="#">LAUSD Mass Mail and Pressure Sealer webpage</a>.</li> </ul>
<b>Graduation Standards</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Generate Graduation Eligibility Status for 2016 &amp; Beyond report. <ul style="list-style-type: none"> <li><input type="checkbox"/> This report will allow you to identify students that need to be promoted or demoted - you can export to Excel and use filters to identify students by virtue of credit count, grade level, and graduation year.</li> <li><input type="checkbox"/> You can also quickly identify students that are missing any graduation requirements.</li> </ul> </li> <li><input type="checkbox"/> Generate IGP report by Grad Year and review to identify students that require additional coursework. Users can generate PDF’s in lieu of printing and user may use the search function to find specific students.</li> </ul>
<b>Student Support</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assign staff to receive automatic emails when a referral is submitted by using the</li> </ul>



	Referral E-Mail Set-up screen <input type="checkbox"/> Plan for IGP meetings with students
<b>State Reporting</b>	<input type="checkbox"/> Ensure all teacher submit attendance for all students, generate the Classification Report to ensure accurate enrollment counts
<b>Scheduling</b>	<input type="checkbox"/> <b>Elementary</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that all students have been assigned the correct grade level class             <ul style="list-style-type: none"> <li><input type="checkbox"/> Use Elementary Class Roster to check enrollments</li> </ul> </li> <li><input type="checkbox"/> Check the Walk-In Scheduler for students with a "0" in the Sections column.</li> <li><input type="checkbox"/> Ensure that all students have been assigned the correct grade level             <ul style="list-style-type: none"> <li><input type="checkbox"/> Use Elementary Alpha Roster</li> </ul> </li> <li><input type="checkbox"/> Ensure active teachers are assigned to all sections; if no teacher, use an unfilled position number</li> <li><input type="checkbox"/> Ensure that all section attributes are appropriately marked             <ul style="list-style-type: none"> <li><input type="checkbox"/> English Learners - Master Plan Program, English Learner Service</li> <li><input type="checkbox"/> Dual Language Program - Master Plan Program, Primary language</li> <li><input type="checkbox"/> Independent Study - see updated policy</li> <li><input type="checkbox"/> Run Section Attributes Report to verify</li> </ul> </li> <li><input type="checkbox"/> Delete all classes with teacher assignment of "unfilled 25". If students are still in these classes, they need to be moved to another section before deleting the class.</li> <li><input type="checkbox"/> Assign certificated out-of-classroom personnel a course that represents the position they serve, i.e. principal - 900101</li> </ul> <input type="checkbox"/> <b>Secondary</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review Courses to check for             <ul style="list-style-type: none"> <li><input type="checkbox"/> Correct A-G category</li> <li><input type="checkbox"/> Credits</li> <li><input type="checkbox"/> Grade level span</li> <li><input type="checkbox"/> Obsolete courses</li> <li><input type="checkbox"/> Run the School Courses Report</li> </ul> </li> <li><input type="checkbox"/> Review Sections in Sections Editor             <ul style="list-style-type: none"> <li><input type="checkbox"/> Run Class Enrollment Report by list or matrix to view sections, enrollment, and teacher assignment</li> <li><input type="checkbox"/> Ensure that all section attributes are appropriately marked                 <ul style="list-style-type: none"> <li><input type="checkbox"/> English Learners - Master Plan Program, English Learner Service</li> <li><input type="checkbox"/> Dual Language Program - Master Plan Program, Primary language</li> <li><input type="checkbox"/> Run Master Plan Roster to verify</li> <li><input type="checkbox"/> Location - add the magnet location for sections belonging</li> </ul> </li> </ul> </li> </ul>

	<p>to a particular magnet location</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Independent Study - mark section attribute for each associated section</li> <li><input type="checkbox"/> Review Sections Attribute Report</li> <li><input type="checkbox"/> Review teacher schedules and check for <ul style="list-style-type: none"> <li><input type="checkbox"/> Appropriate assignment and alignment with credential</li> <li><input type="checkbox"/> Missing classes</li> <li><input type="checkbox"/> Periods assignment for: <ul style="list-style-type: none"> <li><input type="checkbox"/> Conference</li> <li><input type="checkbox"/> Auxiliary (if any)</li> </ul> </li> <li><input type="checkbox"/> Assign certificated out of classroom personnel a course that represents the position they serve, i.e. sec counselor - 930304</li> <li><input type="checkbox"/> Run the Teacher Section Assignment report by matrix view</li> </ul> </li> <li><input type="checkbox"/> Review Student Schedules and check for <ul style="list-style-type: none"> <li><input type="checkbox"/> Students with "0" schedules <ul style="list-style-type: none"> <li><input type="checkbox"/> Use the Walk-In Scheduler to check for "0" students in the Sections column by clicking the Sections title in blue to sort by ascending/descending order</li> <li><input type="checkbox"/> Run student schedule summary for students with "0" schedules</li> </ul> </li> <li><input type="checkbox"/> Students with partial schedules <ul style="list-style-type: none"> <li><input type="checkbox"/> Use the Walk-In Scheduler to check for the number of students will less than the required count of sections</li> <li><input type="checkbox"/> Run student schedule summary for students with partial schedules</li> </ul> </li> <li><input type="checkbox"/> Students with incorrect schedules <ul style="list-style-type: none"> <li><input type="checkbox"/> Review student schedule summary and make changes to schedules as necessary</li> </ul> </li> <li><input type="checkbox"/> Review updated grades from summer school, adult school, community college, etc. and make changes as necessary to student schedules</li> <li><input type="checkbox"/> (High Schools Only) <ul style="list-style-type: none"> <li><input type="checkbox"/> Review Repeating Courses Report <ul style="list-style-type: none"> <li><input type="checkbox"/> Check for students taking courses that already have been passed</li> </ul> </li> <li><input type="checkbox"/> Review Course Deficiency Reports <ul style="list-style-type: none"> <li><input type="checkbox"/> Check to determine if students have not passed a required course</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Terms - if using both 10 week terms and 20 week terms, check the above for each term</li> </ul> </li> </ul>
<b>Transcripts</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Transcripts can only be updated by users with the following user roles: Principal, Scheduling Admin, and Counselor Plus.</li> </ul>

	<p>To update student transcripts navigate to Academics-&gt;Transcripts-&gt;Transcript Detail for:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Students that completed Adult School/Continuation School Courses</li> <li><input type="checkbox"/> Students that are transferring from other school districts - in state or out of state.</li> <li><input type="checkbox"/> To enter foreign transcripts for any students enrolling from out of the country, please refer to Bul-1545.1</li> <li><input type="checkbox"/> For students no longer enrolled and requesting transcripts, run the Transcript report and be sure to select the School Year in which student was enrolled and for Enrollment Status be sure to select All or Not Enrolled.</li> </ul>
<b>Groups</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all students are assigned to only one counseling group</li> <li><input type="checkbox"/> Ensure that students are assigned to only one learning community group (optional)</li> </ul>
<b>Report Subscriptions</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use the Report Subscriptions feature to automatically run reports on a scheduled basis <ul style="list-style-type: none"> <li><input type="checkbox"/> Go to Admin&gt;Report Subscriptions</li> <li><input type="checkbox"/> Follow job aid on report subscriptions</li> <li><input type="checkbox"/> Recommended Reports to run for opening: <ul style="list-style-type: none"> <li><input type="checkbox"/> Secondary <ul style="list-style-type: none"> <li><input type="checkbox"/> Class Enrollment</li> <li><input type="checkbox"/> Student Schedule Summary</li> </ul> </li> <li><input type="checkbox"/> Elementary <ul style="list-style-type: none"> <li><input type="checkbox"/> Elementary Class Rosters</li> </ul> </li> </ul> </li> </ul> </li> </ul>

### Guidelines for Verification of Residence

A school may accept one or more of several types of documents from the parent or legal guardian of a pupil as reasonable evidence that the pupil meets residency requirements for school attendance in the Los Angeles Unified School District. All documentation must be current and must identify the parent or legal guardian as the resident. Examples of documents that may be accepted as proof of residence ***include, but are not limited to*** any of the following:

- Utility service bills (gas, water, electric)
- Property Taxes, rental or lease agreement, current rental receipt with address of property on receipt
- Official government mail (CalWorks, Social Security, Medi-Cal)

Other documents may also be considered as proof of residence. However, many of these documents may not be as reliable as those listed above and therefore, may require additional verification. Examples of these documents ***include, but are not limited to:***

- Escrow papers
- Current bank statements (personal checks will not be accepted as proof of residence)
- Moving company receipts
- Verification of residency service letter from a utility company

Any documentation offered as proof of residence must show the name of the parent/legal guardian, a current date and the residence address. **The LAUSD does not accept telephone bills or driver's licenses as proof of residence.**

In the absence of specific documentation, a prospective enrolling parent may provide a **written affidavit** verifying his or her residence. If the parent/guardian returns the mailed affidavit to verify residence letter within 30 days to the school, this is legally sufficient to establish residency.

Schools may not require the parent/legal guardian to notarize or provide notarized documentation.

At times, a student will be allowed to enroll in school based on special circumstances. In these cases, one of the following should be accepted in lieu of standard proof of residence documentation:

- Homeless Affidavit or Affidavit of Temporary Residence
- DCFS Form 1399 "Notification to School of Minor's Placement Status"
- Intra or Inter-District Permit
- Special Education IEP

### Guía Para Verificación de Domicilio

Las escuelas del Distrito Escolar Unificado de Los Ángeles aceptan uno o más de los siguientes documentos como prueba razonable de que un estudiante habita dentro de la zona que le confiere derecho a matricularse en ellas. Los mismos deben ser presentados por uno de los padres o tutores del estudiante, identificar a estos como residentes en el domicilio, y ser actuales. Entre otros, algunos de los documentos aceptados son:

- Facturas de servicios públicos (gas, agua, electricidad).
- Recibo de contribución inmobiliaria, contrato de alquiler, recibo reciente del alquiler con la dirección de la propiedad en el recibo
- Correspondencia oficial proveniente de una entidad gubernamental (CalWorks, Seguro Social, Medi-Cal).

Existen otros documentos que también se aceptan como prueba de domicilio. Sin embargo, muchos de ellos pueden no considerarse tan fiables como los mencionados en la lista anterior y por consiguiente, requieren de verificación adicional. Entre otros, algunos de estos son:

- Documentos de escritura de la propiedad en que se reside.
- Estado de cuenta bancaria actual (no se aceptan cheques personales como prueba de domicilio).
- Recibos de pago a una empresa de mudanzas.
- Verificación de servicio residencial de parte de una compañía de servicios públicos.

Toda documentación que se presente como prueba de domicilio debe incluir el nombre de por lo menos uno de los padres o tutores del estudiante, fecha actual, y la dirección del hogar. **LAUSD no acepta facturas telefónicas o licencias de conducir como prueba de domicilio.**

En caso de no contar con la documentación específica que compruebe el domicilio, los padres del estudiante pueden realizar una declaración jurada por escrito (ver formulario D2 adjunto) que verifique el domicilio. Si el padre / tutor devuelve la declaración jurada, enviada por correo para verificar la residencia dentro de 30 días a la escuela, esto es legalmente suficiente para establecer su residencia.

La escuela no puede exigirles a los padres de familia o tutores que presenten documentación notariada.

En ciertos casos, se le permitirá a un estudiante que se inscriba en la escuela bajo circunstancias extraordinarias. En tales casos, se podrán aceptar uno de los siguientes documentos en lugar de la documentación habitualmente exigida:

- Declaración jurada de carencia de hogar fijo [*Homeless Affidavit*] o declaración jurada de residencia temporal.
- Formulario 1399 DCFS de “Notificación a la Escuela de la Asignación del Menor”.
- Permiso dentro del Distrito o entre distritos [*Intra o Inter-District Permit*].
- IEP de Educación Especial.

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT C

**Affidavit to Verify Residence Form**

*(This form should be used only when the parent/legal guardian cannot provide documented proof of residence.)*

I, \_\_\_\_\_, declare I am the parent/legal guardian of

Name:      First                      Middle                      Last                      Date of Birth

I currently reside at the address listed below.

Address                      City  
CA Zip                      Phone #

At this time, I do not possess any official documentation to prove residency. This is because:

\_\_\_\_\_  
\_\_\_\_\_

As soon as I am able to obtain documentation proving my residency, I will provide copies of such documentation to the school's attendance office.

I declare under penalty of perjury under the laws of California that the above statements are true and correct.

\_\_\_\_\_  
Print Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

Parent/Guardian will be given 30 days to provide the "Proof of Residency" documentation. If not received by \_\_\_\_\_, the student will be checked-out.

\_\_\_\_\_  
Parent/Guardian Signature

Affidavit to Verify Residence Form- English



Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT C-1

**Declaración Jurada Para Confirmar El Domicilio**

*(Este formulario se utiliza tan solo cuando el padre de familia o tutor legal del alumno no tiene los documentos necesarios para probar que vive en su domicilio)*

Yo, declaro que soy el padre o tutor legal de:

Nombre	Segundo nombre	Apellido	Fecha de nacimiento
--------	----------------	----------	---------------------

Actualmente vivo en la dirección apuntada a continuación:

Dirección	Ciudad	<u>CA</u> Código postal
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\_\_\_\_\_  
Teléfono

En este momento no tengo en mi posesión documentos oficiales que prueben que vivo en mi domicilio.  
Esto se debe a  
que: \_\_\_\_\_

En cuanto logre obtener los documentos que comprueban que vivo en mi domicilio, le proporcionaré copias de dichos documentos a la Oficina de Asistencia Escolar de la escuela.

Declaro bajo pena de falso testimonio conforme a lo establecido por las leyes del Estado de California que las declaraciones anteriores son verdaderas y correctas.

\_\_\_\_\_  
Escriba el nombre y apellido del padre o tutor en letra de molde

\_\_\_\_\_  
Firma del padre o tutor

\_\_\_\_\_  
Fecha

Al Padre/Tutor se le dará 30 días para que proporcione prueba de documentación de domicilio. Si esta no es recibida para la fecha de \_\_\_\_\_, el estudiante será dado de baja en la escuela.

\_\_\_\_\_  
Firma del Padre/Tutor

Affidavit to Verify Residence Form - Spanish

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT D

**AFFIDAVIT OF TEMPORARY RESIDENCE**

I, \_\_\_\_\_, declare as follows:

I am the (check one) ☐ parent ☐ legal guardian ☐ caretaker of

Name: First Middle Last Date of Birth

a school age minor who is seeking admission to \_\_\_\_\_  
School

in the Los Angeles Unified School District.

Since \_\_\_\_\_ our family has not had a permanent address; however,  
(date)  
we do reside within the attendance area of \_\_\_\_\_.  
School

For school purposes, I can receive mail at and maintain regular contact with:

Name: Phone #:

Address: Street City/State Zip Code

In case of emergency, please contact:

Name: Phone #:

Address: Street City/State Zip Code

I declare under penalty of perjury under the law of California that the above is true and correct and that if called upon to testify, I would be competent to testify thereto.

Signature of Parent/Legal Guardian/Caretaker

Date

Witnessed by: \_\_\_\_\_  
School administrator's signature or his/her designee

Affidavit of Temporary Residence - English

**DECLARACION JURADA SOBRE EL DOMICILIO PROVISIONAL**

Yo, \_\_\_\_\_, declaro lo siguiente:

Soy el/la (marque una casilla) ☐ padre/madre ☐ tutor(a) ☐ la persona a cargo de

Nombre	Segundo Nombre	Apellido	Fecha de Nacimiento
--------	----------------	----------	---------------------

Un menor en edad escolar que solicita ingreso a \_\_\_\_\_  
Escuela  
en el Distrito Escolar Unificado de Los Angeles.

Desde el \_\_\_\_\_ nuestra familia no ha tenido domicilio fijo; sin  
(Fecha)  
embargo, actualmente vivimos en la zona de asistencia escolar de \_\_\_\_\_  
Escuela

Si la escuela desea comunicarse conmigo, puedo recibir correo y mantenerme en contacto regularmente con:

Nombre: \_\_\_\_\_ Nº de Teléfono \_\_\_\_\_

Dirección: \_\_\_\_\_  
Calle Ciudad y Estado Zona Postal

En caso de una emergencia, por favor comuníquese con:

Nombre: \_\_\_\_\_ Nº de Teléfono \_\_\_\_\_

Dirección: \_\_\_\_\_  
Calle Ciudad y Estado Código Postal

Declaro bajo pena de falso testimonio conforme a lo establecido por las leyes del Estado de California que lo anterior es verdadero y correcto y que si se solicitara que testifique, atestiguaría a ello con competencia.

_____ Firma del padre, tutor legal o persona a cargo del alumno	_____ Fecha
--	----------------

Da fe: \_\_\_\_\_  
Firma del administrador de la escuela o de la persona designada por el/ella.

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT E

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)

(Address)

(City, State, Zip Code)

Dear Parent/Guardian:

On \_\_ (insert date) \_\_ you enrolled your child(ren) at \_\_\_\_\_ School utilizing the "Affidavit of Residence" form requiring that you provide appropriate documentation of your address within 30 days. You have until \_\_ (insert due date) \_\_ to provide this information.

We are sending this letter to you to establish your ability to receive mail at the address you provided. Please bring this letter and the documentation verifying your address to the school within the time allowed.

Failure to provide this information may result in one or more of the following actions by the school:

- Checking your child(ren) out to the address and appropriate school of residence as established through returned mail.
- Checking your child(ren) out to the last school of residence and attendance which is still your legal placement according to the findings of our investigation.
- Checking your child(ren) out to the school of attendance based on the address that we were able to verify as your legal residence through our investigation.

When you return to the school with this letter and your documentation, please see

\_\_\_\_\_ in the Attendance Office. An appointment can be made by calling \_\_\_\_\_ at your earliest convenience.

Thank you for your cooperation and prompt response.

Sincerely,

Principal

Verification of Residence (Follow-up letter) – English

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT E-1

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)

(Address)

(City, State, Zip Code)

Estimado Padre/Tutor:

Usted recién matriculo a su hijo(a) en la Escuela \_\_\_\_\_ utilizando la forma de "Declaración Jurada Para Confirmar Residencia" que requiere que provea la documentación apropiada para su domicilio actual hasta el día \_\_\_\_\_.

Le estamos enviando esta carta para establecer su habilidad de recibir correo en el domicilio que proveo. Por favor traiga esta carta y la documentación para verificar su domicilio dentro del tiempo asignado.

El no proveer la información requerida puede resultar en una o más de las siguientes acciones tomadas por la escuela:

- Dar de baja a su hijo(a) y enviarlo(a) a la última escuela de residencia y asistencia que todavía es su domicilio legal de acuerdo a nuestra investigación.
- Dar de baja a su hijo(a) y enviarlo(a) a la escuela de asistencia y asistencia que todavía es su domicilio legal de acuerdo a nuestra investigación.
- Dar de baja a su hijo(a) y enviarlo(a) a la escuela de asistencia que le corresponde basado en la investigación que se realizó sobre su domicilio y que pudimos verificar como su residencia legal.

Cuando regrese a la escuela con esta carta y su documentación, por favor vea a \_\_\_\_\_ en la oficina de asistencia. Una cita se puede hacer llamando al \_\_\_\_\_ en cuanto pueda.

Gracias por su cooperación y responder lo más pronto posible.

Atentamente,

Director(a)

Verification of Residence (Follow-up letter) - Spanish

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT F

**AFFIDAVIT FOR PROOF OF AGE OF MINOR**

I, \_\_\_\_\_, declare:

I am the (check one) ☐ parent ☐ legal guardian ☐ caregiver

of \_\_\_\_\_ and hereby affirm that he/she was born  
Name: First Middle Last

on \_\_\_\_\_ in \_\_\_\_\_  
Month/Day/Year City

\_\_\_\_\_, \_\_\_\_\_.  
State Country

I further affirm that a certificate of birth is not available for said minor.

I declare under penalty of perjury under the laws of California that, of my own personal knowledge, the above is true and correct and that if called upon to testify, I would be competent to identify thereto.

\_\_\_\_\_  
Print Name of Parent/Legal Guardian/Caregiver

\_\_\_\_\_  
Signature of Parent/Legal Guardian/Caregiver

\_\_\_\_\_  
Date

Affidavit Proof of Age of Minor- English





Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT G

**AFFIDAVIT OF PARENTAL/LEGAL GUARDIAN IDENTIFICATION**

I, \_\_\_\_\_, declare as follows:

I am the ☐ parent ☐ legal guardian ☐ caregiver of the following child/children:

\_\_\_\_\_  
Name: First Middle Last Date of Birth

A school age minor who is seeking admission to \_\_\_\_\_  
School  
in the Los Angeles Unified School District.

\_\_\_\_\_  
Name: First Middle Last Date of Birth

A school age minor who is seeking admission to \_\_\_\_\_  
School  
in the Los Angeles Unified School District.

\_\_\_\_\_  
Name: First Middle Last Date of Birth

A school age minor who is seeking admission to \_\_\_\_\_  
School  
in the Los Angeles Unified School District.

I do not own or possess a birth certificate, driver's license, state ID, or baptism certificate verifying my status as a parent. I declare under penalty of perjury under the laws of California that the above is true and correct.

\_\_\_\_\_  
Print Name of Parent/Guardian/Caregiver

\_\_\_\_\_  
Signature of Parent/Guardian/Caregiver

\_\_\_\_\_  
Date

Note: Please make one copy of signed affidavit per student and place individual student's cumulative record.

Affidavit of Parent-Legal Guardian Identification - English

**DECLARACIÓN JURADA DE IDENTIFICACIÓN DE LOS PADRES DE FAMILIA O TUTORES LEGALES**

Yo, \_\_\_\_\_, declaro lo siguiente:

Soy el/la ☐ padre/madre ☐ tutor legal ☐ la persona que cuida al (los) siguiente(s) niño(s)

Nombre	Segundo Nombre	Apellido	Fecha de Nacimiento
--------	----------------	----------	---------------------

Un menor en edad escolar que desea ingresar a la \_\_\_\_\_  
Escuela  
en el Distrito Escolar Unificado de Los Angeles.

Nombre	Segundo Nombre	Apellido	Fecha de Nacimiento
--------	----------------	----------	---------------------

Un menor en edad escolar que desea ingresar a la \_\_\_\_\_  
Escuela  
en el Distrito Escolar Unificado de Los Angeles.

Nombre	Segundo Nombre	Apellido	Fecha de Nacimiento
--------	----------------	----------	---------------------

Un menor en edad escolar que desea ingresar a la \_\_\_\_\_  
Escuela  
en el Distrito Escolar Unificado de Los Angeles.

No tengo en mi poder el acta de nacimiento, ni la licencia de conducir, ni el documento de identidad, ni el certificado de bautismo, para verificar la paternidad. Declaro, bajo pena de perjurio, conforme a las leyes del Estado de California, que lo antedicho es verdadero y correcto.

\_\_\_\_\_  
Nombre de los padres/tutores/encargados

\_\_\_\_\_  
Firma de los padres/tutores/encargados

\_\_\_\_\_  
Fecha

Note: Please make one copy of signed affidavit per student and place individual student's cumulative record.

Affidavit of Parent-Legal Guardian Identification - Spanish

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT H

**OPTIONAL AREA DECISION FORM**

To: \_\_\_\_\_  
Principal

\_\_\_\_\_  
School

I am the parent or guardian of

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

I am aware that, under current District policy, my son/daughter may attend either

School: \_\_\_\_\_

or

School: \_\_\_\_\_

It is my decision that my child shall attend \_\_\_\_\_ School

I understand that this will become his/her School of Residence. I further understand that this choice of option is final.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Administrator

\_\_\_\_\_  
Date

c: School Principals Involved  
Parent/Guardian

Optional Area Decision Form - English

**FORMULARIO EN QUE SE REGISTRA LA DECISIÓN  
CON RESPECTO A LA ZONA OPCIONAL**

A: \_\_\_\_\_

Director/a

\_\_\_\_\_  
Escuela

Soy el padre o tutor de

Nombre y apellido del alumno(a): \_\_\_\_\_ Grado escolar: \_\_\_\_\_

Dirección: \_\_\_\_\_

Estoy al tanto de que mi hijo(a) puede asistir a cualquiera de las dos siguientes escuelas

Escuela: \_\_\_\_\_

ó a la

Escuela: \_\_\_\_\_

He decidido que mi hijo(a) asistirá a la Escuela \_\_\_\_\_

Comprendo que esta escuela pasará a ser la escuela que le corresponde a mi hijo(a) según su domicilio.  
Además comprendo que la opción que elijo es irrevocable.

\_\_\_\_\_  
Firma del padre o tutor

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma del administrador escolar

\_\_\_\_\_  
Fecha

c: Directores correspondientes  
Padre o tutor

Optional Area Decision Form - Spanish

**CAREGIVER'S AUTHORIZATION AFFIDAVIT**

Use of this affidavit is authorized by Part 1.5 (commencing with Section 6550) of Division 11 of the California Family Code.

**Instructions:** Completion of items 1-4 and the signing of the affidavit is sufficient to authorize enrollment of a minor in school and authorize school-related medical care. Completion of item 5-8 is additionally required to authorize any other medical care.

Please print clearly.

The minor named below lives in my home and I am 18 years of age or older.

1. Name of Minor: \_\_\_\_\_
2. Minor's birth date: \_\_\_\_\_
3. My name (adult giving authorization): \_\_\_\_\_
4. My home address: \_\_\_\_\_  
Number Street Apt. #, City, State Zip Code
5. I am a grandparent, aunt, uncle, or other qualified relative of the minor (see back of this form for a definition of "qualified relative.") \_\_\_\_\_ Other: \_\_\_\_\_
6. Check one or both boxes (for example, if one parent was advised and the other cannot be located).  
☐ I have advised the parent/s or other person/s having legal custody of the minor of my intent to authorize medical care, and have received no objection.  
☐ I am unable to contact the parent/s or other person/s having legal custody of the minor at this time, to notify them of my intended authorization.
7. My date of birth: \_\_\_\_\_
8. My California driver's license or identification card number: \_\_\_\_\_

**WARNING: Do not sign this form if any of the statements above are incorrect, or else you will be committing a crime punishable by a fine, imprisonment or both.**

I declare under penalty of perjury under the laws of the State of California that the foregoing information is true and correct.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Notices:**

1. A person who relies on this affidavit has no obligation to make any further inquiry or investigation.
2. This declaration does not affect the rights of the minor's parents or legal guardian regarding the care, custody, and control of the minor, and does not mean that the caregiver has legal custody of the minor.
3. This affidavit is not valid for more than one year after the date on which it is executed.

**This affidavit is for enrollment purposes only and does not grant educational rights**

Caregiver's Authorization Affidavit- English

**CAREGIVER'S AUTHORIZATION AFFIDAVIT**

**TO CAREGIVERS:**

1. "Qualified relative," for purposes of item 5, means a spouse, parent, stepparent, brother, sister, uncle, aunt, nephew, first cousin, or any person denoted by the prefix "grand" or "great," or the spouse of any of the persons specified in this definition, even after the marriage has been terminated by death or dissolution.
2. The law may require you, if you are not a relative or a currently licensed homeless parent, to obtain a homeless home license in order to care for a minor. If you have any questions, please contact your local department of social services.
3. If the minor stops living with you, you are required to notify any school, health care provider, or health care service plan to which you have given this affidavit.
4. If you do not have the information requested in item 8 (California driver's license or I.D.), provide another form of identification such as your social security number or Medi-Cal number.
5. If above criteria is not met use "other" and specify relationship to child(ren).
6. Affidavit must be renewed on a yearly basis.

**TO SCHOOL OFFICIALS:**

1. Section 48204 of the Education Code provides that this affidavit constitutes a sufficient basis for a determination of residency of the minor, without the requirement of a guardianship or other custody order, unless the school district determines from actual facts that the minor is not living with the caregiver.
2. The school district may require additional reasonable evidence that the caregiver lives at the address provided in item 4.

**TO HEALTH CARE PROVIDERS AND HEALTH CARE SERVICE PLANS:**

1. No person who acts in good faith reliance upon a caregiver's authorization affidavit to provide medical or dental care, without actual knowledge of facts contrary to those stated on the affidavit, is subject to criminal liability or to civil liability to any person, or is subject to profession disciplinary action, for such reliance if the applicable portions of the form are completed.
2. This affidavit does not confer dependency for health care coverage purpose.



**DECLARACIÓN JURADA DE AUTORIZACIÓN PARA EL CUIDADOR**

El uso de esta declaración está autorizado por la Parte 1.5 (comenzando con la Sección 6550) de la División 11 del Código Familiar de California.

Instrucciones: Llenar los puntos 1-4 y la firma de la declaración jurada es suficiente para autorizar la inscripción de un menor en la escuela y autorizo la atención médica relacionada con la escuela. Además la autorización, se precisa llenar el punto 5.8 para cualquier otra atención médica.

Por favor escriba claramente.

El menor nombrado a continuación vive en mi casa y tengo 18 años de edad o más.

1. Nombre del menor: \_\_\_\_\_

2. Fecha de nacimiento del menor: \_\_\_\_\_

3. Mi nombre (adulto que otorga la autorización): \_\_\_\_\_

4. Mi dirección particular: \_\_\_\_\_  
Numero    Calle    # de dpto.,    Ciudad,    Estado    Código Postal

5. Yo soy un abuelo, tía, tío, u otro pariente calificado del menor de edad (véase el reverso de este formulario para una definición de "pariente calificado".) Otros: \_\_\_\_\_

6. Marque uno o dos casilleros (por ejemplo, si un padre fue avisado y el otro no puede ser localizado.

☐ He avisado a los padres u otra(s) persona(s) que tienen la custodia legal del menor sobre mi intención de autorizar la atención médica, y no he recibido ninguna objeción.

☐ No puedo ponerme en contacto con los padres u otra(s) persona(s) que tienen la custodia legal del menor en este momento, para notificarles de mi autorización prevista.

7. Mi fecha de nacimiento: \_\_\_\_\_

8. Licencia de conducir o tarjeta de identidad del Estado de California: \_\_\_\_\_

**ADVERTENCIA: No firme Este Formulario SI Alguna de las afirmaciones incorrectas Anteriores hijo, o de Lo contrario estará cometiendo un crimen castigable con una multa, encarcelamiento o la autorización.**

Declaro bajo pena de perjurio bajo las leyes del Estado de California que lo anterior es verdadero y correcto.

Firma: \_\_\_\_\_

Fecha: \_\_\_\_\_

**Avisos:**

1. Una persona que se basa en esta declaración jurada no tiene obligación de realizar cualquier consulta o investigación.
2. Esta declaración no afecta los derechos de los padres del menor o el tutor legal con respecto al cuidado, custodia y control del menor, y no significa que el cuidador tiene la custodia legal del menor.
3. La ejecución de esta declaración jurada no es válida por más de un año después de la fecha en que se ejecuta.

**Esta declaración jurada es sólo para propósitos de inscripción y no otorga derechos a la educación.**

Caregiver's Authorization Affidavit Spanish

Doc. 20277/ajs – Translated by the LAUSD Translations Unit

**DECLARACIÓN JURADA DE LA PERSONA A CARGO DEL CUIDADO Y LA PROTECCIÓN  
DEL ALUMNO QUE FIRMA LA AUTORIZACIÓN**

**PARA GUARDIANES**

1. "Pariente calificado," para el propósito de artículo 5, quiere decir cónyuge, padre, padrastro, hermano, hermana, hermanastro, hermanastra, medio hermano, media hermana, tío, tía, sobrino, primo hermano o otra persona que sea abuelo/a, Bisabuelo/a o el cónyuge de cualquiera de las personas especificadas en esta definición, aunque el matrimonio ha sido terminado por muerte o disolución.
2. La ley requiere que usted, si no es pariente o un padre de crianza con licencia actual, que obtenga un licencia para cuidado de crianza en su hogar para poder cuidar al menor. Si tiene preguntas, por favor póngase en contacto con su departamento de servicios sociales.
3. Si el menor deja de vivir con usted, se requiere que usted le notifique a la escuela, proveedor de servicios de salud, o el plan de servicios de salud a quienes usted ha entregado este Afidávit.
4. Si no tiene la información requerida en el artículo 8, (Licencia de manejar en California o I.D.), necesita proveer otra forma de identificación tal como su número de seguro social o número de Medi-Cal.
5. Si los criterios anteriores no se cumplen, utilizar "otro" y especifique la relación con el(los) hijo(s).
6. La Declaración Jurada deberá ser renovada anualmente.

**PARA OFICIALES DE LA ESCUELA**

1. Sección 48204 del Código de Educación provee que este afidávit constituye suficiente base para determinación de residencia del menor, sin el requisito de tutela o otra orden de custodia, a menos que el distrito escolar determine basado en hechos que el menor no vive con el guardián.
2. Puede ser que el distrito escolar necesite más evidencia que el guardián vive en el domicilio proveído en el artículo 4.

**PARA PROVEEDORES DE SALUD Y PLANES DE SERVICIO DE SALUD**

1. Ninguna persona que actúa en buena fe confianza por el afidávit de autorización para proveer cuidado médico o dental, sin el conocimiento de hechos contrarios a los declarados en este afidávit, será sujeto a obligación criminal o obligación civil a ninguna persona, o es sujeto a acción disciplinaria, por tal confianza si las secciones aplicables están completas.
2. Esta Declaración Jurada no confiere dependencia para propósitos de protección.

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT J

**STUDENT ENROLLMENT DOCUMENT CHECKLIST**

<b><u>DOCUMENTS</u></b>	<b>New LAUSD Student</b>	<b>Matriculating or Transferring Student</b>	<b>Annually Disseminated Form</b>
<p>This checklist serves as a quick reference guide for all schools. All of the documents listed below must be included in student enrollment packets. The inclusion of these forms in student enrollment packets are differentiated by the following three categories: new LAUSD students, matriculating and/or transferring students, and forms that must be annually disseminated to every student.</p> <p>Please refer to Office Checklist for Student Enrollment to ensure all information has been received with each new enrollment form (file in Cumulative Record for audit purposes).</p>			
<b>STANDARD DISTRICT FORMS</b>			
Student Enrollment Form* (file white copy in Cumulative Record)	✓	✓	
Student Emergency Information Form* (Original to, Optional copy to Attendance Office) <ul style="list-style-type: none"> <li>Information on the Student Emergency Information Form should be updated in MiSiS <b>within 5 days.</b></li> </ul>	✓	✓	✓
Temporary/Student Health Card	✓		
Guide to Immunizations Required for School Entry – Grade TK/K-12	✓	✓	✓
Oral Health Assessment Letter/Waiver Request Form (only for Kindergarten or 1 <sup>st</sup> grade entry)	✓		
Student Meal Application	✓	✓	✓
Student Residency Questionnaire	✓	✓	✓
Migrant Education Family Questionnaire	✓	✓	✓
American Indian-Alaskan Native Letter Questionnaire	✓	✓	
Financial Responsibility for Damaged School Property Letter	✓		
Parent/Student Handbook (updated yearly)	✓	✓	✓
Master Academic School Calendar	✓	✓	✓
Student Success Library Card Program Opt-In Form	✓	✓	✓
CHAMP Program Brochure	✓	✓	✓
Health Insurance Enrollment Information	✓	✓	✓
Responsible Use Policy (RUP) for District Computer Systems	✓	✓	✓
Parent/Guardian Publicity Authorization and Release	✓	✓	✓
<b>SCHOOL-BASED FORMS</b>			
School rules, behavior standards, policies, school map including location of restrooms, bell schedules, pedestrian routes, etc.	✓	✓	✓
School attendance policy and procedures related to absences, tardiness and truancy aligned to District policy.	✓	✓	✓

\*Additional languages available on [www.lausd.net](http://www.lausd.net) under Families, Forms and Policies tab.

Los Angeles Unified School District  
Student Health and Human Services

Attachment J-1

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**OFFICE CHECKLIST FOR STUDENT ENROLLMENT (to be completed with each new enrollment form)**

**A. VERIFICATIONS/ADDITIONAL DOCUMENTATION RECEIVED**

1. **AGE VERIFICATION** ☐ Certified copy of birth record ☐ Statement by local registrar or county recorder certifying the date of birth  
☐ Baptismal Certificate duly attested ☐ Passport ☐ Affidavit (list below in #5) Chronological **Age:** \_\_\_\_ Years \_\_\_\_ Months
2. **RESIDENCE VERIFICATION:** ☐ Utility Service Bill (Electric, Gas or Water) ☐ Property Taxes or Rental or Lease Agreement  
☐ Official Government Mail (CalWorks, Social Security) ☐ Affidavit (list below in number 5) ☐ Other (specify): \_\_\_\_\_
3. **IMMUNIZATION VERIFICATION:** ☐ Proof of Required Immunizations or Immunization Release
4. **AFFIDAVITS** (List all affidavits used, e.g. residence, homelessness, immunization release, caregiver): These forms can be used in lieu of missing required documentation. For more information refer to RE-6554.1 2016-2017 Opening Day Procedures: Supplemental Guide and Updates or BUL-6718, Educational Rights and Guide for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System.  
\_\_\_\_\_
5. **EMANCIPATED MINOR VERIFICATION:** ☐ Legal Document Supplied
6. **OPTIONAL ATTENDANCE AREA DECISION:** ☐ Completed, Signed, and Dated Option Area Decision Form
7. **NON-RESIDENT/PERMIT REASON:** \_\_\_\_\_ ☐ Transportation ☐ Non-Transportation Date \_\_\_\_/\_\_\_\_/\_\_\_\_
8. **STUDENT RESIDENCY QUESTIONNAIRE (SRQ):** If answered any choice other than "None of the Above Apply" the family was referred to the designated School Site Homeless Liaison on \_\_\_\_/\_\_\_\_/\_\_\_\_ and a copy of the SRQ was faxed (213) 580-6551 or mailed to the Homeless Education Program on \_\_\_\_/\_\_\_\_/\_\_\_\_. Information was inputted in MiSiS on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_. For information, please contact the Homeless Education Program in the Division of Student Health and Human Services.
9. **OTHER DOCUMENTS RECEIVED** (Check all that apply): ☐ Cumulative Record ☐ Emergency Card ☐ Health Card
10. **RECORDS REQUESTED ON** \_\_\_\_/\_\_\_\_/\_\_\_\_ from \_\_\_\_\_

**B. ADDITIONAL HOUSEHOLD INFORMATION FOLLOW-UP (SECTION E)**

1. **COURT ORDER: SECTION E, QUESTION 1.**
  - a. Has a copy of a court order been provided to the school? ☐ Yes ☐ No
  - b. What type of court order is in effect for this student: ☐ Custody ☐ Restraining/Injunction ☐ Other
  - c. If Restraining Order or Injunction, please answer the following questions:
    - i. Name of individual(s) for which the court order has been issued against: \_\_\_\_\_.
    - ii. Date on which the court order ceases to be in effect: \_\_\_\_/\_\_\_\_/\_\_\_\_
2. **STUDENT IS A FOSTER CHILD: SECTION E.** If question 2 is answered **Yes** and/or question 3 is completed, the student is a transferring and/or matriculating student but is not identified as Foster Youth in MiSiS, contact the **Foster Youth Achievement Program at 213-241-3552.**
3. **AMERICAN INDIAN/ALASKA NATIVE ANCESTRY: SECTION E, QUESTION 4.** If answered **Yes**, the student's required federal form was completed and sent to the Indian Education Program Office on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_.
4. **Migrant Education Program: SECTION E, QUESTIONS 5.** If answered **Yes**, the student's Family Education Family Questionnaire was completed and sent to the Migrant Education Program Office on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_.

**C. ENROLLMENT STAFF AND DATA ENTRY FOLLOW-UP**

Enrollment Information Verified by (initials) \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_  
Enrollment Data Entry in MiSiS Completed by (initials) \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

Los Angeles Unified School District  
Student Health and Human Services

Attachment J-1

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**OFFICE CHECKLIST FOR STUDENT ENROLLMENT**

**D. STUDENT EDUCATIONAL INFORMATION FOLLOW-UP (SECTION D, QUESTIONS 1 - 2)**

1.A. Was this student receiving special education services at his/her previous school? **(Circle one)** Yes No

1.B. Did this student have an Individualized Education Program (IEP) at his/her previous school? **(Circle one)** Yes No

If the student had an IEP at his/her previous school, has this school received a copy of the IEP? **(Circle one)** Yes No

If IEP was not received, a copy of it was requested from: \_\_\_\_\_  
(Name and Title, School and Office, Phone Number)

Requested by: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ Received on: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Name)

Forwarded to: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Name)

Previous School/Office verified student received special education services? **(Circle One)** Yes No

\_\_\_\_\_  
(Name of School Verifying and Phone Number) (Name of Person Furnishing Information) \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date)

If applicable, date student exited from prior school's special education program: \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments: \_\_\_\_\_

If interim placement, date IEP must be conducted by \_\_\_\_/\_\_\_\_/\_\_\_\_

1.C. If the student had a Section 504 Plan at previous school, has this school received a copy of it? **(Circle one)** Yes No

If 504 Plan was not received, a copy of it was requested from: \_\_\_\_\_  
(Name and Title, School and Office, Phone Number)

Requested by: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ Received on: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Name)

Forwarded to: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Name)

If applicable, date student exited from Section 504 Eligibility: \_\_\_\_/\_\_\_\_/\_\_\_\_

1.D. If the parent reported that the student has difficulties that interfere with his/her ability to go to school or to learn, to whom was this information forwarded? \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Name)

Responses to difficulties reported, documentation, and comments: \_\_\_\_\_

1.E. Has this student been identified as GATE? **(Circle one)** Yes No

GATE verification requested by: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Name)

2.B. If a "Yes" is checked off on any of the items 1.A – 1.D and the parent checked "Yes" for 2.B, ask him/her the following oral questions and record the responses below: Was the school a magnet or charter school? If yes, what was the name of the school and the reason the student stopped attending? \_\_\_\_\_

After completing the blank above, fax this information and a photocopy of pp.1 and 2 of the student's enrollment form to the **Division of Special Education Fiscal and Program Accountability Office at (213) 241-8916**; be sure to include the name of your school.

Fax sent on: \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_

2.D. If a "Yes" is checked off on any of the items 1.A – 1.D and the parent indicated in 2.D that s/he attempted to enroll the student in another school in Los Angeles County but was denied or wait listed, fax a photocopy of pp.1 and 2 of the student's enrollment form to the **Division of Special Education Fiscal and Program Accountability Office at (213) 241-8916**; be sure to include the name of your school. Fax sent on: \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT J-2

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

<b>Office Use Only</b>	
1. SCHOOL NAME: _____	6. LAUSD / STATE STUDENT ID NUMBER: _____
2. LOCATION CODE: _____	7. HOUSEHOLD NUMBER: _____
3. TRACK/SLC: _____	8. HOMEROOM: _____
4. ENROLLMENT DATE/CODE: _____	9. TEACHER/COUNSELOR: _____
5. STUDENT ENTRY GRADE LEVEL: _____	0

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
STUDENT ENROLLMENT FORM**

INSTRUCTIONS: Please print using black or blue ink. If you have any questions, please ask for assistance.

**A. STUDENT INFORMATION**

1. Legal Name: Last _____ First _____ Middle _____	2. Alias/Nickname: Last _____ First _____ Middle _____
3. Home Address: Number _____ Street _____ Apt./Unit _____ City _____ Zip Code _____	4. Home Telephone Number _____
5. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	6. Date of Birth _____
7. Place of Birth: City _____ State/Province _____ Country _____	

**B. PARENT/LEGAL GUARDIAN WITH WHOM THE STUDENT LIVES**

(LAUSD MAX: Caretaker Information)

1. Legal Name: Last _____ First _____ Middle _____	2. Other Names Used: Last _____ First _____ Middle _____
3. Home Telephone Number _____	4. Cell/Pager Number _____
5. Work Telephone Number _____	6. Email Address _____
Home Correspondence Language: Correspondence is provided in the following languages; select preferred language. If other is indicated, written correspondence will be in English.	
<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Armenian <input type="checkbox"/> Chinese <input type="checkbox"/> Farsi <input type="checkbox"/> Filipino <input type="checkbox"/> Korean <input type="checkbox"/> Russian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other: _____	
8. Highest Level of Education Completed <input type="checkbox"/> Some College (Includes AA Degree) <input type="checkbox"/> College Graduate <input type="checkbox"/> Graduate School/Post Graduate Training <input type="checkbox"/> High School Graduate or Equivalent <input type="checkbox"/> Decline to State or Unknown	
9. Does the student live with this parent/legal guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Relationship to Student: _____	

**C. HOME LANGUAGE AND ETHNICITY INFORMATION**

1. Home Language of the Student	
A. Which language did this student learn when he/she first began to talk? _____	
B. Which language does this student most frequently use at home? _____	
C. Which language do you use most frequently to speak to this student? _____	
D. Which language is most often used by the adults at home? _____	
E. Has this student received any formal English language instruction (listening, speaking, reading, or writing)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Is the student's ethnicity Hispanic/Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Student's Primary Race (Mark one choice)	
<input type="checkbox"/> African American or Black <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> White	
<input type="checkbox"/> Asian: <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Hmong <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian	
<input type="checkbox"/> Pacific Islander: <input type="checkbox"/> Guamanian <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> Tahitian <input type="checkbox"/> Other Pacific Islander	
4. Student's Additional Race (Optional)	
<input type="checkbox"/> African American or Black <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> White	
<input type="checkbox"/> Asian: <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Hmong <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian	
<input type="checkbox"/> Pacific Islander: <input type="checkbox"/> Guamanian <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> Tahitian <input type="checkbox"/> Other Pacific Islander	

**D. STUDENT EDUCATIONAL INFORMATION**

1. Special Services	
If you have any questions regarding this section, please refer to the brochure entitled "Are You Puzzled By Your Child's Special Needs?"	
A. Was this student receiving special education services at his/her previous school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
B. Did this student have a current Individualized Education Program (IEP) at the previous school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
C. If Yes, do you have a copy of the student's IEP with you? <input type="checkbox"/> Yes <input type="checkbox"/> No	
D. Did this student have a Section 504 Plan at his/her previous school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
E. If Yes, do you have a copy of the student's Section 504 Plan with you? <input type="checkbox"/> Yes <input type="checkbox"/> No	
F. Does the student have difficulties that interfere with his/her ability to go to school or to learn? <input type="checkbox"/> Yes <input type="checkbox"/> No	
G. Has this student been identified for gifted and talented educational services (GATE)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Previous School Information	
A. Has this student previously attended this school? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, when? _____	
B. Has this student previously attended any other school or center in the LAUSD (e.g., early education center, state preschool, SRLDP, Head Start, or other preschool)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list most recent school/center attended: _____	
Name of School _____	City/State _____
Dates Attended _____	Grade Level(s) _____
C. Please list last non-LAUSD school student attended (including early education center, state preschool, SRLDP, Head Start, faith based or other preschool):	
Name of School _____	City/State _____
Type of School _____	Dates Attended _____
Grade Level(s) _____	

Los Angeles Unified School District  
Student Health and Human Services

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
STUDENT ENROLLMENT FORM**

**D. STUDENT EDUCATIONAL INFORMATION (Continued)**

D. Did you attempt to enroll the child in a different school in Los Angeles County for the current or preceding year? <input type="checkbox"/> Yes <input type="checkbox"/> No		If No, skip to E.
1. If Yes, what was the outcome? <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Wait Listed <input type="checkbox"/> Other _____		
2. Please provide name of school: _____		
E. Is student currently under an expulsion order? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, please list the name of the school district: _____		
F. Date of first U.S. school enrollment excluding preschool (mm/dd/yy) _____		
G. Date of first California school enrollment excluding preschool (mm/dd/yy) _____		

**E. ADDITIONAL HOUSEHOLD INFORMATION**

1. Court Orders	
A. Are there any court orders you wish to notify the school about regarding legal custody, physical custody or restricted contact with the school or child? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, a copy of the court order must be provided to the school.	
2. Student Lives with Foster Family <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, <input type="checkbox"/> Relative Caregiver _____ If yes, please provide Notification of Placement Status Form <input type="checkbox"/> Non-Relative Caregiver _____ Children's Social Worker (CSW) _____ Telephone Number (ext.) _____	
3. Complete these three rows if student's address is a licensed children's institution/family foster agency/group home/adult residential facility.	
A. Facility Name _____	B. Facility Type _____
C. License Number _____	D. Contact Person _____
E. Facility Telephone Number _____	F. Alternate Telephone Number _____
G. Facility Street Address: Number _____ Street _____	Apt./Unit _____ City _____ Zip Code _____
H. _____	I. _____
Children's Social Worker (CSW) _____ Telephone Number & ext. _____	
4. Does the student have any relatives who are all or part American Indian or Alaska Native? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Has the student's parent or legal guardian worked in one or more of the following industries in the last three years (agriculture, dairy, fishery, food processing/packaging, or livestock)? If you respond Yes, you will be contacted at home regarding the Migrant Education Program and whether your child may qualify for its free academic assistance and health benefits. <input type="checkbox"/> Yes <input type="checkbox"/> No	

**F. ADDITIONAL FAMILY INFORMATION**

PARENT/LEGAL GUARDIAN/CAREGIVER:	
1. Legal Name: Last _____ First _____ Middle _____	2. Other Names Used _____
3. Home Address (if different than student's) Number _____ Street _____	Apt./Unit _____ City _____ Zip Code _____
4. Home Telephone Number _____	5. Cell/Pager Number _____
6. Work Telephone Number _____	7. E-mail Address _____
8. Preferred Correspondence Language <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Armenian <input type="checkbox"/> Chinese <input type="checkbox"/> Farsi <input type="checkbox"/> Filipino <input type="checkbox"/> Korean <input type="checkbox"/> Russian <input type="checkbox"/> Vietnamese	
9. Highest Level of Education Completed <input type="checkbox"/> Not a High School Graduate <input type="checkbox"/> High School Graduate or Equivalent	
<input type="checkbox"/> Some College (includes AA Degree) <input type="checkbox"/> College Graduate <input type="checkbox"/> Graduate School/Post Graduate Training <input type="checkbox"/> Decline to State or Unknown	
10. Does the student live with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No	11. Relationship to Student: _____

PARENT/LEGAL GUARDIAN/CAREGIVER:	
1. Legal Name: Last _____ First _____ Middle _____	2. Other Names Used _____
3. Home Address (if different than student's) Number _____ Street _____	Apt./Unit _____ City _____ Zip Code _____
4. Home Telephone Number _____	5. Cell/Pager Number _____
6. Work Telephone Number _____	7. E-mail Address _____
8. Preferred Correspondence Language <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Armenian <input type="checkbox"/> Chinese <input type="checkbox"/> Farsi <input type="checkbox"/> Filipino <input type="checkbox"/> Korean <input type="checkbox"/> Russian <input type="checkbox"/> Vietnamese	
9. Highest Level of Education Completed <input type="checkbox"/> Not a High School Graduate <input type="checkbox"/> High School Graduate or Equivalent	
<input type="checkbox"/> Some College (includes AA Degree) <input type="checkbox"/> College Graduate <input type="checkbox"/> Graduate School/Post Graduate Training <input type="checkbox"/> Decline to State or Unknown	
10. Does the student live with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No	11. Relationship to Student: _____



Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT J-2

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
STUDENT ENROLLMENT FORM**

**F. ADDITIONAL FAMILY INFORMATION (Continued)**

PARENT/LEGAL GUARDIAN/CAREGIVER:										
1. Legal Name: Last			First			Middle			2. Other Names Used	
3. Home Address (if different than student's)			Number			Street			Apt/Unit	
									City	
									Zip Code	
4. Home Telephone Number			5. Cell/Pager Number			6. Work Telephone Number			<input type="checkbox"/> Day <input type="checkbox"/> Evening	
									7. E-mail Address	
8. Preferred Correspondence Language			<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Armenian <input type="checkbox"/> Chinese <input type="checkbox"/> Farsi <input type="checkbox"/> Filipino <input type="checkbox"/> Korean <input type="checkbox"/> Russian <input type="checkbox"/> Vietnamese							
9. Highest Level of Education Completed			<input type="checkbox"/> Not a High School Graduate <input type="checkbox"/> High School Graduate or Equivalent							
<input type="checkbox"/> Some College (includes AA Degree) <input type="checkbox"/> College Graduate <input type="checkbox"/> Graduate School/Post Graduate Training			<input type="checkbox"/> Decline to State or Unknown							
10. Does the student live with this individual?			<input type="checkbox"/> Yes <input type="checkbox"/> No			11. Relationship to Student:				

ADDITIONAL SCHOOL AGE CHILDREN LIVING IN HOUSEHOLD WITH SAME PARENT(S)/LEGAL GUARDIAN(S) (include brothers, sisters, and cousins)										
1. Last Name		First Name		Birth Date		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Current school and track		
2. Last Name		First Name		Birth Date		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Current school and track		
3. Last Name		First Name		Birth Date		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Current school and track		
4. Last Name		First Name		Birth Date		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Current school and track		
5. Last Name		First Name		Birth Date		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Current school and track		
6. Last Name		First Name		Birth Date		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Current school and track		

**G. EMERGENCY CONTACT INFORMATION**

EMERGENCY CONTACT (other than parent(s)/legal guardian(s) above)										
1. Last Name		First Name		2. Home Telephone Number		3. Cell/Pager Number		4. Work Telephone Number		
5. Relationship to student		6. Home Address: Number		Street		Apartment/Unit		City		Zip Code
EMERGENCY CONTACT (other than parent(s)/legal guardian(s) above)										
1. Last Name		First Name		2. Home Telephone Number		3. Cell/Pager Number		4. Work Telephone Number		
5. Relationship to student		6. Home Address: Number		Street		Apartment/Unit		City		Zip Code
THE SCHOOL IS AUTHORIZED TO RELEASE THIS STUDENT TO THE FOLLOWING PERSONS IN NON-EMERGENCY SITUATIONS (after verifying with parent, in addition to the emergency contacts above)										
1. Last Name		First Name		Home Telephone Number		Relationship to Student		Parent/legal guardian providing authorization		
2. Last Name		First Name		Home Telephone Number		Relationship to Student		Parent/legal guardian providing authorization		


**H. SIGNATURE**

I verify that the information contained in this document is true and correct to the best of my knowledge.

X			
Signature		Date	
Printed Name			
Relationship to Student: <input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other (Specify) _____			

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT J-3

 <b>LOS ANGELES UNIFIED SCHOOL DISTRICT</b> <b>STUDENT EMERGENCY INFORMATION FORM</b>									
Parent Information: Please fill out completely and sign where indicated. In a major emergency, it is school district policy to retain students at school for their safety. This form will be used by the school staff when students are released to go home. Please complete electronically or print clearly and return completed form to school.									
STUDENT'S LAST NAME			FIRST NAME			M.I.			
BIRTH DATE		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		GRADE		HOME LANGUAGE			
STUDENT'S HOME ADDRESS - NUMBER		STREET			APT #		CITY		ZIP CODE
MAILING ADDRESS - NUMBER (IF DIFFERENT FROM ABOVE)		STREET			APT #		CITY		ZIP CODE
PARENT'S / LEGAL GUARDIAN'S LAST NAME		FIRST NAME			RELATIONSHIP TO STUDENT			LIVES WITH? <input type="checkbox"/> Yes <input type="checkbox"/> No	
WORK ADDRESS - NUMBER		STREET			CITY			ZIP CODE	
CONTACT NUMBERS				Indicate which phone to call for each message type:*				EMAIL ADDRESS:	
HOME		EMERGENCY		<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work					
CELL		ATTENDANCE		<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work					
WORK		GENERAL INFO		<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work					
TEXT		<input type="checkbox"/> I authorize receiving text messages and understand that I am responsible for all text related charges.							
PARENT'S / LEGAL GUARDIAN'S LAST NAME		FIRST NAME			RELATIONSHIP TO STUDENT			LIVES WITH? <input type="checkbox"/> Yes <input type="checkbox"/> No	
WORK ADDRESS - NUMBER		STREET			CITY			ZIP CODE	
CONTACT NUMBERS				Indicate which phone to call for each message type:*				EMAIL ADDRESS:	
HOME		EMERGENCY		<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work					
CELL		ATTENDANCE		<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work					
WORK		GENERAL INFO		<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work					
TEXT		<input type="checkbox"/> I authorize receiving text messages and understand that I am responsible for all text related charges.							
To the principal: In case you are unable to reach me during any emergency, you are authorized to contact and, if necessary, release my child to any of the following:									
NAME		RELATIONSHIP		HOME PHONE		CELL PHONE		WORK PHONE	
NAME		RELATIONSHIP		HOME PHONE		CELL PHONE		WORK PHONE	
NAME		RELATIONSHIP		HOME PHONE		CELL PHONE		WORK PHONE	
List any other family members attending this school:									
LAST NAME		FIRST NAME			HOME ROOM		GRADE		RELATIONSHIP
LAST NAME		FIRST NAME			HOME ROOM		GRADE		RELATIONSHIP
MILITARY CONNECTED FAMILY: In efforts to provide resources and support to military connected students and their families, please respond to the following:				Immediate family member in the military (Active Duty, Guard, Reserve, or Veteran): <input type="checkbox"/> YES <input type="checkbox"/> NO Relationship to Student: _____				Currently Deployed: <input type="checkbox"/> YES <input type="checkbox"/> NO Military Branch: _____ Status: <input type="checkbox"/> Active Duty; <input type="checkbox"/> Guard; <input type="checkbox"/> Reserve; <input type="checkbox"/> Veteran; <input type="checkbox"/> Deceased	
<b>AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT</b> The undersigned, as parent/legal guardian of, _____ a minor, (Print name of the student here) hereby authorizes the principal or designee, into whose care the student has been entrusted, to consent to any X-ray examination, anesthetic, medical or surgical diagnosis, treatment, and/or hospital care to be rendered to the student upon the advice of any licensed physician and/or dentist. It is understood that this authorization is given in advance of any required diagnosis, treatment, or hospital care and provides authority and power to the Los Angeles Unified School District ("District") to give specific consent to any and all such diagnosis, treatment, or hospital care which a licensed physician or dentist may deem necessary. This authorization is given in accordance with Section 49407 of the California Education Code, and shall remain effective until revoked in writing and delivered to the District. I understand that the District, its officers and its employees assume no liability of any nature in relation to the transportation of the student. I further understand that all costs of paramedic transportation, hospitalization, and any examination, X-ray, or treatment provided in relation to this authorization shall be my sole responsibility as the student's parent/guardian.									
<b>HEALTH ALERTS - List any medical condition which restricts physical activity or requires special attention. Include conditions such as asthma and allergies such as peanut and bee stings. If none, please indicate "none".</b> _____									
DOES THE STUDENT HAVE HEALTH INSURANCE? (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO* If "Yes": <input type="checkbox"/> Private Health Insurance <input type="checkbox"/> Medi-Cal <input type="checkbox"/> Healthy Families									
MEDI-CAL / HEALTHY FAMILIES ID Number: _____									
1. PRIVATE HEALTH INSURANCE NAME			GROUP NO.		2. PRIVATE HEALTH INSURANCE NAME (If covered under more than one plan)			GROUP NO.	
NAME OF DOCTOR / MEDICAL OFFICE					PHONE NUMBER OF DOCTOR / MEDICAL OFFICE				
*If the student currently does not have health insurance, information on free or low-cost health care programs is available by calling the District's toll-free HELPLINE 1(866)742-2273.									
MY CHILD IS ALLERGIC TO THE FOLLOWING MEDICATIONS: _____									
MY CHILD CURRENTLY TAKES THE FOLLOWING MEDICATIONS: _____									
I CERTIFY THAT I HAVE READ AND UNDERSTOOD THIS FORM AND DO HEREBY GIVE MY AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT, AND THAT ALL OF THE INFORMATION I HAVE PROVIDED ON THIS FORM IS TRUE AND CORRECT.									
X _____ DATE _____									
SIGNATURE OF: (CHECK ONE) <input type="checkbox"/> PARENT <input type="checkbox"/> LEGAL GUARDIAN CAREGIVER (AFFIDAVIT)									

REF-6554.1

Student Health and Human Services

1 of 1

August 8, 2016

## GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY GRADES TK/K-12



Requirements by Age and Grade Before Entering:

Vaccine	4-6 Years Old Elementary School at Transitional-Kindergarten/ Kindergarten and Above	7-17 Years Old Elementary or Secondary School	7th Grade*
Polio (OPV or IPV)	<b>4 doses</b> (3 doses OK if one was given on or after 4th birthday)	<b>4 doses</b> (3 doses OK if one was given on or after 2nd birthday)	
Diphtheria, Tetanus, and Pertussis	<b>5 doses of DTaP, DTP, or DT</b> (4 doses OK if one was given on or after 4th birthday)	<b>4 doses of DTaP, DTP, DT, Tdap, or Td</b> (3 doses OK if last dose was given on or after 2nd birthday. At least one dose must be Tdap or DTaP/DTP given on or after 7th birthday for all 7th-12th graders.)	<b>1 dose of Tdap</b> (Or DTP/DTaP given on or after the 7th birthday.)
Measles, Mumps, and Rubella (MMR or MMR-V)	<b>2 doses</b> (Both given on or after 1st birthday. Only one dose of mumps and rubella vaccines are required if given separately.)	<b>1 dose</b> (Dose given on or after 1st birthday. Mumps vaccine is not required if given separately.)	<b>2 doses of MMR</b> or any measles-containing vaccine (Both doses given on or after 1st birthday.)
Hepatitis B (Hep B or HBV)	<b>3 doses</b>		
Varicella (chickenpox, VAR, MMR-V, or VZV)	<b>1 dose</b>	<b>1 dose</b> for ages 7-12 years. <b>2 doses</b> for ages 13-17 years.	

\*New admissions to 7th grade should also meet the requirements for ages 7-17 years.

### INSTRUCTIONS:

California schools are required to check immunization records for all new student admissions at TK/Kindergarten **through** 12th grade and all students advancing to 7th grade before entry.

1. Notify parents of required immunizations and collect immunization records.
2. Copy the date of each vaccine from the child's immunization record to the California School Immunization Record (Blue Card, CDPH-286) and/or supplemental Tdap sticker [PM 286 S (01/11)] or enter into an approved electronic system that prints a Blue Card.
3. Compare number of doses on the Blue Card to the requirements above.
4. Determine whether child can be admitted.

Continued on next page.



**GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY GRADES TK/K-12 (continued)**

**ADMIT A CHILD UNCONDITIONALLY WHO:**

- Has all immunizations required for their age or grade, or
- Entered Transitional Kindergarten with
  - a valid personal beliefs exemption (PBE) for missing shot(s) that was signed within 6 months prior to entry and filed before January 1, 2016 and
  - immunization records with dates for all required shots not exempted, or
- Is entering 1<sup>st</sup>-6<sup>th</sup> grade or 8<sup>th</sup>-12<sup>th</sup> grade and submits a valid PBE filed at a prior California school for missing shot(s) and immunization records with dates for all required shots not exempted. **The PBE must have been filed before January 1, 2016 and is only valid for the current grade span (TK/K through 6<sup>th</sup> or 7<sup>th</sup> through 12<sup>th</sup> grade).** For complete details, visit [ShotsforSchool.org](http://ShotsforSchool.org), or
- Submits a licensed physician's written statement of a permanent **medical exemption** for missing shot(s) and immunization records with dates for all required shots not exempted.

The immunization requirements do not prohibit pupils from accessing special education and related services required by their individualized education programs.

**A CHILD WHO IS MISSING REQUIRED SHOTS MAY BE ADMITTED CONDITIONALLY IF HE/SHE:**

- Is missing a dose(s) in a series, but the next dose is not due yet. This means the child has received at least one dose in a series and the deadline for the next dose has **not** passed, according to the table below.
- Has a temporary medical exemption to certain vaccine(s) and has submitted immunization records for vaccines not exempted. The statement must indicate which immunization(s) must be postponed and when the child can be immunized.

**SCHOOLS NEED TO FOLLOW UP AFTER ADMISSION IF:**

- Child was admitted conditionally. Notify parents of the deadline for missing doses. Review records every 30 days until all required doses are received.
- Awaiting records for transfers from within California or another state. School may allow up to 30 school days before exclusion.

**When Missing Doses Can Be Given:**

Vaccine	Age (Years)	Missing Dose	Earliest Date After Previous Dose	Deadline After Previous Dose
Polio		2nd	6 weeks	10 weeks
		3rd	6 weeks	12 months
	4-6	4th	If the 3rd dose was given before the 4th birthday, one more dose is required before admission.	
	7-17	4th	If the 3rd dose was given before the 2nd birthday, one more dose is required before admission.	
DTaP, DTP, or DT	Under 7	2nd or 3rd	4 weeks	8 weeks
		4th	6 months	12 months
		5th	If the 4th dose was given before the 4th birthday, one more dose is required before admission.	
DTaP, DTP, DT, Tdap, or Td	7 & Older	2nd	4 weeks	8 weeks
		3rd	6 months	12 months
		4th	If the 3rd dose was given before the 2nd birthday, one more dose is required before admission.	
MMR		2nd	1 month	3 months
Hep B	4-6	2nd	1 month	2 months
		3rd	2 months after 2nd dose and at least 4 months after 1st dose	6 months after 2nd dose
Varicella	13-17	2nd	4 weeks	3 months

**DO NOT ADMIT A CHILD WHO:**

Does not fit one of the previous categories. Refer parents to their physician with a written notice indicating which doses are needed.

Maintain a list of unimmunized children (exempted or admitted conditionally), so they can be excluded quickly if an outbreak occurs.

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT J-5

Sample Notification Letter to accompany Oral Health Assessment/Waiver Request  
Form

**(USE SCHOOL LETTERHEAD WITH PRINCIPAL'S SIGNATURE)**

Dear Parent or Guardian:

A child's oral health is very important to their overall health and ability to learn. Beginning January 1, 2007 a new California law passed by state lawmakers requires that your child have an oral health assessment (dental check-up) by May 31. This law is for children in kindergarten or first grade, whichever is his or her first year in public school. A dental check-up that has happened within the 12 months before your child enters school also meets this requirement. Please take the attached Oral Health Assessment form to your child's dental office and have it completed by the dentist or dental health professional. Please return the completed form by May 31, \_\_\_\_\_(YEAR).

If you don't have medical or dental insurance for your child and would like assistance getting insurance, call the toll-free Helpline of the LAUSD Children's Health Access and Medi-Cal Program (CHAMP) at **1-866-742-2273**. If you need information on services and referrals, you can also call the county information line at **211**.

For free and low-cost health services you can call the Los Angeles County Department of Health Services at **1-800-427-8700** or the Los Angeles Dental Society at **213-380-7669**.

If you cannot take your child for this required assessment, please indicate the reason for this in Section 3 of the form. You can get more copies of the form at your child's school. All schools will maintain the privacy of students' health information.

Healthy teeth help children eat properly, talk, smile, and feel good about themselves. Even baby teeth are very important. You can help your child by doing the following:

- Take your child to the dentist twice a year for a check-up.
- Brush teeth at least twice a day with toothpaste that contains fluoride.
- Choose healthy foods for the entire family. Fresh foods are usually the healthiest foods.
- Limit candy and sweet drinks, such as punch or soda, which cause cavities and can lead to weight problems.

If you have questions about the oral health assessment requirement, please contact \_\_\_\_\_.(SCHOOL CONTACT FOR FORMS, QUESTIONS, ETC.).

Sincerely,

**(PRINCIPAL)**

Sample Notification Letter to accompany Oral Health Assessment/Waiver Request Form  
**(USE SCHOOL LETTERHEAD WITH PRINCIPAL'S SIGNATURE)**

Estimado Padre o Tutor:

La salud dental de un niño es muy importante para su salud general y su desarrollo educativo. Para asegurarse que su niño/a esté preparado para comenzar la escuela, la ley de California requiere que su niño tenga una evaluación de su salud bucal (revisión dental) para el 31 de mayo. Esta ley es para los niños del kindergarten o para los del primer grado, cualquiera sea su primer año en una escuela publica. Una revisión dental que haya tenido su hijo dentro de los 12 meses previos a que entre a la escuela, cumple con el requisito. Por favor lleve el formulario adjunto para la evaluación de salud bucal a la oficina dental de su niño y pida que el dentista o un profesional de salud dental lo llene. Por favor devuelva el formulario completado para el 31 de mayo, \_\_\_\_\_. (AÑO)

Si no tiene seguro médico o dental para su niño y quisiera ayuda en obtener seguro, llame a la línea gratis y de ayuda directa para niños del Distrito Escolar Unificado de Los Angeles (LAUSD por sus siglas en inglés) y al Programa de Medi-Cal (CHAMP) al 1-866-742-2273. Si necesita información sobre servicios o remisiones, también puede llamar a la línea de información del condado al 211.

Para obtener servicios de salud gratis o a bajo costo puede llamar al Departamento de Servicios de Salud del Condado de Los Angeles al 1-800-427-8700 o a la Sociedad Dental de Los Angeles al 213-380-7669.

Si no puede llevar a su hijo a éste exámen requerido, por favor indique la razón de esto en la Sección 3 del formulario. Puede obtener más copias de este formulario en la escuela donde asiste su niño. Todas las escuelas mantendrán la privacidad de la información de los estudiantes.

El tener dientes saludables ayuda a los niños a comer apropiadamente, a hablar, a sonreír y a sentirse bien sobre sí mismos. Incluso los dientes de bebé son importantes. Usted puede ayudar a su niño haciendo lo siguiente:

- Lleve a su hijo al dentista dos veces al año para un exámen.
- Cepille los dientes por lo menos dos veces al día con pasta de dientes que contenga fluoruro.
- Escoja comida saludables para toda la familia. Las comidas frescas son en general las más saludables.
- Limite los caramelos y las bebidas dulces, como los jugos o soda, ya que causan caries y puede que ocasionen problemas de peso.

Si tiene preguntas acerca de los requisitos para la evaluación de salud bucal, favor de comunicarse con \_\_\_\_\_, al \_\_\_\_\_.

**(School Contact for Forms, Questions, etc.).**

Atentamente,

**(DIRECTOR/A**



## ORAL HEALTH ASSESSMENT/WAIVER REQUEST FORM

California law, *Education Code* Section 49452.8, now requires that your child have an oral health assessment by May 31 in kindergarten or first grade, whichever is his or her first year of public school. The law specifies that the assessment must be performed by a licensed dentist or other licensed or registered dental health professional. Oral health assessments that have happened within the 12 months before your child enters school also meet this requirement. If you cannot take your child for this assessment, you may be excused from this requirement by filling out Section 3 of this form.

SECTION 1: To be completed by the parent or guardian			
Student's Last Name	First Name	Middle Initial	Birth Date (mo/day/year)
Address/City/Zip			Phone ( )
School Name	Teacher	Student's Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Parent/Guardian Name
Child's race/ethnicity: (Optional): <input type="checkbox"/> Alaska Native <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Multi-racial <input type="checkbox"/> Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Unknown <input type="checkbox"/> Other: _____			

California law requires schools to maintain the privacy of students' health information. Your child's identity will not be associated with any report produced as a result of this requirement. If you have any questions about this requirement, please contact your school office.

➤ \_\_\_\_\_  
*Signature of parent or guardian* *Date*

SECTION 2: Oral Health Data Collection			
To be completed by the dental professional conducting the assessment			
Assessment Date:	<u>Visible caries and/or fillings present:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Visible caries present:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Treatment Urgency:</u> <input type="checkbox"/> No obvious problem found <input type="checkbox"/> Early dental care recommended <input type="checkbox"/> Urgent care needed

➤ \_\_\_\_\_  
*Signature of Dental Professional* *Date*

SECTION 3: Waiver of Oral Health Assessment Requirement	
To be completed by a parent or guardian requesting to be excused from this requirement	
I request that my child be excused from the oral health assessment requirement for the following reason: (Please check the box that best describes the reason.) <input type="checkbox"/> I am unable to find a dental office that will take my child's insurance plan. My child is covered by the following insurance plan: <input type="checkbox"/> Healthy Families <input type="checkbox"/> Healthy Kids <input type="checkbox"/> Medi-Cal/Denti-Cal <input type="checkbox"/> None <input type="checkbox"/> Other _____ <input type="checkbox"/> I cannot afford an oral health assessment for my child. <input type="checkbox"/> I do not wish my child to receive an oral health assessment. Optional: Other reasons my child could not get an oral health assessment _____	

**RETURN THIS FORM TO THE SCHOOL BY MAY 31**  
Original to be retained in student's school record.



Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT J-6

**STUDENT RESIDENCY QUESTIONNAIRE**

*The McKinney-Vento Homeless Assistance Act, part of No Child Left Behind, entitles all homeless school-aged children access to the same free, appropriate public education that is provided to non-homeless youth. Schools are required to remove barriers to the enrollment, attendance, and success of homeless students in school. To determine eligibility please complete this form. For additional information, please contact the Homeless Education Program at (213) 202-7581.*

School: \_\_\_\_\_ Local District: \_\_\_\_\_  
Student First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_ ☐ Male ☐ Female  
Grade: \_\_\_\_\_ **STUDENT DISTRICT ID NUMBER** \_\_\_\_\_  
Address: \_\_\_\_\_ Apt #: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Parent/Guardian Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Is the student a teen parent? ☐ Yes ☐ No      Is the student an unaccompanied youth? ☐ Yes ☐ No      Is the student a runaway? ☐ Yes ☐ No

Has the student transferred schools any time after completing the second year of High School? ☐ Yes ☐ No

*If yes, forward copy of SRQ to academic counselor for AB1806 eligibility.*

**CHECK THE ONE OPTION THAT BEST DESCRIBES YOUR NIGHT TIME RESIDENCE:**

- ☐ **In** a shelter (name of shelter) \_\_\_\_\_
- ☐ **In** a motel or hotel (name of motel/hotel) \_\_\_\_\_
- ☐ **In** a transitional housing program (name of program) \_\_\_\_\_
- ☐ **In** a car, trailer or campsite, **temporarily due to inadequate housing**
- ☐ **In** a trailer/motor home on private property
- ☐ **In** a garage **due to loss of housing**
- ☐ **Temporarily** in another family's house or apartment **due to loss of housing, due to financial problems (e.g. loss of job, eviction, or natural disaster)**
- ☐ **Temporarily** with an adult that is not the parent/legal guardian **due to loss of housing**
- ☐ **Other** places not designed for, or ordinarily used as a regular sleeping accommodation for human **beings (explain)** \_\_\_\_\_



IF YOU  
CHECKED  
ANY OF  
THESE BOXES,  
PLEASE  
COMPLETE  
BOTH SIDES  
OF THIS  
FORM.



☐ **NONE OF THE ABOVE APPLY – NO FURTHER INFORMATION REQUIRED AT THIS TIME.**

**\*If your housing situation changes, please notify your child's school.**

-----AFFIDAVIT-----

*By signing this form, I declare under penalty of the laws in the State of California that the foregoing is true and correct. In addition, I understand that the District reserves the right to verify the above listed residence information.*

Signature of Parent/Legal Guardian/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_

**UPON RECEIPT, FAX BOTH SIDES TO HOMELESS EDUCATION PROGRAM 213-580-6551**

**\*\*\*COMPLETE REVERSE SIDE\*\*\***

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT J-6

Student Name \_\_\_\_\_ School \_\_\_\_\_

*All school aged siblings must have a separate SRQ and be identified in MISIS to receive services. List all siblings between the ages of birth and 22 years old.*

Name Birthdate Grade School


Please check areas of need, if any (homeless school site liaison may be able to facilitate referral to some of these resources):

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Backpack/School Supplies</b>                 | <input type="checkbox"/> <b>Hygiene Kits</b>                          |
| <input type="checkbox"/> Clothing Assistance (Shoes, Clothing, Uniforms) | <input type="checkbox"/> <b>Assistance for a Homeless Teen Parent</b> |
| <input type="checkbox"/> Tutoring  |   |
| <input type="checkbox"/> <b>Transportation Assistance</b>                | <input type="checkbox"/> No Services Requested                        |

**\*\*\*IF YOU ARE REQUESTING TRANSPORTATION ASSISTANCE, SIGN THE AFFIDAVIT BELOW.**

I need assistance from LAUSD, as I have no alternate means to deliver my child to school. I agree to have my child attend school every day and on time. I also agree to notify the District if our situation changes or we no longer require this assistance. I understand that my child must meet the eligibility criteria for transportation assistance and I must comply with sign-in and supervision requirements.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTENTION SCHOOL SITE HOMELESS LIAISON**

School Site Homeless Liaison: Name Title Phone E-mail

The School Site Homeless Liaison shall provide needed referrals for school clothing/uniforms, tutoring, counseling, medical/dental/health, and food pantries. If you need assistance with referrals, please refer to the Homeless Liaison Training Manual. **The liaison is responsible for arranging the pick up of resources provided for homeless students by the Homeless Education Program.** For additional assistance and resources such as temporary housing, families can be referred to 211 which is accessible 24 hours a day in all languages.

*The Homeless Liaison Training Manual and other resources can be found at: <http://homelesseducation.lausd.net>*

**SCHOOLS PLEASE NOTE:**

- ✓ The Student Residency Questionnaire (SRQ) must be kept in a confidential file, which is separate from the Permanent Student Record (**DO NOT PLACE THIS FORM IN CUMULATIVE FILE**).
- ✓ For any choices except none of the above applies, please fax this form (both sides) to the Homeless Education Program at (213) 580-6551.

**(For Homeless Education Program Use Only)**

1. Student is living within his/her school's residence boundaries? ☐ NO ☐ YES - If yes, student does not qualify for transportation assistance.

2. Student is eligible for transportation? ☐ NO ☐ YES

Transportation Request Processed by \_\_\_\_\_ Date \_\_\_\_\_

If transportation is denied, a denial letter will be sent to the School-Site Homeless Liaison. Parent/guardian can appeal.

Transportation Request Processed By \_\_\_\_\_ Date \_\_\_\_\_

If transportation is denied, a denial letter will be sent to the School-Site Homeless Liaison. Parent/guardian can appeal.

REF-6554.1

Student Health and Human Services

2 of 2

August 8, 2016

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT J-6

**CUESTIONARIO SOBRE LA RESIDENCIA ESTUDIANTIL**

La Ley McKinney-Vento sobre la Ayuda a las Personas sin Hogar, como parte de la ley Que Ningún Niño Quede Atrasado, les da el derecho a todos los niños sin hogar en edad escolar a tener acceso a la misma educación pública gratuita y apropiada que se les proporciona a los alumnos que sí tienen hogar. Las escuelas tienen la obligación de suprimir las barreras a la matriculación, asistencia y éxito de los alumnos de la escuela sin hogar. Para determinar si es elegible por favor llene este formulario. Para mayores informes, haga el favor de comunicarse con el Programa de Educación para los Alumnos sin Hogar al (213) 202-7581.


Escuela: \_\_\_\_\_ Distrito Local: \_\_\_\_\_  
Nombre del alumno(a) \_\_\_\_\_ Apellido: \_\_\_\_\_ Fecha de Nacimiento: \_\_\_\_\_ ☐ Masculino ☐  
Femenino  
Grado \_\_\_\_\_ **NUMERO ESTUDIANTIL DEL DISTRITO** \_\_\_\_\_  
Dirección: \_\_\_\_\_ Ciudad: \_\_\_\_\_ Código Postal: \_\_\_\_\_  
Nombre y apellido del padre/madre o tutor: \_\_\_\_\_ Número de teléfono para contactos: \_\_\_\_\_

El estudiante es un padre adolescente? ☐ Sí ☐ No  
El estudiante a huido de tu hogar sin permiso? ☐ Sí ☐ No  
El estudiante es un joven no acompañado por adultos? ☐ Sí ☐ No

El estudiante se ha transferido de escuela después de haber completado el segundo año de la secundaria (high school)?  
☐ Sí ☐ No

\*\*\*\*If Yes, forward copy of SRQ to academic counselor for AB1806 eligibility.

**RESIDENCIA DE NOCHE (MARQUE SOLAMENTE UNA RESPUESTA):**

<input type="checkbox"/> En un refugio (nombre del refugio) _____ <input type="checkbox"/> En un motel o hotel (nombre del motel o hotel) _____ <input type="checkbox"/> En un programa de vivienda de transición (nombre del programa) _____ <input type="checkbox"/> En un auto, tráiler o lugar de campamento, <b>debido a vivienda inadecuada</b> <input type="checkbox"/> En un tráiler/caravana fija, ubicados en propiedad privada <input type="checkbox"/> En un garaje <b>debido a la pérdida de alojamiento</b> <input type="checkbox"/> Temporalmente en la casa o apartamento de otra familia <b>debido a la pérdida del alojamiento o problemas económicos.</b> (Por ejemplo, pérdida del empleo, desalojamiento o desastre provocado por la naturaleza) <input type="checkbox"/> Temporalmente con un adulto que no sea el padre, la madre o el tutor legal, <b>debido a la pérdida del alojamiento</b> <input type="checkbox"/> Otros lugares no diseñados para el uso normal de un ser humano (Por favor esplique) _____ <input type="checkbox"/> Viviendo solo sin adulto (joven no acompañado)		SI USTED MARCÓ CUALQUIERA DE ESTAS CASILLAS, HAGA EL FAVOR DE LLENAR AMBOS LADOS DE ESTE FORMULARIO ⇒ ⇒ ⇒
<input type="checkbox"/> NINGUNA DE LAS SITUACIONES DESCRITAS ARRIBA CORRESPONDE – NO SE NECESITA INFORMACIÓN ADICIONAL POR AHORA. Si la situación de su vivienda cambia, haga el favor de avisarle a la escuela.		

-----AFFIDÁVIT-----

*Al firmar este formulario, declaro de bajo pena de perjurio de conformidad con las leyes del Estado de California que la información proporcionada arriba es cierta y correcta. Entiendo que el Distrito se reserva el derecho de verificar la información sobre la vivienda que figura arriba.*

Firma del padre de familia, tutor legal o persona que proporciona servicios: \_\_\_\_\_ Fecha: \_\_\_\_\_

**UPON RECEIPT, FAX BOTH SIDES TO HOMELESS EDUCATION PROGRAM 213-580-6551**  
**\*\*\* LLENE LA SEGUNDA PAGUINA AL REVERSO**

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT J-6

Nombre y apellido del alumno \_\_\_\_\_ Escuela \_\_\_\_\_

Por favor note a todos los hermanos entre las edades de recién nacido hasta los 22 años. Llene un formulario por cada niño.

Nombre y apellido

Fecha de Nacimiento

Grado

Escuela


Haga el favor de marcar los aspectos que necesita, si los hay:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Materiales escolares                               | <input type="checkbox"/> Mochilas  | <input type="checkbox"/> Botiquines de higiene |
| <input type="checkbox"/> Ayuda para obtener ropa (zapatos, ropa, uniformes) | <input type="checkbox"/> Ayuda para un padre o madre adolescente sin hogar | <input type="checkbox"/> Tutoría               |
| <input type="checkbox"/> Ningún Servicio                                    | <input type="checkbox"/> Asistencia con transporte                         |  |

**\*\*SI USTED SOLICITA AYUDA CON EL TRANSPORTE, SÍRVASE FIRMAR EL AFFIDÁVIT DE NECESIDAD A CONTINUACIÓN.**

Yo necesito la ayuda del LAUSD puesto que no tengo otro medio de llevar a mi hijo(a) a la escuela. Acepto hacer que mi hijo asista a la escuela todos los días puntualmente. También acepto notificarle al Distrito si nuestra situación cambia o si ya no necesitamos ayuda. Entiendo que mi hijo(a) debe cumplir con los requisitos pertinentes para recibir ayuda con el transporte y que debo cumplir con la obligación de firmar mi asistencia y las obligaciones de supervisión.

Firma del padre, madre o tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_

**ATTENTION SCHOOL SITE HOMELESS LIAISON**

School Site Homeless Liaison: Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

The School Site Homeless Liaison shall provide needed referrals for school clothing/uniforms, tutoring, counseling, medical/dental/health, and food pantries. If you need assistance with referrals, please refer to the Homeless Liaison Training Manual. **The liaison is responsible for arranging the pick-up of resources provided for homeless students by the Homeless Education Program.** For additional assistance and resources such as temporary housing, families can be referred to 211 which is accessible 24 hours a day in all languages.

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**SCHOOLS PLEASE NOTE:**

- ✓ **The Student Residency Questionnaire (SRQ) must be kept in a confidential file, which is separate from the Permanent Student Record (DO NOT PLACE THIS FORM IN CUMULATIVE FILE).**
- ✓ **For any choices except none of the above applies, please fax this form (both sides) to the Homeless Education Program at (213) 580-6551.**

**(For Homeless Education Program Use Only)**

- Student is living within his/her school's residence boundaries? ☐ NO ☐ YES - If yes, student does not qualify for transportation assistance.
- Student is eligible for transportation? ☐ NO \_\_\_\_\_ ☐ YES \_\_\_\_\_  
Transportation Request Processed by \_\_\_\_\_ Date \_\_\_\_\_

If transportation is denied, a denial letter will be sent to the School-Site Homeless Liaison. Parent/guardian can appeal.



# Los Angeles Unified School District

## Migrant Education Program Family Work Questionnaire



Your children may be eligible to receive **FREE** educational and health services.  
Possible services may include:

- After-School Tutoring
- Saturday School
- Preschool Programs
- Help Recovering High School Credits
- Summer College Academies
- Summer Outdoor Camp
- Summer Science Academies
- Dental Screenings/Medical Referrals

### Parents receive training on:

How to become involved in their children's schools, how to support their children's academic success, requirements for college admissions and other services. We also provide information for classes to obtain a GED certificate, which is an equivalent to a high school diploma.

**Have you or any family member moved to work or seek work in agriculture within the last 3 years?** Yes ☐ NO ☐

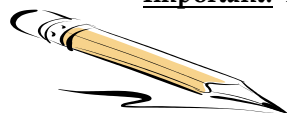
If you answered YES, please answer the next question

**Did your children move with you during the time you worked or went to seek work?** Yes ☐ NO ☐

(Please check all the agricultural and fishing jobs, temporary and seasonal, that applies.)

<input type="checkbox"/> <b>Field Work/ Agriculture</b> <u>Examples:</u> (plant, prune, pick, harvest, pack, sort or transport fruits, vegetables, grains, or other crops; soil preparation, irrigation, fumigation, etc.)	<input type="checkbox"/> <b>Orchard</b> <u>Examples:</u> (pick, prune, sort fruit, nut trees, vines, etc.)	<input type="checkbox"/> <b>Nursery</b> <u>Examples:</u> (plant, cultivate, harvest flowers, plants, trees, bushes, herbs, sod, etc.)	<input type="checkbox"/> <b>Fishing</b> <u>Examples:</u> (catch, sort, pack, process, transport fish or shellfish, etc.)
<input type="checkbox"/> <b>Dairy/Farm/Ranch/ Livestock</b> <u>Examples:</u> (milking, cattle feeding, transporting animals; raising farm animals such as poultry, goats, pigs, etc.; and sale of its products such as milk, eggs, cheese, etc. for someone or for family support.	<input type="checkbox"/> <b>Packing</b> <u>Examples:</u> (process, store, freeze, can, pack fruits, vegetables, meats, etc.)	<input type="checkbox"/> <b>Food Processing</b> <u>Examples:</u> (prepare, process foods like tomato sauce, fruit jellies, chili sauce; processing of wheat or flour for tortilla items, pack cut or pack an assortment of meats.)	<input type="checkbox"/> <b>Forestry/Lumber</b> <u>Examples:</u> (plant, grow, cultivate, harvest trees; thinning and vegetation control, etc.)

**Important:** Proof of family income or immigration status is **NOT** required to receive services.



Please provide the following information to your school:

Parent(s)/Guardian(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

What is the best time to call you? ☐ 8am-12pm ☐ 12pm-6pm ☐ 6pm-8pm

Student Name's: \_\_\_\_\_

Student's School: \_\_\_\_\_ Grade: \_\_\_\_\_

**For more information call the Los Angeles Unified School District, Migrant Education Office at: (213) 241-0510**

\*\*\* TO HOME SCHOOL STAFF \*\*\*

Please return this survey to the Migrant Education Office at the Beaudry Bldg. 29<sup>TH</sup> Floor, within two weeks of student's enrollment, so that services can be made available to eligible families. Please call (213) 241-0510 for more information.



# Distrito Escolar Unificado de Los Ángeles

Programa de Educación Migrante  
Cuestionario Sobre el Trabajo de la Familia



Sus hijos pueden ser elegibles para recibir servicios educativos y de salud **GRATUITOS**.  
Algunos servicios pueden incluir:

- Tutoría Después de Clases
- Clases los Sábados
- Programas de Preparación para el Kinder
- Ayuda para Recuperar Créditos de la Secundaria/Preparatoria (High School)
- Academias Universitarias en el Verano
- Campamento al Aire Libre en el Verano
- Academias de Ciencias en el Verano
- Exámenes Dentales/Referencias Médicas

## Los padres recibirán entrenamiento en lo siguiente:

Como involucrarse en la escuela de sus hijos, como apoyar el logro académico de sus hijos, conocer los requisitos de admisión al colegio y otros servicios. También tenemos información sobre las clases para obtener el certificado del GED, que es un equivalente al diploma de la escuela preparatoria (high school).

**¿Se ha mudado usted o algún miembro de la familia a trabajar o buscar trabajo en la agricultura dentro de los últimos 3 años?** Sí ☐ No ☐

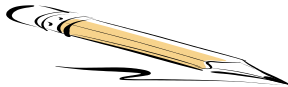
Si contesto SI, favor de contestar la siguiente pregunta

**¿Sus hijos se mudaron con usted cuando fue a trabajar o a buscar trabajo?** Sí ☐ No ☐

(Por favor indique todos los trabajos agrícolas y de pesca, temporales o de temporada, que aplican.)

<b><input type="checkbox"/> Trabajo de Campo/Agricultura</b> <u>Ejemplos:</u> (sembrar, plantar, podar, pizar, cosechar, empacar, sortear o transportar frutas, vegetales, granos, u otras cosechas; preparación de la tierra, irrigación, fumigación, etc.)	<b><input type="checkbox"/> Huerta</b> <u>Ejemplos:</u> (pizar, podar, sortear frutas, árboles de nueces, y viñas, etc.)	<b><input type="checkbox"/> Vivero</b> <u>Ejemplos:</u> (sembrar, cultivar, plantar, cosechar flores, plantas, árboles, arbustos, hierbas, siembra del césped, etc.)	<b><input type="checkbox"/> Pesca</b> <u>Ejemplos:</u> (pescar, sortear, empacar, procesar, transportar pescado o mariscos, etc.)
<b><input type="checkbox"/> Lechería/Granja/Rancho/Ganadería</b> <u>Ejemplos:</u> (ordeñar, alimentar ganado, transportar animales; crianza de animales de granja, tales como aves de corral, chivos, cerdos, etc.; y venta de sus productos como leche, huevos, queso, etc. para alguien o para el sustento de la familia.)	<b><input type="checkbox"/> Empacadora</b> <u>Ejemplos:</u> (procesamiento/tratamiento, almacenaje, congelación, enlatar, empacar frutas, vegetales, carnes, etc.)	<b><input type="checkbox"/> Tratamiento/Procesamiento de Comida</b> <u>Ejemplos:</u> (preparar, procesar, tratamiento de comidas como la salsa de tomate, jaleas de fruta, salsa, o procesamiento de trigo o de harina para productos de tortilla, cortar o empacar un surtido de carnes.)	<b><input type="checkbox"/> Silvicultura/Madera de Construcción/Trabajo Forestal</b> <u>Ejemplos:</u> (sembrar, plantar, cultivar, cosechar árboles; control de la vegetación, etc.)

Importante: NO se requiere pruebas del ingreso familiar o documentos de inmigración para recibir servicios.



**Favor de proveer la siguiente información a su escuela:**

Nombre del Padre de Familia o Guardián: \_\_\_\_\_

Domicilio: \_\_\_\_\_

Número de Teléfono: \_\_\_\_\_

¿Cuál es la mejor hora para llamarle? ☐ 8am-12pm ☐ 12pm-6pm ☐ 6pm-8pm

Nombre del Estudiante: \_\_\_\_\_

Escuela del Estudiante: \_\_\_\_\_ Grado: \_\_\_\_\_

**Para más información llame a la oficina del Programa de Educación Migrante del Distrito Escolar Unificado de Los Ángeles al (213) 241-0510**

\*\*\* TO HOME SCHOOL STAFF \*\*\*

Please returns this survey to the Migrant Education Office at the Beaudry Bldg. 29<sup>TH</sup> Floor, within two weeks of student's enrollment, so that services can made available to eligible families. Please call (213) 241-0510 for more information.

OMB Number: 1810-0021  
Expiration Date: 04/30/2013

U.S. DEPARTMENT OF EDUCATION  
OFFICE OF INDIAN EDUCATION  
WASHINGTON, DC 20202

**TITLE VII STUDENT ELIGIBILITY CERTIFICATION**  
Elementary and Secondary Education Act, Title VII, Part A, Subpart 1

**Parents: Please return this completed form to your child's school.** In order to apply for a formula grant under the Indian Education Program, your child's school must determine the number of Indian children enrolled. Any child who meets the following definition may be counted for this purpose. You are not required to complete or submit this form to the school. However, if you choose not to submit a form, the school cannot count your child for funding under the program. **This form will become part of your child's school record and will not need to be completed every year.** This form will be maintained at the school and information on the form will not be released without your written approval.

*Definition: Indian means any individual who is (1) a member (as defined by the Indian tribe or band) of an Indian tribe or band, including those Indian tribe or bands terminated since 1940, and those recognized by the State in which the tribe or band reside; or (2) a descendent in the first or second degree (parent or grandparent) as described in (1); or (3) considered by the Secretary of the Interior to be an Indian for any purpose; or (4) an Eskimo or Aleut or other Alaska Native; or (5) a member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.*

NAME OF CHILD \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(As shown on school enrollment records)

School Name \_\_\_\_\_ Grade \_\_\_\_\_

NAME OF TRIBE, BAND OR GROUP

Tribe, Band or Group is: (check one)

<input type="checkbox"/> Federally Recognized, Including Alaska Native	<input type="checkbox"/> State Recognized	<input type="checkbox"/> Terminated	<input type="checkbox"/> Organized Indian Group Meeting #5 of the Definition Above
---	--	-------------------------------------	--

Name of individual with tribal membership:

Individual named is (check one): ☐ Child ☐ Child's Parent ☐ Child's  
Grandparent

Proof of membership, as defined by tribe, band, or group is:

A. Membership or enrollment number (if readily available) OR

Other (explain) \_\_\_\_\_

Name and address of organization maintaining membership data for the tribe, band or group:

\_\_\_\_\_

I verify that the information provided above is accurate:

PARENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

Notice: Public Reporting Burden Notice on Reverse Side



**PAPERWORK BURDEN STATEMENT**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0021. The time required to complete this portion of the information collection per type of respondent is estimated to average: 15 minutes per Indian student certification (ED 506) form; including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Office of Indian Education, U.S. Department of Education, 400 Maryland Avenue, S.W., LBJ/Room 3E200, Washington, D.C. 20202-6335.

## FINANCIAL RESPONSIBILITY FOR DAMAGED SCHOOL PROPERTY

Dear Parents/Guardians:

This letter is to inform you of your legal responsibility with regard to property of the Los Angeles Unified School District (District). California Education Code section 48904 states, in pertinent part, that the parent or guardian of any minor who willfully cuts, defaces, or otherwise injures any real or personal property of the District or its employees shall be liable for all damages caused by the minor up to \$10,000. District property includes buildings and grounds, as well as textbooks, library books, computers, shop materials, physical education clothes, and sports equipment. A parent or guardian is liable to the District for all District property loaned to a minor and not returned upon demand.

We will be discussing the meaning of this responsibility with all students. We need your help in making sure that District property is kept in good condition and that loaned items are returned to school upon demand. **Parents will be expected to pay the replacement or repair cost for any lost or damaged District property.** The school is legally authorized to withhold the grades, diploma, and transcripts of students until the obligation is cleared.

The following are ways to help your student understand this responsibility:

- Model careful handling of textbooks, library books, and other school property.
- Help students find a safe place to keep books during the borrowing period.
- Inform students that vandalism is not only a crime, but parents or guardians may be held financially responsible for the damage.

We look forward to a successful school year with your student.

Sincerely,

Principal

## Student Success Library Card Program Opt-In Form

Dear Parents/ Guardian,

The Los Angeles Unified School District, the Los Angeles Public Library (LAPL), and Mayor Garcetti's office have a district-wide partnership to offer the ***"Student Success Library Card"*** program as a new way for every LAUSD student to access the resources of the public library system.

The following are some of the LAPL services students can benefit from utilizing their ***"Student Success Library Card"***:

- Borrow up to 3 books from any LA Public Library at a time
- No overdue fines or other charges
- Use computers with internet access at any of the LA Public Library locations
- Receive free on-line homework tutoring services
- 24/7 access to downloadable e-books, music, magazines and other educational resources that can be accessed over the internet and at your local libraries

What student information will LAUSD share with the Los Angeles Public Library?

Student's name, school name, birth date, home address, parent's name, home phone number, grade level, parent's email address, and Student ID number. No other information will be shared.

Privacy: In order to accommodate families with privacy concerns, parents/guardians can complete the form below allowing LAUSD to share the above information with The Los Angeles Public Library only. This accommodation allows families the privacy requested, but enables enrollment in the ***"Student Success Library Card"*** program. To opt-in to program, please complete the information below.

Yes, LAUSD can share the above information with the LAPL allowing my child to participate in the ***"Student Success Library Card"*** program. I also understand that I am responsible for my child's use of all library materials and services, including the internet.

Child's Name (Print) \_\_\_\_\_ DOB \_\_\_\_\_

Parent or Guardian's Name (Print) \_\_\_\_\_

By signing this form, I understand my child will participate in the ***"Student Success Library Card"*** program

Parent/Guardian (Signature): \_\_\_\_\_ Date \_\_\_\_\_



LOS ANGELES  
PUBLIC LIBRARY



**Call Center Hours:**  
Monday - Friday  
8:00 A.M. - 4:30 P.M.

Children's Health Access & Medi-Cal Program

# CHAMP

**Does your family need help getting free/low cost health insurance?**

**Contact us at 1-866-742-2273 or email: [champ@lausd.net](mailto:champ@lausd.net)**

**CHAMP provides:**

- Pre-screening for Health Insurance Program Eligibility
- **Medi-Cal | Kaiser Permanente Child Health Program | Covered CA**
- Health Insurance Application Assistance and Enrollment
- Outreach and Education on the Affordable Care Act
- Information About Utilizing and Maintaining Health Insurance Benefits
- Health Care Referrals to School-Based Health/Wellness Centers and Community Clinics

**All Youth Healthy and Achieving**

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

CHAMP is a department within the Los Angeles Unified School District and is part of the Student Health & Human Services Division. Partial funding for CHAMP is provided by First 5 LA and the Centers for Medicaid and Medicare Services.



**Horario del Centro  
de Llamadas:**  
Lunes a viernes  
8:00 A.M. - 4:30 P.M.

*Programa Medi-Cal y de Acceso a la Salud Infantil*

# CHAMP

**¿Necesita evaluación y asistencia con la solicitud de Medi-Cal y seguro médico gratuito ó de bajo costo para su familia?**

**Llame a 1-866-742-2273 o por correo electrónico: [champ@lausd.net](mailto:champ@lausd.net)**

**Le brindamos:**

- Pre-revisión de elegibilidad para el Programa de Seguro Médico
- **Medi-Cal | Programa de Salud para Niños de Kaiser Permanente | Covered CA**
- Asistencia para la solicitud e inscripción para el Seguro Médico
- Alcance y educación sobre la Ley del Cuidado Asequible de la Salud
- Información sobre cómo usar y mantener los beneficios del seguro médico
- Remisiones del cuidado de la salud a Centros Escolares de Salud, Centros de Bienestar y Clínicas Comunitarias

**Todos los jóvenes deben estar saludables y rendir académicamente**

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

CHAMP es un departamento del Distrito Escolar Unificado de Los Angeles y forma parte de la Oficina de Salud Estudiantil y Servicios Humanos. Es la 5 LA y el Departamento de Salud Pública del Condado de Los Angeles y los Centros para los Servicios de Medicaid y Medicare aportan financiamiento parcial para CHAMP.







A PROJECT OF THE CHILDREN'S PARTNERSHIP



**CHAMP**  
**1 (866) 742-2273**  
**achieve.lausd.net/CHAMP**

ALL YOUTH HEALTHY AND ACHIEVING

## Enroll. Get Care. Renew.

### Health Coverage All Year Long

## Health Coverage Options

### Medi-Cal:

- ▶ Children, foster youth, pregnant women, adults, US citizens, and immigrants—including those with DACA status—may be eligible for no- or low-cost Medi-Cal.
- ▶ Medi-Cal covers immunizations, checkups, specialists, vision and dental services, and more for children and youth at no- or low-cost.
- ▶ Medi-Cal enrollment is available year-round.

### Covered California:

- ▶ Covered California is where legal residents of California can compare quality health plans and choose the one that works best for them.
- ▶ Based on income and family size, many Californians may qualify for financial assistance.
- ▶ Enroll during Open Enrollment or any time you experience a life-changing event, like losing your job or having a baby. You have 60 days from the event to complete enrollment.

**! Undocumented Families** visit: [www.allinforhealth.org/resources#Undocumented](http://www.allinforhealth.org/resources#Undocumented)  
 Immigration status information is kept private, protected, and secure. It will not be used by any immigration agency to enforce immigration laws, but only to determine eligibility for health programs.

### You and your family may qualify for financial help:

Household Size	If 2016 household income is less than...		If 2016 household income is between...
1	\$16,243	\$31,308	\$16,244 - \$47,080
2	\$21,983	\$42,374	\$21,984 - \$63,720
3	\$27,724	\$53,439	\$27,725 - \$80,360
4	\$33,465	\$64,505	\$33,466 - \$97,000
5	\$39,206	\$75,571	\$39,207 - \$113,640
6	\$44,947	\$86,636	\$44,978 - \$130,280
▶	Adults may be eligible for Medi-Cal	Children may be eligible for Medi-Cal	May be eligible for financial help to purchase insurance through Covered California

## Enroll.

### Ways to enroll in Medi-Cal and Covered California:

- [achieve.lausd.net/CHAMP](http://achieve.lausd.net/CHAMP)  
[www.coveredca.com](http://www.coveredca.com)
- CHAMP • 1 (866) 742-2273**  
**Covered CA • 1 (800) 300-1506**
- Find in-person help:  
[www.coveredca.com/get-help/local/](http://www.coveredca.com/get-help/local/)

## Get Care.

- ▶ Find a primary care doctor in your network.
- ▶ Schedule an annual checkup for you and your family.
- ▶ Make sure to take your child to the dentist.
- ▶ Pay your monthly premium if your plan requires it.

## Renew.

- ▶ Medi-Cal must be renewed every year. Medi-Cal will mail renewal packet. Complete and return. For help, contact your local Medi-Cal office or call 211.
- ▶ Health plans through Covered California must be renewed every year. Renewal information will be mailed at the end of the year, or contact Covered California at 1 (800) 300-1506.

For more information go to:

**[www.allinforhealth.org](http://www.allinforhealth.org)**

Updated 03 2016





**Asegúrate,  
para el  
bienestar de  
tu familia**

UN PROYECTO DE "THE CHILDREN'S PARTNERSHIP"



**CHAMP**

**1 (866) 742-2273**

**achieve.lausd.net/CHAMP**

**TODOS LOS JÓVENES DEBEN ESTAR SALUDABLES  
Y RENDIR ACADÉMICAMENTE**

## Inscríbese. Cuide Su Salud. Renueve Su Cobertura. Cobertura de salud durante todo el año

### Sus Opciones de Cobertura de Salud

#### Medi-Cal:

- ▶ Niños, jóvenes en hogares de crianza, mujeres embarazadas, adultos, ciudadanos de los Estados Unidos, e inmigrantes incluyendo personas con el estatus de Acción Diferida (DACA)—podrían ser elegibles para Medi-Cal gratis o a bajo costo.
- ▶ Medi-Cal proporciona vacunas, visitas al doctor de prevención, especialista, oculista y servicios dentales para niños y jóvenes gratis o a bajo costo.
- ▶ Inscripción al programa de Medi-Cal está disponible todo el año.

#### Covered California:

- ▶ Covered California es donde los residentes legales de California pueden comparar planes de salud de alta calidad y elegir el que les conviene.
- ▶ Dependiendo de los ingresos y el tamaño de la familia, muchos Californianos también podrían calificarán para obtener ayuda financiera.
- ▶ Inscríbese durante la Inscripción Abierta o en cualquier momento durante el año que a tenido un evento calificado de vida, como si perdió su trabajo o tuvo un bebé. Tienen 60 días del evento para inscribirse.



**Para familias indocumentadas** visiten: [www.allinforhealth.org/resources#Undocumented](http://www.allinforhealth.org/resources#Undocumented)

*Su información de inmigración es confidencial, protegida, y segura. Su información no se usará para fines de control de inmigración. Solo se usará para determinar la elegibilidad para cobertura médica.*

## Inscríbese.

**Maneras para inscribirse con Medi-Cal y Covered California:**



[achieve.lausd.net/CHAMP](http://achieve.lausd.net/CHAMP)  
[www.coveredca.com](http://www.coveredca.com)



**CHAMP • 1 (866) 742-2273**  
Covered CA • 1 (800) 300-1506



Ayuda en persona:  
[www.coveredca.com/get-help/local/](http://www.coveredca.com/get-help/local/)

## Cuide Su Salud.

- ▶ Elija su doctor de su red médica.
- ▶ Haga sus citas anuales con su doctor para usted y su familia.
- ▶ Asegúrese de llevar a su hijo(s) al dentista.
- ▶ Si su plan lo requiere, haga su pago mensual.

## Renueve Su Cobertura.

- ▶ El seguro de Medi-Cal debe ser renovado cada año. Medi-Cal le enviará por correo su paquete de renovación. Complete y regrese el paquete. Para ayuda, contacte su oficina de Medi-Cal o marque 211.
- ▶ Los planes de salud a través de Covered California se deben renovar cada año. La información para renovar se le enviara a finales de año o contacte a Covered California al 1 (800) 300-0213.

### Usted y su familia podrían calificar para asistencia financiera:

Tamaño de la familia	Si el ingreso familiar en 2016 es menos de...		Si el ingreso familiar en 2016 es entre...
1	\$16,243	\$31,308	\$16,244 - \$47,080
2	\$21,983	\$42,374	\$21,984 - \$63,720
3	\$27,724	\$53,439	\$27,725 - \$80,360
4	\$33,465	\$64,505	\$33,466 - \$97,000
5	\$39,206	\$75,571	\$39,207 - \$113,640
6	\$44,947	\$86,636	\$44,978 - \$130,280
▶	Adultos podrían calificar para Medi-Cal	Niños podrían calificar para Medi-Cal	Podrías calificar para asistencia financiera en la compra de un seguro a través de Covered California

Para más información visite:

**[www.allinforhealth.org](http://www.allinforhealth.org)**

Actualizado 03 2016





## Los Angeles Unified School District

### Responsible Use Policy (RUP) for District Computer Systems

### Information for Students and Families

---

#### **Purpose**

The purpose of the District's Responsible Use Policy ("RUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, the RUP clarifies the educational purpose of District technology. As used in this policy, "user" includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by the District (the "network") regardless of the physical location of the user. The RUP applies even when District-provided equipment (laptops, tablets, etc.) is used off District property. Additionally, the RUP applies when non-District devices access the District network.

The District uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor users' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Users should have no expectation of privacy regarding their use of District equipment, network, and/or Internet access or files, including email.

The District will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to District applications, including, but not limited to, email, data management and reporting tools, and other web applications outside the United States and Canada.

#### **Student Responsibility**

*By initialing and signing this policy, you acknowledge that you understand the following:*

     **I am responsible for practicing positive digital citizenship.**

- ☐ I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- ☐ I will be honest in all digital communication.
- ☐ I understand that what I do and post online must not disrupt school activities or compromise school safety and security.

     **I am responsible for keeping personal information private.**

- ☐ I will not share personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- ☐ I will not meet anyone in person that I have met only on the Internet.
- ☐ I will be aware of privacy settings on websites that I visit.
- ☐ I will abide by all laws, this Responsible Use Policy and all District security policies.

     **I am responsible for my passwords and my actions on District accounts.**

- ☐ I will not share any school or District usernames and passwords with anyone.
- ☐ I will not access the account information of others.





## Los Angeles Unified School District Responsible Use Policy (RUP) for District Computer Systems Information for Students and Families

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☐ I will log out of unattended equipment and accounts in order to maintain privacy and security.

     **I am responsible for my verbal, written, and artistic expression.**

☐ I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.

     **I am responsible for treating others with respect and dignity.**

☐ I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.

☐ I understand that bullying in any form, including cyberbullying, is unacceptable.

     **I am responsible for accessing only educational content when using District technology.**

☐ I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent.

☐ I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.

☐ I understand that the use of the District network for illegal, political, or commercial purposes is strictly forbidden.

     **I am responsible for respecting and maintaining the security of District electronic resources and networks.**

☐ I will not try to get around security settings and filters, including through the use of proxy servers to access websites blocked by the District.

☐ I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any District computers, tablets, smartphones, or other new technologies.

☐ I know that I am not to use the Internet using a personal data plan at school, including personal mobile hotspots that enable access on District equipment.

☐ I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

     **I am responsible for taking all reasonable care when handling District equipment.**

☐ I understand that vandalism in any form is prohibited.

☐ I will report any known or suspected acts of vandalism to the appropriate authority.

☐ I will respect my and others' use and access to District equipment.

     **I am responsible for respecting the works of others.**

☐ I will follow all copyright (<http://copyright.gov/title17/>) guidelines.

☐ I will not copy the work of another person and represent it as my own and I will properly cite all sources.

☐ I will not download illegally obtained music, software, apps, and other works.

### **Consequences for Irresponsible Use**

Misuse of District devices and networks may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation. (For more information, see BUL-6399.0, *Social Media Policy for Students*.)

### **Disclaimer**

The District makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or District accounts.





## Los Angeles Unified School District

### Responsible Use Policy (RUP) for District Computer Systems

#### Information for Students and Families

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Users are responsible for any charges incurred while using District devices and/or network. The District also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the District, its affiliates, or employees. Students under the age of 18 should only access District network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school.

#### Summary:

All users are responsible for practicing positive digital citizenship. Positive digital citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. What District community members do and post online must not disrupt school activities or otherwise compromise individual and school community safety and security.

#### Instructions:

Read and initial each section above and sign below. Be sure to review each section with a parent or guardian and get their signature below. Return to your teacher or other designated school site personnel.

*I have read, understand, and agree to abide by the provisions of the Responsible Use Policy of the Los Angeles Unified School District.*

Date: \_\_\_\_\_

School: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Legal  
Guardian Name: \_\_\_\_\_

Parent/Legal  
Guardian Signature: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Room Number: \_\_\_\_\_

*Please return this form to the school where it will be kept on file. It is required for all students that will be using a computer network and/or Internet access.*



Los Angeles Unified School District  
Parent/Guardian Publicity Authorization and Release

Dear Parent/Guardian:

The Los Angeles Unified School District requests your permission to reproduce through printed, audio, visual, or electronic means activities in which your pupil has participated in his/her education program. Your authorization will enable us to use specially prepared materials to (1) train teachers and/or (2) increase public awareness and promote continuation and improvement of education programs through the use of mass media, displays, brochures, websites, etc.

1. Name of Pupil (please print)

2. Birthdate (please print)

3. Name of Parent (please print)

- a. I, as a parent of guardian, of the above named pupil fully authorize and grant the Los Angeles Unified School District and its authorized representatives, the right to print, photograph, record, and edit as desired, the biographical information, name, image, likeness, and/or voice of the above named pupil on audio, video, film, slide, or any other electronic and printed formats, currently developed, (known as "Recordings"), for the purposes stated or related to the above.
- b. I understand and agree that use of such Recordings will be without any compensation to the pupil or the pupil's parent or guardian.
- c. I understand and agree that the Los Angeles Unified School District and/or its authorized representatives shall have the exclusive right, title, and interest, including copyright, in the Recordings.
- d. I understand and agree that the Los Angeles Unified School District and/or its authorized representatives shall have the unlimited right to use the Recordings for any purposes stated or related to the above.
- e. I hereby release and hold harmless the Los Angeles Unified School District and its authorized representatives from any and all actions, claims, damages, costs, or expenses, including attorney's fees, brought by the pupil and/or parent or guardian which relate to or arise out of any use of these Recordings as specified above.

My signature shows that I have read and understand the release and I agree to accept its provisions.

4. Signature of Parent/Guardian

5. Date Signed

6. Address (Number, Street, Apartment Number)

7. City

8. State

9. Zip Code

10. Telephone

Granting of permission is voluntary. Please return completed form to school.

11. Principal

Approved as to form by the  
Office of the General Counsel.

12. School

This form shall not be amended without  
written approval of both the Office of the  
General Counsel and the Office of  
Communications/Public Information



### SCHOOL ENROLLMENT CODES

- E For Pre-K entry; for TE (Expanded Transitional Kindergarten) entry, if student is less than 5 years old at date of entry
- E1 Within District, same school
- E2 Within District, different school
- E3 Public-supported school within state
- E4 Non Public school within the state
- E5 Other states and other countries
- E7 First time school enrollment; for TE entry, if student is 5 years old at date of entry

### SCHOOL WITHDRAWAL CODES

- L Pre-K withdrawal; for TE withdrawal, if student is less than 5 years old at date of withdrawal
- L1 Within District, same school
- L2 Within District, different school
- L3 Public-supported school within state
- L4 Non Public school within the state
- L5 Other states and other countries
- L7 Student matriculating to the next level
- L8 Other

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)

(Address)

(City, State, Zip Code)

RE: \_\_\_\_\_ Student ID # \_\_\_\_\_

Dear Parent/Guardian:

Section 49408 of the California Education Code states..."for the protection of a student's health and welfare, the parent or the legal guardian must keep current at the student's school of attendance, emergency information including the home address and telephone number, business address and telephone number of the parent or guardian, and the name, address and telephone number of a relative or friend who is authorized to care for the student in any emergency situation if the parent or legal guardian cannot be reached."

We know you are concerned about your child's welfare. Please fill out the enclosed Student Emergency Information form and return it to the school no later than \_\_\_\_\_ (insert date) \_\_\_\_\_. If you have any questions, please call \_\_\_\_\_.

Thank you for your cooperation.

Sincerely,

Principal

(SCHOOL LETTERHEAD)

(Fecha)

(Nombre del padre, madre o tutor legal)

(Dirección)

(Ciudad, Estado, Código Postal)

ASUNTO: \_\_\_\_\_ # de identidad del alumno(a) \_\_\_\_\_

Estimado padre, madre o tutor legal:

La Sección 49408 del Código de Educación de California indica que... "para el bienestar y la protección de la salud del alumno(a), el padre, madre o el tutor legal deben mantener al día, en la escuela a la que asiste el alumno(a), la información para casos de emergencia, incluyendo el domicilio y número de teléfono, la dirección y número de teléfono del trabajo del padre, madre o tutor legal, y el nombre, dirección y teléfono de un pariente o amigo que esté autorizado para atender al alumno(a) en cualquier situación de emergencia si no se pueden comunicar con el padre, madre o tutor legal. "

Sabemos que le preocupa el bienestar de su hijo. Por favor, llene el siguiente Formulario de Información para una Emergencia Estudiantil adjunto y devuélvalo a la escuela a más tardar el \_\_\_\_ (fecha) \_\_\_\_\_. Si usted tiene alguna pregunta, por favor llame al \_\_\_\_\_.

Gracias por su cooperación.

Atentamente,

Director(a)

**GRADE PLACEMENT CHART**

All ages displayed in the table below refer to the student's age as of September 1 of the current schools year. The ages are displayed in YEAR.MONTH format (e.g., 4.9 indicates the age of four years and 9 months).

<b>Grade</b>	<b>Minimum Age</b>	<b>Typical Age Range</b>	<b>Maximum Age</b>
TK*	4.9*	4.9 -- 5.8	6.8
K**	5.0**	5.0 -- 5.8	6.8
1	5.0	5.0 -- 5.8	7.8
2	5.9	6.9 -- 7.8	8.8
3	6.9	7.9 -- 8.8	9.8
4	7.9	8.9 -- 9.8	10.8
5	8.9	9.9 -- 10.8	11.8
6	9.9	10.9 -- 11.8	12.8
7	10.9	11.9 -- 12.8	13.8
8	11.9	12.9 -- 13.8	14.8

\*For the 2016-17 school year, a child eligible for Transitional Kindergarten (Grade TK) admittance if the child's 5<sup>th</sup> birthday is between September 2, 2011 and December 2, 2011, inclusively.

\*\*For the 2016-17 a child is eligible for Kindergarten (Grade K) admittance if the child's 5<sup>th</sup> birthday is on or before September 1, 2011.

For information regarding Transitional Kindergarten Expansion Program, contact Early Childhood Education Division at 213-241-0415. For additional information regarding kindergarten and first grade entrance age requirements, refer to BUL-5708.1, Transitional Kindergarten, Kindergarten, and First Grade Entrance Age Requirements, Verification of Birth Date, and Placement Forms, dated May 13, 2013.

Grade placement in high school should be based on the educational history and academic credits earned by each student, not solely on age. For assistance with grade placement or the Grade Placement Chart, please contact Local District K-12 Counseling Coordinators and/or PSA Coordinators.



Los Angeles Unified School District | Student Health and Human Services

## Pupil Services



### Mission

*To ensure that all LAUSD students are enrolled, attending, engaged, and on-track to graduate.*

## STUDENT EDUCATION PLAN

<b>School Staff:</b> _____	<b>Date:</b> _____	<b>Time:</b> _____
Student's Name: _____ DOB: _____ Age: _____ Grade: _____ Address: _____ City: _____ Zip: _____ Student Home Phone: _____ Student Cell: _____ Parent/Guardian Name: _____ Home Phone: _____ (If student minor) Parent Home#: _____ Parent Cell#: _____ Emergency Contact: _____ Emergency Contact #: _____		
<b>Education Goals/Plan Discussed:</b>		
<b>High School Diploma completed in other country:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, country: _____ Date completed _____		
<b>Educational Referral:</b> <input type="checkbox"/> Adult School (Specify) _____ <input type="checkbox"/> AEW (Specify) _____ <input type="checkbox"/> Community College (Specify) _____ <input type="checkbox"/> Independent Study (Specify) _____ <input type="checkbox"/> Other/Explain: _____		
<b>Verification of Education Plan</b>		
_____ I declare that I have reviewed my educational/vocational options with a certificated LAUSD employee. Student Initials		
_____ Student Signature	_____ Date	_____ Employee Name
		_____ Employee Signature
		_____ Date

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)

(Address)

(City, State, Zip Code)

Dear Parent/Guardian:

It has come to our attention that you have changed your address and no longer live in the area of \_\_\_\_\_ School. According to LAUSD policy "A family's failure to report, in writing, a change of address, within 30 calendar days shall be cause for forfeiture of the right to a Continuing Enrollment Permit." As a result, your child/children will need to enroll and attend the school within the area of your new address.

Your home school is \_\_\_\_\_ School and their phone number is \_\_\_\_\_

Within two days, please pick up the necessary paperwork from the school office to withdraw your child/children from our school and promptly enroll in the new school.

If you have any questions, please call \_\_\_\_\_ at \_\_\_\_\_

We wish you and your child/children the very best at your new school.

Sincerely,

Principal



(SCHOOL LETTERHEAD)

(Fecha)

(Nombre del padre, madre o tutor legal)  
(Dirección)  
(Ciudad, Estado, Código Postal)

Estimado Padre/Tutor:

Se nos ha informado que se ha mudado y que ya no vive en la zona de asistencia escolar de la Escuela \_\_\_\_\_ De acuerdo a la política de LAUSD "El que una familia no reporte por escrito en 30 días el cambio de domicilio, es motivo suficiente para renunciar al derecho de ejercer el Permiso de Matriculación Continua."

Como resultado, su hijo(s) necesita(n) matricularse y asistir a la escuela que le corresponde a la zona de su nuevo domicilio. La escuela que le corresponde a la zona de su Nuevo domicilio es la Escuela \_\_\_\_\_ y su número de teléfono es \_\_\_\_\_.

En dos días, favor de recoger en la oficina escolar la documentación necesaria para dar de baja a su(s) hijo(s) de nuestra escuela y lo(s) inscriba en la nueva escuela inmediatamente.

Si tiene alguna pregunta, favor de comunicarse con \_\_\_\_\_  
al \_\_\_\_\_.

.

Atentamente,

Director(a)

# ELEMENTARY & SECONDARY REASON CODES

Attachment P

For audit purposes, schools shall retain documentation of all absences for five school years.

Excused Absences, Tardies & Left Early		
1M	Excused Absence Verified by Medical Professional	<ul style="list-style-type: none"> <li>• Illness or injury of pupil</li> <li>• Illness or medical appointment of a child (only when the pupil is the custodial parent)</li> <li>• Medical, dental, optometric, or chiropractic services</li> <li>• Quarantine</li> <li>• Funeral of immediate family member (may include any relative residing with the pupil)                             <ul style="list-style-type: none"> <li>- 1 day: in-state</li> <li>- 3 days: out-of-state and/or country</li> </ul> </li> <li>• Jury duty</li> </ul>
1N	Excused Absence Verified by School Nurse/Designee	
1P	Excused Absence Submitted by Parent	
5	Administrator Approval-Justifiable Personal Reasons	<ul style="list-style-type: none"> <li>• Active military duty (immediate family member; maximum 3 days)</li> <li>• Court appearance</li> <li>• Educational conference offered by non-profit organization (legislative/judicial)</li> <li>• Employment conference</li> <li>• Entertainment industry- no more than 5 consecutive days or maximum of 5 absences per school year</li> <li>• Funeral service (extended days)</li> <li>• Medical exclusion or exemption</li> <li>• Member of a precinct board for an election</li> <li>• Observance of religious or cultural holiday, ceremony, or secular historical remembrance</li> <li>• Participation in not-for-profit performing arts organization (maximum 5 per school year)</li> <li>• Pre-arranged mental health services (mental health day treatment)</li> <li>• Religious instruction (attend minimum school day no more than 4 days per school month)</li> <li>• Religious retreat (shall not exceed 4 hours per semester)</li> <li>• Revoked suspension through appeal's procedure</li> <li>• "Take Your Child to Work Day"</li> </ul>
SB	School Bus (Absence or Tardy) - LAUSD Only	Student was absent/tardy due to the School Bus - LAUSD Only
Unexcused Absences, Tardies & Left Early- Counted Toward Truancy		
2	Unexcused	Examples include, but are not limited to: <ul style="list-style-type: none"> <li>• Running errands for family</li> <li>• Babysitting</li> <li>• Transportation problems</li> <li>• Unverified absence/tardy (no reason provided after 10 days with due diligence)</li> <li>• "Take Your Child to Work Day" (without administrator approval)</li> <li>• "Extended Funeral Absences " (without administrator approval)</li> <li>• Tardy or Left Early less than 30 minutes</li> <li>• Vacations or trips</li> <li>• Family emergency</li> <li>• Inclement weather</li> </ul>
3	Non-Compliant	<ul style="list-style-type: none"> <li>• Absent from class without school or parent/guardian permission</li> <li>• Tardy or Left Early of 30 minutes or more without a valid excuse (when verified by school-site personnel will count toward truancy classification)</li> <li>• Unexcused absence post SART/SARB contract</li> </ul>
Unknown Absences- Counted Toward Truancy		
UC	Uncleared (when an absence is entered, UC automatically populates)	No documentation received, no attempts made by school (reason code only available for absences). Counts towards truancy if not cleared within 10 school days
0	No note/No Explanation	Parents have 10 days to submit verification for student absences as stated in the Parent-Student Handbook. Schools may mark an absence a 0-No Note/ No Explanation after 10 school days following an absence if no explanation was received.
Suspension		
4	Suspended School	Suspension served out of school
Counted as Present (Elementary and Secondary Schools)		
4I*-In-School Suspension	FT*- Field Trip	SC*- Suspended Class
		SB - School Bus - LAUSD Only
Counted as Present (Secondary Schools Only)		
AO- Attendance Office	CH - Title I Office	GO - Guidance Office
AP - Assistant Principal's Office	CO - Counseling Office	GT - Grade/Track Office
AT* - Athletic Team	DO - Dean's Office	HO - Health Office/ Wellness Center
BI - Bilingual Office	EC* - Extracurricular	MG - Magnet Office
		PO - Principal Office
		SG* - Student Gov't
		TP* - Testing Program
*Absence types are approved by California Department of Education (CDE) for Average Daily Attendance (ADA). Only these absence types are counted as present in the SMASR/Statistical, and Attendance Totals Reports.		

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT Q

**Authorization to Withdraw Students from Enrollment**

Name of Initiating School _____	Location Code _____	
Student Name _____	DOB _____	
Student ID # _____	Grade _____	Track _____
House _____		
It is recommended that this student be withdrawn to the following:		
REASON _____		
School _____		
Program _____		
Other _____		
Parent Signature _____	Phone # _____	
Effective Date _____		
Recommended by _____	Office _____	
Authorized by _____	Office _____	
Completed in MiSiS by: <u>(date/name)</u>		

**For internal use only**

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT R

**Parent Assurance Letter (PAL)**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Grade: \_\_\_\_\_ Track: \_\_\_\_\_

I, \_\_\_\_\_, declare that I am the parent/guardian/caregiver of \_\_\_\_\_  
and I am withdrawing this child from this school due to the following reason:

☐ Moving to another city within the State of California: \_\_\_\_\_

☐ Moving to another state: State and City: \_\_\_\_\_

☐ Moving to another country: Country: \_\_\_\_\_

☐ Enrolling in a private school: Name of School: \_\_\_\_\_

☐ Enrolling in another public school: Name of School: \_\_\_\_\_  
City: \_\_\_\_\_

☐ Full-time private tutoring by a credentialed tutor \_\_\_\_\_

☐ Other: \_\_\_\_\_

I assure you that I will enroll this child in a school within a reasonable period of time. I am aware of the compulsory education statute in California, as stated in Cal. Education Code Section 48200 that requires all children between the ages of 6-18 years old to have a full-time education, unless they are exempt. I also understand that if I fail to compel the attendance of the child in my care to attend a full-time education while in the State of California, unless they are exempt, that I may be subject to criminal penalties.

To the best of my knowledge, this child will be attending school in the city of \_\_\_\_\_, State of \_\_\_\_\_.

**I declare under penalty of perjury under the laws of the State of California that the above statements are true and correct.**

\_\_\_\_\_  
Parent/Guardian/Caregiver's Name

\_\_\_\_\_  
Parent/Guardian/Caregiver's Signature

**Please fill out your new contact information below:**

\_\_\_\_\_  
New Address

\_\_\_\_\_  
New Phone Number

\_\_\_\_\_  
Date

**Parent Assurance Form – English**

**Carta de Garantía de Inscripción (PAL)**

Nombre del estudiante: \_\_\_\_\_

Fecha de nacimiento: \_\_\_\_\_ Grado: \_\_\_\_\_ Ciclo: \_\_\_\_\_

Mediante la presente declaro que yo, \_\_\_\_\_ soy el  
padre/tutor/encargado de \_\_\_\_\_ y que deseo dar de baja a mi hijo(a)  
de esta escuela debido a lo siguiente:

- ☐ Nos mudaremos a otra ciudad dentro del Estado de California.
- ☐ Nos mudaremos a otro Estado: (Estado y ciudad) \_\_\_\_\_
- ☐ Nos mudaremos a otro país: (país) \_\_\_\_\_
- ☐ Lo(a) inscribí en una escuela privada: (nombre de la escuela) \_\_\_\_\_
- ☐ Lo(a) inscribí en otra escuela pública: (nombre de la escuela) \_\_\_\_\_  
(ciudad) \_\_\_\_\_
- ☐ Me encargaré de procurarle un maestro particular \_\_\_\_\_
- ☐ Otra alternativa: \_\_\_\_\_

Doy mi palabra de que inscribiré a mi hijo(a) en otra escuela dentro de un período de tiempo razonable. Sé que en California la enseñanza es obligatoria, según estipula el artículo 48200 del Código de Educación, lo cual implica que todos los niños entre los 6 y 18 años deben recibir educación de tiempo completo, a menos que por algún motivo especial estén exentos. Comprendo que si no cumpliera con esta obligación de proporcionarles educación a todos los niños a mi cargo, a menos que estén exentos, podría exponerme a sanciones penales.

Según mi saber y entendimiento, el niño asistirá a una escuela en la ciudad de \_\_\_\_\_, en el Estado de \_\_\_\_\_.

**Declaro, bajo pena de perjurio, conforme a las leyes del Estado de California, que lo antedicho es verdadero y correcto.**

\_\_\_\_\_  
Nombre de los padres/tutores/encargados

\_\_\_\_\_  
Firma de los padres/tutores/encargados

**Por favor, proporcione los nuevos datos en referencia a su domicilio:**

\_\_\_\_\_  
Nueva dirección

\_\_\_\_\_  
Nuevo número teléfono

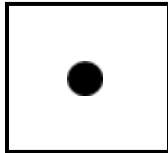
\_\_\_\_\_  
Fecha

## SCHOOL SITE QUICK REFERENCE FIVE COLUMN ROSTER

Schools shall provide all teachers with a printed Five Column Roster at the beginning of each semester, for each class period. School office staff shall retain a master copy of the Five Column Roster, generated at the beginning of each semester, and periodically as needed. It is recommended that teachers record attendance in MiSiS and also on the Five Column Roster paper record at the beginning of each school year and at least until norm day and for several weeks at the beginning of each new semester to ensure accurate attendance accounting.

At the time attendance is taken, each student must be marked either present or absent including reason code, if known.

**Present**

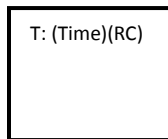


**Absent**

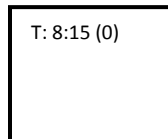


Additional attendance information is to be recorded for students who arrive late or leave early including time in/out and reason code, if known as shown in the following examples.

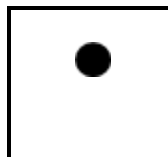
**Tardy**



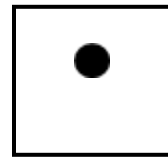
Ex:



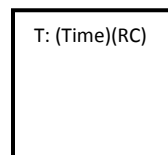
**Left Early**



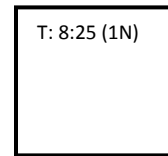
Ex:



**Tardy and  
Leave Early  
on the same day**



Ex:



### Attendance Reminders

- All teachers are mandated by Education Code 44809, CA Commission on Teacher Credentialing, UTLA Contract, and District policy to take attendance daily.
- All teachers are required to submit and certify attendance in MiSiS every day for each class during the first 15 minutes.
- In the event of a system or internet/connectivity issue, paper attendance records must be used and maintained for audit purposes.
- When attendance records are not accurate parents may not be notified of absence and students with poor attendance patterns are not identified for support or intervention.
- Elementary teachers must certify attendance within 4 days.
- Secondary teachers must certify attendance by the end of the school day.
- Any attendance corrections outside of these timelines require a paper attendance record.
- Attendance submittal is required for the District to claim Average Daily Attendance (ADA) revenue from the state.

Los Angeles Unified School District  
Student Health and Human Services

### Essential Reports for Monitoring Attendance Taking and Accuracy

Report Name	Report Function/Use	Run Frequency	MiSiS Job Aid
Attendance Not Submitted	This report provides a list of teachers who have not submitted attendance for their scheduled courses/sections for any date range. Memos to Teachers can be generated with this report.	Daily	<a href="#">Attendance Not Submitted Report</a>
Attendance Referral Form (Elementary)	This report will generate a single page of student's attendance and enrollment history for a select date range.	As needed	<a href="#">Attendance Referral Form</a>
Attendance Referral Form (Secondary)	This report will generate a student's summary attendance, detail attendance and enrollment history for a select date range.	As needed	<a href="#">Attendance Referral Form</a>
Attendance Summary Report	This report provides the number of full day absences, tardies, early leaves, partial days absences, partial days present, days enrolled and the percent present. A date range parameter can be selected. This report can be sorted by room, percent present or by alpha order (student). There is an option to include the home address.	As needed	<a href="#">Attendance Summary Report</a>
Classroom Attendance Totals by Date Range (Elementary Only)	This report displays the student's total instructional days, days attended, absences, and tardies by classroom. This report can be used for closing cumulative files.	Monthly	<a href="#">Classroom Attendance Totals</a>
Identify Students with Perfect Attendance (using the Attendance Summary Report)	This job aid goes into further detail in the procedure of identifying students that have perfect attendance for the month or year using the Attendance Summary Report and Microsoft Excel.	As needed	<a href="#">Identify Students with Perfect Attendance</a>
Master Absence Report	This report produces a list of students who have a full-day absence for the selected previous instructional day.	Daily	<a href="#">Master Absence Report</a>

Los Angeles Unified School District  
Student Health and Human Services

Report Name	Report Function/Use	Run Frequency	MiSiS Job Aid
Statistical/SMASR	This report provides summaries a school's attendance data and enrollment activity.	Monthly	<a href="#">Generate a Statistical Report</a>  <a href="#">Statistical Report Appendix A-Statistical Report</a>  <a href="#">Statistical Report Appendix C-SMASR</a>
Teacher Discrepancy Report (Secondary only)	This report provides a list of discrepancies for teachers who either marked a student present or do not submit attendance when the student was marked absent in all other classes. School office staff prints the report at the end of day and places it in the teachers' mailboxes. Teachers complete the form, sign, date and return it to the office by the end of the 1 <sup>st</sup> period the next school day. School office staff reviews the returned Teacher Discrepancy Memos and promptly updates student records accordingly. School office staff files the memos and ensures that every teacher's signed and dated copy is on file for each attendance month.	Weekly	No Job Aid available
Uncleared Absences Report	<p>This report generates a list of students with uncleared absences accompanied by a letter to the parent/guardian requesting that the absences be cleared.</p> <p>The list/letter can be sorted by: teacher/counselor, grade level and student name.</p>	Weekly/Monthly	No Job Aid available



## TRUANCY

### California Education Code (E.C.)

#### E.C. 48260 - TRUANCY DEFINITION

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

#### E.C. 48260.5 - PARENT NOTIFICATION

Notifying a parent of their child's truancy is required by law. Truancy Letters are automated and sent from the central office on a monthly basis, based on school records.

#### E.C. 48261 - TRUANT REPEAT

Any pupil who has once been reported as a truant and who is again absent from school without valid excuse one or more days or tardy on one or more days, shall again be reported as a truant to the attendance supervisor of the superintendent of the district.

#### E.C. 48262 - HABITUAL TRUANT

Any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261.

#### E.C. 48263.6 - CHRONIC TRUANT

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant

### Support outstanding school attendance at home by:

- Making sure your child gets enough sleep and a nutritious breakfast each day
- Helping your child develop a positive attitude toward school and learning and encouraging him/her to participate in school activities
- Explaining Compulsory Education - by law all students must attend school daily and on time
- Teaching the benefits of good attendance and consequences of poor attendance
- Creating back-up systems (alternative plans for getting to and from school)
- Creating morning and evening routines
- Posting school calendars, school attendance policy, and schedules in a visible place
- Gaining access to the Family Module and monitoring your child(ren)'s up-to-the-minute progress online.
- Making your school aware of any issues that may be affecting your child's attendance
- Making sure your child's school has your accurate daytime contact information, including cell phone number and/or e-mail address
- Notifying school staff if your child suffers from a chronic health condition and how this condition is impacting school attendance



The foundation of student academic success is excellent attendance. The LAUSD wants to partner with all parents to ensure students attend regularly and to address any issues that impact attendance.



# School Attendance

- A Guide for Parents -



*The LAUSD expects all students to maintain a 96% or higher attendance rate (missing fewer than 7 days in one school year)*

For additional resources go to our website

[pupilservices.lausd.net](http://pupilservices.lausd.net)

Or call us at

(213) 241-3844

**Minimize Loss Of Instructional Time**

- Plan family vacations for non-school days only
- Schedule non-emergency medical and dental appointments after school hours on weekends or during your child's vacation
- If the appointment must be during school hours, please have your child attend school prior to the appointment and/or return to school after the appointment to complete the school day
- Communicate often with your child's teachers and request assignments missed during absences

***Parents, please provide a note for every Absence, tardy, and early leave!***

C.C.R. Title 5, Section 306 – A principal or teacher may require satisfactory explanation from the parent or guardian of a pupil, either in person or by written note, whenever the pupil is absent/tardy part or all of a school day.

**District policy requires that all absences, tardies, and early leaves be cleared within 10 school days with a satisfactory explanation (in writing, or verbal justification).**

An excused absence note may be accepted for up to four consecutive days when the absence is attributed to illness. For absences attributed to illness for five or more consecutive days, the school nurse or designated staff member is to be consulted. The student must be cleared to return to class by the school nurse or designated staff member.

**The excessive use of unverified parent notes may result in the school requesting additional documentation for all future absences.**

***Student Attendance = Student Success***

**Excusable Absence (California E.C. 48205)**

**Reason Code #1** (1M –Medical, 1N- Nurse, 1P- Parent) on Student's Attendance Record

- Illness or injury of pupil
- Illness or medical appointment during school hours of a child of whom the pupil is a custodial parent
- Funeral of immediate family member (may include any relative residing with the pupil)
  - 1 day: in-state
  - 3 days: out-of-state and/or country
- Jury duty
- Medical, dental, optometrical, or chiropractic services
- Quarantine under the direction of a county or city health officer

**Reason Code #5** Administrator Approval

- For justifiable personal reasons including, not limited to:
- Active military duty in combat zone (immediate family member; maximum 3 days)
- Appearance in court
- Attendance at a funeral service (extended days)
- Attendance at a religious retreat (shall not exceed 4 hours per semester)
- Entertainment industry (no more than 5 consecutive days or a maximum of 5 absences per school year)
- Medical exclusion or exemption
- Observance of religious holiday or ceremony
- Religious instruction (attend a minimum school day no more than 4 days per school month)
- Revoked suspension through appeals procedure
- Participation in not-for-profit performing arts organization (maximum 5 per school year)
- Pre-arranged mental health services (Mental Health Day Treatment)
- "Take Your Child to Work Day"
- Absences when pupil is the custodial parent (for additional information contact school)

Please note that these are the only reason codes that will not trigger a Notification of Truancy Letter.

**SCHOOL ATTENDANCE IS THE LAW****STATE OF CALIFORNIA****Compulsory Full-time Education****Education Code 48200**

Each person between the ages of 6 and 18 years not exempted under provision of this chapter is subject to compulsory full-time education. Each parent, guardian, or other person having control or charge of such pupil shall send the pupil to the public full-time day school or continuation school or classes for the full-time designated as the length of the school day.

**CITY OF LOS ANGELES****LOS ANGELES MUNICIPAL  
CODE 45.04**

Juveniles are prohibited from loitering during the hours and days when the school, which the minor would normally attend, is in session.

***For more information about California School Attendance Laws visit the California Department of Education website:***

<http://www.cde.ca.gov/ls/ai/tr/>



**AUSENTISMO****Código de Educación de California  
(E.C.) E.C. 48260 - DEFINICIÓN DEL  
AUSENTISMO ESCOLAR INJUSTIFICADO**

A cualquier estudiante sujeto a una formación educativa o de regularización obligatoria que falte a la escuela tres días enteros sin justificación en un año escolar o que llegue tarde/se ausente en un periodo de más de 30 minutos del día de clases –sin justificación válida- en tres ocasiones a lo largo del año escolar o una combinación de ambas, se le clasificará como ausente sin permiso. Posteriormente se dará un informe al supervisor de asistencia o al superintendente del distrito escolar.

**E.C. 48260.5 - NOTIFICACIÓN AL PADRE  
DE FAMILIA**

La ley exige que se notifique al padre sobre el ausentismo escolar injustificado. Las cartas sobre el ausentismo escolar injustificado se envían desde la oficina central mensualmente, basado en los expedientes escolares.

**E.C. 48261 – AUSENTISTA RECIDIVISTA**

Todo alumno denominado ausente sin permiso y que vuelva a ausentarse de clases sin un justificante válido uno o dos días adicionales, o que llegue tarde uno o más días, se reportará nuevamente como ausente sin permiso al supervisor de asistencia o superintendente del distrito.

**E.C. 48262 – AUSENTISTA HABITUAL**

Se considerará que un alumno es un ausente sin permiso crónico si el alumno ha faltado a la escuela sin autorización en tres o más ocasiones en un año lectivo después de que el funcionario o empleado del distrito se haya esforzado auténticamente por reunirse por lo menos una vez con el padre o tutor y el alumno, tras llenar cualquiera de los reportes que exige el Artículo 48260 o el Artículo 48261.

**E.C. 48263.6 – AUSENTISTA CRÓNICA**

Cualquier alumno sujeto a la educación obligatoria de tiempo completo o para la educación de continuación obligatoria que esté ausente de la escuela sin una excusa válida el diez por ciento de días escolares o más en un año escolar, a partir de la fecha de inscripción a la fecha actual, se considera un ausente sin permiso crónica.

**Apoye desde el hogar la asistencia escolar sobresaliente, al:**

- Asegurarse de que su hijo duerma bien y coma un desayuno nutritivo cada día
- Ayude a su hijo a desarrollar una actitud positiva hacia la escuela y el aprendizaje y animándolo a que participe en actividades escolares
- Explicarle a su hijo las leyes de educación obligatoria - las cuales dictan que todos los alumnos deben asistir a clases diariamente y a tiempo
- Inculcar los beneficios de la buena asistencia y las consecuencias de tener mala asistencia
- Crear sistemas de respaldo (planes alternativos para llevar o recoger de la escuela a sus hijos)
- La creación de rutinas matutinas y por la tarde
- Colocar en lugares visibles calendarios, normas de asistencia y horarios escolares
- Obtener acceso al Módulo Familiar y dar seguimiento en-línea el avance al minuto de su hijo
- Informarle al personal de la escuela sobre cualquier problema que pueda ocasionar que su hijo falte a la escuela.
- Asegurarse de que la escuela de su hijo tenga la información necesaria para contactarle a Ud. durante el día, como el número de su teléfono celular y su dirección de correo electrónico.
- Avisarle al personal escolar si su hijo padece de una afección de salud crónica y la forma en que dicha condición podría afectar su asistencia escolar



La asistencia excelente forja los cimientos para que los alumnos triunfen en lo académico. LAUSD desea unir esfuerzos con los padres para garantizar que los alumnos asistan a clases regularmente y abordar cualquier cuestión que afecte la asistencia.



# Asistencia Escolar

- Guía para Padres -



*LAUSD espera que todos los alumnos mantengan una tasa de asistencia de por lo menos 96% (no más de 7 días de ausencia durante el año escolar)*

Para recursos adicionales, visite nuestro sitio web en

[pupilservices.lausd.net](http://pupilservices.lausd.net)

O llámenos al

**(213) 241-3844**

**Minimicé La Pérdida De Instrucción**

- Planee las vacaciones de la familia sólo para los días en que los alumnos no tienen que asistir a la escuela
- Programe citas médicas o dentales dentro de un horario ajeno a la jornada escolar, los fines de semana o durante las vacaciones de su hijo
- Si la cita debe ser durante horas escolares, por favor haga que su hijo asista a la escuela antes de la cita y/o vuelva a la escuela después de la cita para completar el día lectivo
- Comuníquese frecuentemente con los maestros de su hijo y solicite las tareas que haya faltado durante las ausencias

***Padres, por favor proporcionen una nota para cada ausencia, tardanza, y salida temprana!***

C.C.R. Título 5, Artículo 306 - Un director o maestro podrá solicitar una explicación satisfactoria por parte del padre o tutor del alumno, ya sea en persona o por escrito, cuando el alumno se ausente durante parte o todo el día escolar o si llegue tarde.

Las Normas del Distrito requieren que todas las ausencias, tardanzas y salidas tempranas se justifiquen en el marco de 10 días, con una explicación satisfactoria (por escrito o verbalmente). Se podrán aceptar justificaciones de ausencia hasta de cuatro días seguidos por motivo de enfermedad. Para ausencias atribuidas a enfermedad por cinco o más días consecutivos, la enfermera de la escuela o funcionario designado debe ser consultado. Asimismo, la enfermera escolar o un miembro designado del personal serán quienes autorizarán el regreso a clases del alumno.

**El uso excesivo de notas paternas no verificadas puede resultar en que la escuela solicite documentación adicional para cada ausencia en el futuro.**  
***Asistencia Estudiantil = Éxito Estudiantil***

**Ausencia Justificada (Código de Educación Estatal 48205)**

**Motivo del Código #1** (1M- Médico, 1N-Enfermera, 1P- Padre) en el *Expediente de Asistencia Estudiantil*

- Enfermedad del alumno
- Debido a la enfermedad o cita médica de un niño de quien el alumno es el padre custodial
- Para asistir al funeral de un pariente cercano:
  - un día si el servicio funerario se lleva a cabo en California
  - tres días si se lleva a cabo fuera de California
- Para deber de jurado en la manera proporcionada según la ley
- Para recibir atención médica o servicios dentales, de optometría o quiroprácticos
- Cuarentena impuesta por un funcionario de salud del condado o municipio

**Motivo del Código #5** Con Aprobación del Administrador

Por razones personales justificables, entre ellas:

- Servicio militar activo en zona de combate (miembro de la familia inmediata; 3 días máximo)
- Comparecencia judicial
- Asistencia a un servicio funerario (días extendidos)
- Asistencia a un retiro religioso (no excederá 4 horas por semestre)
- Industria del entretenimiento (no más de 5 días consecutivos o un máximo de 5 ausencias por año lectivo)
- Exclusión o exención médica
- La observancia del día de fiesta o ceremonia religiosa
- Instrucción religiosa (asistir un día escolar mínimo no más de 4 días por año lectivo)
- Suspensión revocada mediante un proceso de apelación
- Participación en una organización de las artes interpretativas sin fines de lucro (máximo de 5 días por año lectivo)
- Servicios de salud mental preestablecidos (Tratamiento diario de la salud mental)
- "Día para llevar a su hijo(a) al trabajo"
- Ausencias cuando el alumno es el padre con custodia.

Por favor recuerde que estas son las únicas razones que no generarán una carta de ausentismo escolar injustificado

## LA ASISTENCIA ESCOLAR CONSTANTE ES OBLIGATORIA

### ESTADO DE CALIFORNIA

#### Educación Obligatoria de Horario Completo

#### Código de Educación 48200

Todos los individuos de 6 a 18 años de edad que no estén exentos, tienen la obligación de asistir a la escuela durante el horario completo de clases. Cada padre, tutor o persona a cargo del alumno tiene la obligación de enviarlo a una escuela diurna pública durante la totalidad del horario completo de clases.

### CIUDAD DE LOS ANGELES

#### CÓDIGO MUNICIPAL 45.04 DE LOS ANGELES

Se prohíbe que los menores de edad vaguen durante las horas y días de clase, los cuales normalmente se fijan para la asistencia a clase.

***Para mayor información sobre las Leyes Estatales de Asistencia, favor de visitar el Sitio Web de la Secretaría de Educación de California***  
<http://www.cde.ca.gov/its/ai/tr/>



Transitional Kindergarten Expansion Program (ETK)

Attachment V

List of School as of 7/26/16

Fiscal Year 2016-2017

<b>Fund Ctr</b>	<b>FC Description</b>	<b>Fund Ctr</b>	<b>FC Description</b>
1202701	ALDAMA EL	1293901	CARSON-GORE ACADEMY
1204101	ALEXANDRIA EL	1294501	CENTURY PARK EL
1206801	ALLESANDRO EL	1298601	CHAPMAN EL
1208201	ALTA LOMA EL	1300201	CHARNOCK ROAD EL
1208901	AMBLER EL	1301401	CHASE EL
1211001	ANATOLA EL	1306801	CIENEGA EL
1212301	ANGELES MESA EL	1308201	CIMARRON EL
1217801	ARAGON EL	1309601	CITY TERRACE EL
1219201	ARLINGTON HTS EL	1313701	COHASSET EL
1220501	ARMINTA EL	1315101	COLDWATER CYN EL
1221901	ASCOT EL	1319201	COMMONWEALTH EL
1228801	BANDINI EL	1320501	COMPTON EL
1231501	BARTON HILL EL	1321001	MADISON EL
1232301	BASSETT EL	1322001	ESCUTIA PC
1232901	BEACHY EL	1324701	PLASENCIA EL
1237801	NUEVA VISTA EL	1331501	DENA EL
1238101	MAYWOOD EL	1333501	DANUBE EL
1238301	ESPERANZA EL	1338401	DEL AMO EL
1238401	POLITI EL	1342501	DENKER EL
1238601	DEL OLMO EL	1342601	GARZA PC
1239201	OLYMPIC PC	1345201	DOLORES EL
1239301	LAKE ST PRIMARY	1346601	DOMINGUEZ EL
1239701	BELVEDERE EL	1347901	DORRIS PLACE EL
1243801	BERTRAND EL	1349301	DYER EL
1247001	BLYTHE EL	1350701	EAGLE ROCK EL
1247301	BONITA EL	1352101	EASTMAN EL
1249301	BREED EL	1354101	EL DORADO EL
1252701	BROAD AVE EL	1354801	ELIZABETH LC
1253001	BROADACRES EL	1357401	SENDAK EL
1254401	MACARTHUR PARK VPA	1357701	BELLINGHAM EL
1258901	BRYSON EL	1363001	ERWIN EL
1260301	BUCHANAN EL	1364001	ESHELMAN EL
1264401	SATURN EL	1367101	EUCLID EL
1265801	BURTON EL	1369901	EVERGREEN EL
1272601	CAMELLIA EL	1371201	FAIR EL
1275301	CANOGA PARK EL	1374001	FARMDALE EL
1276701	CANTARA EL	1375301	FERNANGELES EL
1278101	CANTERBURY EL	1376701	15TH ST EL
1283601	CARSON EL	1378101	54TH ST EL
1289001	CATSKILL EL	1379501	59TH ST EL

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<b>Fund Ctr</b>	<b>FC Description</b>	<b>Fund Ctr</b>	<b>FC Description</b>
1380801	52ND ST EL	1460301	HUBBARD EL
1382901	BROADOUS EL	1461601	HUMPHREYS EL
1383601	1ST ST EL	1463001	HUNTINGTON DR EL
1384901	FISHBURN EL	1464001	WALNUT PARK EL
1387701	FLETCHER DR EL	1464101	SAN ANTONIO EL
1389001	FLORENCE EL	1464201	PACIFIC BLVD SCHOOL
1391801	FORD BLVD EL	1465801	YES ACADEMY
1393201	49TH ST EL	1468001	LIZARRAGA EL
1395901	42ND ST EL	1476001	KITTRIDGE EL
1397401	4th St Primary Ctr	1476701	LANE EL
1401401	FRIES EL	1477501	LANGDON EL
1402001	BAKEWELL PC	1477601	PRIMARY ACADEMY
1402701	FULLBRIGHT EL	1478101	LANKERSHIM EL
1404101	GARDENA EL	1478601	LA SALLE EL
1405501	GARDEN GROVE EL	1479501	LATONA EL
1408201	GARVANZA EL	1482901	LEAPWOOD EL
1409601	GATES EL	1486301	LIBERTY EL
1412301	GLASSELL PARK EL	1487001	LIGGETT EL
1419201	GLENWOOD EL	1487701	LILLIAN EL
1421901	GRAHAM EL	1489001	LOCKWOOD EL
1424701	GRAND VIEW EL	1491801	LOMA VISTA EL
1427401	GRAPE EL	1494501	LORENA EL
1429501	GRIDLEY EL	1495901	LORETO EL
1430101	GRIFFIN EL	1498201	LOS ANGELES EL
1431501	GULF EL	1501601	COUGHLIN EL
1432901	HADDON EL	1506801	MAIN ST EL
1434201	HALLDALE EL	1508201	MALABAR EL
1435601	ANTON EL	1511001	MANHATTAN PLACE EL
1442501	HARBOR CITY EL	1513701	MARIANNA EL
1443101	HARDING EL	1517001	LEXINGTON AVE PC
1443801	HARRISON EL	1524701	MENLO EL
1444501	HART ST EL	1530201	MIDDLETON PC
1446601	HAWAIIAN EL	1532101	MILLER EL
1449301	HAZELTINE EL	1532901	MIRAMONTE EL
1450701	HELIOTROPE EL	1538401	MONTE VISTA EL
1451501	HERRICK EL	1539701	MORNINGSIDE EL
1452801	HILLCREST DR EL	1542501	MULTNOMAH EL
1454801	HOBART BLVD EL	1544601	NAPA EL
1457601	HOOPER PC	1545901	NEVADA EL
1458901	HOOVER EL	1546601	NEVIN EL

Transitional Kindergarten Expansion Program (ETK)

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List of School as of 7/26/16

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<b>Fund Ctr</b>	<b>FC Description</b>	<b>Fund Ctr</b>	<b>FC Description</b>
1547901	NEWCASTLE EL	1647901	SAN JOSE EL
1552101	95TH ST EL	1649301	San Pascual MS
1554801	92ND ST EL	1650701	SAN PEDRO EL
1556201	BARRETT EL	1653401	KING JR EL
1557501	96TH ST EL	1654901	HOLLYWOOD PC
1558201	93RD ST EL	1657501	2ND ST EL
1560301	NOBLE EL	1663001	75TH ST EL
1563001	NORMANDIE EL	1664401	74TH ST EL
1569901	NORWOOD EL	1665801	MC KINLEY EL
1572601	O MELVENY EL	1666501	SHARP EL
1574001	118TH ST EL	1667101	SHENANDOAH EL
1575301	186TH ST EL	1668501	SHERIDAN ST EL
1578101	FLOURNOY EL	1671201	SHIRLEY EL
1582201	153RD ST EL	1676701	SIERRA VISTA EL
1583601	109TH ST EL	1678101	6TH AVE EL
1584901	GRIFFITH JOYNER EL	1679501	68TH ST EL
1585701	107TH ST EL	1680801	61ST ST EL
1586301	116TH ST EL	1682201	66TH ST EL
1587701	135TH ST EL	1686301	SOUTH PARK EL
1588401	112TH ST EL	1687501	SAN MIGUEL EL
1588701	122ND ST EL	1687801	MONTARA AVE EL
1589401	OSCEOLA EL	1688001	INDEPENDENCE EL
1591801	OXNARD EL	1688601	BACA ARTS ACAD
1600501	PARK AVE EL	1689001	STAGG EL
1602101	PARMELEE EL	1690501	STANFORD PC
1602701	PARTHENIA EL	1691801	STATE EL
1612301	PLUMMER EL	1692001	HOPE EL
1615801	PURCHE EL	1693201	STERRY EL
1616401	QUEEN ANNE EL	1695901	STRATHERN EL
1617801	RAMONA EL	1698601	SUNNY BRAE EL
1619201	RANCHITO EL	1698801	SUNRISE EL
1621901	RAYMOND AVE EL	1701401	SYLMAR EL
1630101	RITTER EL	1702701	SYLVAN PARK EL
1632901	ROCKDALE VAPA MAG	1706801	TELFAR EL
1635601	ROSCOE EL	1715101	WEEMES EL
1642501	ROWAN EL	1716401	BRIGHT EL
1642601	AMANECER PC	1717801	TOLAND WAY EL
1643801	RUSSELL EL	1720501	TOWNE EL
1645201	SAN FERNANDO EL	1726001	TWEEDY EL
1646601	SAN GABRIEL EL	1727401	20TH ST EL

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List of School as of 7/26/16  
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<b>Fund Ctr</b>	<b>FC Description</b>
1728801	28TH ST EL
1730101	24TH ST EL
1734201	MEYLER EL
1735601	UNION EL
1737001	UTAH EL
1738401	VALERIO EL
1741101	VANALDEN EL
1741901	VAN DEENE EL
1743801	VAN NUYS EL
1746601	VENA EL
1747901	VERMONT EL
1750701	VICTORIA EL
1752101	VICTORY EL
1753401	VINE EL
1757501	VIRGINIA EL
1758901	WADSWORTH EL
1764401	WEST ATHENS EL
1765401	WEST VERNON EL
1767101	WESTERN EL
1778101	WILMINGTON PARK EL
1779501	WILSHIRE CREST EL
1780801	WILTON PL EL
1783601	WINNETKA EL
1786301	WOODCREST EL
1790401	WOODLAWN EL
1795901	YORKDALE EL