Volume 5 Issue 21

LOCAL DISTRICT CENTRAL January 19, 2018

Believe ♦ Behave ♦ Become

Friday Operation's Brief

LAUSD and Local District Central has partnered with Vision to Learn (VTL) and the Los Angeles Clippers Foundation to bring much needed vision care to students from low-income communities. VTL is a non-profit organization that provides free eye examinations and eyeglasses to students. They have partnered with LAUSD for over five years, providing over 33,000 exams to children in our schools.

During the 2016–2017 school year, VTL provided 1,266 exams and 1,031 glasses in 26 Local District Central schools. Local District Central has been given a challenge: provide free eye exams and glasses to every Local District Central student in need! Keep an eye out for more information that will be forthcoming in the coming weeks.

Please refer to the Vision to Learn memorandum issued on October 4, 2017 (Attachment 1) for information about this opportunity.

Mandatory Assistant Principal Meeting

This month's Professional Learning day for all LD Central Assistant Principals is a Mandatory meeting. This session will build on the participant's knowledge of policies and procedures around School Operations. Two sessions will be offered on Wednesday, January 31, 2018 at Orthopaedic Hospital High School. Administrators will receive an assigned session. Efforts will be made to ensure that schools with multiple Assistant Principals will be evenly distributed between both sessions.

Participants	Date and Time	Location
Assistant Principal, SCS	Monday, January 29, 2018 1:00- -4:30 pm	Occidental College
Assistant Principals, Assistant Principal EIS, and Secondary Assistant Principals	Wednesday, January 31, 2018 8:30 am-12:00 pm 1:00-4:30 pm	Orthopaedic High School

Consolidated Charitable Campaign

Get ready, Local District Central!

The Consolidated Charitable Campaign is right around the corner! This year the campaign will take place between February 6th and April 6th.

Calendar Dates

Secondary Principals' Meeting	1/24
Elementary Principals' Meeting	1/25
APSCS Meeting	1/29
Assistant Principals' Mandatory Meeting	1/31
Safe Passages	2/7
After the Bell	2/8

What's Due

Water Flushing Certification	1/1
On-line Metal Detection Certification	1/1
Uploading of ROI Evidence Extended	1/31
Administrator Assurances-Attachment H	1/31

Attendance Data

The table below reflects Local District Central's Year-to-Date Attendance Data for the 2017-2018 school year.

	August 2017	September 2017	October 2017	November 2017	December 2017
Attendance % (at 96%)	76.9%	78.3%	75.8%	76.5%	71.5%
Chronic Absences %	8.2%	12.3%	12.2%	13.4%	13.8%

Congratulations to the 44 schools that met or exceeded the attendance target for the Fall Semester: 75% of students attended school at 96% or higher!

School	%	School	%	School	%
Lee EL Med Hlth Mag	85.70%	Adams MS	80.20%	Delevan Drive EL	77.20%
Macarthur Pk EL VAPA	83.60%	Orthopaedic Hsp SH Mg	80.10%	Politi EL	77.10%
Cahuenga EL	83.00%	RFK UCLA Comm Sch	80.00%	Toland Way EL	76.90%
King MS Mag Flm/Mdia	82.70%	Arroyo Seco Mus/S Mag	79.50%	RFK Ambsdr Glbl Ldsh	76.90%
DBM	82.70%	Gratts LA For YS	79.30%	Franklin HS	76.90%
Esperanza EL	82.40%	Kim EL	79.00%	Hoover St El	76.90%
Kim Academy	82.20%	10th St EL	78.40%	Berendo MS	76.70%
West Vernon Ave EL	81.70%	RFK New Open Wld	77.90%	Ascot Ave EL	76.60%
Hobart Blvd EL	81.60%	RFK Ambsdr Glbl Edu	77.90%	Clinton MS	76.30%
Franklin Ave EL	81.40%	Union Ave EL	77.60%	Los Feliz Stemm Mag	76.20%
Liechty MS	81.10%	Nava LA Sch Bus&Tech	77.50%	32nd St USC PA Mag	76.20%
Virgil MS	80.60%	Ivanhoe EL	77.40%	San Pedro St EL	76.10%
Castelar St EL	80.50%	Monte Vista St EL	77.40%	Burbank MS	75.90%
White EL	80.30%	Dahlia Hts EL	77.40%	24th St EL	75.20%
Jones EL	80.20%	Foshay LC	77.20%		

Congratulations to the 28 schools that met the chronic absence target of 9% or less for the Fall 2017 Semester!

School	%	School	%	School	%
Franklin Ave EL	4.90%	West Vernon Ave EL	7.40%	Toland Way EL	8.40%
Lee EL Med Hlth Mag	5.80%	Jones EL	7.70%	White EL	8.50%
King MS Mag Flm/Mdia	6.10%	Orthopaedic Hsp SH Mg	7.80%	Rockdale VAPA Mag	8.50%
Cahuenga EL	6.30%	Delevan Drive EL	7.80%	Kim EL	8.60%
DBM	6.40%	Hoover St EL	7.90%	10th St EL	8.60%
Ivanhoe EL	6.70%	Dahlia Hts EL	8.00%	Clinton MS	8.60%
Hobart Blvd EL	7.00%	32nd St USC PA Mag	8.10%	RFK Ambsdr Glbl Edu	8.70%
Arroyo Seco Mus/S Mag	7.00%	Los Feliz Stemm Mag	8.20%	Aragon Ave EL	8.80%
Kim Academy	7.20%	Esperanza EL	8.20%	Castelar St EL	8.90%
Macarthur Pk El VAPA	7.40%				

ICE: Immigration Customs Enforcement

On February 9, 2016, the Board of Education ("Board") reaffirmed its position regarding immigration reform, as noted in Board Resolution 032, entitled "LAUSD Campuses as Safe Zones and Resource Centers." If an ICE agent is on site during non-school hours (weekdays or weekends), conducting official ICE business, the administrator/designee on campus should immediately call the LASPD Watch Commander at 213-625-6631 and Eugene L. Hernandez, Administrator of Operations, LD Central Operations at 213-241-0167.

Please refer to REF-6767.1 *LAUSD Campuses as Safe Zones and Resource Centers* to provide guidance on the process and procedures to follow if federal immigration officials, including Immigration and Customs Enforcement ("ICE") agents or designees, request access to a school site, District facility, student, or student records (Attachment 2).

Parent Engagement Professional Development Summit

Local District Central is excited to announce the 2017-18 Parent Engagement Professional Development Summit scheduled for Friday, February 23, 2018 at East Los Angeles College from 8 am -12 pm. Please join Vivian Ekchian, Los Angeles Unified District Interim Superintendent, along with Roberto A. Martinez, Local District Central Superintendent, and the Local District Central Leadership Team for a day of learning.

The summit will focus on building the capacity of school based leadership teams to increase parent and community engagement by establishing a (1) Warm and Welcoming Environment, and (2) Promoting Collaboration and Partnerships between the School, Families, and Community.

Local District Central is asking all Principals, SAAs, Community Representatives, and Coordinators to make arrangements to attend this professional development.

Attached you will find a "*Save the Date*" flyer with information related to this event (Attachment 3). More information will be disseminated in early January. Should you have any questions, please feel free to contact Ismael Berver at 213-241-0126.

"Covered with Love" @ Robert F. Kennedy (RFK) Community Schools

RFK Community Schools hosted their annual "Covered with Love" event. The event provides clothes, shoes, toys, appliances, non-perishable food, bedding, etc. for selected RFK students and their families to select right before the holidays. All this due to the generosity of the RFK staff, their families, and friends. This tradition began several years ago by former RFK NOW school psychologist, Mrs. Ahumada and has grown into a complex-wide RFK event.

The RFK PSW Team thanks the student volunteers from NOW and Mr. Mize's leadership class who overwhelmingly demonstrated their dedication to organize this well received event. The RFK Team is looking forward to holding this annual tradition again next year!

Restorative Justice: Repairing the Harm Circles

When misbehavior occurs that affects members of the class, a repairing the harm circle is the perfect place to address the concern. This is definitely not a public hearing where the offender is vilified; instead, it's a forum for students to talk about how the action makes them feel. Let's look at some examples:

Scenario 1: A few students are talking too much and disrupting the class, so the teacher calls a restorative conference. After the teacher lays out the issue, the entire class is provided opportunity to discuss how the behavior affects their education.

Scenario 2: If students are picking on one another, the teacher can guide a small-group discussion with the students involved about a time someone has been made to feel worse about themselves due to being ostracized or ridiculed.

Restorative Outcome: At the end of the "repairing the harm circle" comes the most important piece, Expectations. Changes are put in place and everyone understands the expectations moving forward. Simply talking about a problem without arriving at a solution is not representative of the restorative process. Changes should be explicit and clearly discussed to avoid any ambiguity; in this way, every student in the circle is aware of what needs to happen in the future.

Everyone has been the victim at one time, and relating the present back to an experience in a student's past can get them to change their thinking. Likewise, everyone has made another person have negative thoughts about themselves. Restorative practices can help everyone be more mindful in our daily interactions and develop empathy for those occupying our spaces.

Don't be afraid of using restorative practices in your classroom—just start small, develop a conversation, and let the group share experiences. This is the heart of restorative practices: changing mindsets to be more empathetic and open.

Reminders

Administrator Assurances Forms

Just a reminder that the Administrator Assurances Form, Attachment H of BUL-2643.8, Time Reporting for Fed and State Categorical Programs is due January 31, 2018. Please send to Beatriz Campos at bxc2865@lausd.net (Attachment 4).

Tax Season is Right Around the Corner!

Distribution of W-2's will occur at the end of January. Please notify your employees to make any necessary address changes in the Employee Self Service (ESS) as soon as possible. Attached is a job aid detailing how to access the ESS (Attachment 5).

Schools Telephone Auto-Attendant

Schools can call the ITD hot line at 213-241-5200 to open a ticket to have the school's telephone auto attendant removed.

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Associate Superintendent, Support Services
Student Health and Human Services

TO: All Principals **DATE:** October 4, 2017

FROM: Vivian Ekchian, Associate Superintendent
Office of the Associate Superintendent, Support Services

Erika F. Torres, Executive Director
Student Health and Human Services

SUBJECT: VISION TO LEARN

This correspondence is to inform all schools that the Los Angeles Unified School District (LAUSD), Student Health and Human Services (SHHS) has partnered with Vision to Learn (VTL) and the Los Angeles Clippers Foundation to bring much needed vision care to students from low-income communities. VTL is a non-profit organization that provides free eye examinations and eyeglasses to students. They have partnered with LAUSD for over five years, providing over 33,000 exams to children in our schools. Founded in 2012, VTL's mission is to partner with schools and community organizations to bring the clinic and eyeglasses directly to students. During the course of the next two school years, VTL plans to serve 60,000 students, with 30,000 being served during the 2017-2018 school year alone.

This program operates via mobile clinics that visit school sites to conduct a comprehensive eye exam for students who have failed the initial vision screening. Additionally, VTL returns a few weeks after their initial visit to distribute eyeglasses to students. The program will work directly with school sites and schedule visits for services. School sites visited will be prioritized based on need, including utilizing information from the Student Equity Index. Schools may participate according to the following criteria:

- VTL will only visit schools that have received prior approval from the School Principal. Schools that are interested in participating must submit a Principal Approval form (Refer to Attachment A).
- Schools must have a minimum of twenty (20) signed consent forms returned by students to have the VTL mobile vision clinic visit their site. Consent forms for services must be completed and received by the school prior to any students being served by the VTL program.
    - VTL Mobile Vision Services Consent and Release Forms were included in the Parent-Student Handbook. Schools should disseminate consent forms to all students that have failed their initial vision screening. (Refer to Attachment B).

<u>Student Health and Human Services and Vision to Learn Collaboration</u>

LAUSD Credentialed School Nurses and VTL staff will be working in collaboration to screen all students who are eligible for a referral to VTL.

District Nursing Services will be responsible for:

- Conducting vision screenings for students in mandated grades (Kindergarten, 2nd, 5th and 8th grades).
- District Nursing Services will provide VTL with a list of students who fail their vision screening.
- Students who already wear eyeglasses will be automatically referred to VTL for services.

VTL will be responsible for:

- Conducting vision screenings for students in non-mandated grades (mandated grades mentioned above).
- VTL staff will follow-up with parent(s)/guardian(s) of students who have failed the vision screening and have not returned a signed consent form.
- Students that require additional eye care for conditions beyond the scope the mobile clinic is able to offer will be provided a referral form. In addition, a VTL optometrist will contact the student's parent/guardian to explain the reason for the referral and encourage them to schedule a follow-up exam with an appropriate provider.
- The mobile clinic will return to the school approximately three weeks after the initial visit to distribute eyeglasses to students, provide written instructions on when and how to use eyeglasses and educate them on proper care and cleaning.
- Following the completion of school visits, VTL will provide the school administrator a Vision Services Confirmation Form indicating the names of students who were served and the types of services received.

School Principal or school designee will be responsible for:

- Ensuring that all tasks listed in the Principal or Designee Checklist to Receive Vision to Learn (VTL) Services are completed (Refer to Attachment C).
- Approval of the Vision Services Confirmation Form, confirming that the indicated names of students were served and the types of services received.

VTL will make every effort to ensure all students who have failed their vision screening and whose parents have consented to an exam are seen regardless of the number of consent forms received at a particular school site. All eyeglasses will be warrantied for one year and damaged or lost glasses will be replaced free of charge. Additionally, students are able to choose the design of their eyeglasses frame.

This partnership with VTL will assist students in accessing critical services to decrease barriers to learning. Having the opportunity to receive eyeglasses at no-cost is significant for many students and families.

If you have any questions and/or require additional information please contact Eileen Mitchell, Nursing Specialist with District's Nursing Services at (213) 202-7580.

c: Michelle King
Alma Peña-Sanchez
Frances Gipson
Dave Holmquist
Nicole Elam-Ellis
LD Superintendents
LD Administrators of Operations
Alicia Garoupa
SHHS Directors
LD Nursing Administrators
George Silva
Quinton Dean

TITLE: LAUSD CAMPUSES AS SAFE ZONES AND RESOURCE CENTERS

NUMBER: REF-6767.1

ISSUER: Dr. Thelma Melendez, Chief Executive Officer
Educational Services

Dr. Earl Perkins, Associate Superintendent
Division of District Operations

Steven Zipperman, Chief
Los Angeles School Police Department

Erika F. Torres, Executive Director
Student Health and Human Services

DATE: February 2, 2017

ROUTING
All Schools
All Local District Superintendents
Local District Administrator of Operations
Instructional Directors
Operations Coordinators
Los Angeles School Police
SAA
Non-School Site Administrators
Charter School Division
Early Education Centers
Beyond the Bell
Adult Schools

PURPOSE: The purpose of this Reference Guide is to provide guidance to site administrators and District staff on the process and procedures to follow if federal immigration officials, including Immigration and Customs Enforcement ("ICE") agents or designees, request access to a school site or District facility, student, or student records.

MAJOR CHANGES: This revises REF-6767.0 and specifies the steps school sites, Local District (LD) Administrators of Operations and LD Operations Coordinators shall follow when federal immigration officials, including ICE agents, request access to a school site or District facility, student, or student records. Additionally, it includes a school site notification checklist. Refer to Attachment A: School Site Notification Checklist.

BACKGROUND: On February 9, 2016, the Board of Education ("Board") reaffirmed its position regarding immigration reform, as noted in Board Resolution 032, entitled "LAUSD Campuses as Safe Zones and Resource Centers." The Board declared that every LAUSD site will be a place of support and resource for all students and families, regardless of immigration status.

The 1982 U.S. Supreme Court case *Plyler v. Doe* held that undocumented children have a constitutional right to receive a free public K-12 education which provides the means to becoming a "self-reliant and self-sufficient participant in society" and instills the "fundamental values necessary to the maintenance of a democratic political system." The Board resolved that the Superintendent shall establish all K-12 schools, early education centers, adult schools, and parent centers as resource and information sites for students and their families. Further, the Board encouraged the Superintendent to increase and enhance partnerships with community-based organizations and legal services organizations that provide resources for families facing immigration challenges. Additionally, the Board encouraged that a rapid response network be created to assist

children whose family members have been detained through providing crisis management and support services.

KEY TERMS

Below are key terms that will help District staff understand language which may be used when referring to students who have recently arrived to the United States. Although the District does not inquire about a student's immigration status, this reference guide aims to better support and assist our students and families that may be impacted by immigration matters.

Accompanied Immigrant Youth

Youth who had entered the U.S. with a biological parent and were apprehended and placed in a detention center. Release occurs once a sponsor is identified. The deportation process begins; however, unlike unaccompanied youth, families do not have the pro-bono (free) legal services available.

Unaccompanied Immigrant Youth

Youth under 18 years of age who entered the U.S. without a biological parent, were apprehended and placed in a detention center. These youth are held until a sponsor can be identified. Once released, the deportation process is initiated, and youth must attend court hearings to determine whether relief will be granted. Pro-bono legal services may be available for these youth.

Undocumented Student

Anyone who does not have the legal documentation to live in the U.S. or who has overstayed his or her visa.

Enforcement Actions

Pre-planned arrests of immigrants working, studying or living in the United States without lawful immigration status. These arrests can target a wide range of immigrants, from long-term lawful permanent residents who may have committed a minor offense, to undocumented immigrants who have final deportation orders.

Exigent Circumstances

Exigent circumstances include, but are not limited to:

- National security/terrorism
- Imminent risk of death, violence, or physical harm to any person
- Fresh pursuit of dangerous felon
- Protection of evidence in a criminal case

Extended Support Site (ESS)

The Extended Support Sites are located at each Local District and in key high volume areas. Student Health and Human Services staff at these sites assess student and family needs related to school enrollment, attendance, medical referrals, health insurance enrollment, legal resources and mental health referrals and connect them with services to ensure academic success.

Immigration and Customs Enforcement (ICE)
The U. S. Immigration and Customs Enforcement ("ICE") enforces federal laws governing border control, customs, trade and immigration to promote homeland security and public safety. ICE consists of three directorates including Homeland Security Investigations ("HSI"), Enforcement and Removal Operations ("ERO") and Management and Administration ("M&A"). Although ICE is the main immigration enforcement body, there may be other federal immigration officials or designated agents who may request access to school sites and facilities, students, or student records.

GUIDELINES:

According to a policy memorandum released by ICE in 2011 (Attachment B: ICE Memorandum: Enforcement Actions at or Focused on Sensitive Locations), commonly referred to as the "sensitive locations memo," absent exigent circumstances or other related exceptions mentioned below, ICE officers and agents are to refrain from enforcement actions at the following locations and events:

- schools
- hospitals
- institutions of worship
- funerals, weddings and other public religious ceremonies
- during public demonstrations

The sensitive locations policy is intended to establish a non-disruptive environment during specific activities. It is important to note that there are exceptions to this policy, such as where prior approval must be obtained from a higher ranking ICE official before conducting enforcement operations in a sensitive location. In some cases, prior approval is not required, such as when there is an extraordinary circumstance involving public safety. Although this policy has not been rescinded to date, there may be subsequent changes under the new Presidential administration.

Notwithstanding the ICE "sensitive locations" policy, the typical circumstances under which law enforcement officers, including federal law enforcement officers, ICE agents, federal immigration officials, or designees may have a need to come to District campuses or facilities, when acting in the scope and course of their employment, include the following scenarios:

- Request for information or for general investigative purposes
- Service of a subpoena for s records
- Service of a search warrant
- Action pursuant to exigent circumstances

Note: Exigent circumstances include, but are not limited to:

- National security/terrorism
- Imminent risk of death, violence, or physical harm to any person
- Fresh pursuit of dangerous felon
- Protection of evidence in a criminal case

These exigent circumstances are no different for any other law enforcement agency that

may come onto District property.

I. RESPONSIBILITIES OF SCHOOL ADMINISTRATOR/DESIGNEE

A. A School Administrator/Designee must complete the following tasks if ICE agents or other federal immigration officials come on campus for any reason:

1. Immediately notify your Local District Administrator of Operations and the Los Angeles School Police Department (LASPD) Watch Commander at 213-625-6631. (Refer to Attachment A: School Site Notification Checklist
2. Request the name and badge number of the ICE agent or federal immigration official or designee, phone number of the agent's supervisor and purpose of the visit.
3. Obtain any documentation from the agent (e.g., subpoena; search warrant).
4. Advise the agent that prior to proceeding with their request, and absent exigent circumstances, notifications and direction from specific District offices must take place.
5. Wait for further direction and advice from the Local District Administrator of Operations to appropriately respond to the ICE agent request.
6. Activate the School Site Crisis Team, as needed. (Refer to Attachment C
7. Create an iSTAR incident report, as soon as practicable: Indicate incident type as on or off campus activity. In the Issue Type tab, select Law Enforcement Activity, sub-category *Immigration and Customs Enforcement (ICE) Inquiry/Investigation.*
8. Obtain additional guidance from the AOO on any necessary notification to parents/caregiver of the student who may be the focus of the ICE inquiry.

Note: Should an agent declare that exigent circumstances exist and demand immediate access to the campus, administrators should comply with the order of ICE or federal immigration official and <u>immediately</u> contact the LD AOO and LASPD Watch Commander.

B. If ICE agents or other federal immigration officials/designee are rumored or verified to be in the community, and this information may have an impact on school operations or students attending school, the School Administrator/Designee shall do the following:

1. Immediately notify your Local District Administrator of Operations for further guidance and direction.

II. RESPONSIBILITIES OF LOCAL DISTRICT (LD) ADMINISTRATORS OF OPERATIONS (AOO)

A. A Local District (LD) Administrator of Operations must complete the following tasks in all ICE-related situations.

1. When an AOO is notified by any school that an ICE agent or federal

immigration official is on site or they have received an ICE request, immediately notify the Division of District Operations.
2. Assess the situation, identify the level of crisis and respond as needed.
3. Designate LD staff to ensure the school site team is provided with guidance and support, as needed.
4. Verify that the LASPD Watch Commander has been notified.
5. Verify that an iSTAR incident report has been created. If needed, assist school administrator/designee in creating the iSTAR.
6. Contact the Office of General Counsel for guidance needed pertaining to access to student records, subpoena or search warrant service.
7. Follow up with affected school site administrator to provide necessary direction or advice.

B. On a case by case basis, the AOO must do the following:

1. Continue to assess and monitor the situation to determine if LD resources are needed. Possibly activate the Rapid Response Team (Local District Crisis Team). (Refer to BUL-5800, Crisis Preparedness Response and Recovery for more information).
2. Consult with the Office of Communications.
3. Provide consultation in notifying neighboring schools and local districts as needed.
4. Determine if other communication methods are needed (Blackboard Connect message, parent meeting, letters, resources, talking points, etc.).

C. ***If a situation escalates to a Tier III crisis response,*** (i.e. crisis requires central office crisis team to provide direct intervention services, assistance with communications and memos, etc.) LD Administrator of Operations shall coordinate additional support and guidance with the District Office Crisis Response Team.

D. ***If ICE agents are rumored or verified to be in the community***, the LD Administrator of Operations shall do the following:

1. Attempt to verify that ICE is conducting enforcement actions/immigration raids in the area.
2. Determine if this might affect the school or students attending school.
3. If it is determined that ICE activity might affect the District or school-site operations, the LD Administrator of Operations will execute responsibilities outlined above (section II A) as needed.
4. Contact the Division of District Operations and the Los Angeles School Police Department (LASPD) Watch Commander at 213-625-6631.

E. The Division of District Operations, in collaboration with the LASPD Watch Commander, will assist with providing support from District Headquarters (Beaudry) on a case-by-case basis. To prevent duplicate communication, further guidance to local districts will be articulated through the LD Administrator of

Operations.

III. COMMUNICATION DURING NON-SCHOOL HOURS

If an ICE agent is on site during non-school hours (weekdays or weekends), conducting official ICE business, the administrator/designee on campus should immediately call the LASPD Watch Commander. Examples of activities or locations in which ICE agents may have a need to come to a District-site during non-school hours include, but are not limited to, Early Education Programs, Youth Service Programs, athletic events, parent conferences, school dances, etc. The Watch Commander will coordinate further notifications and assist involved staff with providing support to the school.

IV. LAUSD SUPPORT SERVICES

The LAUSD has staff available throughout the District to provide support and assistance with accessing information and resources for students and families. The School Enrollment Placement and Assessment (S.E.P.A.) center located in LD Central provides families with enrollment assistance, immunizations, medical and mental health referrals, legal service referrals and health insurance enrollment. In addition, Extended Support Sites (ESS) are available to connect students and families to LAUSD programs and community resources. An ESS is located at each local district and in key high volume areas. Refer to Attachment D: Extended Support Sites.

ASSISTANCE: For assistance or further information, please contact your Local District Administrator of Operations. Additionally, the following District offices can provide support:

Office of the Superintendent
(213) 241-7000

Division of District Operations
(213) 241-5337
http://achieve.lausd.net/Page/1604

Crisis Counseling and Intervention Services
(213) 241-3841
http://achieve.lausd.net/smh

Los Angeles School Police Department (LASPD)
(213) 625-6631
http://www.laspd.com/

Office of the General Counsel
(213) 241-7600
http://achieve.lausd.net/Page/2573

Student Health and Human Services (SHHS)
(213) 241-3840

http://achieve.lausd.net/shhs

School Enrollment Placement & Assessment (S.E.P.A) Center
(213) 482-3954
http://achieve.lausd.net/Page/8703

RELATED RESOURCES:

- BUL-5800.0, Crisis Preparedness Response and Recovery
- BUL-2469, Pupil Records: Access, Confidentiality, and Notice of Educational Rights

ATTACHMENTS:

ATTACHMENT A – School Site Notification Checklist
ATTACHMENT B – ICE Memorandum: Enforcement Actions at or Focused on Sensitive Locations
ATTACHMENT C – School Site Crisis Response Action Plan Checklist
ATTACHMENT D – Extended Support Sites

SCHOOL SITE NOTIFICATION CHECKLIST

Responsibilities of School Administrator/Designee

IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) REQUESTS ACCESS TO SCHOOL SITE

A School Administrator/Designee must complete the following tasks if ICE agents or other federal immigration officials come on campus for any reason:

☐ 1. **IMMEDIATELY NOTIFY**
- ☐ Local District Administrator of Operations (LD AOO) _____
- ☐ Los Angeles School Police Department (LASPD) Watch Commander (213) 625-6631

☐ 2. **REQUEST THE NAME AND BADGE NUMBER** of the ICE agent or federal immigration official or designee, phone number of the agent's supervisor and purpose of the visit

☐ 3. **OBTAIN ANY DOCUMENTATION FROM THE AGENT** (e.g., subpoena; search warrant)

☐ 4. **ADVISE THE AGENT** that prior to proceeding with their request, and absent exigent circumstances, notifications and direction from specific District offices must take place

☐ 5. **WAIT FOR FURTHER DIRECTION AND ADVICE** from the Local District Administrator of Operations to appropriately respond to the ICE agent request

☐ 6. **ACTIVATE THE SCHOOL SITE CRISIS TEAM** as needed (Attachment C)

☐ 7. **CREATE ISTAR INCIDENT REPORT**, as soon as practicable: Indicate incident type as on or off campus activity. In the Issue Type tab, select Law Enforcement Activity, sub-category *Immigration and Customs Enforcement (ICE) Inquiry/Investigation*

☐ 8. **OBTAIN ADDITIONAL GUIDANCE FROM AOO** on any necessary notification to parents/caregiver of the student who may be the focus of the ICE inquiry

ICE RUMORED OR VERIFIED IN COMMUNITY

If ICE agents or other federal immigration officials/designee are rumored or verified to be in the community, and this information may have an impact on school operations or students attending school, the School Administrator/Designee shall do the following:

☐ 1. **IMMEDIATELY NOTIFY YOUR LOCAL DISTRICT ADMINISTRATOR OF OPERATIONS** _____ for further guidance and direction

Exigent Circumstances

Include, but are not limited to:
- National security/terrorism
- Imminent risk of death, violence, or physical harm to any person
- Fresh pursuit of dangerous felon
- Protection of evidence in a criminal case

NOTE:

Should an agent declare that exigent circumstances exist and demand immediate access to the campus, administrators should comply with the order of ICE or federal immigration official and immediately contact the LD AOO and LASPD Watch Commander.

Policy Number: 10029.2
FEA Number: 306-112-002b

Attachment B

Office of the Director

U.S. Department of Homeland Security
500 12th Street, SW
Washington, D.C. 20536

U.S. Immigration and Customs Enforcement

OCT 24 2011

MEMORANDUM FOR: Field Office Directors
Special Agents in Charge
Chief Counsel

FROM: John Morton
Director

SUBJECT: Enforcement Actions at or Focused on Sensitive Locations

Purpose

This memorandum sets forth Immigration and Customs Enforcement (ICE) policy regarding certain enforcement actions by ICE officers and agents at or focused on sensitive locations. This policy is designed to ensure that these enforcement actions do not occur at nor are focused on sensitive locations such as schools and churches unless (a) exigent circumstances exist, (b) other law enforcement actions have led officers to a sensitive location as described in the "*Exceptions to the General Rule*" section of this policy memorandum, or (c) prior approval is obtained. This policy supersedes all prior agency policy on this subject.[1]

Definitions

The enforcement actions covered by this policy are (1) arrests; (2) interviews; (3) searches; and (4) for purposes of immigration enforcement only, surveillance. Actions not covered by this policy include actions such as obtaining records, documents and similar materials from officials or employees, providing notice to officials or employees, serving subpoenas, engaging in Student and Exchange Visitor Program (SEVP) compliance and certification visits, or participating in official functions or community meetings.

The sensitive locations covered by this policy include, but are not limited to, the following:

[1] Memorandum from Julie L. Myers, Assistant Secretary, U.S. Immigration and Customs Enforcement, "Field Guidance on Enforcement Actions or Investigative Activities At or Near Sensitive Community Locations" 10029.1 (July 3, 2008); Memorandum from Marcy M. Forman, Director, Office of Investigations, "Enforcement Actions at Schools" (December 26, 2007); Memorandum from James A. Puleo, Immigration and Naturalization Service (INS) Acting Associate Commissioner, "Enforcement Activities at Schools, Places of Worship, or at funerals or other religious ceremonies" HQ 807-P (May 17, 1993). This policy does not supersede the requirements regarding arrests at sensitive locations put forth in the Violence Against Women Act, see Memorandum from John P. Torres, Director Office of Detention and Removal Operations and Marcy M. Forman, Director, Office of Investigations, "Interim Guidance Relating to Officer Procedure Following Enactment of VAWA 2005 (January 22, 2007).

- schools (including pre-schools, primary schools, secondary schools, post-secondary schools up to and including colleges and universities, and other institutions of learning such as vocational or trade schools);
- hospitals;
- churches, synagogues, mosques or other institutions of worship, such as buildings rented for the purpose of religious services;
- the site of a funeral, wedding, or other public religious ceremony; and
- a site during the occurrence of a public demonstration, such as a march, rally or parade.

This is not an exclusive list, and ICE officers and agents shall consult with their supervisors if the location of a planned enforcement operation could reasonably be viewed as being at or near a sensitive location. Supervisors should take extra care when assessing whether a planned enforcement action could reasonably be viewed as causing significant disruption to the normal operations of the sensitive location. ICE employees should also exercise caution. For example, particular care should be exercised with any organization assisting children, pregnant women, victims of crime or abuse, or individuals with significant mental or physical disabilities.

Agency Policy

General Rule

Any planned enforcement action at or focused on a sensitive location covered by this policy must have prior approval of one of the following officials: the Assistant Director of Operations, Homeland Security Investigations (HSI); the Executive Associate Director (EAD) of HSI; the Assistant Director for Field Operations, Enforcement and Removal Operations (ERO); or the EAD of ERO. This includes planned enforcement actions at or focused on a sensitive location which is part of a joint case led by another law enforcement agency. ICE will give special consideration to requests for enforcement actions at or near sensitive locations if the only known address of a target is at or near a sensitive location (e.g., a target's only known address is next to a church or across the street from a school).

Exceptions to the General Rule

This policy is meant to ensure that ICE officers and agents exercise sound judgment when enforcing federal law at or focused on sensitive locations and make substantial efforts to avoid unnecessarily alarming local communities. The policy is not intended to categorically prohibit lawful enforcement operations when there is an immediate need for enforcement action as outlined below. ICE officers and agents may carry out an enforcement action covered by this policy without prior approval from headquarters when one of the following exigent circumstances exists:

- the enforcement action involves a national security or terrorism matter;
- there is an imminent risk of death, violence, or physical harm to any person or property;

- the enforcement action involves the immediate arrest or pursuit of a dangerous felon, terrorist suspect, or any other individual(s) that present an imminent danger to public safety; or
- there is an imminent risk of destruction of evidence material to an ongoing criminal case.

When proceeding with an enforcement action under these extraordinary circumstances, officers and agents must conduct themselves as discretely as possible, consistent with officer and public safety, and make every effort to limit the time at or focused on the sensitive location.

If, in the course of a planned or unplanned enforcement action that is not initiated at or focused on a sensitive location, ICE officers or agents are subsequently led to or near a sensitive location, barring an exigent need for an enforcement action, as provided above, such officers or agents must conduct themselves in a discrete manner, maintain surveillance if no threat to officer safety exists and immediately consult their supervisor prior to taking other enforcement action(s).

Dissemination

Each Field Office Director, Special Agent in Charge, and Chief Counsel shall ensure that the employees under his or her supervision receive a copy of this policy and adhere to its provisions.

Training

Each Field Office Director, Special Agent in Charge, and Chief Counsel shall ensure that the employees under his or her supervision are trained (both online and in-person/classroom) annually on enforcement actions at or focused on sensitive locations.

No Private Right of Action

Nothing in this memorandum is intended to and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law by any party in any administrative, civil, or criminal matter.

This memorandum provides management guidance to ICE officers exercising discretionary law enforcement functions, and does not affect the statutory authority of ICE officers and agents, nor is it intended to condone violations of federal law at sensitive locations.

SCHOOL SITE CRISIS RESPONSE ACTION PLAN CHECKLIST

The following is a summary checklist of general procedures for the administrator/designee to respond to a crisis situation at the school site, at District and school-related activities and in all areas within the District's jurisdiction. The urgency of the situation will dictate the order in which the subsequent steps are followed.

For a complete description of each procedure, refer directly to the Bulletin 5800.0, Section IV. Tier I: School Site Crisis Response, Part B. Response.

1. ☐ **SECURE CAMPUS/OFFICE SAFETY** (This may include calling law enforcement, securing the site, or consulting with LD Administration or Crisis Counseling and Intervention Services (213) 241-3841.)

2. ☐ **DETERMINE THE FACTS**

3. ☐ **NOTIFY** (LD Administration, Co-Located Schools, other offices, document on iSTAR)

4. ☐ **ASSESS** (School Site Crisis Team meets to assess the impact and severity of the incident and determine the level of crisis response needed. The assessment of the situation will drive the response and recovery.)

5. ☐ **DEVELOP ACTION PLAN** (see Table 1 in BUL-5800.0 for detailed descriptions of each checklist item)

   ☐ **COMMUNICATION**
   For a detailed checklist of communication protocols to consider see:
   - Attachment D, Communication with Staff, Students, Parents/Guardians.
   - Attachment E, Collaborating with Law Enforcement
   - Attachment F, Collaborating with Office of Communications

   ☐ **LOGISTICS/OPERATIONS**

   ☐ Determine the number of crisis responders needed.

   ☐ Assess operational functions of the impacted school and implement temporary changes, as needed, such as bell schedule, transportation, food services, substitutes, safety, etc.

   ☐ Determine locations of crisis response activities, as needed, and establish procedures.

   ☐ Identify separate locations for triage and crisis counseling.

   ☐ Follow reunification procedures.

   ☐ Limit student/staff exposure to trauma, injury and/or death, including crime scenes, media and conversations.

- [ ] Identify students and/or staff who may have special needs.

- [ ] **TRIAGE/CRISIS COUNSELING**
  - [ ] Triage students, staff and other school community members.
  - [ ] Determine individual needs.
  - [ ] Provide individual and group crisis counseling services.
  - [ ] Make referrals to District and/or community based resources, as needed.
  - [ ] Document students receiving crisis counseling services to ensure appropriate follow-up, as needed.

- [ ] **INCIDENT DEBRIEFING**
  - [ ] Review actions of the day.
  - [ ] Review the status of students.
  - [ ] Identify effective components, areas of improvement, and need for training in crisis response.
  - [ ] Plan for follow-up actions, as needed.
  - [ ] Develop prevention/mitigation strategies for future incidents.

- [ ] **IMPORTANT CONSIDERATIONS**
  - [ ] Social Networking
  - [ ] School Culture and Events
  - [ ] The Deceased Student's Classrooms and Work
  - [ ] Memorialization
  - [ ] Fundraising

Attachment D

Extended Support Sites

Student Health & Human Services

The goal of Student Health and Human Services staff is to assess student and family needs related to health insurance enrollment, school enrollment, attendance, health, and mental health and to connect them with services to ensure academic success.

Extended Support Site Locations

An Extended Support Site is located in each local district. Please see the list below:

Hollywood FamilySource Center - Youth Policy Institute	Local District Central	
1075 N. Western Ave. Los Angeles, CA. 90029 (323) 463-2620 (323) 836-0055	School Enrollment, Placement and Assessment (SEPA) Center 1339 Angelina St. Los Angeles, CA 90026 (213) 482-3954	West Adams Preparatory Senior High School 1500 W. Washington Blvd. Los Angeles, CA 90007 (323) 373-2561

Local District East	Local District West	Local District South
Jardín de Niños 3921 E. Selig Pl. Los Angeles, CA 90031 (323) 224-3100	Local District West Office 11380 W. Graham Pl. Los Angeles, CA. 90064 (310) 914-2100	Local District South Office 1208 Magnolia Ave. Gardena, CA. 90247 (310) 354-3400

Local District Northwest	Local District Northeast
Local District Northwest Office 6621 Balboa Blvd. Lake Balboa, CA. 91406 (818) 654-3600	Local District Northeast Office 8401 Arleta Ave. Sun Valley, CA. 91352 (818) 252-5400

1-866-742-2273

Monday - Friday 8 a.m. - 4:30 p.m.

http://achieve.lausd.net/Page/11959

Sitios de Apoyo adicional

Student Health & Human Services

La meta del personal de los Servicios de Salud Estudiantil y Humanos es de evaluar las necesidades estudiantiles y familiares pertinentes a inscripción de seguro médico, inscripción escolar, asistencia, salud y salud mental con el fin de conectarlos con los servicios que son necesarios para asegurar el éxito académico.

Ubicaciones de los Sitios de Apoyo Adicional

Se ha ubicado un sitio de apoyo adicional en cada distrito local. Por favor consulte con la lista a continuación:

Hollywood FamilySource Center - Youth Policy Institute	Distrito Local Central	
1075 N. Western Ave. Los Angeles, CA 90029 (323) 463-2620 (323) 836-0055	Centro de Evaluación e Inscripción Escolar (SEPA) 1339 Angelina St. Los Angeles, CA 90026 (213) 482-3954	West Adams Preparatory Senior High School 1500 W. Washington Blvd. Los Angeles, CA 90007 (323) 373-2500

Distrito Local Este	Distrito Local Oeste	Distrito Local Sur
Jardín de Niños 3921 E. Selig Pl. Los Angeles, CA 90031 (323) 224-3100	Oficina del Distrito Local Oeste 11380 W. Graham Pl. Los Angeles, CA 90064 (310) 914-2100	Oficina del Distrito Local Sur 1208 Magnolia Ave. Gardena, CA 90247 (310) 354-3400

Distrito Local Noroeste	Distrito Local Noreste
Oficina del Distrito Local Noroeste 6621 Balboa Blvd. Lake Balboa, CA 91406 (818) 654-3600	Oficina del Distrito Local Noreste 8401 Arleta Ave. Sun Valley, CA 91352 (818) 252-5400

1-866-742-2273

Lunes - Viernes 8 a.m. - 4:30 p.m.

http://achieve.lausd.net/Page/11959

Revisado 01/30/2017

Los Angeles Unified School District

Local District Central

Parent and Community Engagement Unit

Parent Engagement Professional Development Summit

Building the Capacity of School Staff to Work with Parents as Equal Partners

SAVE THE DATE

Friday, February 23, 2018

8:00 AM – 12:00 PM

East Los Angeles College

Campus Center

1301 Avenida Cesar Chavez, Monterey Park, CA 91754

"A DISTRICT ON THE MOVE"

Los Angeles Unified School District Strategic Plan
"Destination Graduation"

School staff team to include:

- Principal
- Community Representative/Parent Center Director
- School Administrative Assistant/ Classified Office Staff
- Certificated Coordinator/Teacher*

Registration information will be available the week of January 19, 2018.

The school is the heart of community.

LOS ANGELES UNIFIED SCHOOL DISTRICT
PARENT AND COMMUNITY SERVICES

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting and Disbursements Division

ADMINISTRATOR ASSURANCES

Period Ending_____ Fiscal Year _____
(e.g. July-Dec, Jan-June)

School/Office_____

I hereby certify that I have obtained the appropriate supporting documentation, as outlined in this bulletin, for those employees who were paid using federal and/or state categorical funds. All necessary adjustments have been entered in the payroll system so that actual hours worked are properly reflected.

These documents have been retained by the time-reporter at my location and are available for review.

_____
Administrator's Name

_____ _____
Administrator's Signature Date

A copy of this signed assurance must be sent to your LD Operations Administrator or Division Administrator by January 31st and July 31st of each fiscal year.

Introduction

Purpose of this document is to provide you a general guideline for using new employee self-service (ESS) portal. With new ESS you will be able to view paystub, time statement, W2's, enrolled benefit plans and personnel profile.

System Requirements

Following is the supported configuration

	Browser
Windows	IE version 10.0.9 Chrome version 56 Firefox version 51
MAC	Safari version 10.0.2

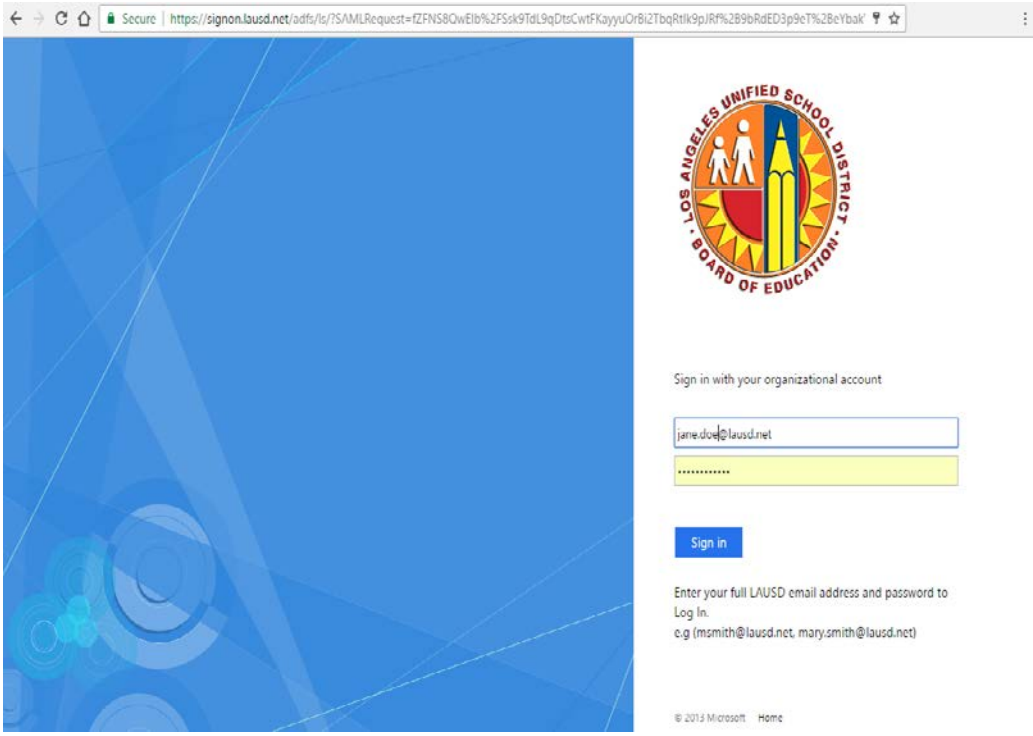
For Windows we recommend using Internet Explorer and for Mac we recommend using Safari.
For security reasons please log off and close all your browser windows when you are done.

Technical Assistance

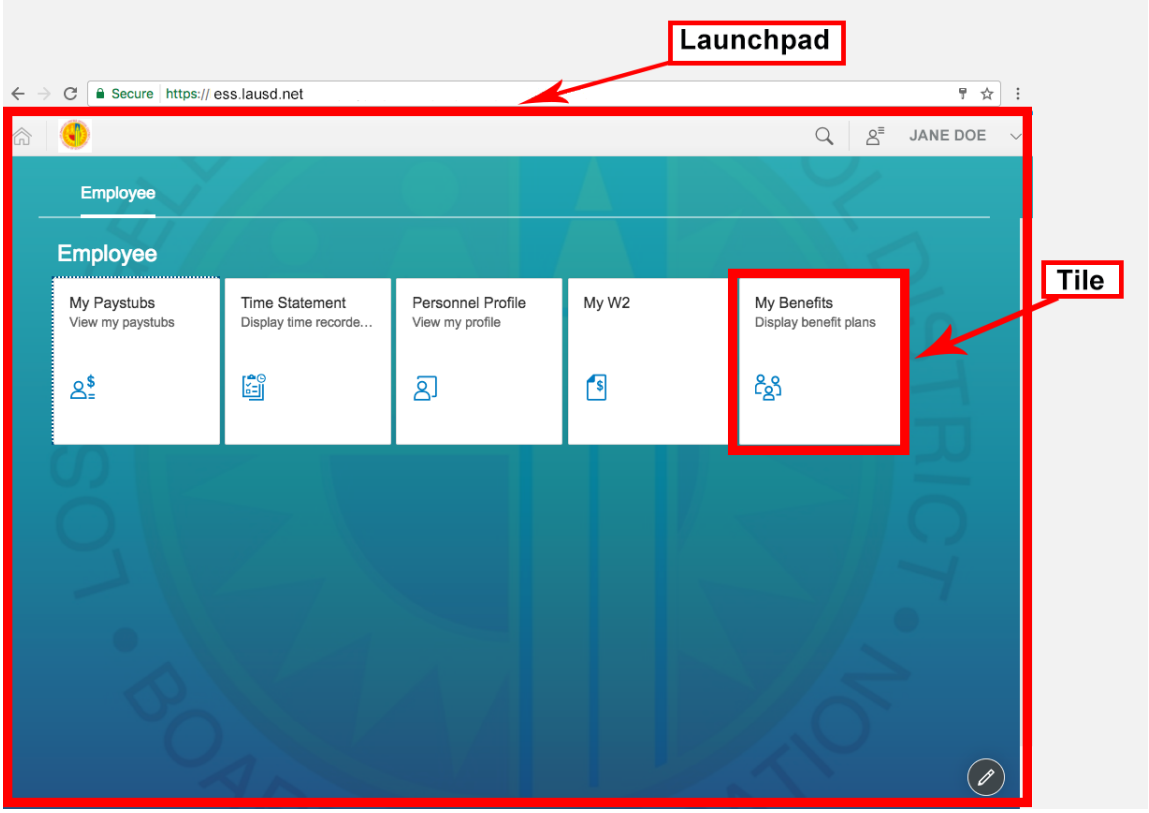
Please contact the ITD-Helpdesk at (213) 241-5200 or send an email to ess@lausd.net

Details

Type the following URL https://ESS.lausd.net in your browser to access new ESS, you will see a login screen.

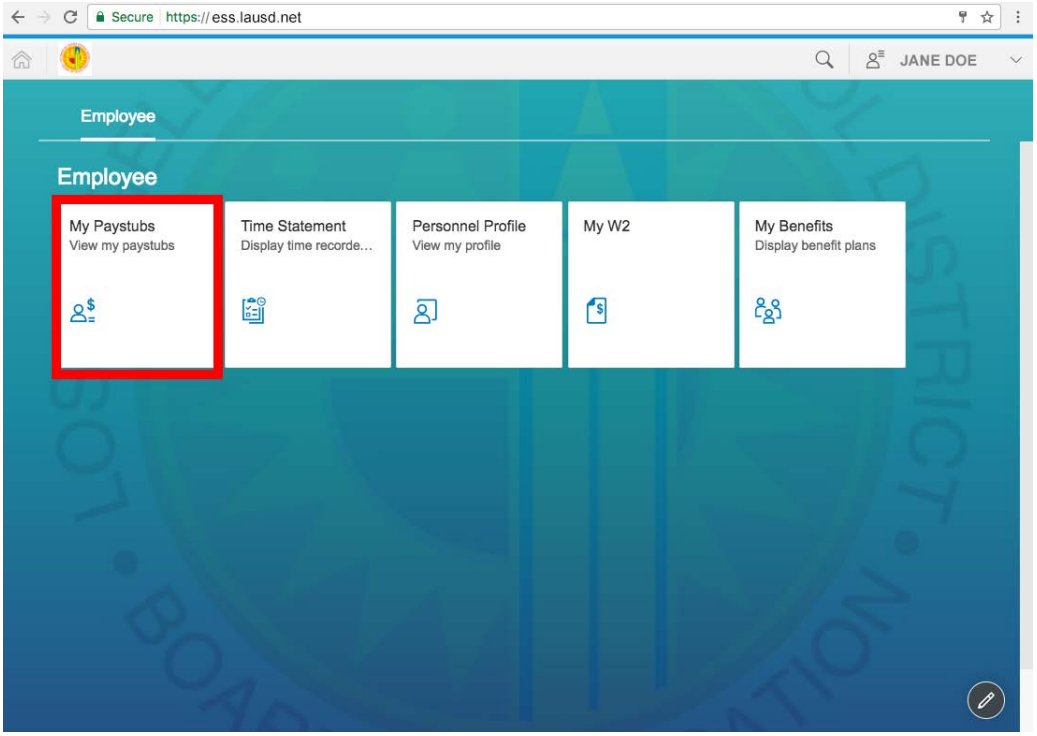


Enter your LAUSD email address and password, then click Sign in.

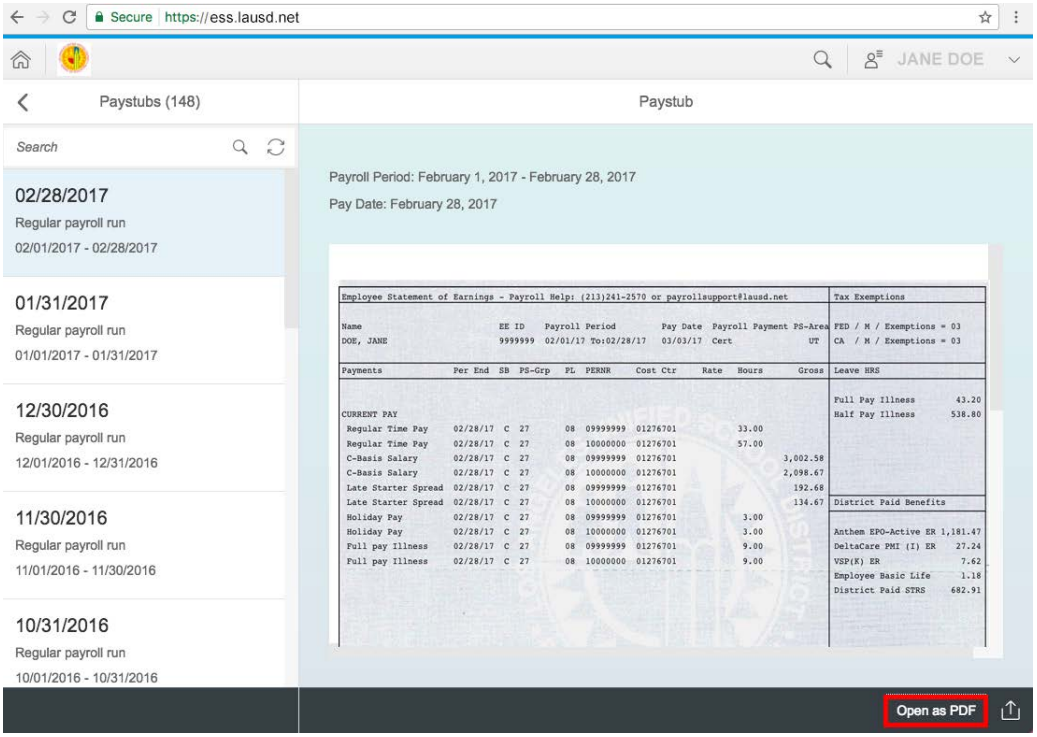


Each tile indicates an application.

My Paystubs



To view your paystubs, click My Paystubs tile.



The screen is divided into two sections. Left side of the screen displays a list of pay dates. Right side of the screen displays the paystub. Latest pay date is displayed on top. To view additional paystubs you can scroll down the list and click more. To view a paystub, click pay date.

To view the entire paystub, click on Open as PDF button. It displays the paystub in new window.

Secure | https://ess.lausd.net

Employee Statement of Earnings - Payroll Help: (213)241-2570 or payrollsupport@lausd.net

Name	EE ID	Payroll Period	Pay Date	Payroll Payment	PS-Area
DOE, JANE	9999999	02/01/17 To:02/28/17	03/03/17	Cert	UT

Tax Exemptions

FED / M / Exemptions = 03
CA / M / Exemptions = 03

Payments	Per End	SB	PS-Grp	PL	PERNR	Cost Ctr	Rate	Hours	Gross
CURRENT PAY									
Regular Time Pay	02/28/17	C	27	08	09999999	01276701		33.00	
Regular Time Pay	02/28/17	C	27	08	10000000	01276701		57.00	
C-Basis Salary	02/28/17	C	27	08	09999999	01276701			3,002.58
C-Basis Salary	02/28/17	C	27	08	10000000	01276701			2,098.67
Late Starter Spread	02/28/17	C	27	08	09999999	01276701			192.68
Late Starter Spread	02/28/17	C	27	08	10000000	01276701			134.67
Holiday Pay	02/28/17	C	27	08	09999999	01276701		3.00	
Holiday Pay	02/28/17	C	27	08	10000000	01276701		3.00	
Full pay Illness	02/28/17	C	27	08	09999999	01276701		9.00	
Full pay Illness	02/28/17	C	27	08	10000000	01276701		9.00	

Leave HRS

Full Pay Illness	43.20
Half Pay Illness	538.80

District Paid Benefits

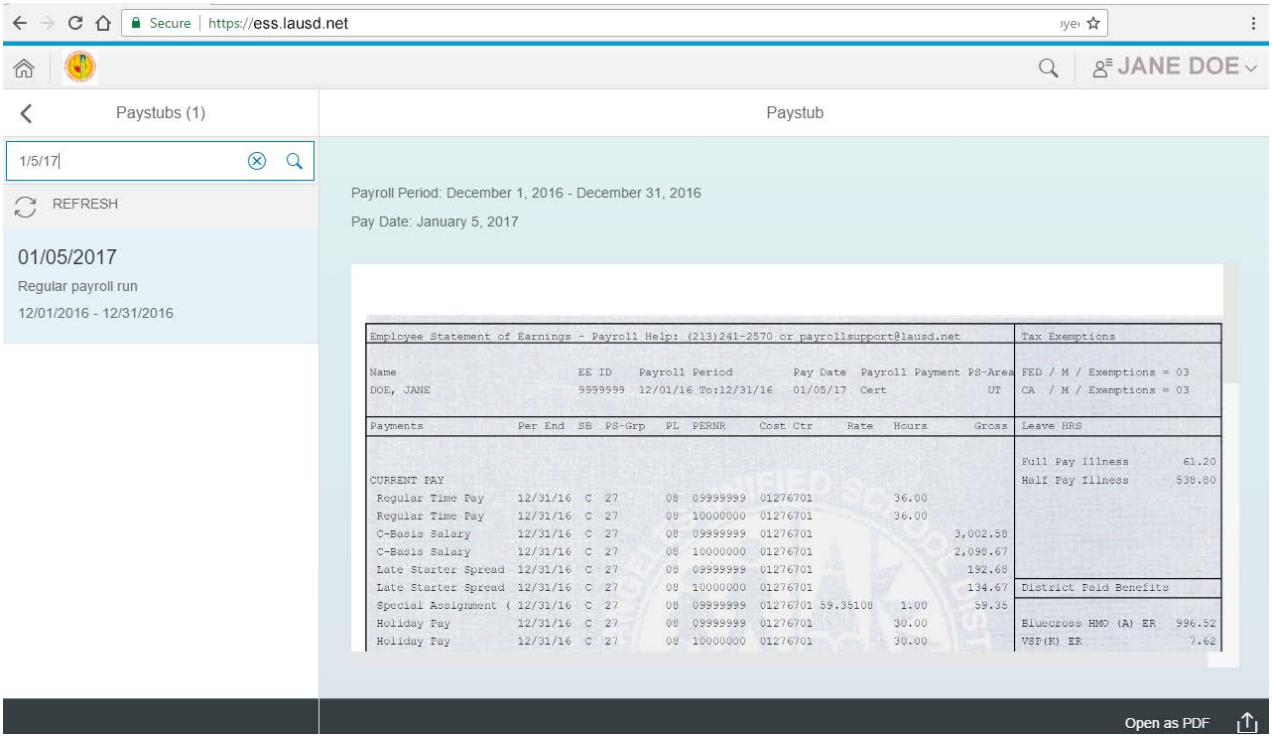
Anthem EPO-Active ER	1,181.47
DeltaCare PMI (I) ER	27.24
VSP(K) ER	7.62
Employee Basic Life	1.18
District Paid STRS	682.91

Annualized Status

Earned Amt	36,696.31
Paid Amt	37,400.08
Difference	703.77-

Hours Summary

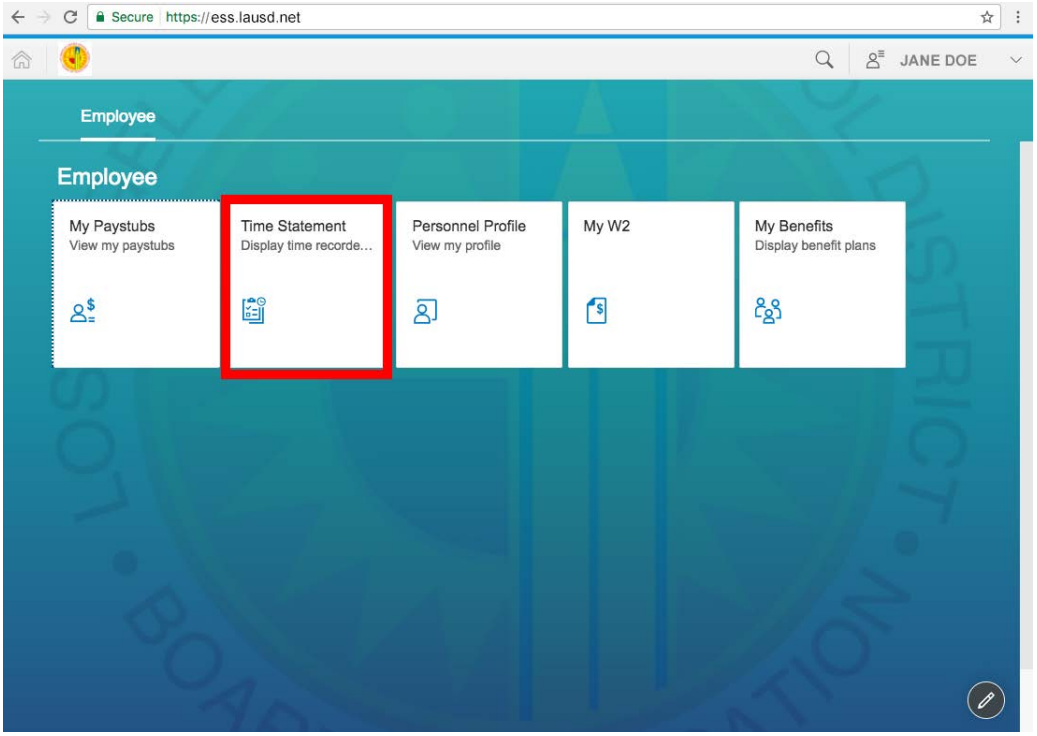
You can save or print paystub.



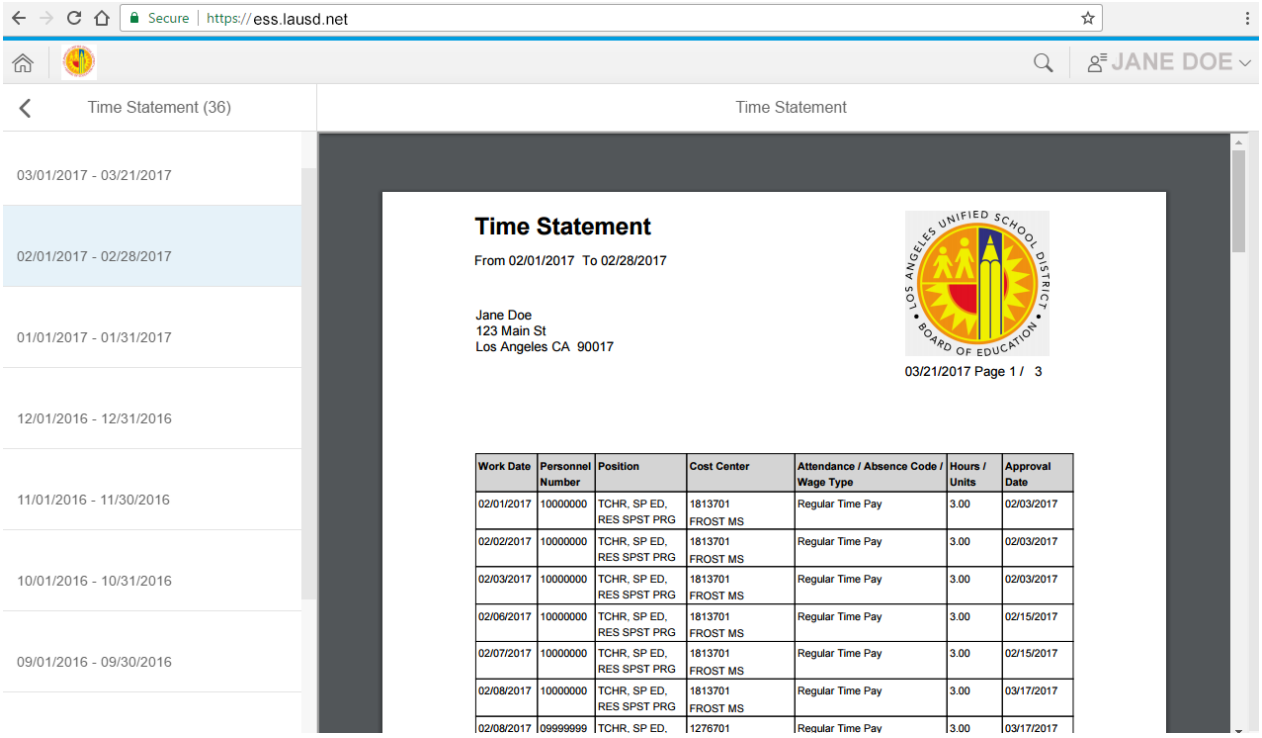
You can search for paystub by typing the pay date (mm/dd/yyyy) in search area.

Click to go back to Launchpad.

Time Statement



To view your time statement, click Time Statement tile.



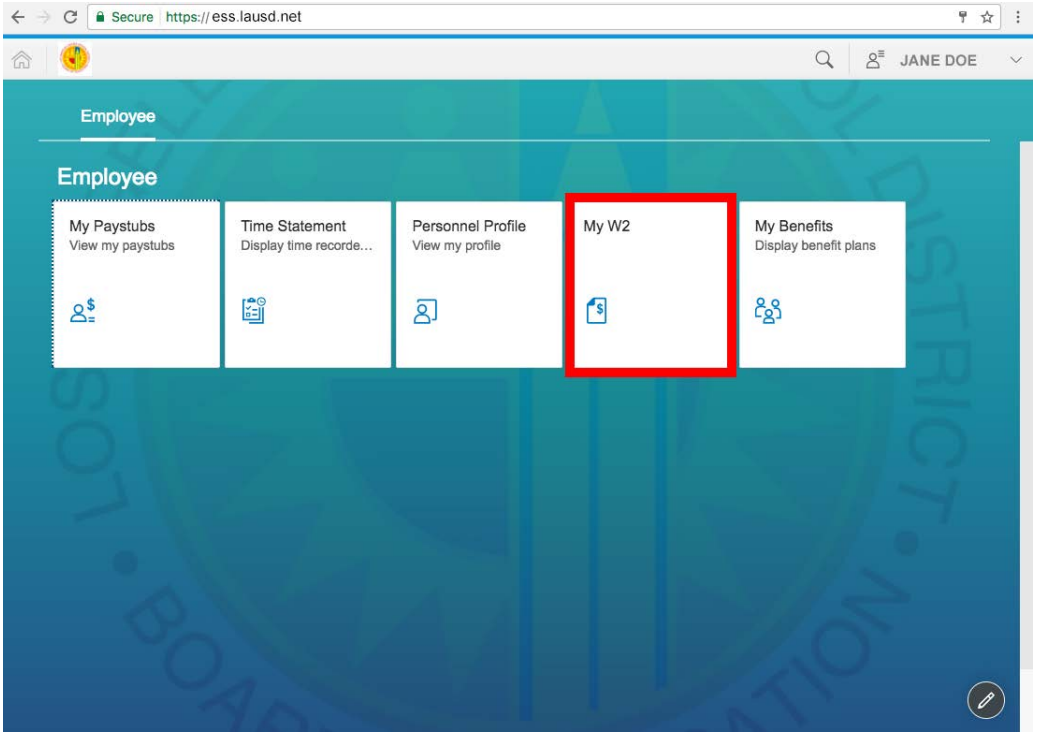
Work Date	Personnel Number	Position	Cost Center	Attendance / Absence Code / Wage Type	Hours / Units	Approval Date
02/01/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017
02/02/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017
02/03/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017
02/06/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/15/2017
02/07/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/15/2017
02/08/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	03/17/2017
02/08/2017	09999999	TCHR, SP ED,	1276701	Regular Time Pay	3.00	03/17/2017

The screen is divided into two sections. Left side of the screen displays a list of months. Right side of the screen displays the time statement. Latest month is displayed on top. To view additional months you can scroll down the list. Up to last 36 months of time statements can be viewed. To view a time statement, click month.

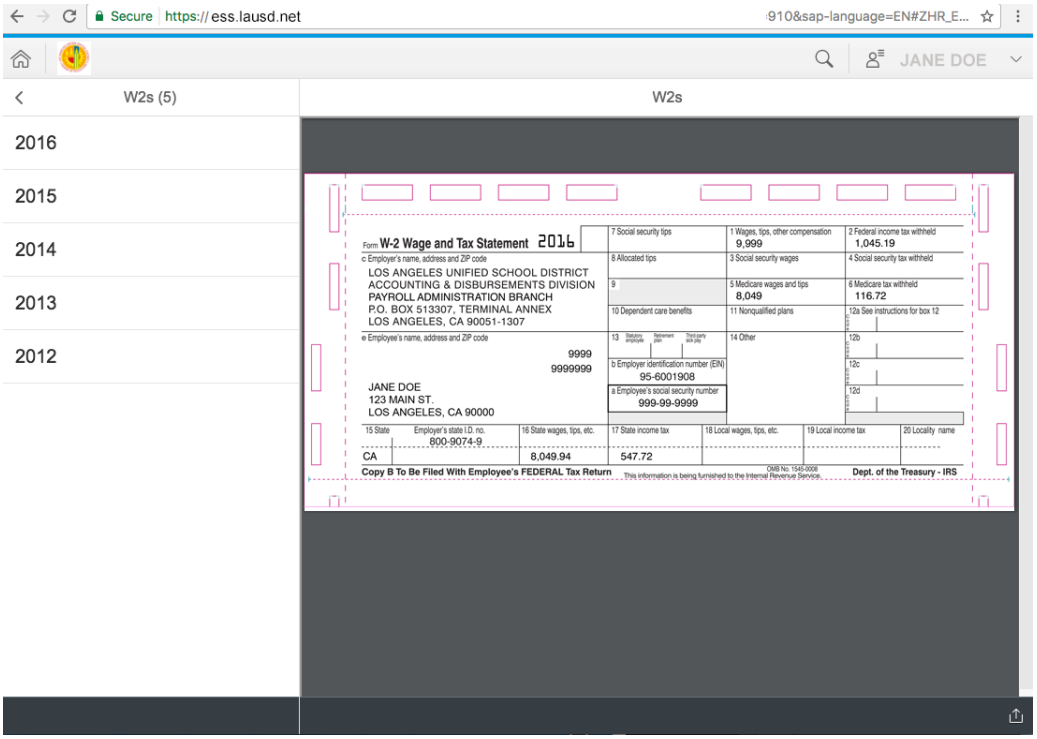
You can save or print time statement.

Click to go back to Launchpad.

My W2



To view your W2's, click My W2 tile.

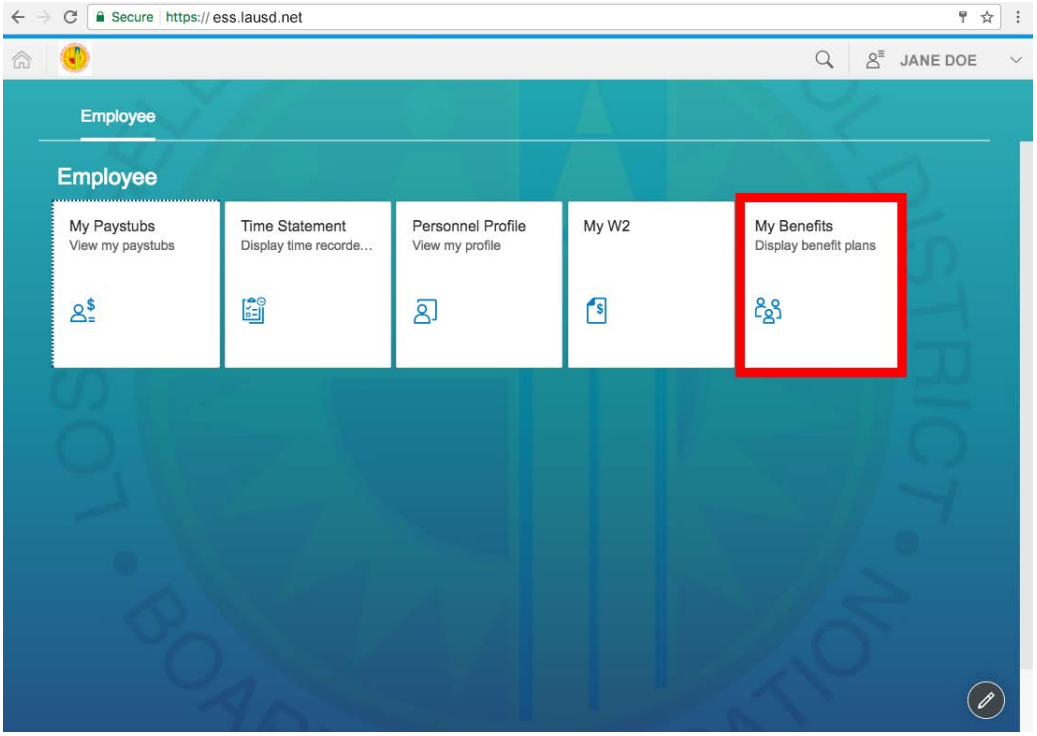


The screen is divided into two sections. Left side of the screen displays a list of years. Right side of the screen displays the W2. The last 5 years of W2's can be viewed. To view a W2, click on the year of your interest.

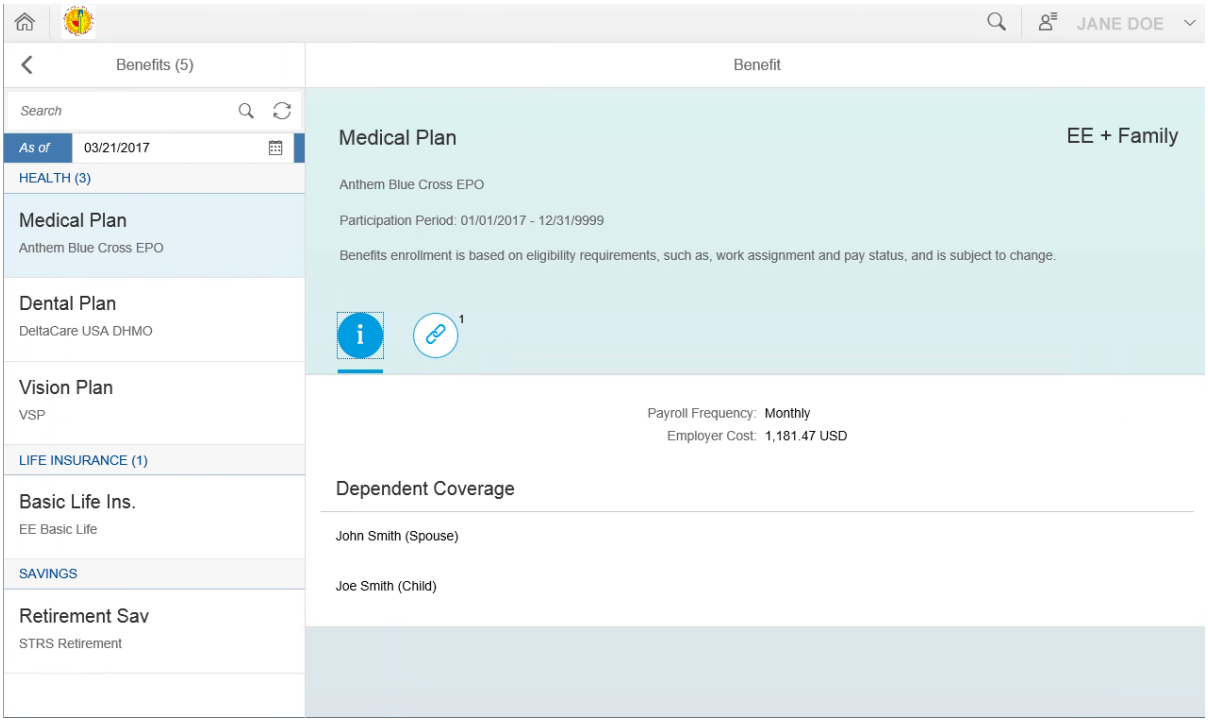
You can save or print W2.

Click to go back to Launchpad.

My Benefits

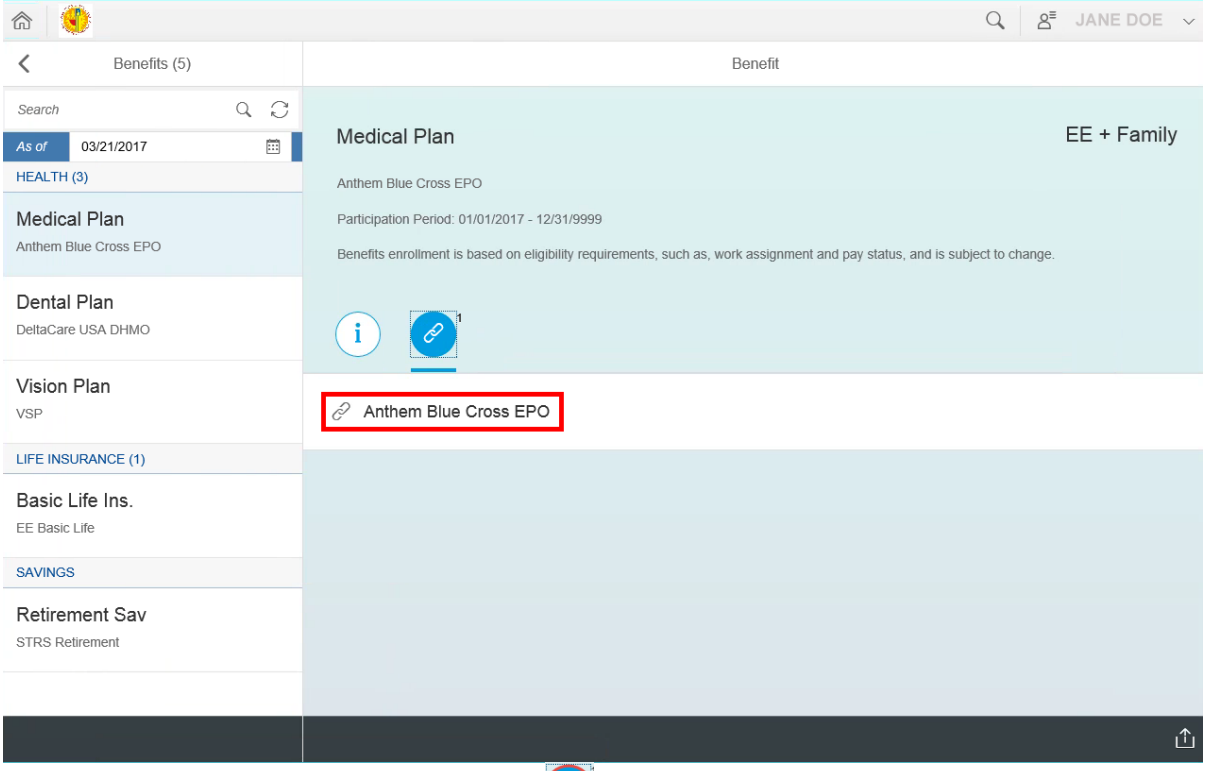


To view benefit plans you are enrolled in, click My Benefits tile.

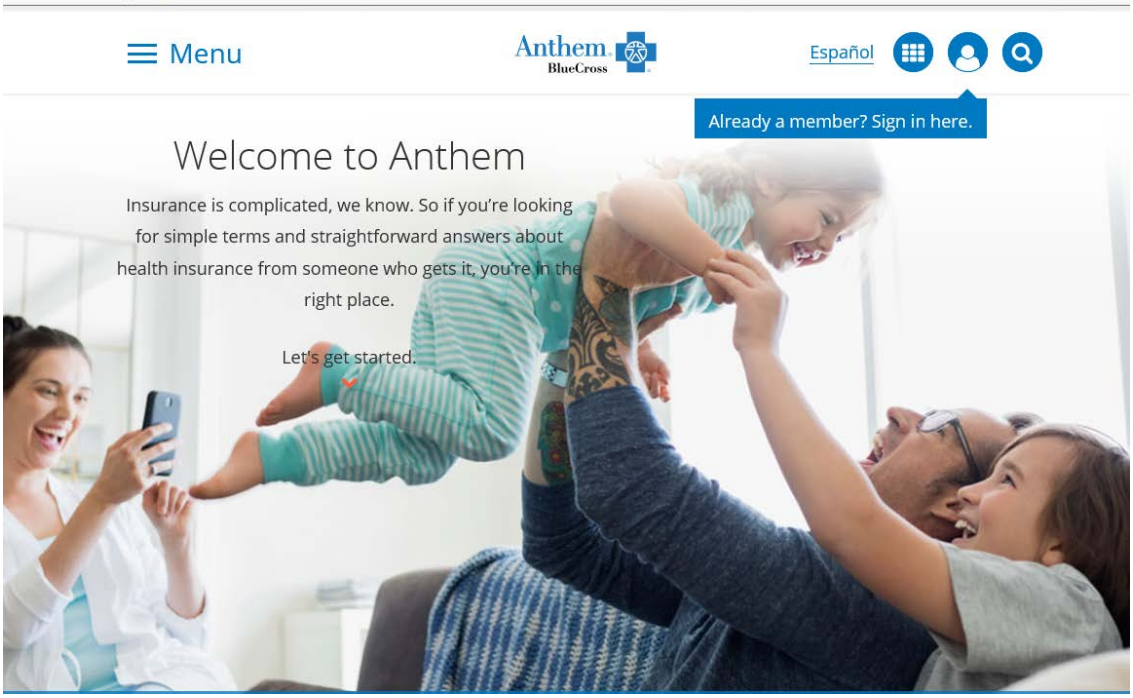


The screen is divided into two sections. Left side of the screen displays a list of plans. Right side of the screen displays the plan details. You can view plan details of your health, life insurance, savings and flexible spending accounts. The scroll bar on the left allows you to see all of your enrolled plans. To view plan details, click on the plan.

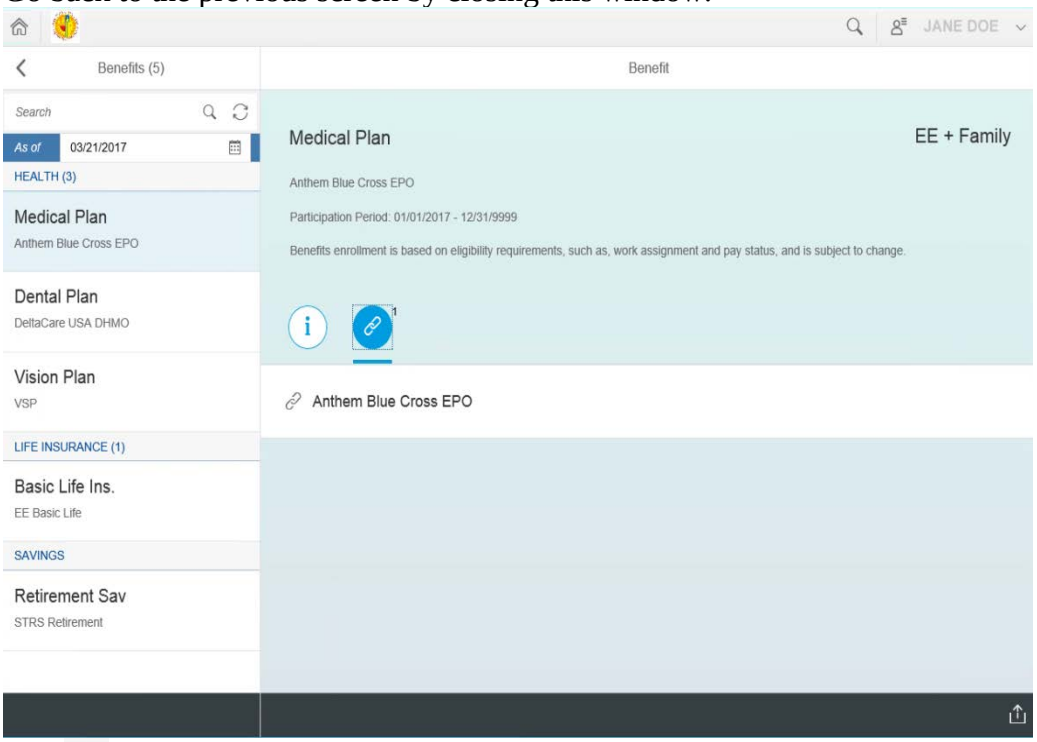
The cost for your coverage is shown. You can also view dependents enrolled in your plan.



To access provider website, you can click and click the link displayed. A new window opens for the provider website.

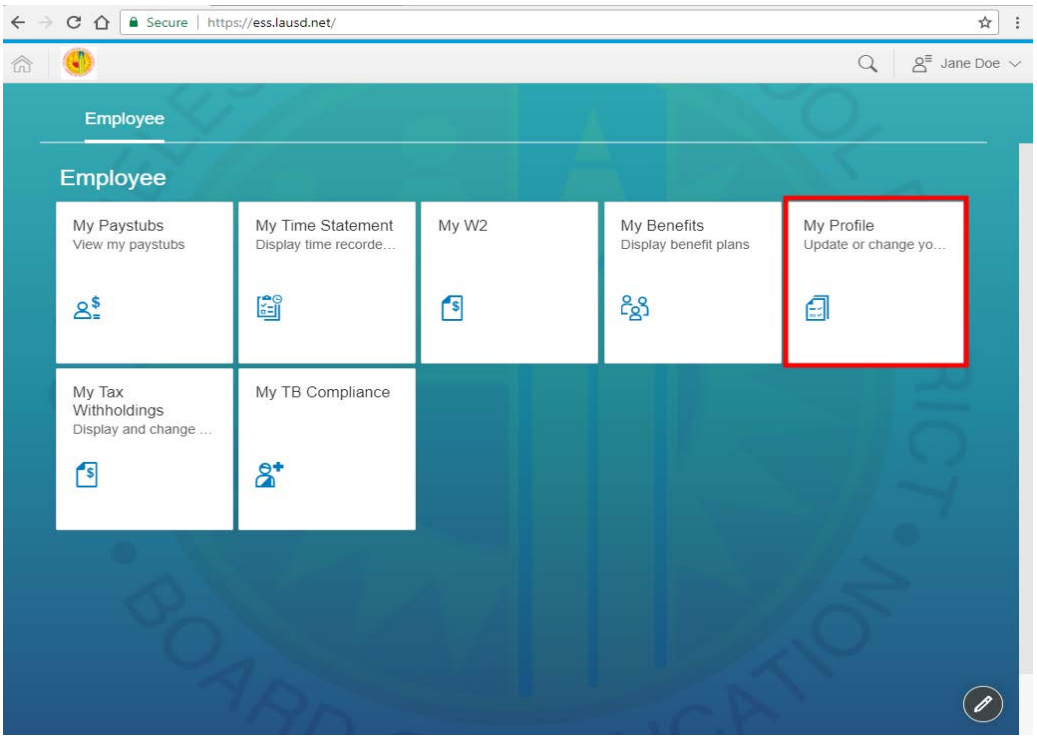


Go back to the previous screen by closing this window.

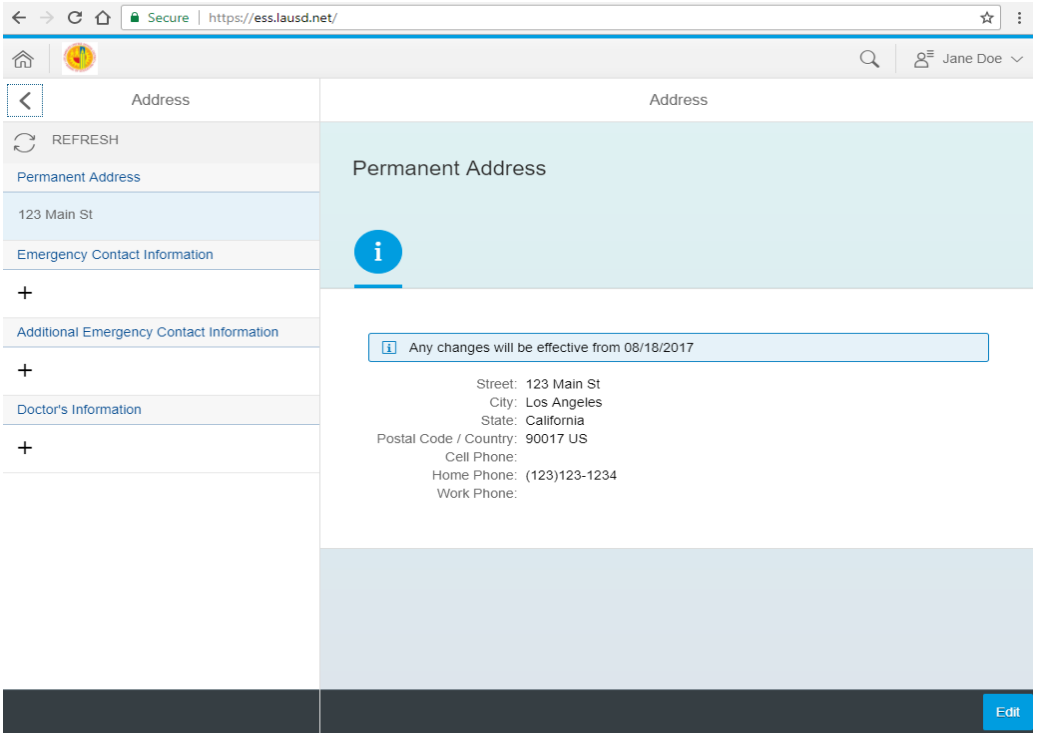


Click to go back to Launchpad.

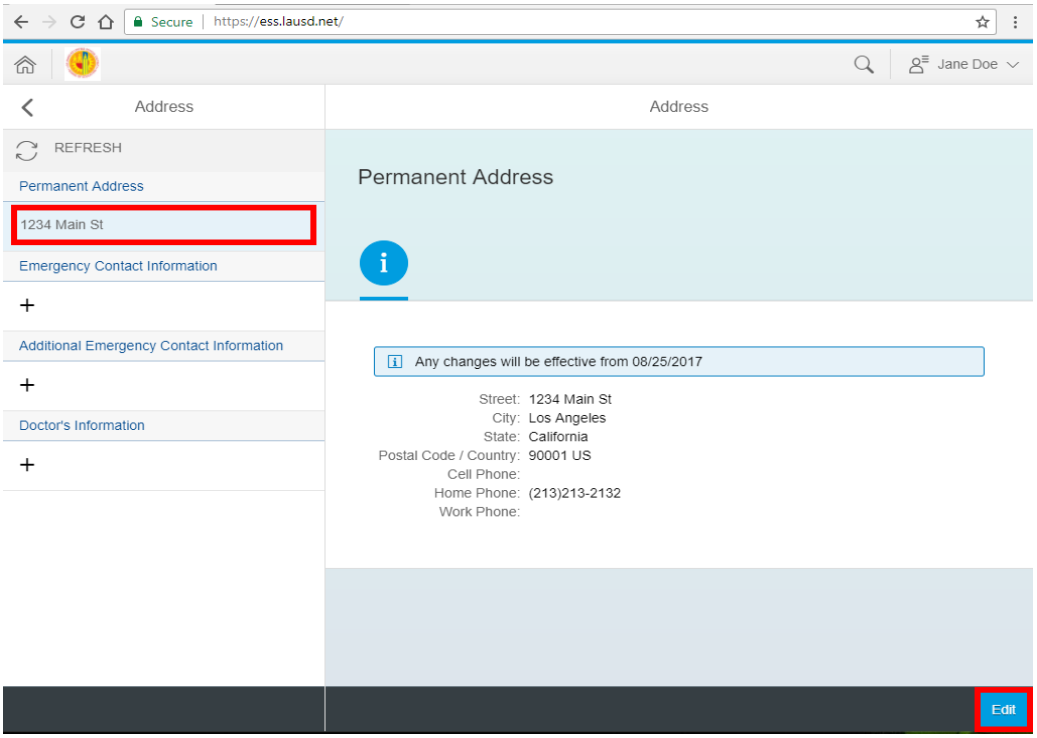
My Profile



To view your profile, click My Profile tile.

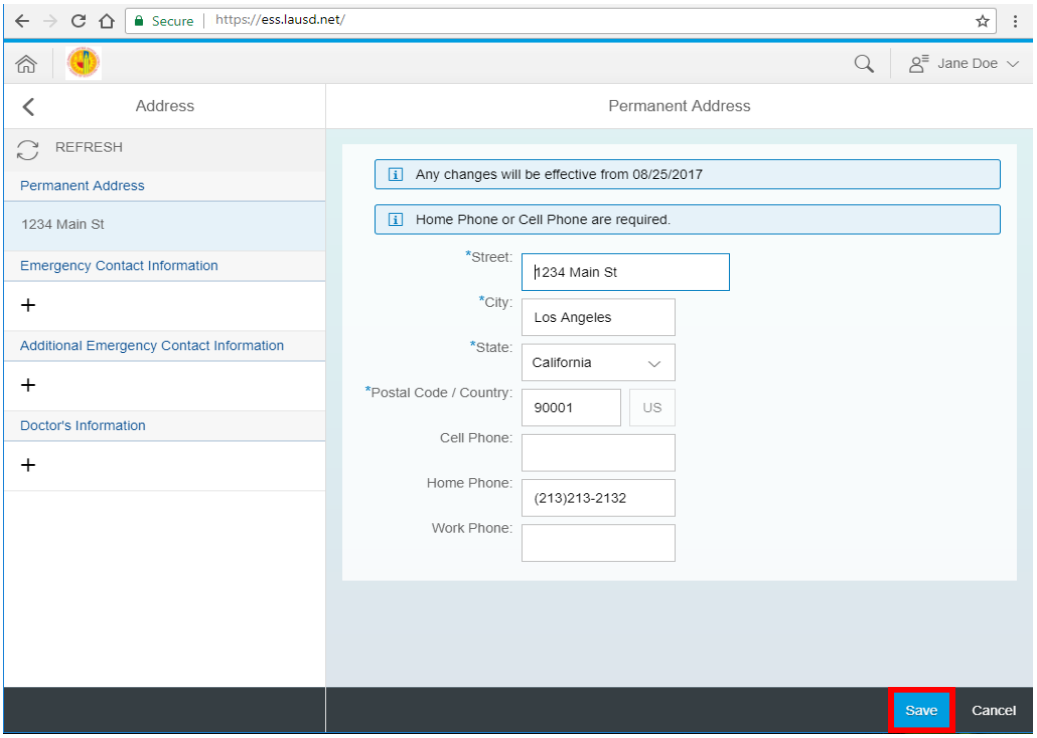


The screen is divided into two sections. Left side of the screen displays overview of my profile which includes Permanent Address, Emergency Contact Information, Additional Emergency Contact Information and Doctor's Information and the right side of the screen displays in detail. To view permanent address in detail section click Permanent Address, similarly click respective record to view in detail section.



To change the address click Edit.

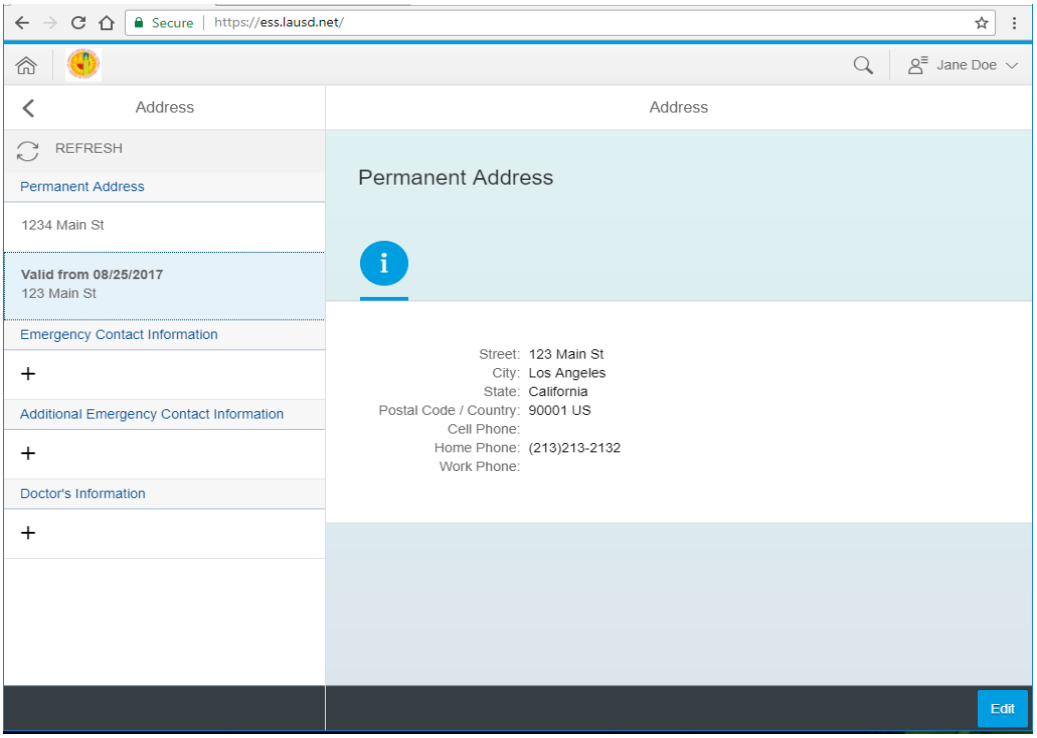
If the relavant address is not in the system click + to create address.



Notice the effective date of this modification in the message section on top and if there is no related message then changes are effective immediately.

Modify the information as needed.

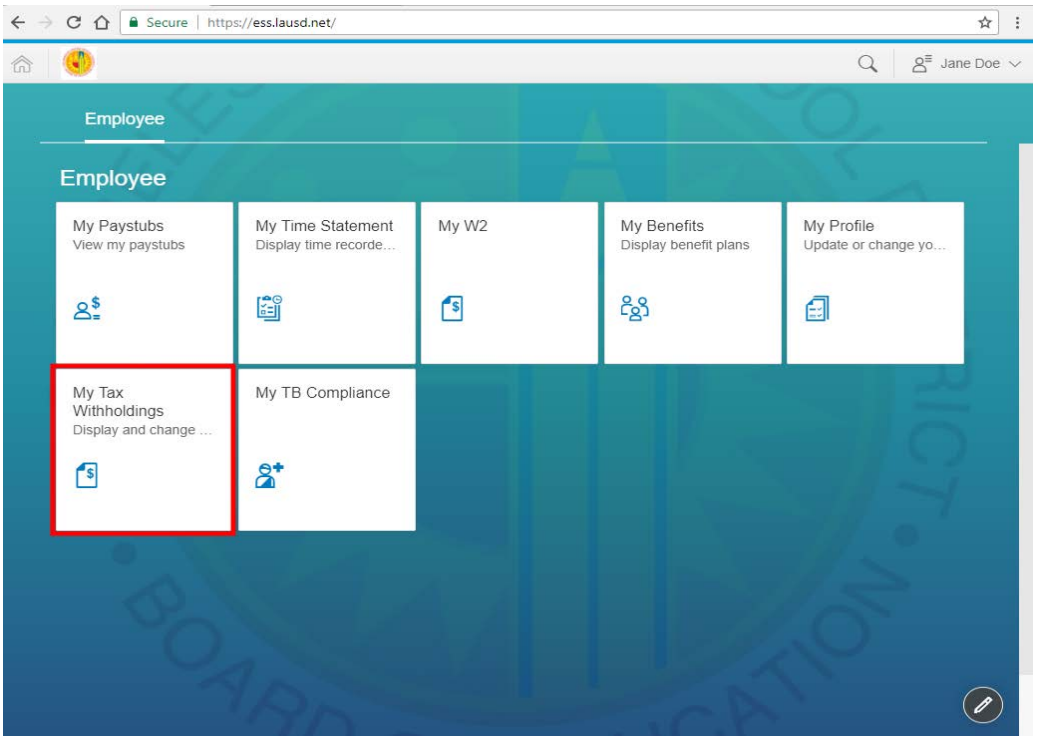
Click Save.



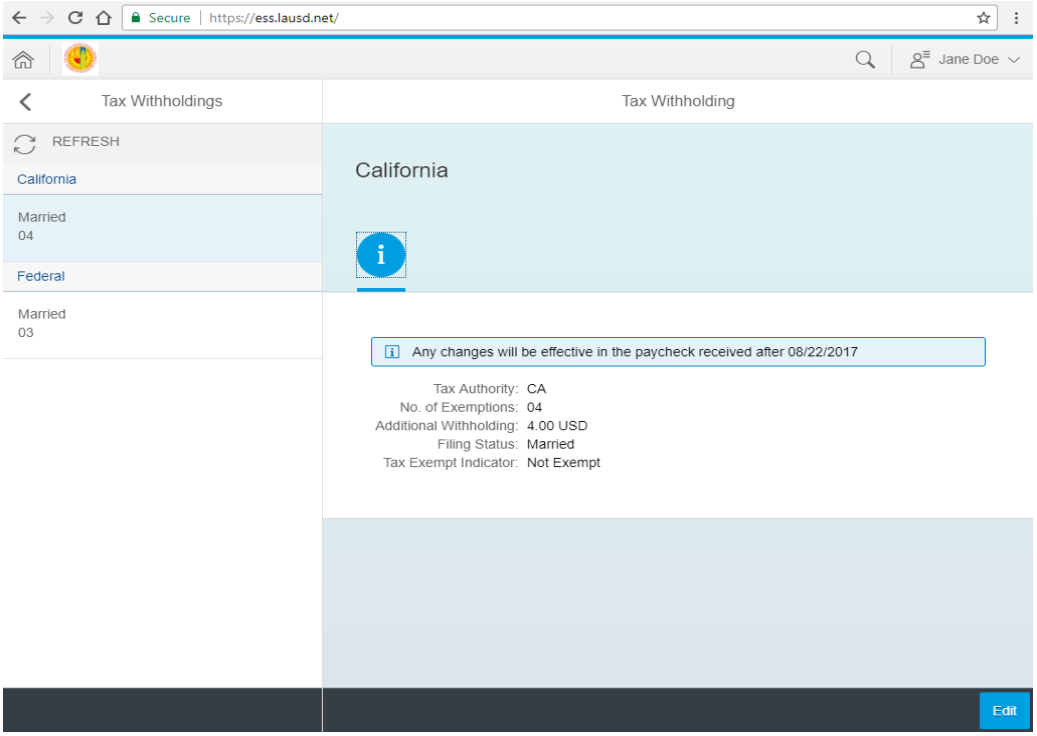
Select the latest record to verify your changes.

Click to go back to Launchpad.

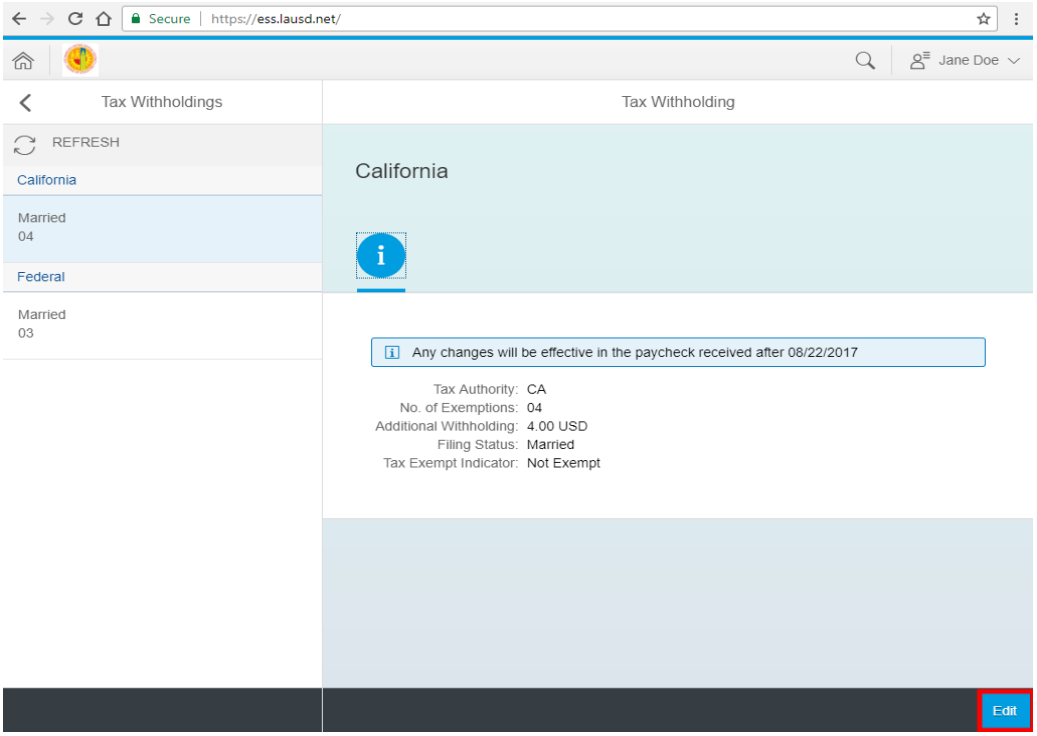
My Tax Withholdings



To view your tax withholdings, click My Tax Withholdings tile.



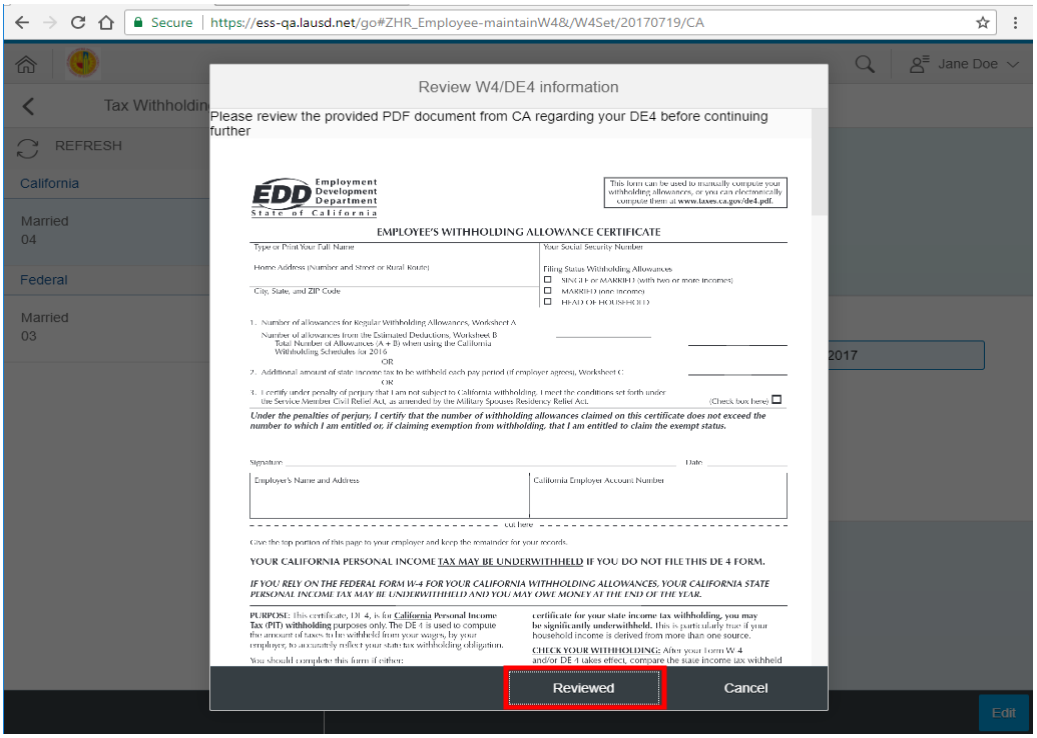
The screen is divided into two sections. Left side of the screen displays overview of tax withholdings which include California withholdings and Federal withholdings and right side of the screen displays the withholding information in detail section. To view California withholdings click under California and to view Federal withholdings click under Federal.



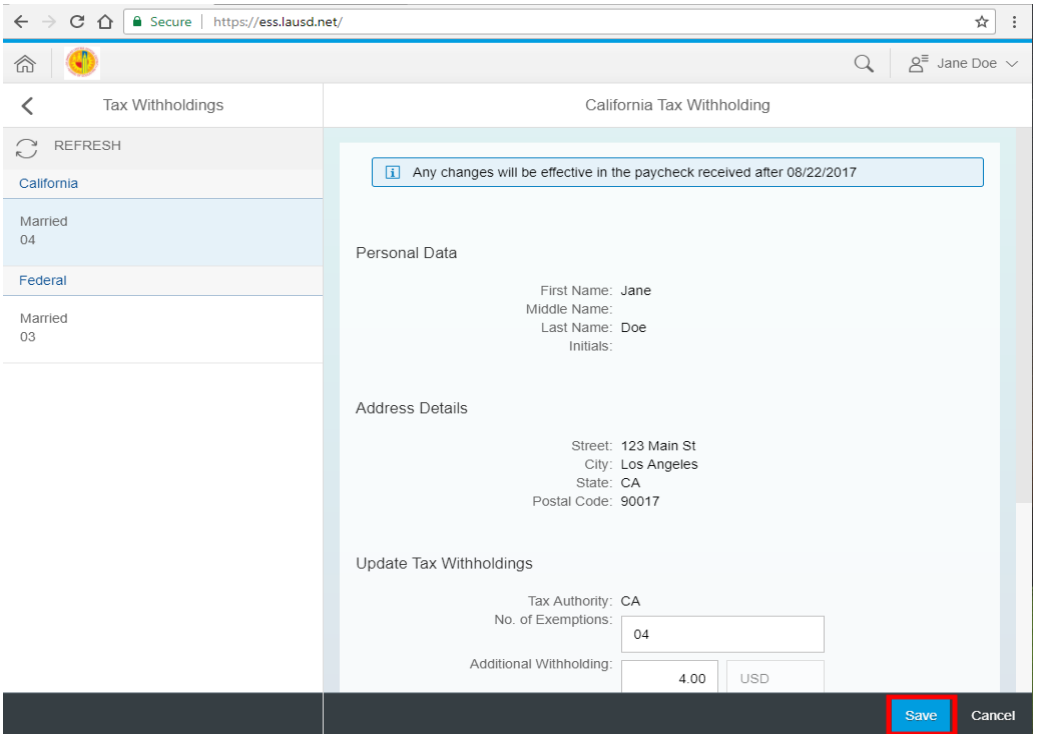
To change the withholding click Edit.

Review W4/DE4 information window is displayed. Review the displayed PDF.

If the record is not in the system click + to create.



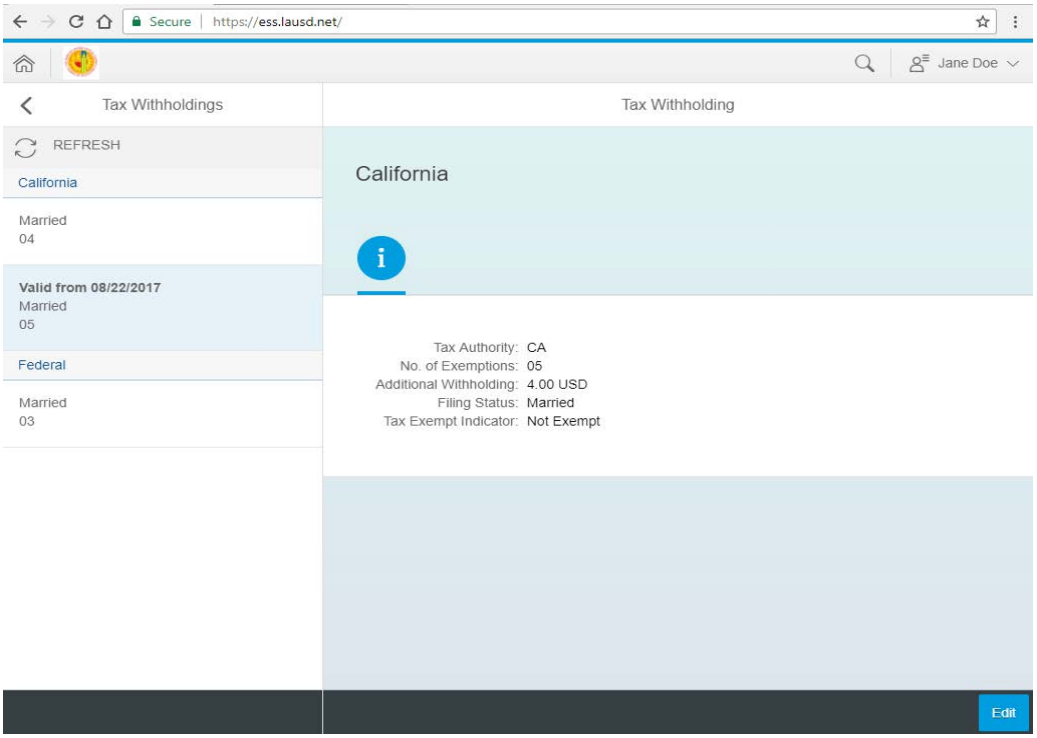
Click Reviewed to move forward or Cancel to move back.



Notice the effective date of this modification in the message on top.

Modify the information as needed, go through the declaration and select it.

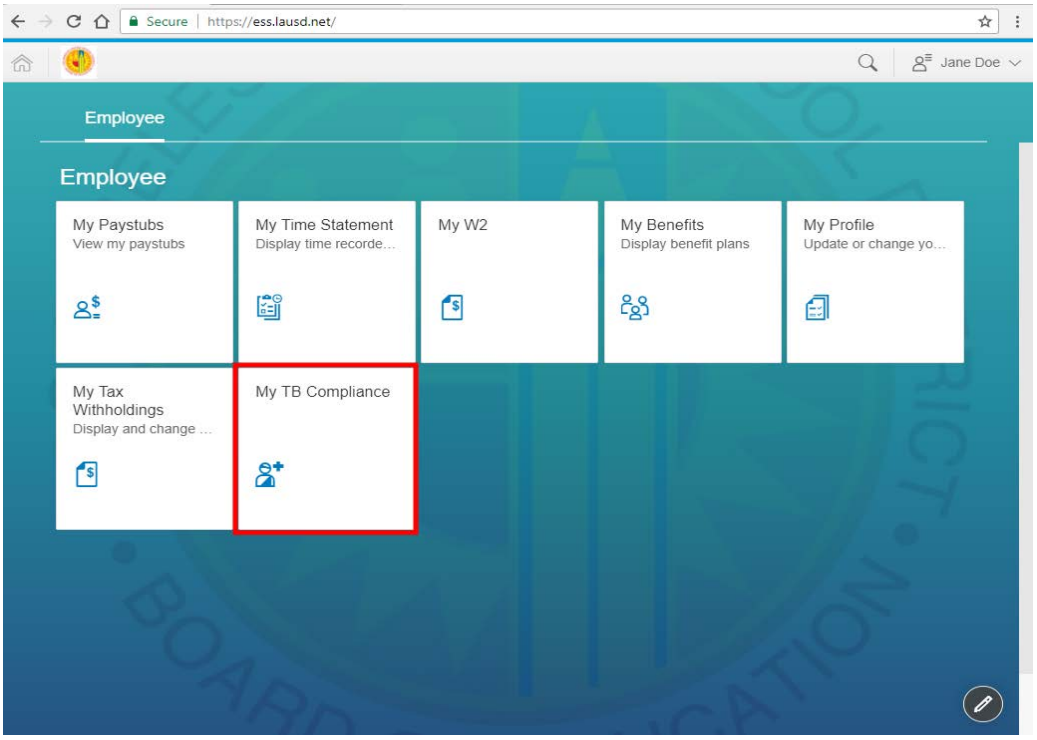
Click Save.



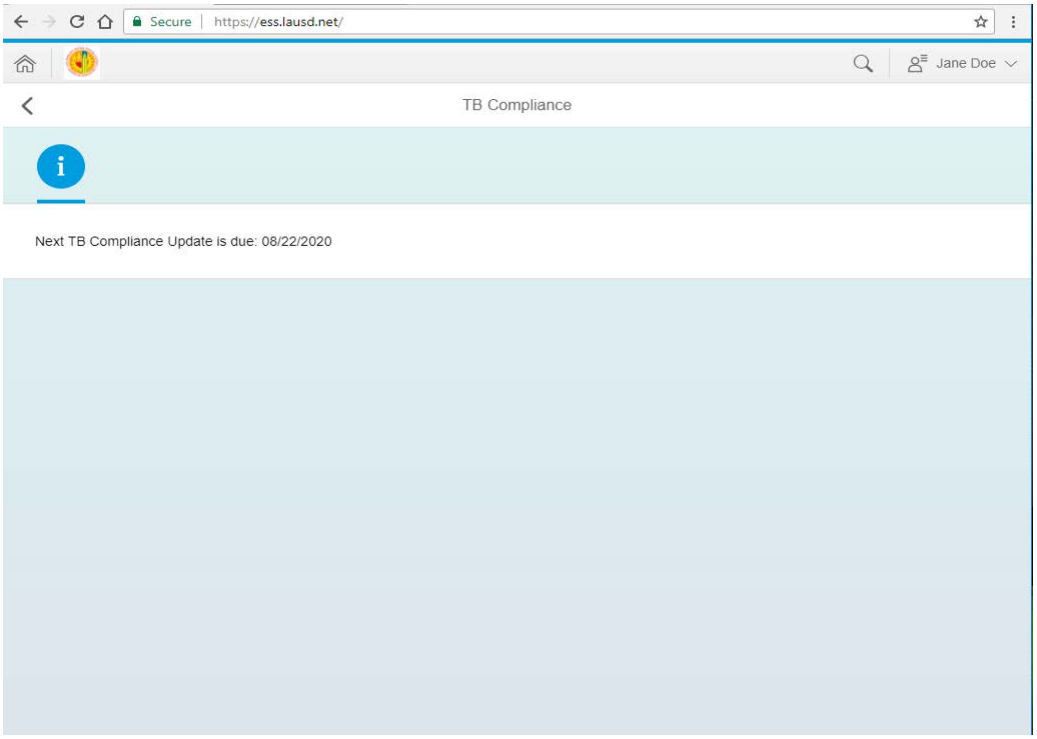
Select the latest record to verify your changes.

Click to go back to Launchpad.

My TB Notifications



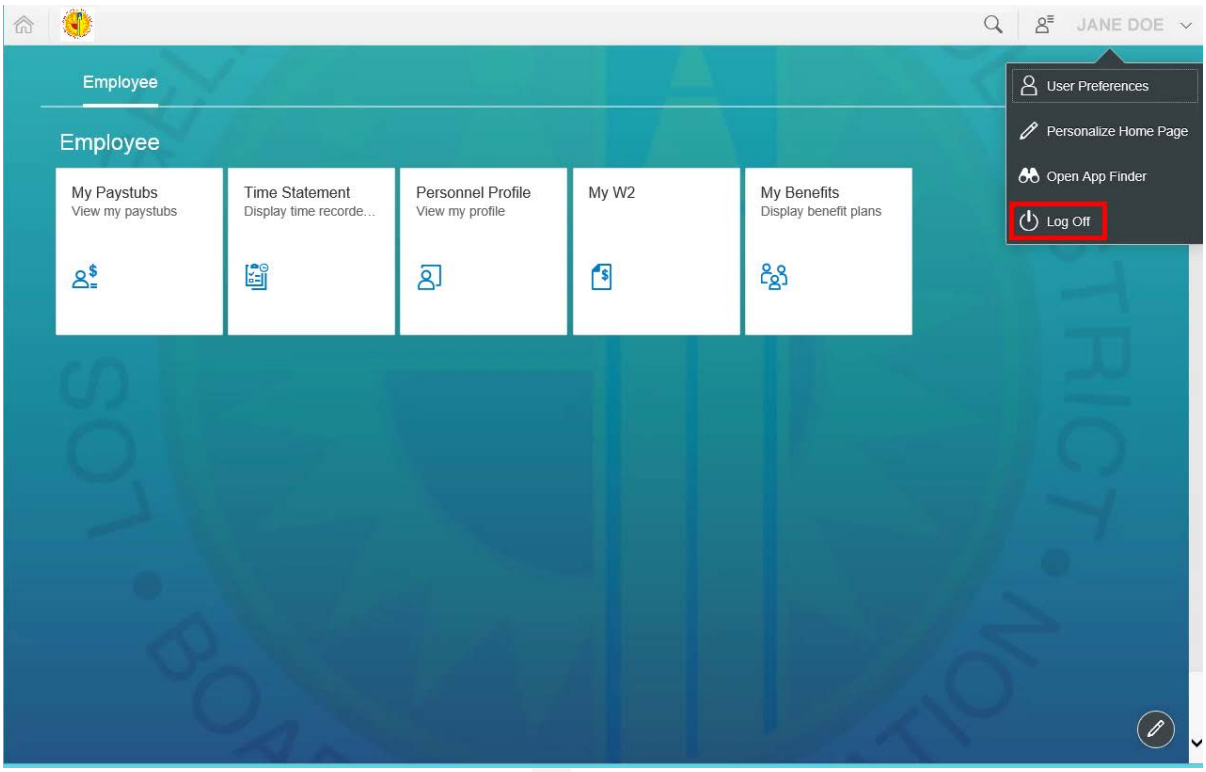
To view your TB notifications, click My TB Notifications tile.



TB notification is displayed.

Click to go back to Launchpad.

Conclusion



Log-out from the application by clicking and click Log-Off.

Frequently Asked Questions

1. Is this application secured?
    - Yes, it is secured and only you can view your own information.
2. Can I save password on my browser?
    - Your browser may allow you to save password. However, for security reasons we do not recommend saving passwords.
3. What if I forget my password?
    - Call help desk at (213) 241-5200.
4. Can I view/obtain W2's older than 5 years?
    - No, please contact the Employee Service Center at (213) 241-6670.
5. Can I make changes to my health benefit plan(s)?
    - You may only view your current plan enrollment(s). IRS rules do not allow plan participants to make election changes except during the Annual Benefits Enrollment period. However, the IRS does permit a participant to make a change in the middle of the year when certain major life events take place. Please contact Benefits Administration at (213) 241-4262 or visit their website at http://benefits.lausd.net for more information.
6. Can I add or remove dependents?
    - You may only view your currently enrolled dependents. To remove or add eligible dependents from your health benefit coverage, complete the "Change of Dependent Status" form and submit to Benefits Administration. The form can be found on their website at http://benefits.lausd.net.
7. If I have any questions regarding my health benefits coverage, who may I contact?
    - You may call Benefits Administration at (213) 241-4262 or send an email to benefits@lausd.net. You may also visit their website at http://benefits.lausd.net for more information.
8. What if I have questions related to paystub?
    - You can contact payroll support services at (213) 241-2570 or email payrollsupport@lausd.net
9. What if I only see ?
    - It indicates that the browser you are using is not supported. Please use one of the recommended browsers.