



Believe ♦ Behave ♦ Become

### Calendar Dates

Memorial Day Observed	5/28
Last Day of Instruction	6/8
C Basis Ends	6/8
B Basis Ends	6/15
E Basis Ends	6/25

### What's Due

ROIs due On-Line	5/31
Administrator Assurances—Attachment II	5/31
May Water Flushing Certification	6/1
May On-line Metal Detection	6/1



**Tdap Update #6**  
**79% compliant**

# Friday Operation's Brief

## 2017-18 School Climate Bill of Rights Week -Winners!

The School Climate Bill of Rights indicates that “[a]ll LAUSD students will attend schools with climates that focus on safety, teaching and learning, interpersonal relationships, and the institutional environment that influence student learning and well-being. This year, the Restorative Justice Department under the Division of Student Health and Human Services sponsored a poster/video contest to celebrate the Bill of Rights Week. We appreciate all schools that submitted their entries. Congratulations to winners listed below. Click on the school name to view winning video.



[10th St ES](#)—1st place video winner

[Burbank MS](#)—2nd place video winner



Maya Angelou—2nd Place Poster Winner

### Poster Winners and Honorable Mention

Status	School
2nd Place- HS	Maya Angelou SH
3rd Place-MS	Irving STEAM MS
3rd Place- HS	Nava College Prep
Honorable Mention	
Aragon ES	Clinton MS
Harmony ES	Foshay LC
9th Street ES	Belmont HS

**More than a Mea** Congratulations and much appreciation to all the CEP/Provision 2 schools (106 schools) for their success in securing 100% of the required Household Income Forms needed for TSP funding, Title I ranking and general fund allocation.

As of May 24, 77% of Local District Central participating schools have reached and maintained the District goal of 100% submission of Household Income Forms!

An additional 17% of schools are missing only *one Household Income Form* to reach the 100% target. Every effort should be made to secure a Household Income Form from every student new to LAUSD by Thursday, May 31. To expedite processing of any outstanding forms at your school, contact Maria Martinez. She can be reached at [m.s.martinez@lausd.net](mailto:m.s.martinez@lausd.net) or (213) 241-0141.

## Local District Central SARB Celebrates Student Successes

Local District Central Pupil Services Team held a *SARB Attendance Improvement Celebration* at the *The Reef* to recognize families whose school attendance improved by at least 50% following SARB intervention. A total of 20 students, with their parents, were recognized at the event and awarded with a certificate, an attendance medal, and a duffle bag filled with goodies. On hand to celebrate and support the families in restoring regular attendance were LD Central Administrator of Operations, Eugene L. Hernandez; PACE Administrator Ismael Berver; SARB panel members; multiple community agencies; The Reef CEO, Johnny Andrade; school-based PSA Counselors; and school administrators. This celebration emphasized our goal of every student attending, engaged, and on track to graduate.

We would like to thank our community partners: *The Reef* for allowing us to use their facility for this successful event; *California Credit Union* for assisting with refreshments, giveaways, and providing door prizes; and the *PSA Homeless Education Unit*, who provided the (privately donated) duffle bags for the students.



## Cortines VAPA PSW: 2018 Marion McCammond Social Work Award Recipient



The **Marion Mc Cammond Social Work Award** recognizes outstanding contributions to the knowledge and practice of school social work. LD Central is excited to announce that this year's recipient is Laura Travnitz, PSW at Cortines School of Visual and Performing Arts. PSW Travnitz began her career in LA Unified as an intern in 1985 while working on her Master of Social Work (MSW) at the University of Southern California. Since then she has worked in a variety of school settings (Children's Centers, Elementary Schools, Middle and High Schools and also with the EAGLE Center school which served LGBTQI youth). She has been a field instructor since 1990 and has worked with over 100 interns, many of whom are now School Mental Health employees. Additionally, she has taught the Social Work in Schools class at USC for several years and

assisted Pasadena Unified with starting their intern program as well as serving as their first field instructor. The LD Central team is proud to have Ms. Travnitz as one of its many dedicated psychiatric social workers.

## School Events with LASPD

Los Angeles School Police (LASPD) is the primary law enforcement agency for the District. We encourage all administrators to invite LASPD to participate in any event at your school site.



## Restorative Conferencing

A restorative conference can be used to bring those involved in conflict together to listen to each other and hear how each person has been affected. The conference concluded with a decision on a resolution that will help prevent a repeat of the same incident.

Restorative conferences can be used for:

- \* Friendship issues
- \* Conflict
- \* Name calling
- \* Disruptive behavior in lessons.



Asking the child to participate in a conference can be used as an alternative to suspension. While this may be seen as a “soft option” by some, the process is often more difficult for the child to face than avoiding confrontation through exclusion.

The process of conferencing is possible only when those involved in the incident wish to take part. There also needs to be an element of the ‘offender’ taking responsibility for their actions, although this may develop as the conference progresses.

The conference allows all involved to hear the impact that their choices have had on others, give them an opportunity to feel safe and tell the truth, accept some accountability and be able to make amends for choices that they hear have adversely impacted on others.

## Year-End Coding for All 12th Grade Students

Reference Guide 6501.4 provides due date and instructions for the required data entry of year-end coding for 12th grade (Attachment 1). This data is used to determine the preliminary four-year cohort graduation rate for every comprehensive high school. Schools must finish entering the 2017-2018 year end flag (YEF) and leave reason entry codes in MiSiS for all 12th grade students by June 22, 2018. Please refer to Reference Guide for more information.

## STAFF RELATIONS REMINDER

Evaluations – Please make sure that you have uploaded signed evaluations to the platform.

Below Standard Evaluations (BSE) for the 2017/2018 School Year – please send your Field Director a separate email for each of certificated staff member from your site who received a BSE. In your email, please include the following:

- A PDF of each conference memo issued to that employee throughout the 2017/2018 school year. The document should include the issuing administrator’s initial, all attachments as they were given to the employee, and any written response the employee may have submitted.
- A word version of each conference memo.

New Vacancies – Please refer to Article IX-A, Section 2.1, “Staffing Procedures After Initial Selection Through The Fifth Week of School,” and call your Staff Relations Field Director.

Informal Grievance Process – Article V. Section 7.0 a. “Prior to filing an formal grievance, the grievant shall attempt to resolve a grievance by an informal conference with the grievant’s immediate supervisor”. If a certificated employee requests an “informal grievance meeting,” speak to your Staff Relations Field Director for guidance. Attachment 2 describes the informal grievance process.



## NEW K-3 CLASS SIZE AVERAGE & ENROLLMENT DASHBOARD

To assist elementary schools and local districts in managing class enrollments and averages, the District developed the K-3 Class Size Average and Enrollment Dashboard which launched this week on the Focus platform. Depending on the level of access, the K-3 Class Size Average and Enrollment Dashboard will be accessible at the school campus, local district, and central office levels.



Currently, the dashboard displays class enrollment counts from school months one through eight of the

2017-18 school year. Based on the monthly class enrollment counts, the dashboard calculates and displays the average class sizes of general education K-3 classes for each class, cost center, and campus.

Continuing for the 2018-19 school year, the dashboard will display class enrollments and cumulative class averages as of the end of each school month. Schools will be able to use this data to review and monitor class enrollments, and to reorganize, as needed, to ensure that their K-3 class size average does not exceed 24 students. For your reference, attached is the Single Track Instructional Calendar for 2018-19 which displays the school months and the corresponding number of instructional days (Attachment 3).

The attached user manual provides information on how to access and navigate the K-3 Class Size Average and Enrollment Dashboard (Attachment 4). For assistance, please contact Attendance & Enrollment Section at 213-241-2115 or [AttendanceEnrollmentSection@lausd.net](mailto:AttendanceEnrollmentSection@lausd.net).

## Intra-District (School to School) Permits



As we approach the end of the year, families will be coming to your schools to renew or apply for an intra-district permit. Please note, per the new Intra-District Bulletin 5347.1, families who are renewing permits only need to obtain approval from the requested school. Additionally, any family that is denied a permit must be provided the information to appeal the decision. All of the forms and guidelines are included in BUL-5347.1 (Attachment 5).

## Copyright and Licensing

The Los Angeles Unified School District and all its employees are subject to the provisions of the Copyright Act of 1976. Teachers, administrators, library media teachers, and other District personnel will take an active role in assuring compliance with the United States copyright law and congressional guidelines.



The District does not sanction illegal use of duplication in any form. Unlawful copies of copyrighted materials may not be produced or used on District-owned equipment, with District-owned facilities, or at District-sponsored functions. Employees who knowingly and/or willingly violate the District's copyright policies do so at their own risk and may be required to remunerate the District in the event of a loss due to litigation.

If you need more information, please refer to BUL-714 Compliance with the 1976 United States Copyright Law (Attachment 6). You may also contact Sue Quinn, Director, Media Services at 213-207-2272.



## Unified Enrollment Community Meeting

Eagle Rock High School will be hosting a Unified Enrollment Community meeting. Parents will learn about all the great program choices that LAUSD has to offer. Please see attachment 7 for more information.



## Administrator Certification Forms

School Administrators are reminded that they must submit their Attachment H certification form of Bul-2643.8 (Attachment 8) to their ESC Administrator of Operations no later than July 31.



## Memorial Day Holiday (Substitute Coverage)

Due to the Memorial Day Holiday, the Human Resources Division is anticipating the possibility of a higher than average teacher absentee rate on Friday, May 25<sup>th</sup> and Tuesday, May 29<sup>th</sup>. We are seeking your assistance by limiting requests for substitutes to cover absent classroom teachers only. Please know that our priority on these days will be to fill classroom positions prior to filling any requests for supplemental assignments. A supplemental assignment is a request for substitute coverage without an absent employee tied to the request.



Please remember that substitutes may be requested in advance if you are already aware that a teacher will be absent on one of these days. If you have a Contract Pool Teacher defaulted to your site, you may utilize SubFinder to request him/her to cover an absent teacher. Also, as a reminder, per Article XII Section 12.8 of the LAUSD/UTLA Collective Bargaining Agreement, teachers may be asked to provide documentation for their absence.

## Commencement Guidelines

Please take the time to review the attached Reference Guide 1303.3 regarding Commencement Guidelines (Attachment 9). Please make sure you and your team review the responsibilities and expectation for all students, staff, and parents.

If you have questions or need further guidance, please contact your Operations Coordinator.





# LOS ANGELES UNIFIED SCHOOL DISTRICT

## REFERENCE GUIDE

**TITLE:** 2017-18 Year-End Coding for All 12<sup>th</sup> Grade Students

**NUMBER:** REF-6501.4

**ISSUER:** Oscar Lafarga, Executive Director  
Office of Data and Accountability

**DATE:** April 2, 2018

Due Date: June 22, 2018

### ROUTING

Local District Administration  
Secondary Principals  
Special Ed. Center Principals  
Secondary Assistant Principals  
Assistant Principals, SCS  
School Counselors  
School Administrative Assistants  
Senior Office Technicians  
Local District K-12 Counseling Coordinators  
A-G Diploma Counselor

**PURPOSE:** This Reference Guide provides the due date and instructions for the required data entry of year-end coding for 12<sup>th</sup> graders. This data is used to determine the *preliminary* four-year cohort graduation rate for every comprehensive high school. Schools must finish entering the 2017-18 year-end flag (YEF) and leave reason entry codes in MiSiS for all 12<sup>th</sup> grade students by June 22, 2018.

**MAJOR CHANGES:** This Reference Guide replaces REF-6501.3, dated March 20, 2017. Due dates have been updated. The Mass Leave Reason Entry screen will have a new column titled “Waiver” with a yes or no value displayed. The screen will be available to enter data during the final grading window and will extend until June 22, 2018. After June 22, 2018, changes to 12<sup>th</sup> grade exit information must be updated by changing the withdrawal code and reason on the Withdrawal History screen in MiSiS.

### INSTRUCTIONS: I. BACKGROUND

One of the District’s goals is 100% graduation. The District and the state calculate graduation rate based on the exit information schools enter in MiSiS. All schools with 12<sup>th</sup> grade students are accountable for entering accurate graduation, non-completion and completion data in MiSiS. Schools should enter leave information according to each student’s status in completing the graduation requirements as of the last day of the school’s 2017-2018 school calendar. To ensure that every graduate/completer is counted with the accurate leave reason code, a correct exit code must be entered for every 12<sup>th</sup> grade student.



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On June 22, 2018, the Office of Data and Accountability will extract the 2017-2018 graduation data from MiSiS to calculate the *preliminary* 2017-2018 four-year cohort graduation rate. Schools should continue to update graduation data in MiSiS for summer graduates before the data is extracted at the beginning of Fall for state accountability reporting. After June 22, 2018, corrections must be made using student search and entering the information on the Withdrawal Screen. The 2017-2018 graduation rate calculation will include students with a graduation code and exit date between August 16, 2017 and August 15, 2018.

### II. GRADUATION REQUIREMENTS

Students must complete all district course and non-course requirements according to BUL-6566.2, "Graduation Requirements for Classes of 2016-2019," dated December 15, 2016.

- This includes selecting a Career Pathway and completing a Service Learning experience. Schools must enter the selected Pathway and the Service Learning experience in MiSiS.
  - Service Learning – Students are expected to complete a Service Learning experience. Once completed, school staff must record the Service Learning experience in MiSiS by manually toggling the requirement on the Graduation Standards screen or by entering an approved district course number with a "P" in the final grading period.
  - Career Pathway – All 12th grade students must select a Career Pathway dependent on the courses offered at the school of enrollment. School staff must document the pathway in MiSiS for each student on the Graduation Standard Screen. See REF-911.1, "Career Pathway Graduation Requirement," July 6, 2012.
- Students' course completions credit total must reflect a minimum of 210 credits, passed with a D or better and distributed in the A-G areas included in dated BUL-6566.2 "Graduation Requirements for Classes of 2016-2019," dated December 15, 2016, BUL-6778.0, "Graduation Requirements for Class of 2020," dated December 15, 2016 and/or BUL-6257.1, "High School a-g Graduation Requirements and Students with Disabilities," dated April 2018 unless they meet one of the exemptions listed below.



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- Some students in foster care, experiencing homelessness and/or are involved in the juvenile justice system (pursuant to AB216, AB167 and/or AB1806) may be eligible for a high school diploma if they meet the California graduation standards as outlined in REF-5679.0, "Procedures for Notifying Students in Foster Care of the Exemption to Graduation Requirements (AB167)," May 10, 2012.
- Students determined eligible for AB 216/AB1806 or AB167, may choose to graduate under LAUSD or CDE requirements after the 4<sup>th</sup> year of high school. Students that can complete all LAUSD or CDE requirements within 5 years have the right to remain in their comprehensive high school of attendance for a 5<sup>th</sup> year, even if they are over 18 years old during the additional year. Refer to BUL-6566.2, "Graduation Requirements for Classes of 2016-2019," December 15, 2016.  
Note: Regardless of the students' age or eligibility for an exemption from District Graduation Requirements, schools are encouraged to plan for and provide students with the opportunity to remain in their comprehensive high school for a fifth year to complete graduation requirements, when the additional time is in the best academic interest of the student. Refer to REF-6554.2 "2017-2018 Opening Day Procedures: Supplemental Guide and Updates," August 11, 2017.
- Students with disabilities who are working toward a diploma must meet the same requirements as their non-disabled peers. See BUL-6257.2, "High School "a-g" Graduation Requirements and Students with Disabilities," April 2018. Additional waiver information can be found in REF-5982.2, "Algebra I Waiver Procedures for Students with Disabilities," August 21, 2017. Physical Education exemption information can be found in BUL-2457.1, "Physical Education Exemptions," June 19, 2009.
- School staff should refer to Reference Guide titled, "Issuance of Diplomas and Certificates of Completion for All Eligible Grade 12 Students with Disabilities," for information on which students with disabilities are eligible to receive a Certificate of Completion.





### III. YEAR-END FLAGS AND/OR LEAVE REASON CODES FOR ALL 12<sup>TH</sup> GRADE STUDENTS.

Schools must enter either a leave reason code on the Mass Leave Reason Entry screen for all 12<sup>th</sup> grade students who will NOT be returning to an LAUSD school the next school year or a YEF on the Year-End Flag screen for students who will be returning.

#### MASS LEAVE REASON ENTRY SCREEN

The Mass Leave Reason Entry Screen will be used for recording leave reasons for all 12<sup>th</sup> grade students who will not be returning to school the following school year. The screen will become available when the final spring grading window opens and can be accessed via the Admin drop down menu. Select the Mass Leave Reason Entry line under the Admin menu. The new screen will list only 12<sup>th</sup> grade students. The screen may be used to filter by specific groups (Grade, Grad Year, Grad. Eligibility, Special Education or Projected Leave Reason) or by individual student. The screen can be accessed by users with MiSiS roles of Office Manager, Principal, Scheduling Administrator, or Counselor.

The Mass Leave Reason Entry screen provides a projected leave code for all students with a graduation year of 2018. For each student, the MiSiS application will display a projected leave reason based on the following educational criteria:

- Does the student have an IEP?
- Is the student in foster care, experiencing homelessness and/or involved in the juvenile justice system and/or does he/she qualify under the AB216/AB1806/AB167 criteria? Does the student have a CDE Waiver posted?
- Has the student met the necessary graduation requirements based on the MiSiS Graduation Eligibility Report?

The following leave reasons may be selected when using the Mass Leave Reason Screen:

LEAVE REASON	Description
Diploma	The student has passed all graduation requirements and is receiving a high school diploma.
SPED Certificate of Completion	Student receiving Special Education services has met the requirements for a Certificate of Completion and will receive a Certificate of



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	Completion. Student is not expected to return to the District next year. If the IEP ends before the year-end code is entered, this leave reason must be entered on the withdrawal screen. If services are extended, the Mass Leave Reason Screen can be used. NOTE: It is District policy that these students should receive their Certificate of Completion at the conclusion of their 4 <sup>th</sup> year and should be encouraged to return.
Diploma, Exemption from LAUSD Graduation Requirements	The student qualifies under the foster care, homeless or probation student exemption guidelines, has completed the State of California graduation requirements, has a CDE waiver entered and will receive a diploma under AB216 or AB1806.
Prior Completer	Student receiving Special Education services returned for continuing education after receiving a Certificate of Completion in a prior year and is not expected to return next year.
Did Not Meet Graduation Requirements	Student has not completed graduation requirements and will not return; OR student receiving Special Education services has not completed course requirements for a diploma and does not meet requirements for a Certificate of Completion, and will not return.
Adult School Diploma/ HiSET Program	Student has not completed graduation requirements and will be enrolling in an Adult school to complete requirements for an Adult School Diploma. The student must be 18 years old at the time of withdrawal.
Adult School Non-Diploma Non-HiSET Program	Student has not completed graduation requirements and will be enrolling in an Adult school to continue taking courses not resulting in a Diploma.
College (working toward AA or BA)	Student has not completed graduation requirements and will be enrolling in a college working toward a degree.

### YEAR-END FLAG SCREEN FOR RETURNING STUDENTS

The Year-End Flags Screen will be used for Completers or people first – students who are earning a Certificate of Completion and returning to school next school year as well as students who did not complete requirements and will be returning to school next year to continue to work toward completion of the requirements.



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Year-End Flags can be entered for students by group or individually by staff with the MiSiS role of Principal, Scheduling Administrator, Counselor, Counselor Plus, or Office Manager. This Year-End Flag Screen can be accessed in MiSiS through the Student Search Screen, searching then selecting the student and navigating to the Action drop down. This screen and functionality are currently available.

The following codes may be selected when using the Year-End Flag Screen:

YEF	Title	Description
CR	Certificate of Completion (Returning)	Student receiving Special Education services has met the requirements for a Certificate of Completion, will receive a Certificate of Completion, and will return next year for continuing education in the District.
TR	Prior Completer (Returning)	Student receiving Special Education services returned for continuing education after receiving a Certificate of Completion in a prior year and is expected to return next year.
R	Returning/Retained	The student will return next year in the same grade level.

Note: The Next Year Enrollment (NYE) process will create a 2018-2019 enrollment at the same school for any 12<sup>th</sup> grade students who have any of the above codes entered on the YEF screen.

#### IV. APPROPRIATE LEAVE REASON CODES FOR STUDENTS WITH DISABILITIES

The Modified Consent Decree requires close monitoring of graduation and completion data for students with disabilities.

A. Students with an IEP can graduate with a diploma under the following conditions:

1. Student has completed all course and credit requirements or has obtained waivers for applicable courses. The exit reason for this student should be Diploma.

B. Students with an IEP can complete high school with a Certificate of Completion under the following conditions:

1. Satisfactory completion of 210 credits of a prescribed alternative course of study as identified on the student's IEP; or



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2. Satisfactory achievement of the student's IEP goals and objectives during high school as determined by the IEP team; or
3. Satisfactory high school attendance, participation in the instruction prescribed in the student's IEP, and achievement of the objectives of the statement of transition services.

The YEF for students earning a Certificate of Completion is “CR” if the student is expected to return next year. If the student has previously received a Certificate of Completion, returned and will again be returning, enter the Year-End Flag “TR”. If the student is going to receive a Certificate of Completion and is not returning, the exit reason code should be Certificate of Completion.

### **V. AB216 OR AB1806 GRADUATING STUDENTS**

Grade 12 students in foster care, experiencing homelessness and/or involved in the juvenile justice system who meet the requirements for AB167/AB216, or AB1806 graduation exemption should be flagged with the leave reason code of Diploma, Exemption from LAUSD Requirements.

### **VI. VERIFYING ACCURACY OF YEF FOR ALL 12<sup>TH</sup> GRADE STUDENTS**

Schools are accountable for the accuracy of the YEF and Leave Reason Entries entered for each 12<sup>th</sup> grade student. Local District Superintendents are responsible for ensuring that all schools have completed their leave reason entry coding and YEF coding in MiSiS.

The following MiSiS reports may assist schools with verifying the accuracy of graduation data:

- Graduation Eligibility Status for 2016 & Beyond
- IGP – Individual Graduation Plan

Instructions on how to access these MiSiS reports are provided in the User Guides which can be found on the MiSiS Website, under the training link.

The Graduation Eligibility Status for 2016 & Beyond provides extensive information about each student. This report is working in conjunction with the MiSiS Grad Standards Screen.





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Schools are responsible for developing an exit plan for 12<sup>th</sup> grade students who will not meet graduation requirements and will be enrolling in an adult school. After verifying the accuracy of the YEF and Leave Reason entries for each 12<sup>th</sup> grade students, school staff should update student withdrawal records to indicate which school the student intends to enroll in to complete graduation requirements. Instructions on how to edit a withdrawal record are available on the MiSiS website → Training → Job Aids.

For additional information regarding AB216 or AB1806 requirements, please contact LD K-12 Counseling Coordinators or PSA Counseling Coordinators.

### **RELATED RESOURCES:**

- MiSiS - MiSiS Website → Training → Job Aids → Enrollment
- MiSiS - MiSiS Website → Training → Webinar
- REF-911.1 Career Pathway Graduation Requirement, dated July 6, 2012.
- REF-5679.0, Procedures for Notifying Students in Foster Care of the Exemption to Graduation Requirements (AB 167), dated May 10, 2012.
- REF-5982.2 Algebra 1 Waiver Procedures for Students with Disabilities, dated August 21, 2017.
- Reference Guide titled, Issuance of Diplomas or Certificates of Completion for All Eligible Grade 12 Student with Disabilities.
- REF-6554.2 2017-2018 Opening Day Procedures: Supplemental Guide and Updates, dated November 21, 2017.
- BUL-2457.1 Physical Education Exemptions, dated June 19, 2009.
- BUL-6257.2 High School “a-g” Graduation Requirements and Students with Disabilities, dated April 2018.
- BUL-6566.2 Graduation Requirements for Classes of 2016-2019, dated December 15, 2017.



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- BUL-6778.0, Graduation Requirements for Class of 2020, dated December 15, 2016.

**ASSISTANCE:** For assistance with MiSiS, contact MiSiS Support at (213) 241-4850.

For assistance with CALPADS, contact the State Reporting and Services Branch at (213) 241-2450.

For assistance with graduation requirements, see the contacts below:

Counseling Articulation	Jesus Angulo Secondary Programs Instructional	213 241-7510
LD Northwest	Pia Damonte or Bill Bazadier, Coordinator	818-654-3629
LD Northeast	Janet Lord, Coordinator	818-252-5454
LD South	Brian Spencer or Tamisha Donald, Coordinator	310-354-3514
LD Central	Carmela Bravo, Coordinator	213-241-1932
LD West	Cori King, Coordinator	310-914-2137
Option Schools	Carmen Hermosillo, Coordinator	213-241-2540
LD East	Juan Carlo Marquez or Eiman Hernandez, Coordinator	213-224-3165
Central	Burgandie Montoya, Coordinator	213-241-6689

For assistance with Certificate of Completion, contact Lela Rondeau, Coordinator, District Office of Transition Services at (213) 241-8050.

For assistance with the Foster Youth Achievement Program, contact LaShona Jenkins, Coordinator at (213)-241-3844.

**INTER-OFFICE CORRESPONDENCE**  
**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
 OFFICE OF STAFF RELATIONS  
 OFFICE OF LABOR RELATIONS

**TO:           Site Administrators**

**DATE:** August 19, 2015

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

Rob Samples and Gifty Beets, Assistant Directors  
Office of Labor Relations

**SUBJECT: IMPLEMENTATION OF THE NEW INFORMAL CONFERENCE PROVISIONS OF THE LAUSD-UTLA AGREEMENT**

The purpose of this memorandum is to summarize changes and to highlight site administrator responsibilities to implement the informal grievance process provisions of the new UTLA Agreement. Please review that text, and also the provisions below, to identify any implementation actions required of administrators and staff. The major changes are as follows:

**Grievance Procedure (MOU Article V – Attachment A):**

**Informal Conference** - The parties have agreed that the grievant must, before filing a formal grievance, attempt to resolve any potential grievance by means of an informal conference with the grievant's immediate supervisor. That informal conference shall be requested in writing to the immediate administrator within fifteen (15) days of the occurrence of the act or omission which gives rise to the grievance, or of the date when the grievant could be reasonably expected to know of the act or omission which gives rise to the grievance. [Note that all references to numbers of days herein refers to any calendar days excepting Saturdays, Sundays and legal or school holidays.]

Upon receipt of a written request for an informal conference, administrators should do the following:

1. Schedule an informal conference meeting with the grievant, to be conducted within five (5) days of the above written request.
2. The employee may attend the meeting individually, or may choose to be accompanied by the school's UTLA Chapter Chair or other representative of the employee's choice. The administrator should inquire of the grievant as to his or her intent to bring accompaniment or representation to the meeting. If the

grievant intends to bring accompaniment or representation, ask the grievant for the name and title of the person.

3. After obtaining information on accompaniment/representation, proceed with one of the following options:
  - a) If the grievant chooses to handle the meeting individually, with no accompaniment, proceed with the informal conference with the grievant as scheduled.
  - b) If the grievant intends to bring a site-based representative (e.g., the Chapter Chair or another teacher at the school), the administrator may also obtain site-based administrative accompaniment (such as the Assistant Principal, other administrator or the School Administrative Assistant) and proceed with the informal conference with the grievant as scheduled. If that accompaniment is not available on a timely basis, the site administrator should contact the Staff Relations Field Director for advice concerning other possible accompaniment options, which may include the need to change the conference meeting date.
  - c) If the grievant intends to bring a non-site based representative, contact the Staff Relations Field Director to discuss the potential need for assistance prior to holding the meeting.
4. Provide a written reply to the informal conference within five (5) days following the informal conference meeting.

Grievance Filing: If no resolution is reached through the informal process as provided above, the grievant may file a Step One grievance, using the UTLA-District Grievance form, within thirty (30) days of the occurrence of the act or omission giving rise to the grievance, or of the date when the grievant could be reasonably expected to know of the act or omission giving rise to the grievance. Note that this filing deadline runs from the date of the act or omission giving rise to the grievance, not the date of the informal conference.

Step One Meeting: A meeting between the immediate administrator and the grievant shall take place within ten (10) days of the presentation of the written Step One grievance. Site Administrators should:

1. Contact your Staff Relations Field Director to arrange for their participation at the Step One meeting, and to obtain advice.
2. Within five (5) days following the meeting, reply to the grievance in writing. This will terminate Step One of the grievance process.



Step Two Meeting: If the grievance is not resolved at Step One, the Grievant may, within ten (10) days after the termination of Step One, present the grievance to the appropriate superintendent, division head or designee. Within five (5) days from receipt of the grievance, a meeting shall take place to discuss the matter. The appropriate superintendent, division head or designee shall reply to the grievance in writing within five (5) days following the meeting, and the receipt of such reply shall terminate Step Two.

Note that each of the above time limits represent revisions to the previous contractual deadlines governing grievance procedures.

Please contact your Staff Relations Field Director if you have any questions.

c: Local District Superintendents  
Staff Relations Field Directors

## Single Track Instructional Calendar

SCHOOL YEAR 2018-19																Single Track					Days of Inst.
School Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
1	AUG 13	14	15	16	17	20	21	22	23	24	27	28	29	30	(31)	SEP 3	4	5	6	7	17
2	SEP 10	11	12	13	14	17	18	(19)	20	21	24	25	26	27	28	OCT 1	2	3	4	5	18
3	OCT 8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31	NOV 1	2	20
4	NOV 5	6	7	8	9	(12)	13	14	15	16	19	20	21	22	23	26	27	28	29	30	14
											Thanksgiving Break										
5	DEC 3	4	5	6	7	10	11	12	13	14	JAN 7	8	9	10	11	14	15	16	17	18	20
6	JAN 21	22	23	24	25	28	29	30	31	FEB 1	4	5	6	7	8	11	12	13	14	15	19
7	FEB 18	19	20	21	22	25	26	27	28	MAR 1	4	5	6	7	8	11	12	13	14	15	19
8	MAR 18	19	20	21	22	25	26	27	28	29	APR 1	2	3	4	5	8	9	10	11	12	19
9	APR 15	16	17	18	19	22	23	24	25	26	29	30	MAY 1	2	3	6	7	8	9	10	15
10	MAY 13	14	15	16	17	20	21	22	23	24	(27)	28	29	30	31	JUN 3	4	5	6	7	19
	JUN 10																				180

◀ Returning from Winter Break

○ Holiday

◻ Unassigned Day

◊ Pupil-Free Day

### Distribution of Instructional Days

- 30 instructional Mondays
- 38 instructional Tuesdays
- 37 instructional Wednesdays
- 38 instructional Thursdays
- 37 instructional Fridays

# K-3 Class Size Average and Enrollment Dashboard User Manual



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The K-3 Class Size Average and Enrollment Dashboard is a tool that demonstrates a school's compliance with the class size requirement for Kindergarten through 3rd grade classes. Based on the school's latest monthly enrollment counts, the dashboard provides three reports which schools, local districts, and central offices can use to monitor each class' enrollment and enable schools to manage and organize classes to ensure that the school's K-3 class size average does not exceed the maximum average class size of 24 students at each school site.

These reports are developed for central office, local district, and school users. All school users have access to their assigned school(s) only. Users who have access to multiple schools can use the filters in the dashboard toolbar to drill down to a specific school or to schools assigned to a specific Local District staff, such as Instructional Directors and School Operations Coordinators.

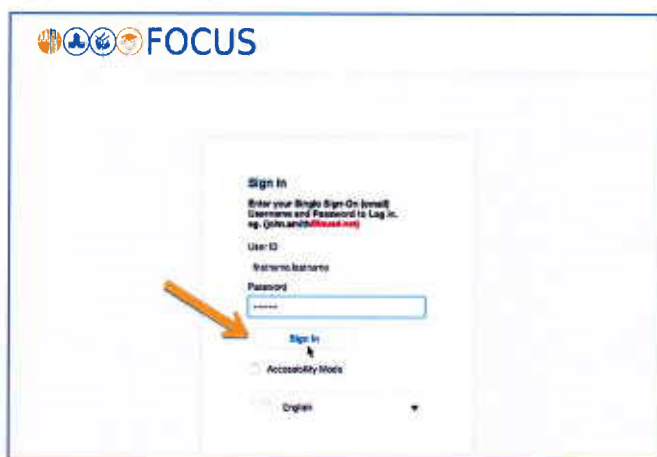
## Access

1. To access the dashboard, enter this **URL** into your browser:

<https://focus.lausd.net>

**Note:** The preferred browser for Focus is the most recent version of Google Chrome or Mozilla Firefox.

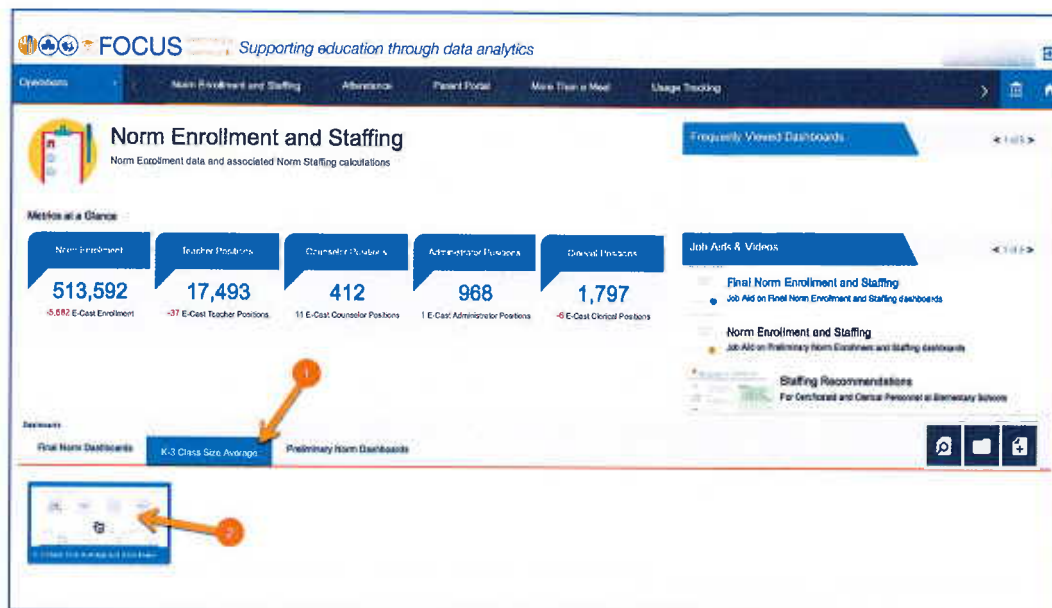
2. Log into Focus by entering your **Single Sign On username** and **password**. Then, click **Sign In**.



3. This takes you to the Focus Welcome Page. (1) Click the **Operations Analytic Area**. Then (2) click **Norm Enrollment and Staffing**.



4. At the bottom of the Subject Page, (1) click the **K-3 Class Size Average tab**, and then (2) click the **dashboard image** to navigate to it.

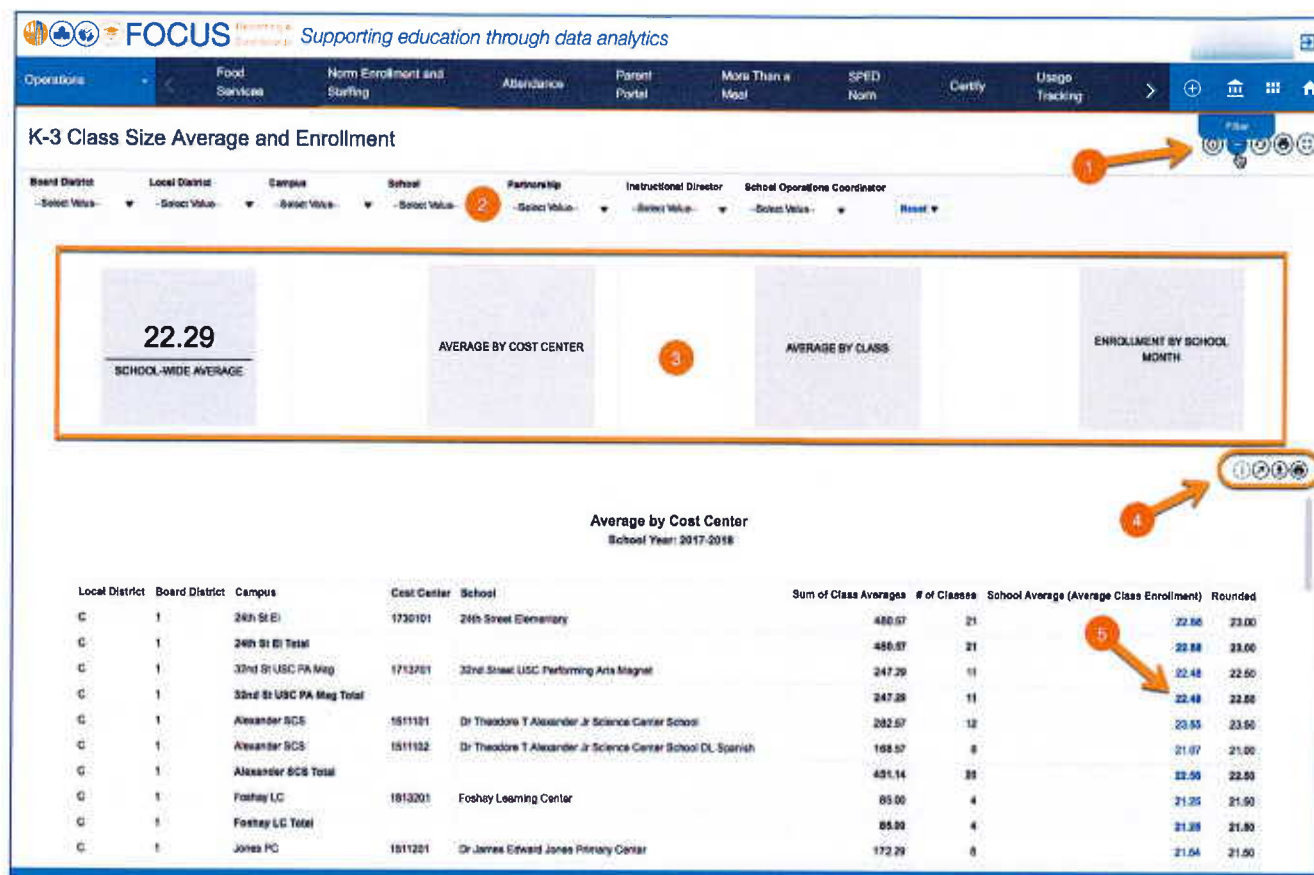


5. The dashboard/report landing page will display.



## Dashboard/Report Landing Page Overview

The K-3 Class Size Average and Enrollment landing page or dashboard displays a series of tiles and one of three reports. See below for an overview of the landing page, and refer to the following sections in this guide for more details.



	DESCRIPTION
1	Use the <b>filters</b> in the <b>dashboard toolbar</b> (expanded above) to drill down to locations (see next page).
2	In the <b>School-Wide Average tile</b> , view the school class size average of each school to which the user has access. This number will update to reflect all filter selections.
3	Click the <b>tile</b> labeled <b>Average by Cost Center</b> , <b>Average by Class</b> , or <b>Enrollment by School Month</b> to view the related report below.
4	In the report toolbar, click the appropriate icons to <b>Maximize</b> the display in full screen, to <b>Print</b> the report displayed on the screen, or <b>Export</b> the full report in various available formats.
5	Click a <b>blue number</b> on the Average by Cost Center or Average by Class reports to drill to a report.

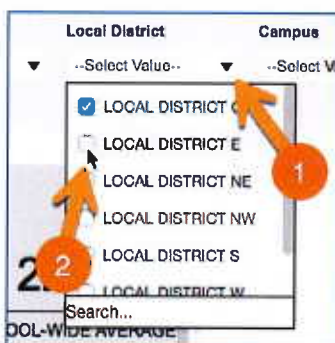
## Filters

The K-3 Class Size Average reports contain a set of filters in the dashboard toolbar that can be used to narrow the dataset displayed on all reports according to specific criteria.



To use a filter, (1) click the **down arrow** to open the drop-down menu, and then (2) make a selection by checking the **box** next to a value.

**Note:** Most filters allow the user to select more than one value.



To reset the filters or to return to the default values, (1) click the **Reset button** at the end of the filter list. In the drop-down menu, (2) click **Reset to default values**.



The list below includes all filters available in the K-3 Class Size Average reports. The available choices will vary based on the schools to which the user has access.

Filter Name	Description
<b>Board District</b>	Select a Board District to only see data for the schools in that Board District.
<b>Local District</b>	Select a Local District to only see data for the schools in that Local District.
<b>Campus</b>	Select a Campus to see data for the schools at that Campus.
<b>School</b>	Select a School to only see its data.
<b>Partnership</b>	Select a Partnership acronym to only see data for schools with that partnership. The three Partnerships are: LA Promise Fund (LAP), Partnership for Los Angeles Schools (PLAS), and Youth Policy Institute (YPI).
<b>Instructional Director</b>	Select the name of an Instructional Director to only see data for his/her assigned schools.
<b>School Operations Coordinator</b>	Select the name of a School Operations Coordinator to only see data for his/her assigned schools.

## Average by Cost Center

Click the **Average by Cost Center** tile to view this report.



For each cost center code, the report calculates and displays the School Average by dividing the Sum of Class Averages by the Number of Classes. This is the average number of students enrolled in a class at the cost center. It also displays the School Average as rounded to the nearest multiple of 0.5. In addition, the report provides the same information at the Campus level.

Click a **blue number** in the School Average (Average Class Enrollment) column to drill down to the related Average by Class report.

**Average by Cost Center**  
School Year: 2017-2018

Local District	Board District	Campus	Cost Center	School	Sum of Class Averages	# of Classes	School Average (Average Class Enrollment)	Rounded
C	1	24th St El	1730101	24th Street Elementary	485.57	21	<a href="#">22.86</a>	23.00
C	1	24th St El Total			485.57	21	<a href="#">22.86</a>	23.00
C	1	32nd St USC PA Mag	1713701	32nd Street USC Performing Arts Magnet	247.29	11	<a href="#">22.48</a>	22.50
C	1	32nd St USC PA Mag Total			247.29	11	<a href="#">22.48</a>	22.50
C	1	Alexander SCS	1511101	Dr Theodore T Alexander Jr Science Center School	202.57	12	<a href="#">23.55</a>	23.50
C	1	Alexander SCS	1511102	Dr Theodore T Alexander Jr Science Center School DL Spanish	168.57	8	<a href="#">21.07</a>	21.00
C	1	Alexander SCS Total			451.14	20	<a href="#">22.56</a>	22.50

After drilling down to the Average by Class report, (1) click the **blue numbers** to drill down to a related Enrollment by School Month report. Or, (2) click **Return** to go back to the report landing page.

**Average by Class**  
School Year: 2017-2018

Local District	Board District	Campus	Cost Center	School	Class ID	Room	Teacher	Grade Level	Total Students	Months in Session	Average by Class
C	1	24th St El	1730101	24th Street Elementary	98541	32		2	168	7	<a href="#">23.71</a>
C	1	24th St El	1730101	24th Street Elementary	98542	34		K	168	7	<a href="#">24.00</a>
C	1	24th St El	1730101	24th Street Elementary	98545	48		1	146	7	<a href="#">20.86</a>
C	1	24th St El	1730101	24th Street Elementary	98546	49		1	162	7	<a href="#">23.14</a>
C	1	24th St El	1730101	24th Street Elementary	98547	6		1	167	7	<a href="#">23.86</a>
C	1	24th St El	1730101	24th Street Elementary	98936	13		3	165	7	<a href="#">23.57</a>
C	1	24th St El	1730101	24th Street Elementary	98937	15		3	152	7	<a href="#">21.71</a>
C	1	24th St El	1730101	24th Street Elementary	98938	20		K	143	7	<a href="#">20.43</a>
C	1	24th St El	1730101	24th Street Elementary	98940	22		TE	168	7	<a href="#">24.00</a>
C	1	24th St El	1730101	24th Street Elementary	98941	27		2	160	7	<a href="#">22.86</a>
C	1	24th St El	1730101	24th Street Elementary	98942	28		2	168	7	<a href="#">24.14</a>
C	1	24th St El	1730101	24th Street Elementary	98943	29		2	170	7	<a href="#">24.29</a>
C	1	24th St El	1730101	24th Street Elementary	98944	30		2	168	7	<a href="#">24.00</a>
C	1	24th St El	1730101	24th Street Elementary	98945	33		K	153	7	<a href="#">21.86</a>
C	1	24th St El	1730101	24th Street Elementary	98946	37		K	146	7	<a href="#">20.86</a>

Return - Refresh - Print - Export - Create Bookmark Link

## Average by Class

Click the **Average by Class** tile to view this report.



For each school, the report lists applicable K-3 classes including details such as the assigned Teacher, class Grade Level, total number of students enrolled in the class, the number of months the class has been in session, and the average number of students by class. In addition, information is provided at both the cost center and campus levels.

Click a **blue number** in the Average by Class column to drill down to the related Enrollment by School Month report.

Local District	Board District	Campus	Cost Center	School	Class ID	Room	Teacher	Grade Level	Total Students	Months in Session	Average by Class
C	1	24th St El	1730101	24th Street Elementary	98541	32		2	160	7	23.71
C	1	24th St El	1730101	24th Street Elementary	98542	34		K	166	7	24.10
C	1	24th St El	1730101	24th Street Elementary	98545	48		1	146	7	20.86
C	1	24th St El	1730101	24th Street Elementary	98546	49		1	162	7	23.14
C	1	24th St El	1730101	24th Street Elementary	98547	8		1	167	7	23.86
C	1	24th St El	1730101	24th Street Elementary	98936	13		3	165	7	23.57
C	1	24th St El	1730101	24th Street Elementary	98937	16		3	162	7	21.71
C	1	24th St El	1730101	24th Street Elementary	98938	20		K	143	7	20.43
C	1	24th St El	1730101	24th Street Elementary	98940	22		TE	168	7	24.00

After drilling down to the Enrollment by School Month report, click **Return** to go back to the report landing page.

Local District	Cost Center	School	Class ID	SDP (Y/N)	Room	Teacher	Grade Level	Classification	Month	Grades	Total
C	1730101	24th Street Elementary	98541	N	32		2	1		24	24
C	1730101	24th Street Elementary	98541	N	32		2	2		23	23
C	1730101	24th Street Elementary	98541	N	32		2	3		23	23
C	1730101	24th Street Elementary	98541	N	32		2	4		24	24
C	1730101	24th Street Elementary	98541	N	32		2	5		24	24
C	1730101	24th Street Elementary	98541	N	32		2	6		24	24
C	1730101	24th Street Elementary	98541	N	32		2	7		24	24

[Return](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#)




## Enrollment by School Month

Click the **Enrollment by School Month** tile to view this report.



For each cost center, the Enrollment by School Month displays the latest monthly enrollment counts of each class by grade level and school month as reported on the school's monthly classification reports. Enrollment counts for K also includes the count of students in the Transitional Kindergarten program. The monthly enrollment counts are the bases for the class averages and school averages displayed in this dashboard.

**Note:** The averages presented in this dashboard are for K-3 classes only, including combination classes with students in grade levels 1, 2, or 3. The following are excluded: classes for grade levels 4, 5, or 6; Special Day Program classes; and students in independent study programs.



Enrollment by School Month

School Year: 2017-2018

Local District	Cost Center	School	Class ID	SDP (Y/N)	Room	Teacher	Grade Level	Classification Month	Grades						Total	
									TE	K	1	2	3	4		5
C	1195501	Sophia T Salvin Special Education Center	85994	Y	30		1-2-5-6	1			1	1		4	2	8
C	1195501	Sophia T Salvin Special Education Center	85994	Y	30		1-2-5-6	2			1	1		4	2	8
C	1195501	Sophia T Salvin Special Education Center	85994	Y	30		1-2-5-6	3			1	1		4	2	8
C	1195501	Sophia T Salvin Special Education Center	85994	Y	30		1-2-5-6	4			1	1		4	2	8
C	1195501	Sophia T Salvin Special Education Center	85994	Y	30		1-2-5-6	5			1	1		4	2	8
C	1195501	Sophia T Salvin Special Education Center	85994	Y	30		1-2-5-6	6			1	1		4	2	8
C	1195501	Sophia T Salvin Special Education Center	85994	Y	30		1-2-5-6	7			1	1		4	2	8
C	1195501	Sophia T Salvin Special Education Center	85995	Y	39		4-6	1						5	5	10
C	1195501	Sophia T Salvin Special Education Center	85995	Y	39		4-6	2						5	5	10
C	1195501	Sophia T Salvin Special Education Center	85995	Y	39		4-6	3						5	5	10

## Print/Export Reports

All reports can be printed as displayed on the screen or exported in various available formats.

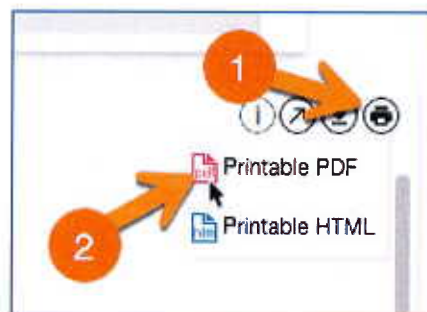
**Note:** Clicking the **Print icon** in the dashboard toolbar will print the entire report landing page, including the tiles.



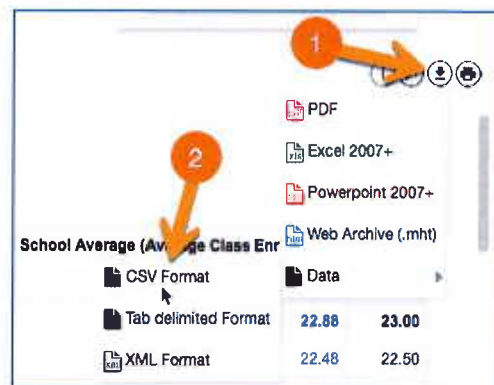
To print or export the report displayed below the tiles, use the **report toolbar**.



To print, (1) click the **Print icon** and then (2) select **Printable PDF**.



To export, click the **Export icon** and then select the format, such as **PDF**, **Excel spreadsheet**, or **CSV file**.



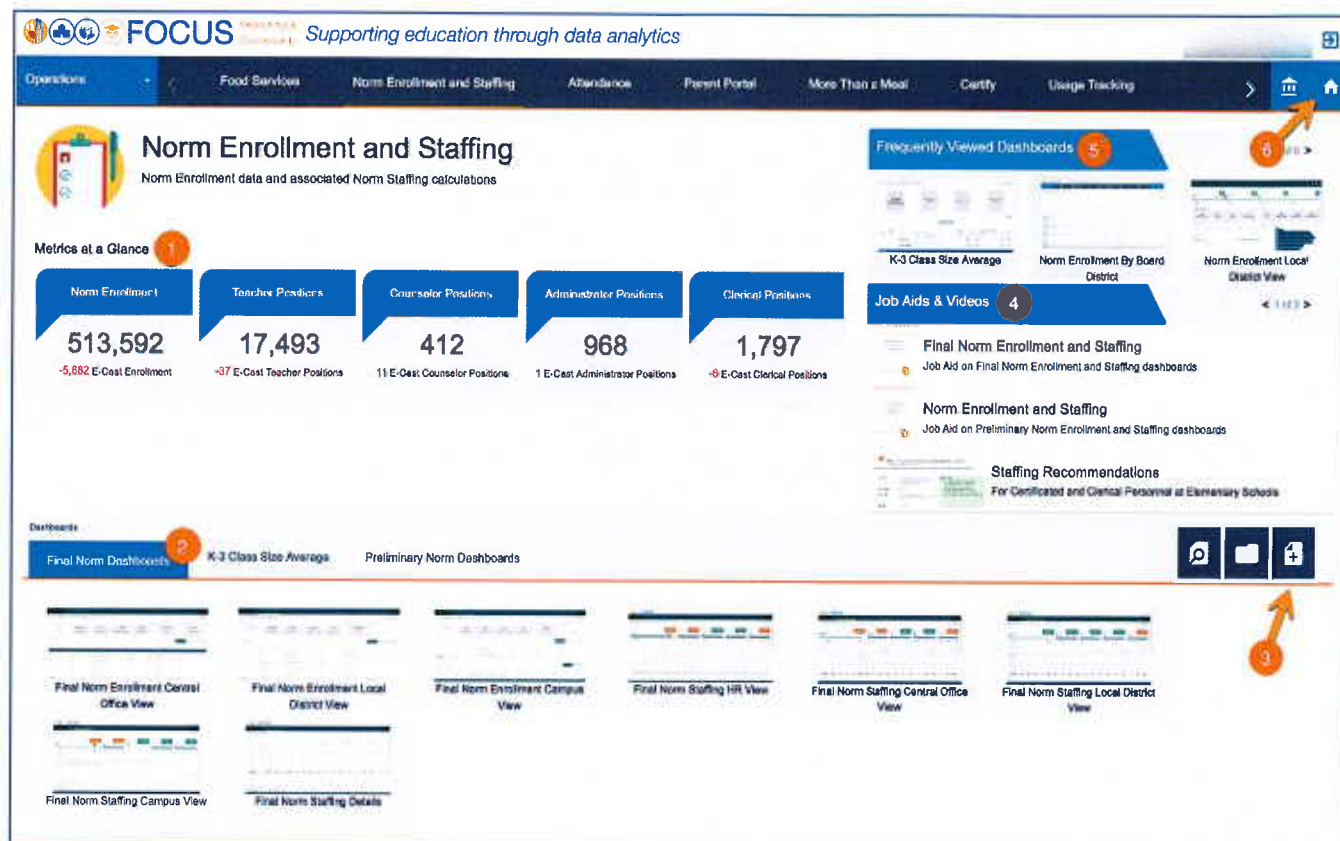


The Average by Class and Enrollment by School Month drill-down reports can be printed or exported. To print or export a drill report, scroll to the bottom of the report and click **Print** or **Export**.

Average by Class School Year: 2017-2018						
Local District	Board District	Campus	Cost Center	School	Class ID	Room
G	1	32nd St USC PA Mag	1713701	32nd Street USC Performing Arts Magnet	98137	0016
G	1	32nd St USC PA Mag	1713701	32nd Street USC Performing Arts Magnet	98138	1
G	1	32nd St USC PA Mag	1713701	32nd Street USC Performing Arts Magnet	98139	10
G	1	32nd St USC PA Mag	1713701	32nd Street USC Performing Arts Magnet	98142	2
G	1	32nd St USC PA Mag	1713701	32nd Street USC Performing Arts Magnet	98145	3
G	1	32nd St USC PA Mag	1713701	32nd Street USC Performing Arts Magnet	98146	4
G	1	32nd St USC PA Mag	1713701	32nd Street USC Performing Arts Magnet	98147	5
G	1	32nd St USC PA Mag	1713701	32nd Street USC Performing Arts Magnet	98148	7
G	1	32nd St USC PA Mag	1713701	32nd Street USC Performing Arts Magnet	98641	6
G	1	32nd St USC PA Mag	1713701	32nd Street USC Performing Arts Magnet	98642	8
G	1	32nd St USC PA Mag	1713701	32nd Street USC Performing Arts Magnet	98643	9
G			1713701 Total			
		32nd St USC PA Mag Total				
Grand Total						
Return - Refresh - <b>Print</b> - Export - Create Bookmark Link						

## Appendix A: Norm Enrollment and Staffing Subject Page

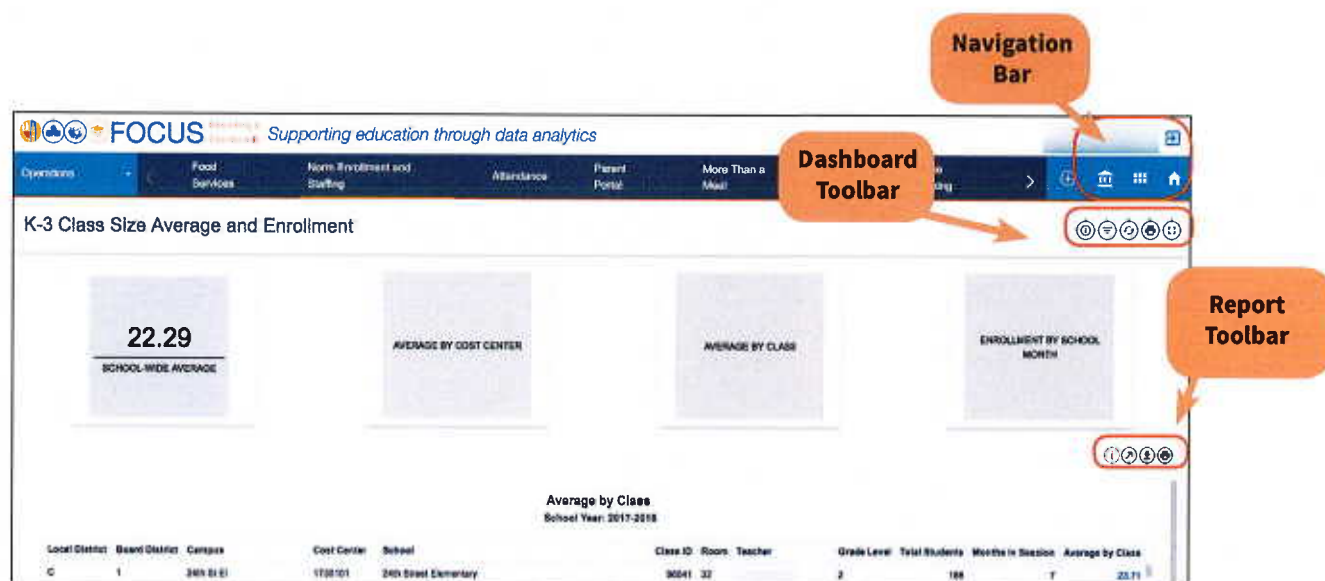
The purpose of the Subject Page is to provide a list of all available dashboards within the subject, as well as the related metrics to which users should pay attention.



















DESCRIPTION	
1	In the <b>Metrics at a Glance</b> section, review metrics related to the selected subject.
2	Click a <b>tab</b> to view all related available dashboards, and click a <b>dashboard image</b> to open it.
3	Click <b>Create Your Report</b> to create one from scratch.
4	Download job aids and other norm-related resources in the <b>Job Aids &amp; Videos</b> section.
5	Access the dashboards you visit most often in the <b>Frequently Viewed Dashboards</b> section. Click the arrows to scroll through the list. (Updated nightly.)
6	Click the <b>Home icon</b> to return to MiSiS Ad Hoc Reporting and Dashboards.




## Appendix B: Icon Glossary

Focus displays many icons throughout the application, with the majority in toolbars. Each dashboard consists of multiple sets of toolbars. The **Dashboard Toolbar**, located at the top right corner of the screen, controls the entire dashboard, while the **Component or Report Toolbars** throughout the dashboard control each component individually. In addition to the toolbars, the **Navigation Bar** contains icons to navigate to other screens. See the image below for an example, and refer to this section of the guide for definitions of all icons.



ICON	TOOLBAR LOCATION	HOVER TEXT	ACTION PERFORMED
	Welcome Page	<b>Classic View</b>	Return to the classic look and feel of MiSiS Ad Hoc Reporting and Dashboards.
	Welcome Page / Subject Page	<b>Search</b>	Click this button on the Welcome Page to search the entire application. Click this button on the Subject Page to search the displayed Subject.
	Welcome Page / Subject Page	<b>Create Your Report</b>	Create an ad hoc report. <i>It is recommended that only users who have taken the ad hoc reporting in-class training use this feature, as it is not supported as a part of the Meal Counts and Revenue Dashboards.</i>
	Navigation Bar	<b>Logout</b>	Log out of Focus.

ICON	TOOLBAR LOCATION	HOVER TEXT	ACTION PERFORMED
	Navigation Bar	<b>Return to Subject Page</b>	Return to the Subject Page you were previously on.
		<b>Return to Welcome Page</b>	Return to the Welcome Page.
	Dashboard Toolbar	<b>Info</b>	View help information related to the current dashboard.
		<b>Filter</b>	Reveal options for modifying the data displayed on the dashboard. Use the Filters to narrow the set of students displayed in the dashboard. Available filters vary by dashboard.
		<b>Refresh</b>	Refresh the data on the dashboard.
		<b>Print</b>	Print the dashboard as it is currently displayed on the screen.
		<b>Full Screen</b>	Remove the header and display the dashboard full screen.
	Report Toolbar	<b>Info</b>	View help information for the component.
		<b>Refresh</b>	Update the data in the component, retaining all filters applied.
		<b>Maximize</b>	Display the component on the entire browser screen.
		<b>Filter</b>	Reveal options for modifying the display of the component; click a filter name to display the list in a different configuration. Available filters vary by component.
		<b>Export</b>	Export the component to an Excel, CSV, or PDF file.

ICON	TOOLBAR LOCATION	HOVER TEXT	ACTION PERFORMED
	<b>Component Toolbar</b>	<b>Print</b>	Print the component.
		<b>Sort</b>	Click to toggle between sorting the list in the component from best to worst or worst to best.
		<b>View By</b>	Click to select a different view for the component.

## Whom to Contact for Support

For assistance with questions about the content of the reports, please contact Attendance & Enrollment Section at 213-241-2115 or [AttendanceEnrollmentSection@lausd.net](mailto:AttendanceEnrollmentSection@lausd.net). In the e-mail's subject line, enter "K-3 Class Size Average" and the school's name and cost center code.

For assistance with technical issues, such as...

- Difficulty accessing the application or dashboards
- Difficulty finding something

Please submit a Service Request to the **ITD Help Desk**. Enter this URL into your browser:

<https://achieve.lausd.net/Page/11176>

Scroll down and click **Online Ticket**. In the new window, choose **Request Assistance with MiSiS**. In the Select the Affected Module drop-down menu, select "**MiSiS - Focus Reporting & Dashboards**."



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** Intra-district (school to school) Permits and Student Transfers in Elementary and Secondary Schools

**NUMBER:** BUL-5347.1

**ISSUER:** Michelle King, Senior Deputy Superintendent,  
School Operations, Office of the Superintendent  
  
Debra Duardo, Executive Director  
Student Health and Human Services

**DATE:** June 10, 2013

**POLICY:** Intra-district permit applications are requests to allow students that reside within the boundaries of one school in the LAUSD to attend another school within the LAUSD. School administrators may not delay or deny authorization of an application that meets the criteria for an intra-district permit, unless that program or opportunity is already offered at the school of residence.

**MAJOR CHANGES** This Bulletin replaces BUL-5347.0 of the same title, dated December 21, 2010. The District will consider permit requests that are related to childcare, parent employment, continuing enrollment, sibling, safety and protection, specialized programs and exception. The appeal section and corresponding attachments were modified for clarity.

**GUIDELINES:** The following guidelines apply:

## I. GENERAL INFORMATION FOR ALL INTRA-DISTRICT PERMITS

Intra-district Permits may be granted for students to attend a school in the LAUSD other than the LAUSD school of residence. These permits are not processed through the Office of Permits and Student Transfers (OPST). The paper application process is handled by the two schools involved. These permits may be issued only to students who reside in the LAUSD. School officials may grant, deny or revoke intra-district permits only. All parents requesting an intra-district permit will be provided the opportunity to apply for one. Each permit application will be reviewed on its own individual merit.

The application information and documents are available at school sites upon request.

For more information on other transfer options refer to LAUSD Student Integration Services at <http://studentintegrationlausd.net/> or <https://pupilservices.lausd.net/permits-and-student-transfers>.

## II. GUIDELINES FOR ALL INTRA-DISTRICT PERMITS

### ROUTING

#### ESCs:

Superintendents  
Instructional Directors  
Operations Coordinators  
Principals  
School Administrative Assistants  
Staff Working with Students with Disabilities





## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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### A. Permit Issuance and Termination

1. Initial Permit applications and required documentation must be **approved by both schools involved**.
2. Permits must be renewed annually only by the requested school (Attachment H). Release from the school of residence is not required annually.
3. Permits may be issued at any time for the current school year.
4. Applications for the upcoming school year will be accepted after February 1.
5. Incomplete application packets or those without required supplemental documentation will not be processed.
6. A separate permit application packet must be submitted and approved individually for each student.
7. Parents must meet with a school administrator both at the school of residence and at the requested school in order to facilitate the release of the student.
  - a. The application must be signed and stamped by the school of residence. Approval from the school of residence does not guarantee that the requested school will enroll the student.
  - b. The application must then be taken to the requested school and approved by the administrator. Upon approval, the student may register.
  - c. The requested school will keep a copy of the student's permit. Parent should inform the school of residence of permit approval.
8. Intra-district permits do not carry transportation privileges. Parents/guardians are responsible for transporting the student(s) to and from school and for attending school conferences and meetings as requested.
9. Students are expected to be on time and in school for the full school day.
10. The LAUSD must consider integration regulations, available space and cost factors involved prior to granting a permit.

### B. Special Circumstances

#### Zone of Choice Schools

1. When a student is requesting an intra-district permit in or out of the zone of choice, the assigned school or the zone office is authorized to sign the permit application as the resident or requested school, as applicable. For further information, contact the Zone of Choice office at (213) 241-5104 or visit <http://zoc.lausd.net>

#### Special Education

Students receiving Special Education services may only be transferred as determined by the Individualized Education Program (IEP). Please refer to *Special Education Policies and Procedures Manual*, July 2007.

#### 1. Individuals with Disabilities

Students with an active Section 504 plan may be required to be re-evaluated prior to any change in placement. Please refer to BUL-4692.1, *Section 504*



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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- and Students/Other Individuals with Disabilities*, dated September 1, 2012.
2. Homeless Students  
Students designated as homeless do not require a permit to remain at their school of origin. Please refer to BUL-1570.2, *Enrollment/Support of Homeless Children and Youth in Schools*, revision in process.
  3. Foster Youth  
Students designated as foster youth do not require a permit to remain at their school of origin. Please refer to BUL-787 *Guidelines for School Enrollment of Students In And Out Of Home Care*, dated July 1, 2004 for further information.
  4. Divorced or Separated Parents  
In a case involving divorced or separated parents, the student may attend the school in the residence area of either parent. No permit is necessary for the student to remain at one school or to transfer to the other.
  5. Charter/Private Schools  
If the student's school of residence is a charter school conversion, and parents opt out of enrolling in the charter school, the student may utilize the same enrollment options as other resident students including but not limited to: intra-district transfers, magnet, and open enrollment.
  6. Athletic Eligibility
    - a. All permits carry interscholastic athletic privileges, subject to limitations in rules and regulations governing interscholastic athletics.
    - b. All questions regarding student interscholastic athletic eligibility should be referred to the Director of the Interscholastic Athletics Section.
- C. Cancellation, Revocation, or Denial of Permits
1. Permits may be cancelled, revoked, or denied renewal (Attachment F) by the school site administrator at the end of the school year for the following reasons:
    - a. Issued in error
    - b. Falsified information or documentation
    - c. Any change to the criteria required for the permit issued
    - d. Truancy
    - e. Infractions of school rules and regulations
    - f. Failure to make satisfactory academic progress
    - g. The student is dropped off or picked up beyond regular school hours, including before and after school programs
  2. In extreme circumstances permits can be cancelled at the semester break. The case must be documented revealing that all forms of remediation have been utilized. Documentation must consist of at least one of each of the following interventions; letter to parent/guardian, parent conference, student conference and school documentation of intervention(s).
  3. Permits should not be revoked based on one incident. LAUSD discipline policies must be followed before returning student to their school of residence. For school responsibilities regarding discipline issues, refer to



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section III.

4. If a permit request is cancelled, revoked or denied renewal, parent will be informed of appeal procedures by the school that denied the request. Please refer to Section VI.

### III. RESPONSIBILITY

#### A. School Responsibilities

1. The school administrator shall be responsible for verification of a student's address for the purposes of enrollment.
2. The administrator of the school of residence must review all required documentation relevant to the type of permit requested prior to releasing the student to the school requested.
3. A permit request may not be denied based solely on reduction of student population at the school of residence.
4. The school administrator is responsible for all cancellations and revocations of permits.
5. When permits are granted, the school is agreeing to keep the student for the entire school year and students are to be treated in every respect as though they were resident students in the resolution or mediation of any problems.
6. Schools must follow LAUSD discipline policy and students are to remain at the school of attendance during the resolution of disciplinary issues unless an alternative placement has been made by local ESC administrators or the Student Discipline Support Unit. Please refer to BUL-3638.0 Discipline Foundation Policy: School-wide Positive Support dated March 27, 2007, BUL-5655.0, Guidelines for Student Suspension dated December 6, 2011 and BUL-4655.1 Expulsion of Students-Policy and Procedures dated August 22, 2011.
7. Once a semester, each school shall notify parents, in writing, of the parents' responsibility to inform the school of any change of address or contact information.
8. Each school shall retain documentation of compliance with the notification requirements.
9. The school shall notify the parents in writing in regard to any change in residence, contact information or criteria related to the type of permit issued that has been discovered.
10. Students discovered to be living outside the LAUSD, in the absence of an inter-district permit, must be referred immediately to the Office of Permits and Student Transfers (OPST).
11. The permit application and supporting documents must be retained in the student's cumulative record.
12. The school administrator shall be responsible for entering the correct codes for intra-district permit students. School personnel shall indicate the appropriate code in the permit reason field and enter the date the permit was granted. For more information, refer to the ISIS website.



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### B. Parent Responsibility

1. Parent shall supply all documentation relevant to the type of permit to the school of residence and the requested school.
2. The parent shall notify the school of attendance immediately of any change of residence, contact information or criteria related to the type of permit issued.
3. Parents shall ensure students attend school on time and for the full school day.
4. Permit applications and required documentation must be submitted and approved by administrators at both schools involved. For permit renewal, documentation must be submitted and approved annually by administrator at the requested school.

## IV. INTRA-DISTRICT PERMITS AND CRITERIA

Intra-district permit applications are requests to allow students that reside within the boundaries of one school in the LAUSD to attend another school within the LAUSD.

### A. Parent Employment

1. When at least one parent physically works within another LAUSD school's attendance area, a permit to attend that LAUSD school may be issued.
2. The following proof is required:
  - a. A copy of a recent pay stub and a letter on employer's letterhead verifying schedule (hours and days) and physical address of employment
  - or**
  - b. If self-employed, attach a copy of a current business license and a letter on business letterhead verifying schedule (hours and days) and physical address of employment.

### B. Specialized Program

1. These permits may be issued to allow students access to a special program or opportunity that is not available at their school of residence. This does not include special education programs.
2. The following proof is required:
  - a. Program information (brochure, factsheet, etc.)
  - b. Written proof of acceptance into the requested program

### C. Continuing Enrollment

1. Continuing Enrollment permits may be issued to allow a student to continue at his/her school of attendance.
2. The following proof is required:
  - a. A copy of a recent report card or progress report as proof of enrollment.



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- D. Sibling Permits
  - 1. Only issued for a sibling of a student utilizing a valid permit at the requested school.
  - 2. The following proof is required:
    - a. Recent report card of sibling
    - b. District may require proof of previous permit for sibling
- E. Child Care
  - 1. Child Care permits can be issued when the student is cared for within the attendance area of another LAUSD school.
  - 2. The following proof is required:
    - a. Childcare provider must complete the Child Care Affidavit and the parent must sign the form (Attachment D).
  - 3. The student must be picked up at dismissal if the student is not utilizing an after school program on the school grounds. The Youth Services Program is not an authorized childcare provider.
- F. Safety and Protection
  - 1. Safety and Protection permits are issued for the purpose of protection or personal welfare of a student. These are parent-initiated permits and should not be confused with Opportunity Transfers. Please see BUL-4478.0 *Opportunity Transfers (OTs) Policy*, dated December 15, 2008. These permits are not granted based solely on parent or student preference.
  - 2. These permits may be issued:
    - a. If the student's school of residence is classified as "Persistently Dangerous" by the LAUSD Office of School Operations, **or**
    - b. If the student is the victim of a violent criminal offense that occurred in or on the grounds of the school of attendance, **or**
    - c. For the protection or personal welfare of the student.
  - 3. The following proof is required:
    - a. Parents shall provide specific details regarding the circumstances, which make the student's current school assignment unsafe, e.g., discipline records, police reports, known gang affiliations, or any other information, which provide a basis for this transfer request.
- G. Exception
  - 1. Exception permits can be granted at the discretion of both schools for extenuating circumstances.
    - a. Parents should provide any relevant supporting documentation with the permit application. Examples of extenuating circumstances are medical issues, transportation related hardship, parent post secondary enrollment, non-school based extra curricular activities near the requested school.

### V. APPLICATION PROCESS

- A. All Intra-district applications must be approved by the administrators from



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both the school of residence and the requested school.

1. Parent must first obtain a release from school of residence to apply to another LAUSD school.
2. The paper permit application and information will be provided to parents by the school upon request.
3. Parent must fill out the application and obtain the required signatures. Parent must provide all documentation relevant to the type of permit requested to both the school of residence and the requested school. (Attachment C)
  - a. If approved by the school of residence, the parent submits the application and the required documents relevant to the type of permit to the requested school.
  - b. The requested school administrator approves the application by signing, stamping and dating the application form.
  - c. If there is no room for the student at the requested school at the time of the request, the application will not be approved by the requested school administrator.
  - d. If the permit is granted, the requested school will enroll the student. The permit application and supporting documents must be kept in the student cumulative record, and the permit type must be documented in LAUSDMAX.
4. If a permit request is cancelled, revoked or denied renewal, the parent will be informed of appeal procedures by the school that denied the request. Please refer to Section VI.

### VI. APPEAL PROCEDURES FOR ALL INTRA-DISTRICT PERMITS

- A. If an Intra-district permit application has been denied, cancelled or revoked, the parents have the right to appeal if they believe that an exception to district policy is warranted or that their circumstances fall within district guidelines.
  1. The denying administrator must provide:
    - a. The reason for the denial on the intra-district application in the administrative signature area.
    - b. The Intra-district Permit Appeals Process Information (Attachment E)
    - c. The Application to Appeal an intra-district Permit Request or Cancellation (Attachment G)
  2. During the appeals process, the student may remain at his/her current school placement pending the final decision.
- B. The LAUSD Appeal Process
  1. All appeals must be submitted in writing. The school administrator will provide the parent with appeal procedures and forms.
  2. The school site administrator will complete the Administrator Recommendation portion in Section B of the Appeal Form.
  3. The Application to Appeal an intra-district Permit Request or Cancellation form must be completed and any supplemental documentation must be





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received by the local ESC from the parent within  
**5 school days** from the date of the initial denial letter.

4. If the appeal is received within the timeline, it will be reviewed by the local ESC Operations administrator. Additional information may be requested from the parent at that time.
5. If parents do not submit the appeal within the required time frame, the student will be expected to attend the school of residence.
6. The ESC Operations Administrator will issue a response to the appeal request within **5 school days**. This response will be sent to the school administrator and the parent in writing.
7. If the appeal is granted, an Intra-district Permit will be issued by the school.
8. The decision of the ESC Operations Administrator is the final action on the request. Intra-district permits decisions cannot be appealed to the OPST or to the Los Angeles County Office of Education.

### VII. RESPONSIBILITY FOR COMMUNICATION

The district shall provide information regarding enrollment options. The school or the ESC office shall address any questions regarding attendance alternatives.

**AUTHORITY:** This is the policy of the Los Angeles Unified School District.

**RELATED SOURCES**

BUL-4296.2, [\*Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools\*](#), dated March 1, 2013

BUL-1570.2, *Enrollment/Support of Homeless Children and Youth in Schools*, revision in process

BUL-787, [\*Guidelines for School Enrollment of Students In And Out Of Home Care\*](#), dated July 1, 2004

BUL-4478.0, [\*Opportunity Transfers \(OTs\) Policy\*](#), dated December 15, 2008

BUL-2508.1, [\*Transfer of Elementary and Secondary Students to Schools for Advance Studies\*](#), dated August 11, 2006

REF-5501.0, [\*Procedures for Capping School Enrollment\*](#), dated June 20, 2011

BUL-5606.1, [\*Open Enrollment Transfers for Elementary and Secondary Students\*](#), dated September 11, 2012

BUL-M-128.0, [\*Guidelines for Independent Study Programs\*](#), dated May 31, 2001.

BUL-3638.0, [\*Discipline Foundation Policy: School-wide Positive Support\*](#), dated March 27, 2007



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BUL-5655.0, [Guidelines for Student Suspension](#), dated December 6, 2011

BUL-4655.1, [Expulsion of Students-Policy and Procedures](#), dated August 22, 2011

BUL-5341.2, [Inter-district Permits \(District to District\) and Student Transfers in Elementary and Secondary Schools](#), dated January 22, 2013

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

Special Education Policies and Procedures Manual, dated July 2007

Rules and Regulations Governing Interscholastic Athletics, contact Inter-scholastic Athletics Section.

**ASSISTANCE:** For assistance or further information, please contact your local ESC operations administrator, Pupil Services or the Office of Permits and Student Transfers at (213) 241-5255.



## **INTRA-DISTRICT PERMIT GUIDELINES**

The Los Angeles Unified School District (LAUSD) offers a wide range of options to meet the educational needs of students and families. The school of residence can meet most students' needs. Intra-district Permits may be granted for students to attend a school in the LAUSD other than the LAUSD School of Residence. These permits are not processed through the Office of Permits and Student Transfers (OPST), but are handled by the two schools involved.

### **APPLICATION INSTRUCTIONS**

- Permit Application Information is available at any LAUSD school.
- Permits may be issued at any time for the current school year; however, applications for the upcoming school year will only be accepted after February 1.
- Parents must meet with a school administrator at the School of Residence to approve the release of the student.
- Permit applications and required documentation must be submitted and approved by both schools involved.
- Permits must be renewed annually only by the requested school. Release from the school of residence is not required annually.
- Required supplemental documentation must be submitted with the application packet to the LAUSD school of residence as well as the requested LAUSD school for each student.
- If the permit request is approved, the parent then takes the signed and stamped application form to the school requested. Approval is needed by the administrator of the school requested prior to registration.
- Approval from the school of residence does **not** guarantee that the request will be approved.

### **ADDITIONAL INFORMATION**

- A separate permit application packet must be submitted and approved individually for each student.
- Intra-district permits do not carry transportation privileges. Parents/guardians are responsible for transporting the student to and from school, attending school conferences and meetings as requested.
- The LAUSD must consider integration regulations, available space and cost factors involved prior to granting a permit.
- In a case involving divorced or separated parents, the student may attend the school in the residence area of either parent. No permit is necessary for the student to remain at one school or to transfer to the other.

### **INCOMPLETE APPLICATION**

- Incomplete application packets or those without required supplemental documentation will not be processed.

### **APPEALS INFORMATION**

- If a permit request is denied, the parent will be informed of appeal procedures by the school that denied the request



**STUDENTS WITH SPECIAL NEEDS**

- Processing time for students with special education or medical needs will require additional processing time and will be referred to appropriate offices for further review and approval.

**PERMIT CANCELLATION**

Permits may be cancelled, revoked, or denied renewal for the following reasons:

- Issues in error
- Falsified information or documentation
- Any change to the criteria required for the permit issued
- Truancy
- Infractions of school rules and regulations
- Failure to make satisfactory academic progress
- The student is dropped off or picked up beyond regular school hours including before and after school programs.



## **GUIAS PARA PERMISOS INTRADISTRITALES**

El Distrito Escolar Unificado de Los Ángeles (LAUSD) ofrece una amplia gama de opciones para satisfacer las necesidades educativas de los estudiantes y sus familias. La mayoría de las necesidades de los estudiantes pueden ser atendidas en la escuela que le corresponda por la zona donde reside. Se pueden conceder permisos intradistritales a los estudiantes para que asistan a una escuela del LAUSD que no sea la escuela del LAUSD que le corresponde por su zona de residencia. Estos permisos no son tramitados a través de la Oficina de Permisos y Traslados de Estudiantes, sino que se tramitarán entre las dos escuelas involucradas.

### **INSTRUCCIONES SOBRE LA SOLICITUD DE PERMISOS**

- Información sobre la solicitud de permisos está disponible en cualquier escuela del LAUSD.
- Se pueden conceder permisos en cualquier momento para el año escolar en curso. Las aplicaciones para el próximo año escolar sólo se aceptarán después del 1 de febrero.
- Los padres deberán reunirse con uno de los administradores de la escuela de la zona de residencia para aprobar que se dé de baja al estudiante.
- Las solicitudes de permiso y la documentación requerida debe ser presentada y aprobada por las dos escuelas involucradas.
- Los permisos deben ser renovados anualmente sólo por la escuela solicitada, esto no es requerido de la escuela de residencia.
- La documentación suplementaria requerida debe ser sometida con la solicitud a la escuela de residencia del LAUSD y a la escuela del LAUSD solicitada.
- Si la solicitud del permiso es aprobada, el padre entonces deberá llevar el formulario de solicitud firmado y sellado a la escuela solicitada. Es necesaria la aprobación del administrador de la escuela solicitada antes de la inscripción.
- La aprobación de la escuela de residencia no garantiza que la solicitud se aprobará.

### **INFORMACIÓN ADICIONAL**

- Una solicitud y documentación de permiso debe ser presentada y aprobada individualmente por cada estudiante.
- Los permisos intradistritales no cuentan con privilegios de transporte. Los padres/guardianes son responsables de transportar al estudiante a la escuela y de regreso a casa, y son responsables de asistir a conferencias y reuniones a la escuela solicitada.
- El Distrito Escolar Unificado de los Angeles debe considerar normas de integración, espacio disponible y los factores de costo antes de conceder el permiso.
- En los casos de padres divorciados o separados, el estudiante podrá asistir a la escuela en el área de residencia de cualquiera de los padres. No es necesario emitir permisos para que el estudiante permanezca en una escuela o se transfiera a la otra.



### **SOLICITUDES INCOMPLETAS**

- No serán procesadas las solicitudes de permiso que estén incompletas o que no incluyan la documentación suplementaria requerida.

### **INFORMACION SOBRE LA APELACIÓN**

- Si una solicitud de permiso es negada, el padre será informado de los procedimientos de apelación por la escuela que negó la solicitud.

### **ESTUDIANTES CON NECESIDADES ESPECIALES**

- Solicitudes para estudiantes de educación especial o con necesidades médicas requerirán tiempo de procesamiento adicional y se referirán a las oficinas correspondientes para su revisión y aprobación.

### **CANCELACION DE PERMISOS**

Se puede cancelar, revocar o negar la renovación de permisos por las siguientes razones:

- Emitido por error
- Información o documentación falsificadas
- Cualquier cambio a los criterios requeridos para el permiso emitido
- Ausentismo injustificado
- Infracciones de las normas y reglamentos escolares
- Falta de progreso académico satisfactorio
- El estudiante se deja o se recoge fuera del horario regular de clases, incluyendo de los programas ofrecidos antes y después de la escuela





## INTRA-DISTRICT PERMITS AND CRITERIA

### PARENT EMPLOYMENT

Parent Employment Permits may be issued if at least one parent or guardian is physically employed fulltime (40 hours per week) within the attendance boundaries of the requested LAUSD school.

The following proof is required:

1. A copy of a recent pay stub and a letter on the employer's stationery verifying schedule (hours and days) and location of employment; **OR**
2. If self-employed, attach a copy of a valid current business license and a letter on the parent's business stationery verifying schedule (hours and days) and location of employment

### SPECIALIZED PROGRAM

Specialized Program Permits may be issued to allow students access to a special program or opportunity within the LAUSD. This does not include Special Education Programs.

The following proof is required:

1. Program information (brochure, factsheet, etc.)
2. Written proof of acceptance into the requested program

### CONTINUING ENROLLMENT

Continuing Enrollment Permits may be issued to allow a student to continue at his/her school of attendance.

The following proof is required:

1. A copy of a recent report card or progress report to verify enrollment

### SIBLING

Sibling Permits may be issued for siblings of a student who is attending the requested school on a valid permit.

The following proof is required:

1. A copy of a recent report card or progress report of a sibling

### CHILDCARE

Child Care permits can be issued when a student is cared for within the attendance area of another LAUSD school.

The following proof is required:

1. Child care provider must complete the Child Care Affidavit and the parent must sign the form.

### SAFETY AND PROTECTION

Safety and Protection permits are issued for the purpose of protection or personal welfare of a student.

The following proof is required:

1. Parents/guardians shall provide a written statement with the application describing the circumstances, which make the student's assignment at the school of residence unsafe. Additional documents may be required by school officials to support request.

### EXCEPTION

Exception permits can be granted at the discretion of both schools for extenuating circumstances.

The following proof is required:

1. Parents should provide any relevant supporting documentation.

### ADDITIONAL INFORMATION

All parents requesting an intra-district permit will be provided the opportunity to apply for one, regardless of the reason they are requesting a permit. Each permit application will be reviewed on its own individual merit. If you believe your particular case warrants an exception to district policy, you may file an appeal.

**\*\* Parent must include student's name, date of birth and contact information on all supporting documents \*\***



## CRITERIOS DE PERMISOS INTRADISTRITALES

### EMPLEO DE PADRE

Permisos de Empleo de Padre pueden ser concedidos si por lo menos uno de los padres o tutores es empleado físicamente por tiempo completo (40 horas a la semana) dentro del área de asistencia de la escuela del LAUSD solicitada.

La siguiente documentación es requerida:

1. Una copia de un talón de pago reciente y una carta con membrete de la empresa de su empleador verificando sus horas de trabajo y la ubicación de empleo.
2. Si trabaja por su cuenta propia, adjunte una copia de su licencia comercial válida y una carta con el membrete de la empresa verificando sus horas de trabajo y la ubicación de empleo.

### PROGRAMA ESPECIALIZADO

Permisos para Programas Especializados pueden ser emitidos para permitir a los estudiantes acceso a un programa especial o una oportunidad que es disponible dentro del LAUSD. Esto no incluye Programas de Educación Especial.

La siguiente documentación es requerida:

1. Información del Programa (folleto, la hoja informativa, etc.)
2. Carta de aceptación por escrito del programa solicitado

### INSCRIPCION CONTINUA

Permisos de Inscripción Continua podrán ser concedidos para permitir a los estudiantes a continuar asistiendo a la escuela actual.

La siguiente documentación es requerida:

1. Una copia de la boleta de calificaciones o informe de progreso verificando inscripción

### HERMANOS

Permisos de Hermanos pueden ser concedidos para hermanos de un estudiante que asiste la escuela solicitada con un permiso válido.

La siguiente documentación es requerida:

1. Una copia de la boleta de calificaciones o informe de progreso verificando inscripción del hermano en la escuela solicitada.

### CUIDADO DE NIÑOS

Permisos de Cuidado de Niños pueden ser concedidos cuando un estudiante es cuidado dentro del área de asistencia de otra escuela del LAUSD.

La siguiente documentación es requerida:

1. El proveedor de cuidado infantil deberá completar la Declaración Jurada de Cuidado Infantil y los padres deberán firmarla.

### SEGURIDAD Y PROTECCIÓN

Permisos de Seguridad y Protección son concedidos para la protección o el bienestar personal de un estudiante.

La siguiente documentación es requerida:

1. Los padres/tutores deben presentar una declaración escrita junto con la solicitud que describe las circunstancias que hacen la situación del estudiante en la escuela de residencia peligrosa. Documentación adicional puede ser requerida por funcionarios de la escuela para apoyar la petición.

### EXCEPCIÓN

Permisos de Excepción pueden ser concedidos a la discreción de las dos escuelas por circunstancias atenuantes.

La siguiente documentación es requerida:

1. Los padres deberán proveer documentos relevantes a la solicitud de permiso.

### INFORMACIÓN ADICIONAL

Todos los padres que pidan un permiso intradistrital tendrán la oportunidad de solicitar uno, independiente de la razón por que se solicite el mismo. Cada solicitud de permiso será revisada por su propios méritos. Si usted cree que su caso particular merece una excepción a las pólizas del distrito, puede presentar una apelación.

\*\* Los padres deben incluir el nombre del estudiante, la fecha de nacimiento y la información de contacto en todos los documentos \*\*



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT C

## INTRA-DISTRICT PERMIT APPLICATION

**Submit completed application packet for signatures to both the LAUSD School of residence and requested LAUSD School**

School Year Requested \_\_\_\_\_ to \_\_\_\_\_ This is: ☐ Initial permit application ☐ A renewal of an existing permit

### STUDENT INFORMATION

Student Last Name	First Name	Middle Name	Date of Birth	Grade Requested
Home Address		Apt.	City	Zip Code
Date Moved to This Address _____/_____ Month Year	Name of Most Recent School Attended	Is student currently designated as Special Education or have an Individual Education Program (IEP)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this student currently under expulsion from the Los Angeles Unified School District? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>Ethnicity:</b> <input type="checkbox"/> African American/Black <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian/White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other _____				<b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male
Name of Parent/ Guardian		Name of Parent/Guardian		
Home Address		Apt.		Home Address
City, Zip		City, Zip		
Home Phone ( ) ( ) ( )	Work/Cell Phone ( ) ( ) ( )	Home Phone ( ) ( ) ( )	Work/Cell Phone ( ) ( ) ( )	
E-mail Address (optional)		E-mail Address (optional)		

### PERMIT REQUESTED \*\*\*Check For Additional Required Documents\*\*\*

- ☐ Child Care ☐ Parent/Guardian Employment ☐ Safety and Protection  
☐ Continuing Enrollment ☐ Sibling ☐ Exception ☐ Specialized Program

Reason for Request: \_\_\_\_\_  
 \_\_\_\_\_

From: (School of Residence)

To: (School Requested)

### Note: All Intra-District Applications Require Recommendations From Both Schools

**Recommended by School of Residence** ☐ YES ☐ NO  
 If no, reason: \_\_\_\_\_

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

Signature of Administrator, School of Residence Date

Print Name of Administrator, School of Residence

School Stamp Here

**Recommended by Requested School** ☐ YES ☐ NO  
 If no, reason: \_\_\_\_\_

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

Signature of Administrator, Requested School Date

Print Name of Administrator, Requested School

School Stamp Here

### PARENT/GUARDIAN ACCEPTANCE OF TERMS

I have read and understand the terms and conditions governing intra-district permits. I understand that the mere act of completing this application and providing all the required documentation **DOES NOT** guarantee that the request will be approved. I certify under penalty of perjury that the information I supplied is true and correct and that falsification of information is grounds for immediate denial or revocation of permit. LAUSD personnel may verify any or all information provided.

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

\_\_\_\_\_  
 Date



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ANEXO C-1

## SOLICITUD DE PERMISO INTRADISTRITAL

**Presente la solicitud completa para recibir firmas de la escuela de residencia del LAUSD y la escuela solicitada del LAUSD**

Año Escolar Solicitado \_\_\_\_\_ a \_\_\_\_\_ Esto es: ☐ Aplicación Inicial ☐ Aplicación para renovación de Permiso

### INFORMACIÓN DEL ESTUDIANTE

Apellido del Estudiante	Nombre del Estudiante	Segundo Nombre	Fecha de Nacimiento	Grado Solicitado
Dirección de Domicilio		Apartamento	Ciudad	Código Postal
Fecha que se movió a esta dirección _____/_____/_____ Mes Año	Nombre de la Escuela más reciente asistida	¿Esta el estudiante actualmente designado como alumno de Educación Especial o tiene un Plan de Educación Individualizado (IEP)? <input type="checkbox"/> SI <input type="checkbox"/> NO		
¿Esta este estudiante expulsado del Distrito Escolar Unificado de Los Ángeles? <input type="checkbox"/> SI <input type="checkbox"/> NO				
Etnicidad: <input type="checkbox"/> Afro Americano <input type="checkbox"/> Indio Nativo Americano/Nativo de Alaska <input type="checkbox"/> Asiático <input type="checkbox"/> Caucásico/Blanco <input type="checkbox"/> Hispano/Latino <input type="checkbox"/> Hawaiano/Isleños del Pacífico <input type="checkbox"/> Otro _____			Género: <input type="checkbox"/> Femenino <input type="checkbox"/> Masculino	
Nombre de padre/tutor		Nombre de padre/tutor		
Dirección de Domicilio		Apartamento		Dirección de Domicilio
Ciudad		Código Postal		Ciudad
Teléfono de Domicilio		Teléfono de Trabajo/Celular		Teléfono de Domicilio
( ) ( )		( ) ( )		( ) ( )
Correo Electrónico (opcional)		Correo Electrónico (opcional)		

### PERMISO SOLICITADO \*\*\*Revise si hay documentos adicionales requeridos\*\*\*

- ☐ Cuidado de niños ☐ Empleo de Padre/Guardián ☐ Seguridad y Protección  
☐ Inscripción Continua ☐ Hermanos ☐ Programa Especializado ☐ Excepción

Razón para la solicitud: \_\_\_\_\_  
 \_\_\_\_\_

DE: (Escuela de Residencia)

A: (Escuela Solicitada)

### NOTA: Todas las solicitudes intradistritales requieren recomendaciones de las ambas escuelas

Recomendado por la Escuela de Residencia ☐ SI ☐ NO  
 Sí no, cuál es la razón : \_\_\_\_\_

Firma del Administrador de la Escuela de Residencia \_\_\_\_\_ Fecha \_\_\_\_\_

Nombre del Administrador de la Escuela de Residencia \_\_\_\_\_

Sello de la escuela aquí

Recomendado por la Escuela Solicitada ☐ SI ☐ NO  
 Sí no, cuál es la razón : \_\_\_\_\_

Firma del Administrador de la Escuela Solicitada \_\_\_\_\_ Fecha \_\_\_\_\_

Nombre del Administrador de la Escuela Solicitada \_\_\_\_\_

Sello de la escuela aquí

### PADRE/GUARDIAN ACEPTACIÓN DE TERMINOS

Yo he leído y he entendido los términos y condiciones que rigen los permisos intradistritales. Comprendo que el solo hecho de completar esta solicitud y proporcionar toda la documentación necesaria no garantiza que la solicitud será aprobada. Certifico bajo pena de falso testimonio que la información proporcionada es verdadera y correcta y que la falsificación de información es motivo para la denegación o la revocación inmediata del permiso. El personal del LAUSD puede verificar la información proporcionada.

\_\_\_\_\_  
 Firma de Padre/Guardián

\_\_\_\_\_  
 Fecha



LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN

ATTACHMENT D

**CHILD CARE AFFIDAVIT**  
**Intra-District**

Child Care permits may be issued when a student lives in one school's attendance area, but is cared for by an adult within the boundaries of another LAUSD school. Childcare may be provided before and/or after school.

**Required Documentation:**

1. Child Care provider must complete the top portion of the Child Care Affidavit.
2. The parent or legal guardian must agree to the terms and conditions by signing the form.
3. Completed form must be submitted with Intra-district permit application.

**CHILD CARE AFFIDAVIT**

Student Last Name	First Name	Middle Name	Date of Birth	Grade Requested
Name of Child Care Provider			Telephone Number	
Address of Child Care Apt.			City	Zip Code
I agree to provide all necessary care for this student before and/or after school. I understand that falsification of information will result in the immediate denial or revocation of permit; I declare under penalty of perjury that the information above is correct and that LAUSD may verify any or all information provided.				
Signature of Child Care Provider			Date	
<b>PARENT/GUARDIAN ACCEPTANCE OF TERMS</b>				
I have read and understand the terms and conditions governing intra-district permits. I understand that the mere act of completing this application and providing all required documentation <b>DOES NOT</b> guarantee that the request will be approved. I certify under penalty of perjury that the information I supplied is true and correct and that falsification of information is grounds for immediate denial or revocation of a permit. I understand that personnel of the Los Angeles Unified School District may verify any or all information provided. I will notify the school immediately of any change of residence, contact information or the criteria related to this permit.				
Signature of Parent/Guardian			Date	

\*\*\*\*Parent must include student's name, date of birth and contact information on all supporting documents.\*\*\*



**DECLARACION JURADA DE CUIDADO DE NIÑOS**  
**Intradistrital**

Los permisos de cuidado de niños pueden ser concedidos cuando un estudiante vive en el área de la asistencia de una escuela pero es cuidado por un adulto dentro de la zona de asistencia de otra escuela del LAUSD. El cuidado de niños puede ser proporcionado antes y/o después de la escuela.

**Documentación Requerida:**

1. El proveedor de cuidado de niños debe completar la parte superior de la Declaración Jurada de Cuidado de Niños.
2. El padre o guardián acepta los términos y condiciones firmando la forma.
3. La forma completa debe ser sometida con la solicitud de permiso intradistrital.

DECLARACIÓN JURADA DE CUIDADO DE NIÑOS				
Apellido del Estudiante	Nombre del Estudiante	Segundo Nombre	Fecha de Nacimiento	Grado Solicitado
Nombre del Proveedor de Cuidado de Niños			Número de Teléfono	
Dirección de Guardería			Ciudad	Código Postal
<p>Estoy de acuerdo en proporcionar todo el cuidado necesario para este estudiante antes de y/o después de la escuela. Entiendo que la falsificación de la información resultará en la inmediata negación o la revocación del permiso. Declaro bajo pena de falso testimonio que la información anterior es correcta y que el LAUSD puede verificar la información proporcionada.</p>				
Firma del proveedor de Cuidado de Niños			Fecha	
PADRE/GUARDIAN ACEPTACIÓN DE TERMINOS				
<p>Yo he leído y he comprendido los términos y condiciones que gobiernan los permisos intradistritales. Comprendo que el simple acto de completar esta solicitud y proporcionar toda la documentación necesaria no garantiza que la petición será aprobada. Certifico bajo pena de falso testimonio que la información proporcionada es verdadera y correcta y que la falsificación de información es motivo para la inmediata negación o la revocación del permiso. Comprendo que el personal del LAUSD puede verificar la información proporcionada. Notificaré a la escuela inmediatamente de cualquier cambio de residencia, información de contacto o los criterios relacionados a este permiso.</p>				
Firma de Padre/Guardián			Fecha	

**\*\*Los padres deben incluir el nombre y apellido del estudiante, la fecha de nacimiento y la información de contacto en todos los documentos\*\***





## INTRA-DISTRICT PERMIT APPEALS PROCESS

### General Information

If an Intra-district permit application has been denied, cancelled or revoked, the parent/legal guardian has the right to appeal if he/she believes that an exception to district policy is warranted or that circumstances fall within district guidelines.

The appeal must be submitted to the local ESC for the school that denied, cancelled or revoked the permit request. During the appeals process, the student has the right to remain at the current school placement pending the final decision.

### LAUSD Appeal Process

1. If the Intra-district permit application is denied, the administrator will return the application with the reason for the denial noted in the signature area.
2. All appeals must be submitted in writing. The school administrator will provide the parent/legal guardian with the Intra-district Permit Appeals Process and the required Intra-district Application to Appeal form.
3. The parent/legal guardian may appeal the school's decision to the appropriate Educational Service Center (ESC) Operations Administrator.
4. The school site administrator will complete the Administrator Recommendation section on the Application to Appeal an Intra-District Permit Request or Cancellation form.
5. The parent/legal guardian must submit the Application to Appeal form along with the initial application and any supporting documents to the ESC Operations Administrator within **5 school days of the date of the denial of the appeal**.
6. If the appeal is received within the time frame, the ESC Operations Administrator will review the appeal and issue a response to the request **within 5 school days**. Additional information may be requested at that time.
7. If the appeal is not submitted within the required time frame, the student will be expected to enroll/attend the school of residence immediately. The staff at the school of residence will assist with registration and enrollment.
8. If the appeal is granted, an intra-district permit will be issued by the school.
9. If the appeal is denied, the parent/legal guardian will be notified in writing by the school site administrator of the reason for the appeal denial within **5 school days**.

### **Educational Service Center (ESC) Contact Information**

ESC East- Operations 2151 North Soto Street Los Angeles, CA 90032 (323) 224-3100	ESC North- Operations 6621 Balboa Boulevard Van Nuys, CA 91046 (818) 654-3600	ESC West- Operations 11380 W. Graham Place Los Angeles, CA 90064 (310) 914-2100	ESC South- Operations 1208 Magnolia Avenue Gardena, CA 90247 (310) 354-3400	ESC ISIC-Operations 333 South Beaudry Avenue Los Angeles, CA 90017 (213) 241-0100
---	--	--	--	---

10. The decision of the ESC Operations Administrator is the final action of the appeal request. Intra-district permit decisions cannot be appealed to the OPST or to the Los Angeles County Office of Education.



**PERMISO INTRADISTRITAL  
PROCESO DE APELACION**

**Información General**

Si una solicitud de permiso Intradistrital es negada, cancelada o revocada, el padre/guardián tiene el derecho de apelar si él/ella cree que una excepción a la política del distrito es justificada o que sus circunstancias están dentro de las normas del distrito.

La petición se debe presentar al Centro de Servicio Educativo (ESC) local de la escuela que negó, anuló o revocó la solicitud del permiso. Durante el proceso de apelación, el estudiante tiene el derecho de permanecer en la escuela actual hasta la decisión final.

**PROCESO DE APELACIÓN DEL LAUSD**

1. Si la solicitud de permiso intradistrital es negada, el administrador anotará el motivo de su negación en el área para su firma, y devolverá la solicitud a el padre/guardián.
2. Todas las apelaciones deberán ser presentadas por escrito. El administrador de la escuela le proporcionará la información sobre el proceso de apelación y el formulario de apelación requerido.
3. El padre/guardián puede apelar la decisión de la escuela con el Administrador de Operaciones del Centro de Servicios Educativos (ESC) correspondiente a su área.
4. El administrador de la escuela completará la sección de *Recomendación del Administrador* en la Aplicación para Apelar una Solicitud de Permiso Intradistrital.
5. El padre/guardián debe presentar el formulario de apelación, la solicitud inicial y cualquier otro documento relevante, al Administrador de Operaciones del ESC correspondiente dentro de 5 días escolares a partir de la fecha de negación de la apelación.
6. Si la apelación es recibida dentro del plazo, el Administrador de Operaciones del ESC revisará la apelación y emitirá una respuesta a la solicitud dentro de 5 escolares. Información adicional puede ser solicitada en ese momento.
7. Si la apelación no es presentada dentro del plazo requerido, el estudiante deberá inscribirse/asistir a la escuela de residencia inmediatamente. El personal en la escuela de residencia le ayudará a matricular al estudiante.
8. Si la apelación es concedida, la escuela expedirá un permiso intradistrital.
9. Si la apelación es negada, el administrador de la escuela notificará por escrito a el padre/guardián la razón de la negación dentro de 5 días escolares.

**Información de Contacto para los Centros de Servicio Educativos (ESC)**

ESC East- Operations 2151 North Soto Street Los Angeles, CA 90032 (323) 224-3100	ESC North- Operations 6621 Balboa Boulevard Van Nuys, CA 91046 (818) 654-3600	ESC West- Operations 11380 W. Graham Place Los Angeles, CA 90064 (310) 914-2100	ESC South- Operations 1208 Magnolia Avenue Gardena, CA 90247 (310) 354-3400	ESC ISIC-Operations 333 South Beaudry Avenue Los Angeles, CA 90017 (213) 241-0100
---	--	--	--	--

10. La decisión del Administrador de Operaciones del ESC es la acción final a la petición de apelación. Las decisiones sobre permisos intradistritales no pueden ser apeladas al OPST ni a la Oficina de Educación del Condado de Los Ángeles.



*Use School Letterhead*

**Notification of Permit Denial**

Date  
Parent Name  
Address  
City, State Zip

Re: *Student Name* Request for an Intra-District Permit based on *Permit Type*  
From *School of Residence* to *Requested School*

Dear Parents/Guardians,

The permit application for your child has been received and has been given careful consideration. Unfortunately, we are not able to accommodate your request due to **Enter Reason Permit was Denied**. Consequently, your application must be denied.

You have the right to appeal this denial if you believe that an exception to District policy is warranted or that your circumstances fall within District guidelines. The appeal must be in writing and received in this office within 5 school days from the date of the initial denial.

The appeal procedures and required forms are available in our school office, or on-line at <http://studentpermits.lausd.net>

If you do not appeal within the required time, **Student Name** will be expected to attend **School of Residence** immediately. Staff will assist you with registration and enrollment. If you have any questions, please call me at **School Phone**.

Sincerely,

Signature  
Name, Principal  
Name of School



*Use School Letterhead*  
**Notificación de la negación del permiso**

Date

Parent Name

Address

City, State Zip

Acerca de: **Student Name** Solicitud para un Permiso Intradistrital basado en **Permit Type**  
De **School of Residence** a **Requested School**

Estimados Padres/Guardianes,

La solicitud de permiso para su hijo/a ha sido recibida y se ha dado consideración cuidadosa. Desafortunadamente, nosotros no podemos atender su solicitud debido a **Enter Reason Permit was Denied**. Por lo tanto su aplicación debe ser negada.

Tiene el derecho de apelar esta negación si cree que una excepción a las normas del distrito es justificada o que sus circunstancias están dentro de la normas del distrito. La apelación debe ser presentada por escrito y recibida en esta oficina dentro de 5 días escolares a partir de la fecha inicial de la negación.

Los procedimientos de la apelación y formas necesarias están disponibles en la oficina de la escuela, o por el internet en <http://studentpermits.lausd.net>.

Si la apelación no es presentada dentro del plazo requerido, **Student Name** deberá ser matriculado y asistir a **School of Residence** inmediatamente. El personal de la escuela le ayudará con la inscripción.

Si tiene alguna pregunta, llame por favor al **School Phone**.

Sinceramente,

Signature

Name, Principal

Name of School



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

ATTACHMENT G (1 of 2)

**APPLICATION TO APPEAL AN INTRA-DISTRICT PERMIT REQUEST OR CANCELLATION**

Type of Intra-District Permit Requested:			
Student Last Name	First Name	Date of Birth	Grade
Home Address	City	State	Zip Code
Name of Home School		Name of School Currently Attending	
Name of School Requested			
Name of Parent/Guardian		Name of Parent/Guardian	
Home Phone	Cell Phone	Home Phone	Cell Phone
Parent/Guardian Employment Information		Parent/Guardian Employment Information	
Name of Employer		Name of Employer	
Title:		Title:	
Physical Work Address:		Physical Work Address:	
Work Telephone:		Work Telephone:	
Work Days and Hours:		Work Days and Hours:	
Is childcare a factor in this appeal? Yes or No		If yes, please attach childcare affidavit.	
What other LAUSD school would you consider?			
If this appeal is not granted, what is the educational plan for this student?			
Have you been accepted into the school/program you are requesting?			

**I have been provided with the following documents:**

- ☐ A written explanation of the permit application denial by the school
- ☐ A copy of the LAUSD permit appeal process (continue on next page)



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## POLICY BULLETIN

ATTACHMENT G (2 of 2)

In the space below, please explain why your child should be granted permission to leave his/her school of residence to attend the requested school. Attach additional documentation or supporting documents as necessary.

<hr/> <hr/> <hr/> <hr/> <hr/>
-------------------------------

In the space below, please state your understanding of why this permit was denied.

<hr/> <hr/> <hr/>
-------------------

Signature of Parent or Guardian	Date
---------------------------------	------

Completed appeals form and supplemental documents must be received by the school from the parent within **5 school days** of the initial denial letter.

<b>Administrative Recommendation</b>	Reason for denial:
<hr/> <hr/> <hr/>	
Signature of Administrator, School Name	Date
Print Name of Administrator	School Stamp Required Here

### Submit Appeal to:

Educational Service Center (ESC) Contact Information				
ESC East- Operations 2151 North Soto Street Los Angeles, CA 90032 (323) 224-3100	ESC North- Operations 6621 Balboa Boulevard Van Nuys, CA 91046 (818) 654-3600	ESC West- Operations 11380 W. Graham Place Los Angeles, CA 90064 (310) 914-2100	ESC South- Operations 1208 Magnolia Avenue Gardena, CA 90247 (310) 354-3400	ESC ISIC-Operations 333 South Beaudry Avenue Los Angeles, CA 90017 (213) 241-0100

**Intra-district appeals must be received by the corresponding ESC within 5 school days of the denial.**

ESC Appeal	Date Received:	<input type="checkbox"/> CC <input type="checkbox"/> PEP <input type="checkbox"/> CE <input type="checkbox"/> SS <input type="checkbox"/> SP <input type="checkbox"/> SAP <input type="checkbox"/> SIB
<input type="checkbox"/> Granted <input type="checkbox"/> Denied	Date:	Reviewed by:





**APPLICACION PARA APELAR UNA SOLICITUD DE PERMISO INTRADISTRITAL O  
CANCELACION DE PERMISO**

Tipo de Permiso Intradistrital Solicitado:			
Apellido del Estudiante	Nombre del Estudiante	Fecha De Nacimiento	Grado Solicitado
Domicilio	Ciudad	Estado	Código Postal
Nombre de la Escuela de Residencia		Nombre de la Escuela que Asiste	
Nombre de Escuela Solicitada			
Nombre de Padre/Guardián		Nombre de Padre/Guardián	
Teléfono de Casa	Teléfono Celular	Teléfono de Casa	Teléfono Celular
<b>Información de Trabajo - Padre/Guardián</b>		<b>Información de Trabajo - Padre/Guardián</b>	
Nombre del Empleador:		Nombre del Empleador	
Titulo:		Titulo:	
Dirección:		Dirección:	
Teléfono de Trabajo:		Teléfono de Trabajo:	
Horas y días de Trabajo:		Horas y días de Trabajo:	
¿Es el cuidado de niños un factor en esta apelación? <input type="checkbox"/> Si <input type="checkbox"/> No Si es un factor, por favor llene la Declaración de Cuidado de Niños.			
¿Cuales otras escuelas consideraría en LAUSD? 1. _____ 2. _____ 3. _____			
Si esta apelación es negada, cuál es el plan educativo para este estudiante?			
¿Ha sido aceptado/a en la escuela o el programa que está solicitando?			

**He sido proporcionado con los documentos siguientes:**

- ☐ Una explicación por escrito de la negación de apelación de permiso por la escuela.  
☐ Una copia del proceso de apelación de permiso de LAUSD

(Continúe en siguiente página)



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ANEXO G-1 (2 of 2)

En el espacio abajo, por favor explique por qué su hijo/a debe ser concedido un permiso para dejar la escuela de residencia y asistir la escuela solicitada. Adjunte documentos adicionales que considere necesarios.


En el espacio abajo, por favor explique su entendimiento de la razón por la cuál el permiso fue negado.


Firma de Padre o Guardián	Fecha
---------------------------	-------

La forma completa de apelación y documentos relevantes deben ser recibidos dentro de 5 días escolares a partir de la fecha inicial de negación.

Administrative Recommendation	Reason for denial:
Signature of Administrator, School Name	Date
Print Name of Administrator	School Stamp Required Here

La apelación debe ser enviada a:

Información de Contacto para los Centros de Servicios Educativos (ESC)				
ESC Este - Operaciones 2151 North Soto Street Los Ángeles, CA 90032 (323) 224-3100	ESC Norte - Operaciones 6621 Balboa Boulevard Van Nuys, CA 91046 (818) 654-3600	ESC Oeste - Operaciones 11380 W. Graham Place Los Ángeles, CA 90064 (310) 914-2100	ESC Sur - Operaciones 1208 Magnolia Avenue Gardena, CA 90247 (310) 354-3400	ESC ISIC-Operaciones 333 South Beaudry Avenue Los Ángeles, CA 90017 (213) 241-0100

Las apelaciones de permisos intradistritales deben ser recibidas en el Centro de Servicios Educativos (ESC) correspondiente dentro de 5 escolares a partir de la fecha de la negación.

ESC Appeal	Date Received:	<input type="checkbox"/> CC <input type="checkbox"/> PEP <input type="checkbox"/> CE <input type="checkbox"/> SS <input type="checkbox"/> SP <input type="checkbox"/> SAP <input type="checkbox"/> SIB
<input type="checkbox"/> Granted <input type="checkbox"/> Denied	Date :	Reviewed by:



**PERMIT RENEWAL LETTER**  
(SAMPLE LETTER)  
**Use School Letterhead**

Mr. and Mrs.

Dear Mr. and Mrs. \_\_\_\_\_:

Re: Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

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

Type of Permit: \_\_\_\_\_

According to our records, your child is attending this school on a permit. District policy requires that Intra-district Permits be renewed each year.

The following are needed to renew the permit for the coming school year:

- ☐ Completed Student Permit Application form (attached). Signature from the principal of the school of residence is not required.
- ☐ Completed Child Care Affidavit for Child Care Permits.
- ☐ Letter verifying employment of custodial parent(s) on employer's letterhead, for Parent Employment Permits.
- ☐ Copy of the latest pay stub of parent(s) for Parent Employment Permits.
- ☐ \_\_\_\_\_

In order to plan for the new school year, we need to know if your child will be returning. Should you wish your child to continue at this school, I am requesting that the above information be provided before \_\_\_\_\_. Current, accurate information must be on file for your child to be enrolled in our school.

If we do not hear from you by the above date, we will assume that you will no longer require a permit for your child to attend this school.

Thank you for your cooperation.

Sincerely,

Principal



**CARTA DE RENOVACION PARA PERMISOS**  
**Use School Letterhead**

Sr. y Sra.

Estimado Sr. y Sra.:

Acerca de: El nombre de Estudiante: \_\_\_\_\_ Grado: \_\_\_\_\_

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

Tipo de Permiso: \_\_\_\_\_

Según nuestros registros, su hijo/hija asiste a esta escuela por medio de un permiso. La norma del distrito requiere que los Permisos sean renovados cada año.

Lo siguiente es necesario para renovar el permiso para el siguiente año escolar:

- ☐ Solicitud del Permiso del Estudiante completada (adjunta). La firma del director de la escuela de residencia no es requerida.
- ☐ Declaración Jurada de Cuidado de Niños completado para Permisos de Cuidado de Niños.
- ☐ Una carta con el membrete de la empresa verificando el empleo del padre/guardián para Permisos de Empleo del Padre/Guardian.
- ☐ Una copia de un talón de pago reciente para Permisos de Empleo del Padre/Guardian.

Para planear para el nuevo año escolar, nosotros debemos saber si su hijo/a regresará. Si desea que su hijo/a continúe en esta escuela, estamos solicitando que la información anterior sea proporcionada antes de \_\_\_\_\_. Información actual y precisa debe ser archivada para que su hijo/a sea inscrito en nuestra escuela.

Si no tenemos noticias de usted antes de la fecha indicada, vamos a suponer que ya no requiere un permiso para que su hijo/a asista a nuestra escuela.

Gracias por su cooperación.

Sinceramente,

Director



LOS ANGELES UNIFIED SCHOOL DISTRICT  
Policy Bulletin

**TITLE:** COMPLIANCE WITH THE 1976  
UNITED STATES COPYRIGHT LAW

**NUMBER:** BUL-714

**ISSUER:** Margaret A. Klee, Chief Information Officer  
Information Technology Division

**DATE:** January 8, 2004

**ROUTING**

Local District Superintendents  
Local District School Support  
Directors  
Principals  
Library Media Personnel  
Instructional Technology  
Applications Facilitators

**POLICY:** The Los Angeles Unified School District and all its employees are subject to the provisions of the Copyright Act of 1976. Teachers, administrators, library media teachers, and other District personnel will take an active role in assuring compliance with the United States copyright law and congressional guidelines.

The District does not sanction illegal use or duplication in any form. Unlawful copies of copyrighted materials may not be produced or used on District-owned equipment, within District-owned facilities, or at District-sponsored functions. Employees who knowingly and/or willingly violate the District's copyright policies do so at their own risk and may be required to remunerate the District in the event of a loss due to litigation.

**MAJOR CHANGES:** This revision replaces Office of the Deputy Superintendent, Instruction, Bulletin No. 43 (Rev.), with the same title, dated May 18, 1998. The content has been revised to reflect current District policy and updated to address new technological issues and District organization.

**GUIDELINES:** The following guidelines apply.

**I. Responsibilities of District Personnel**

**A. Establishing procedures**

Principals or administrators are responsible for establishing procedures that will enforce copyright laws at the school or office site. They are to present copyright policies to staff members periodically as a reminder of their rights and responsibilities under the law. Attachment A provides sample scenarios to stimulate discussion.

**B. Photocopying machines and recording devices**

Personnel in charge of photocopying machines and recording devices are to ensure that those using the equipment are aware that it is illegal to infringe upon copyright. A notice entitled "Warning Concerning Copyright Restrictions" is required by law to be displayed prominently at places where





orders for copies of materials are accepted by libraries or archives. The wording and format of the notice required by law appear in Attachment B. It is also required by law that this notice be included on any form that is used to request copying service. A sample order form and the legal notice to be used appear in Attachment C.

The following notice is to be posted on video recorders and computers to educate and warn personnel about the existence of the copyright law: MANY VIDEOTAPED MATERIALS AND COMPUTER PROGRAMS ARE PROTECTED BY COPYRIGHT, 17 U.S.C. SECTION 101. UNAUTHORIZED COPYING MAY BE PROHIBITED BY LAW.

## **II. Background**

The U.S. joined the Berne Convention, an international copyright treaty, in 1989. Since Berne does not require formal copyright notices on works, the U.S. no longer requires it. This means that works should be considered copyrighted if they are fixed in a tangible medium even if no copyright notice is included unless you know for sure that they are in the public domain, i.e., they are no longer under copyright protection or never have been copyrighted. For example, Shakespeare's *Romeo and Juliet* is in the public domain. However, a rendering of the play in modern English, unless you know it is in the public domain, should be considered copyrighted even if there is no copyright notice. A work may be literary, musical, dramatic, pantomime, choreographic, pictorial, graphic, sculptural, motion picture, other audiovisual, sound recording, or architectural.

A related topic to consider is public domain works incorporated into copyrighted works. The public domain sections of the work may be used; the copyrighted materials may be used only in accordance with the Copyright Act's provisions, e.g., Section 107, fair use. Example: In an annotated version of *Romeo and Juliet*, the actual, original play is still in public domain and may be used. The annotation, however, may be copyrighted. If the annotation is copyrighted, it may only be used within the law's limits such as fair use.

Also impacting a work's public domain status is the Sonny Bono Copyright Term Extension Act, signed into law in 1998. This Act amended the duration of copyright protection by extending the general copyright terms for an additional 20 years. For example:

### **A. Works created after January 1, 1978**

1. Single author: The copyright protection term equals the life of the author plus 70 years.





2. Joint author: The term endures for 70 years after the last surviving author's death.
  3. Anonymous and pseudonymous works and works made for hire: The term extends 95 years from the year of first publication or 120 years from the year created, whichever expires first.
- B. Works created but not published or registered before January 1, 1978  
Copyright protection lasts for the life of the author plus 70 years, but does not expire earlier than December 21, 2002. If the work was published before December 31, 2002, the term does not expire before December 31, 2047.
- C. Pre-1978 works still in their original or renewal terms of copyright

The Act extends copyright protection to 95 years from the date that copyright was originally secured.

### **III. Works Made for Hire**

As discussed in Section III above, a work is considered copyrighted as soon as it is fixed in a tangible form. The copyright immediately belongs to the author who created it. However, there is an exception to that rule: works made for hire. Section 101 of the Copyright Act defines a "work made for hire" as "a work prepared by an employee within the scope of his or her employment." In such cases, the employer is the initial copyright owner unless both parties sign a written agreement indicating otherwise. Furthermore, Section 60076 of the California Education Code reinforces this principle. It explains that royalties or other compensation for instructional materials designed, written, or prepared by employees as part of their normal workday duties belong to the District. For example, if a District employee's job is to develop an instructional unit on web site evaluation to be used by all ninth graders, the District owns the copyright on the unit. The employee may not copyright and publish it in his or her own name.

Works made for hire and Section 60076 do not apply to lesson plans that employees develop for use in their own classrooms.

### **IV. Fair Use**

Section 107 identifies four criteria for judging fair use of copyrighted works for purposes such as criticism, scholarship, research, and teaching: the purpose and character of the use, e.g., profit or nonprofit educational purposes; the nature of



the copyrighted work, e.g., fiction or nonfiction; the amount and substantiality of the portion used, e.g., one sentence from a novel or eight lines from a sonnet; and, the effect of the use upon the potential market.

To further clarify these criteria, various fair use guidelines have been formulated and approved by various publishers, producers, and educational organizations. These guidelines are not part of the Copyright Act, but do serve as indicators of acceptable, "safe harbor" usages.

This Section has been amended to allow the four fair use criteria to be applied to the use of an unpublished work.

#### **V. Fair Use Guidelines for Classroom Copying: Books and Periodicals**

##### **A. Single Copies for Teachers**

For the purposes of scholarly research, teaching, or preparation to teach a class, a teacher may make a copy (or request a copy be made) of a book chapter; periodical/newspaper article; short story, short essay, or short poem; or a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

##### **B. Multiple Copies for Classroom Use**

Multiple copies, i.e., one copy per pupil in a class, may be made by or for the teacher presenting the course for classroom use provided that the copying meets the tests of brevity, spontaneity, and cumulative effect and includes a copyright notice.

###### **1. Brevity**

- a. Poetry: Maximum of 250 words. This may be a complete poem if printed on one to two pages or an excerpt from a longer poem.
- b. Prose: A complete article, story, or essay of less than 2,500; an excerpt of not more than 1,000 words or 10% of the work, whichever is less. However, works combining language and illustrations, such as picture books, which fall short of 2,500 words in their entirety, may NOT be reproduced in their entirety. Personnel may copy not more than two published pages containing less than 10% of the words found in the text.

###### **2. Spontaneity**

- a. An individual teacher requests the copying NOT the department, school, district, etc.
- b. The decision to use the work with a class and the date on which the copy is used are so close together, permission to copy would not be



- received in time.
3. Cumulative effect
    - a. The copied material is for only one course in the school.
    - b. During a class term, only one short poem, article, story, essay, or two excerpts from the same author may be copied; no more than three from the same collective work.
    - c. During a class term, no more than 9 instances of multiple copying for one course.
    - d. The last two limitations above do not apply to current news periodicals, newspapers, and current news sections of other periodicals.
  4. Prohibitions
    - a. No copying to create or substitute for anthologies, compilations, or collective works.
    - b. No copying of *consumables*, e.g., workbooks, exercises, standardized tests, answer sheets.
    - c. No copying to substitute for actual purchases of books, reprints, or periodicals.
    - d. No copying because higher authority directed it.
    - e. No copying the same item from semester to semester.

#### **VI. Reproduction for the Blind or Other People With Disabilities**

In 1996, Congress passed the Chafee Amendment that added Section 121 to the Copyright Act. The new section allows authorized entities to reproduce or distribute copies or phonorecords of previously published non-dramatic literary works in specialized formats exclusively for use by the blind or other people with disabilities.

- A. Section 121 specifically defines the terms *authorized entity*, *blind or other persons with disabilities*, and *specialized formats*.
  1. An *authorized entity* is any nonprofit organization or governmental agency whose primary mission is to provide specialized services for the training, education, adaptive reading, or information access needs of the blind or other persons with disabilities.
  2. *Blind or other persons with disabilities* refers to individuals who are eligible or may qualify to receive books and other publications produced in specialized formats in accordance with An Act to Provide Books for the Adult Blind (Public Law 59-522).





3. *Specialized formats* means Braille, audio, or digital text that is exclusively for use by the blind or other persons with disabilities.
- B. The copies or phonorecords covered by Section 121 MUST
1. NOT be reproduced or distributed in a format other than a specialized format exclusively for use by the blind or other persons with disabilities.
  2. Bear a notice stating that any further reproduction or distribution in a format other than a specialized format is an infringement.
  3. Include a copyright notice that identifies the copyright owner and the date of the original publication.
- C. Section 121 does NOT apply to standardized, secure, or norm-referenced tests and related testing material.
- D. Section 121 does NOT apply to computer programs, except for the portions in conventional human language (including descriptions of pictorial works) and displayed to users in the ordinary course of using the computer programs.
- E. A 1996 fact sheet by the Library of Congress' National Library Service for the Blind and Physically Handicapped further explicates this section of the Copyright Act as follows:
1. Since *periodicals*, as defined by Section 101 of the Copyright Act, fall within the definition of *literary works*, Section 121 covers periodicals under *nondramatic literary works*.
  2. However, a published script of a play is considered a *dramatic work* or a *dramatic literary work* and, therefore, is NOT covered by Section 121. Permission to reproduce or distribute plays must be sought from the copyright owner.
  3. Section 121 does NOT include music. It also does NOT cover recorded material that is not in a *specialized format*.
  4. The Section does NOT cover large print as its precise definition of *specialized format* is limited to Braille, audio, or digital text that is exclusively for use by the blind or other persons with disabilities.

## **VII. Fair Use Guidelines for Music**

- A. Permissible Uses
1. Emergency copying for an imminent performance provided purchased



replacement copies shall be substituted in a timely manner.

2. Multiple copies (i.e., one per student) of excerpts not constituting an entire performance unit or more than 10% of the whole work.
3. Purchased sheet music edited or simplified provided the character of the work is not distorted or the lyrics altered or added if none existed.
4. A single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes.
5. A single copy of a recording of copyrighted music owned by the school or an individual teacher for constructing exercises or examinations and retained by the school or the teacher.

#### B. Prohibitions

1. Copying to create, replace, or substitute for anthologies, compilations, or collected works.
2. Copying works intended to be *consumable*, e.g., workbooks, exercises, standardized tests, and answer sheets.
3. Copying for the purpose of performance, except in emergencies as noted above.
4. Copying to substitute for purchase of music.
5. Copying without inclusion of the copyright notice on the copy.

### **VIII. Fair Use Guidelines for Off-Air Videotaping**

#### A. Broadcast Television

1. Broadcast programs, i.e., television programs transmitted by television stations for reception by the general public without charge, may be recorded off-air simultaneously with broadcast transmission, including simultaneous cable transmission. Copying programs from pay TV services such as HBO and the Disney Channel is illegal unless permission is obtained (see Cable Broadcasts below).
2. Videotaped recordings may be kept for no more than 45 calendar days after the recording date, at which time the tapes must be erased.
3. Videotaped recordings may be shown to students only within the first 10 consecutive school days of the 45-day retention period. Afterwards, they may be used for evaluation purposes only.
4. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content or combined for teaching anthologies or compilations.
5. Schools and separate units are expected to establish appropriate control procedures to maintain the integrity of these guidelines. A sample off-air recording form appears in Attachment D.



6. An individual teacher must make requests for off-air videotaping. No program may be recorded off-air more than once at the request of the same teacher.

B. KLCS-TV

For information about broadcasts for which the District has secured copyright clearance or longer retention rights, please refer to the *KLCS Catalog of Instructional Television Programs and Services* or call Victor Lamkay, KLCS TV, at (213) 625-6958. KLCS-TV is broadcast over-the-air on Channel 58. It is also carried by DirecTV, Dish Network, and most cable companies. Consult your local listings to find KLCS-TV in your area. For more information, visit the website: <<[www.klcs.org](http://www.klcs.org)>> .

C. Cable Broadcasts

For information about cable broadcasts check, e.g., *Cable in the Classroom*, for rights and restrictions.

**IX. Guidelines for the Use of Audiovisual Media**

For videos, films, DVDs, CD-ROMs, and other audiovisual media rented, sold, or taped at home, copyright law provisions and District policies must be followed.

- A. They must be shown as part of a systematic course of instruction in face-to-face teaching activities and not for recreational, entertainment, or fund-raising purposes without a public performance license.
- B. Videocassettes or copies of copyrighted materials in other formats, such as DVD, even though labeled "for home use only," may be used for classroom teaching purposes pursuant to Section 110(1) of the copyright law.
- C. All educational off-taping guidelines apply to at-home taping when tapes are brought to school for classroom instruction.
- D. For programs taped at home, a record keeping system that guarantees compliance with the federal guidelines is to be developed at the office or school site.





- E. Videocassettes and other audiovisual materials borrowed from the District's AV Media Library or purchased by an office or school site may not be copied or transferred from one format to another.

#### **X. Fair Use Guidelines for Educational Multimedia**

NOTE: Adopted September 27, 1996, by the U.S. House of Representatives, Subcommittee on Courts and Intellectual Property, as a nonlegislative report. These guidelines refer to multimedia projects created by students and teachers for their own use to meet specific instructional objectives.

In general, the portions used must be from lawfully acquired copyrighted works. The multimedia projects created incorporate the copyrighted material with the student's or teacher's original materials. Other fair use guidelines may apply in specific cases, e.g., those for off-air taping.

##### **A. Students**

1. May incorporate portions of lawfully acquired copyrighted works into their multimedia projects for a specific course.
2. May perform and display these projects in the course for which they were created.
3. May keep them in their portfolios as examples of their academic work.
4. Need to follow the copyright guidelines.
5. The portion limitations apply cumulatively to each student's project(s) for the same academic semester, cycle, or term.

##### **B. Teachers**

1. May incorporate portions of lawfully acquired copyrighted works into multimedia programs they create to support their curriculum-based instructional activities.
2. May perform and display these programs to students in face-to-face instruction or as assigned, directed self-study.
3. May perform or display these programs at workshops and conferences for their peers.
4. May retain a copy of these programs for their personal portfolios.
5. The portion limitations apply cumulatively to each teacher's project(s) for the same academic semester, cycle, or term.



C. Time, Portion, Copying, and Distribution Limitations

1. Time

Teachers may use their educational multimedia projects for teaching for up to two years after the first instructional use with a class. After

that, permission must be obtained for each copyrighted portion included in the program.

2. Portion

- a. Motion media: 10% or three minutes, whichever is less.
- b. Text material: 10% or 1000 words, whichever is less; entire poem of less than 250 words but no more than three poems by one poet or five poems by different poets from any anthology; for longer poems, 250 words may be used, but only three excerpts by a poet or five excerpts by different poets from a single anthology.
- c. Music, lyrics, and music video: Up to 10%, but no more than 30 seconds from an individual musical work or the total extracts from an individual work; any alterations to the musical work should not change the basic melody or the fundamental character of the work.
- d. Illustrations and photographs: No more than five images by an artists or photographer; when from a published collective work, not more than 10% or 15 images, whichever is less.
- e. Numerical data sets: 10% or 2500 fields or cell entries, whichever is less, from a copyrighted database or data table. (*Field entry* is specific item of information such as a name or Social Security number in a database record. *Cell entry* is the intersection of a row and column on a spreadsheet.)

3. Copying and distribution

Teachers may make no more than two copies of their multimedia programs, only one of which may be placed on reserve in, e.g., the library media center or computer lab. An archival copy may be made, but only used or copied to replace a lost, stolen, or damaged copy.

4. Ask for permission

- a. When teachers or students want to commercially reproduce and distribute their project(s).
- b. For use of projects over electronic networks.



5. Reminders

- a. Apply caution when incorporating works downloaded from the Internet.
- b. Credit sources and display the copyright notice. Give the full bibliographic citation. The copyright notice includes ©, year of first publication, and the name of the copyright holder, e.g. Copyright ©1997 by LAUSD.
- c. Include a notice on the opening screen that certain materials are used under fair use and are restricted from further use.

These guidelines do not preempt licenses or contracts.

**XI. Requesting Permission to Use Copyrighted Materials**

Beyond the limits of fair use, educators must request permission to use copyrighted materials. Most copyright owners will grant permission for one-time use of parts of their works without charge or upon payment of a minimal fee. Blanket permission should not be requested. Such permission cannot, in most cases, be granted. A sample request for permission appears in Attachment E.

**AUTHORITY:** Compliance with the 1976 Copyright Law is a legal mandate.

**RELATED RESOURCES:** BUL-716 - Compliance with the 1976 United States Copyright Law – Computer Software dated January 8, 2004.

**ASSISTANCE:** For assistance or further information please contact Sue Quinn, Director, Media Services, at (213) 207-2272; Victor Lamkay, Director, Classroom Instructional Television Services, at (213) 625-6958 x4004; Dr. Esther Sinofsky, Coordinating Field Librarian, Library and Information Services, at (213) 207-2251; Karen Merman, Supervisor, Audiovisual and Educational Software Services, at (213) 207-2226; and Joe Oliver, Technology Applications, at (213) 241-1384.

For additional information regarding guidelines related to computer software, refer to Bulletin No. 716 "Compliance With the 1976 Copyright Law – Computer Software," dated January 8, 2004, and issued by the Information Technology Division. For additional information regarding Internet usage, refer to Bulletin No. K-19 (Rev.), "Acceptable Use Policy (AUP) for the Internet," dated March 15, 2002, and issued by the Information Technology Division.

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BULLETIN NO. 714  
January 8, 2004

ATTACHMENT A

SAMPLE COPYRIGHT SCENARIOS

- Q. A workbook accompanies the textbook adopted for use in a class. May the teacher make class sets of several pages of the workbook?
- A. No. Copying consumables is prohibited under the fair use guidelines.
- Q. Knowing that graphics help capture attention, a teacher includes an appropriate strip from "Zits" (a copyrighted comic strip) on an assignment sheet. Is this permissible?
- A. Not without permission from the comic strip's copyright owner. However, graphics from "PrintShop" and similar clip art programs may be used.
- Q. May a teacher caption a television show taped off the air?
- A. Not without permission of the copyright owner.
- Q. May a teacher show a videotape labeled "home use only" to a class? At an assembly?
- A. Teachers may show videotapes labeled "home use only" in class as long as the video is part of a systematic course of instruction and not for recreational, entertainment, or fund-raising purposes.
- Q. The school purchases an instructional program that includes audiocassettes. May a back up copy of the audiocassettes be made?
- A. No.
- Q. Tonight, ABC is airing a special about World War I. May a teacher request that the show be taped off-the-air for use tomorrow in class? May the history department chairperson request the show be taped off-the-air in case someone in the department wants to show the special at a later date?
- A. As per the fair use guidelines, a teacher may request that a program broadcast for reception by the general public be taped off-the-air for use within the first 10 consecutive school days of the 45-day retention period. The history department chairperson may not request the taping "just in case" someone might want to show it
- Q. Tonight, the History Channel is airing a special about World War I. May a teacher request that the show be taped off-the-air for use in class later in the week?

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ATTACHMENT A

- A. No. The History Channel is a subscription-basis channel. It does not broadcast programs for reception by the general public.
- Q. A teacher finds a chart in *Newsweek* that fits in nicely with a unit to be covered next semester. May the teacher make a class set of the chart?
- A. No. This does not meet the “spontaneity” requirement of the fair use guidelines for multiple copies for classroom use. In this case, the teacher has enough time to contact *Newsweek* and request permission to use the chart.
- Q. The school’s technology coordinator copies the contents of requested World Wide Web sites onto the school’s server. Is this practice permitted?
- A. No.
- Q. A teacher wants to enlarge a book cover illustration for a bulletin board decoration. May the teacher do so using an opaque projector?
- A. No. The book cover illustration is copyrighted.



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ATTACHMENT B

**NOTICE**

**WARNING CONCERNING COPYRIGHT RESTRICTIONS**

**The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.**

**Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.**

**This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.**



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ATTACHMENT C

**SAMPLE FORM**

LOS ANGELES UNIFIED SCHOOL DISTRICT SCHOOL  
\_\_\_\_\_ SCHOOL

**ORDER FOR PHOTOCOPY OR REPRODUCTION OF INSTRUCTIONAL MATERIALS**

Instructor: \_\_\_\_\_

Department: \_\_\_\_\_ Room No. \_\_\_\_\_

Date needed: \_\_\_\_\_ (one day lead time required)

Deliver to: \_\_\_\_\_

TYPE OF COPY	NO. OF ORIGINALS	QUANTITY OF EACH
Photocopy		
Videocassette		
Slides		
Overhead transparency		
Audiocassette		
Other		

Specifications for materials: Collated \_\_\_\_\_ Folded \_\_\_\_\_ Stapled \_\_\_\_\_ Punched \_\_\_\_\_

Other specifications: \_\_\_\_\_

Original material is copyrighted? Yes \_\_\_\_\_ No \_\_\_\_\_

Permission to copy is needed? Yes \_\_\_\_\_ No \_\_\_\_\_

The following notice warning of copyright restrictions is required on this form by Section 201.14 or Part 201 or 37 CFR Chapter II of the copyright law:

**NOTICE  
WARNING CONCERNING COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Instructor's signature: \_\_\_\_\_

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ATTACHMENT D

(SAMPLE FORM)

LOS ANGELES UNIFIED SCHOOL DISTRICT SCHOOL  
\_\_\_\_\_ SCHOOL

RECORD OF OFF-AIR RECORDING

PROGRAM TITLE: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME PROGRAM WILL AIR: \_\_\_\_\_

CHANNEL: \_\_\_\_\_

Recording must be used within 10 school days as stated in Section VIII of Bulletin No. 714 "Compliance With the 1976 United States Copyright Law," Office of the Chief Information Officer, issued November 17, 2003. The usage dates for this video are between \_\_\_\_\_ (date) and \_\_\_\_\_ (date), unless other arrangements have been made with the copyright holder.

**For information about broadcasts for which the District has secured copyright clearance or longer retention rights, please refer to the *KLCS Catalog of Instructional Television Programs and Services* or call Victor Lamkay, KLCS TV, Channel 58, at (213) 625-6958.**

Recorded by: \_\_\_\_\_

Erased by: \_\_\_\_\_

LOS ANGELES UNIFIED SCHOOL DISTRICT

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ATTACHMENT E

SAMPLE FORM (reduced}

(School or Office Letterhead)

Date \_\_\_\_\_

Permissions Department

Name \_\_\_\_\_

Address \_\_\_\_\_

Dear \_\_\_\_\_:

Permission is requested to copy the following copyrighted materials for use during the semester/track in my \_\_\_\_\_ class at \_\_\_\_\_ School (or Office):

- ◆ Title \_\_\_\_\_
- ◆ Author(s) and/or editors \_\_\_\_\_
- ◆ Description of material to be copied \_\_\_\_\_
- ◆ Number of copies to be made \_\_\_\_\_
- ◆ Use of copies \_\_\_\_\_
- ◆ Distribution of copies \_\_\_\_\_
- ◆ Whether materials will be sold \_\_\_\_\_
- ◆ Type of reproduction \_\_\_\_\_

Thank you for consideration of this request. For your convenience, enclosed is a copy of this request for your files and a stamped, self-addressed return envelope. Please notify me if there will be a charge for granting permission to duplicate the material.

Sincerely,

Name of faculty or staff member \_\_\_\_\_

PUBLISHER/PRODUCER REPLY

Title of material \_\_\_\_\_

Permission granted \_\_\_\_\_ Permission denied \_\_\_\_\_

Conditions or details (if any) \_\_\_\_\_

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



# COMMUNITY MEETING!

YOU ARE INVITED TO  
JOIN US AT THE LD  
CENTRAL MEETING!

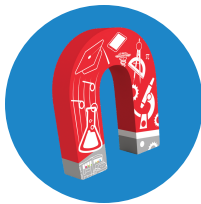


What is Unified Enrollment?

What is included in the application?

What is the application timeline?

What is the new school search tool?



Magnet  
Schools



Schools for  
Advanced Studies



Dual Language  
Programs

Application  
Schools



Permits with  
Transportation

OPEN  
TO ALL

WHERE

WHEN

LEARN ABOUT ALL THE GREAT  
PROGRAM CHOICES IN L.A.  
UNIFIED AND HOW TO APPLY ON  
ONE APPLICATION

EAGLE ROCK HIGH  
SCHOOL AUDITORIUM  
1750 YOSEMITE DR, LOS ANGELES,  
CA 90041

TUESDAY, MAY 29  
5:00 - 6:30 PM

For more information contact:  
Nicole Jain P: 213-241-2607  
E: [nicole.jain@lausd.net](mailto:nicole.jain@lausd.net)



UNIFIED  
ENROLLMENT





# ¡JUNTA PARA LA COMUNIDAD!

“ ¿Qué es la Inscripción Unificada?

¿Qué está incluido en la solicitud?

¿Qué es el cronograma para solicitar?

¿Qué es la nueva herramienta para la búsqueda de escuelas? ”

SE LE INVITA A  
PARTICIPAR CON  
NOSOTROS EN LD  
CENTRAL



Magnet  
Schools



Schools for  
Advanced Studies



Dual Language  
Programs

Application  
Schools



Permits with  
Transportation

PARA  
TODOS

DÓNDE

CUÁNDO

APRENDA SOBRE TODAS LAS  
GRANDES OPCIONES EN EL  
DISTRITO UNIFICADO DE LOS  
ÁNGELES Y CÓMO PRESENTAR UNA  
SOLA SOLICITUD

EAGLE ROCK HIGH  
SCHOOL AUDITORIUM  
1750 YOSEMITE DR, LOS ANGELES,  
CA 90041

MARTES, 29 DE MAYO  
5:00 - 6:30 PM

Para más información contacte a:  
Nicole Jain P: 213-241-2607  
E: [nicole.jain@lausd.net](mailto:nicole.jain@lausd.net)



UNIFIED  
ENROLLMENT



BULLETIN NO. 2643.8  
June 7, 2017

ATTACHMENT H

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 31<sup>st</sup> and July 31<sup>st</sup> of each fiscal year.





# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Commencement Guidelines

**NUMBER:** REF-1303.3

**ISSUER:** Frances Gipson, Ph.D., Chief Academic Officer  
Division of Instruction  
  
Jesus Angulo, Director  
Academic and Counseling Services

**DATE:** March 23, 2018

## ROUTING

Local District Superintendents  
Administrators of Instruction  
Directors  
Counseling Coordinators  
Principals  
Assistant Principals, SCS  
School Counselors  
College Counselors  
Credit Clerks

**PURPOSE:** The purpose of this Reference Guide is to establish guidelines for commencement exercises.

**MAJOR CHANGES:** This revision replaces REF-1303.2 dated November 7, 2017, of the same title. The content has been revised to reflect current policy regarding names on diplomas for transgender students.

**GUIDELINES:** The following guidelines apply.

## I. BACKGROUND

Upon successful completion of all middle school and high school academic and citizenship requirements, secondary school students are traditionally recognized at formal commencement exercises where diplomas or certificates of completion are conferred. These exercises are dignified and formal occasions eagerly anticipated by the vast majority of students, parents, relatives and friends. Although participation in the commencement exercise continues to be the most significant event marking successful completion of the District graduation/culmination requirements, participation is entirely voluntary and carries with it definite responsibilities and expectations for etiquette, safety and protocol.

The following guidelines refer to pre- and post-commencement activities and basic components of the commencement exercise itself.

## II. PRE-COMMENCEMENT ACTIVITIES

- A. Local School Graduation (high school) or Culmination Committee (middle school)



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Every secondary school should establish a broad-based graduation or culmination committee to advise the principal on all matters relating to graduation or culmination activities, the commencement exercise, and other relevant matters. This committee should include, but not be limited to the following:

Principal or designee	Senior Class Representative
Graduation Coordinator	Parent(s) of Grade 8 or 12 Students
Plant Manager	Counselor(s)
Student Council or Leadership Advisor	

### B. Participation in Senior Activities, Including Commencement (high school only)

#### 1. Communicating Expectations

Eligibility for participation in all senior activities, including the commencement ceremony, should be clearly established and communicated in writing to seniors and their parents or guardians as early and as frequently in the school year as possible. Parents of seniors in danger of failing any courses should be notified in writing at the fifth, tenth, fifteenth and eighteenth weeks of the spring semester.

#### 2. Eligibility for Diploma and Graduation Ceremony

A grade 12 student who has satisfactorily completed all high school graduation requirements is entitled to a diploma indicating satisfactory completion of all requirements. Students entitled to a diploma who have fulfilled all citizenship requirements are eligible to participate in the graduation ceremony. See BUL-1295.3, *Diploma and Graduation Guidelines*. Failure by any student to meet school citizenship standards is not a valid reason to withhold a diploma or to prescribe additional conditions to be met prior to the issuance of a diploma.

At the discretion of the comprehensive high school principal, a student who is currently enrolled in or was most recently enrolled in an Options school, and who has completed all of the requirements for high school graduation, may be allowed to participate in the graduation ceremony of the comprehensive high school. Participation may only be allowed if the student has completed all coursework toward high school graduation prior to the graduation ceremony date. In such a case, the student and his or her parent or guardian must be informed that the student's transcript and diploma will show the name of the Options school as the school from which the student has graduated.



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Transgender students' diplomas are to reflect the name that corresponds with their gender identity. Request must be made according to District policy outlined in BUL-5703.2, *Name and/or Gender of Pupils for Purposes of School Records*, dated July 17, 2014. A legal name change is not required.

### 3. Eligibility for Students with Disabilities

A student with disabilities whose Individualized Education Program (IEP) indicates that the student is working toward a diploma, and whose IEP may prescribe instructional accommodations and modifications to help the student progress in the general education curriculum, is also eligible for a diploma. A student with a disability who is awarded a certificate of completion and fulfills all the citizenship requirements is eligible to participate in senior class activities including commencement.

This is District policy, per BUL-1295.3, *Diploma and Graduation Guidelines*. There is neither local discretion nor appeal in the implementation of this policy.

### C. Commencement Policy

Every secondary school should develop a commencement policy that includes and clearly defines the following: dress standards, academic and citizenship requirements for participation, attendance at rehearsals, expected behavior and the consequences of failing to adhere to these policies. This policy shall be communicated in writing to both students and parents on a yearly basis at the beginning of the fall semester. See BUL-3815.3, "Middle School Culmination Activity and Certificate of Completion" for specific policy relating to middle school culmination.

### D. Commencement Contract/Agreement

As part of the school's policy, the commencement committee should develop a contract or agreement that outlines both what is expected of students before, during, and after the commencement exercises, and the consequences if the contract or agreement is broken. It should clearly state that participation in the commencement exercise is voluntary and requires adherence to specific responsibilities and expectations.

### E. Caps, Tassels and Gowns (High School)

The granting of diplomas or diploma-like certificates and the use of





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graduation-like exercises and dress (caps, tassels, and gowns) is reserved specifically for 12<sup>th</sup> graders.

No student may be required to purchase or rent a cap, tassel and gown as a condition of participation in the graduation ceremony. If students are required to wear caps, tassels and gowns at the ceremony, the school administrator shall inform students and parents that: (1) the district will provide caps, tassels and gowns for graduating seniors for use during the ceremony, and (2) students also have the option to purchase caps, tassels and gowns from the approved vendor. The district will only provide cap, tassel and gown rentals for graduating high school seniors. For more information, see REF-6484.3, *Graduation Caps, Tassels and Gowns*.

### F. Fees

In *Sands v. Morongo Unified Sch. Dist.*, 53 Cal. 3d 863, 873-874 (1991), cert. denied, 505 U.S. 1218 (1992), the California Supreme Court found that the high school graduation ceremony is “an integral part of the educational process” because it recognizes cumulative academic achievement. Therefore, the graduation ceremony is an “educational activity,” pursuant to EC Section 49010(a), as to which a pupil fee cannot be charged.

### G. Rehearsals

The number and length of rehearsals should be carefully reviewed. For the least disruption to the academic program, consideration should be given to reducing the number of rehearsals to the minimum required for an orderly process.

### H. Printed Program

Care should be taken to assure that the name of every potential graduate is included in the printed program. The program should clearly indicate that the names are those of “Candidates for Graduation.”

### I. Tickets

A ticketing system should be established to ensure that only invited guests attend the ceremony, and to prevent over-crowding.

### J. Public Address System

An effective sound system is absolutely essential to a successful



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commencement exercise. Consideration should be given to having a backup system in case of an emergency.

### K. Facilities

The Plant manager should assume responsibility for cleanliness of the area. Restroom facilities should be checked to see that they are clean, functioning properly and fully stocked. If the commencement is held on an athletic field or grass area, water to the sprinklers should be turned off 24 hours prior to the ceremony.

### L. Photography

Parents often want to photograph their children while the diploma is being conferred. It is recommended that whenever possible, physical arrangements should be made to provide an area for photographers to move in and out while affording no disruption of the exercises in progress. Written instructions should be sent home to parents prior to the day of the exercises. If professional photographers are hired, inform parents of the option to purchase pictures ahead of time. Photographers should not inhibit the audience's view.

All vendors providing services must meet the District's Student Data Privacy Requirements and sign a District Data Use Agreement.

### M. Inclement Weather

If an outdoor commencement exercise is planned, an alternate plan should be available in the event of inclement weather and communicated to parents, as needed.

## III. COMMENCEMENT ACTIVITIES

### A. Day and Time of Graduation or Culmination Exercise

Secondary graduation or culmination exercises are traditionally held during the last three days of the school year. The day and time should be coordinated with neighboring schools in order to allow parents to attend elementary, middle and senior high school ceremonies as necessary.

Approval to hold the graduation ceremony prior to the last three days of the school year must be obtained from the Local District Superintendent.



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### B. Attendance Policy

If graduation or culmination exercises are held prior to the last day of school, in accordance with the District's attendance policy, all students must be expected to attend school through the last instructional day of the school year. Administrators should communicate this expectation in writing to staff, students, parents and teachers. Teachers should be prepared to teach as on any other instructional day.

### C. Supervision/Security

Consideration should be given to crowd supervision and security, including the assignment of selected faculty members to sit with participants at strategic locations. Students from student service organizations may be used as ushers and in other capacities during the ceremony.

### D. Opening Remarks

It is recommended that an appropriate person open the commencement exercise with a positive statement highlighting the formality and dignity of the occasion.

### E. Individual Recognition

The primary purpose of the commencement exercise is to honor the graduating class as a whole. The recognition of individual awardees or honorees should be kept to an absolute minimum. It is recommended that such individual honors or awards be bestowed at a separate awards ceremony.

Principals must carefully review all programs and speeches that are delivered by both staff and students to ensure that they are appropriate and that culminations remain focused on the celebration of students, their achievements, and their future success. No student recognition should ever stray from the guidelines in the LAUSD *Code of Conduct with Students* or the *Discipline Foundations Policy*.

The printed program may indicate grade 8 or 12 students receiving individual awards such as Honor Society, Seal Bearers, California Scholarship Federation (CSF), Ephebian, and Valedictorian or Salutatorian.

### F. Speakers

Commencement speeches in most schools are delivered by members of the graduating or culminating class with additional remarks from the principal





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### G. Conferring of Diplomas or Certificates

The audience should be reminded immediately prior to the introduction of participants that applause is appropriate only after the last name is read. In an effort to expedite the conferring of diplomas or certificates, it is recommended that names be read from as many as two, three, or four locations.

### H. Length of Ceremony

The ceremony should be planned to maintain the formality and dignity of the occasion while keeping its length at an absolute minimum. Commencement ceremonies should be limited to a maximum of ninety minutes.

## IV. POST-COMMENCEMENT ACTIVITIES

### A. Caps, Tassels and Gowns

Rented caps, tassels and gowns are usually returned immediately following the commencement exercise at predetermined locations where diplomas, report cards, and individual awards are distributed. A sufficient number of stations should be available to receive the returned caps, tassels and gowns. It is recommended that counselors, including the Assistant Principal, Secondary Counseling Services (APSCS), and school office clerical staff be available at that time should there be any questions about marks, names on diplomas, awards, and so on.

### B. Grad Night Activities (Senior High)

While the school should cooperate with the approved sponsoring parent group(s), it should be made clear that grad night is not a school activity and staff will not be responsible for or participate in its supervision. Refer to REF-2111.1, "Field Trips Handbook and Revised Procedures" for procedures for non-District sponsored trips.

### C. Non-District-Sponsored Trips

Commercial agencies or other non-school agencies often advertise "Senior Trips" to various United States cities and foreign countries. These trips are unofficial and are not sponsored, authorized, endorsed or supported by the Board of Education of the Los Angeles Unified School District. Because the District is not involved in the organization, transportation, itinerary, selection of chaperones or supervision for such trips, no publicity, literature



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or advertisements may imply official sponsorship or include the name of either an individual school, individual employee using the school's name or employee's title, or the Los Angeles Unified School District. No school or District letterhead may be used in any correspondence related to a non-District sponsored trip.

Class time may not be used for the planning or promotion of such trips and no meetings shall be conducted at schools, including before and after school hours. In the event a District employee wishes to participate in such a trip, the trip is deemed a private venture and does not fall within the employee's course and scope of employment with the District.

Commercial agencies, other non-school agencies, and employees participating in these trips on their private time shall not use any employees' titles, the name of any individual schools, or the Los Angeles Unified School District or any of its resources to organize or promote any educational or extra-curricular trips.

Note: The Los Angeles Unified School District will not assume any responsibility or liability on behalf of these agencies or these employees acting as private citizens for any injuries or other consequences that may arise out of any aspect of non-District sponsored trips.

It is imperative that the above information be communicated in writing to parents early in the school year, but not later than the end of the fall semester.

### V. **DISTRICT GUIDELINES FOR THE COMMENCEMENT CEREMONY**

- A. The graduating or culminating class and the audience may not both sit in the bleachers. Requests and approval for a deviation from this policy must be made to the Local District Superintendent or designee.
- B. Risers, pianos, or chairs needed for the performance of musical organizations must be provided by the school.
- C. When bleachers are rented for the class, only bleachers without back rests may be ordered (25-inch series), and approved vendors must be used.
- D. Any additional platform (other than that already available at the school) will be no larger than 12 x 12 x 8 feet.



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- E. Walking decks, canvas carpeting, backdrops, or public address systems will not be provided by the District.
- F. Principals are responsible for verifying the exact number of chairs delivered and picked up by the contractor and for reporting any discrepancy immediately, in writing, to the Local District Superintendent or designee. Damages are to be reported in the same manner.
- G. Where it is not practical to use local school facilities, requests for the use of a non-District facility (lease site) may be made by the Principal to the Local District Administrator of Operations (AOO). The request must include the name and location of the lease site, the reason for the request, and an estimate of the cost. After final approval is granted, preliminary arrangements for use of the facilities may be made by the principal. However, contracts for the lease of the facility must be negotiated by the Procurement Services Branch only.
- H. Graduation expenses, with the exception of caps, tassels and gowns, (see section II.E. of this reference guide) that exceed the amount allocated by the District must be paid from student body funds.
- I. Once submitted, orders for graduation or culmination arrangements may be changed only after obtaining prior written approval from the Local District Instructional Director and Superintendent.

**ASSISTANCE:** For additional information, contact your Local District Counseling Coordinator at the following Local Districts:

- Local District Central (213) 241-0126
- Local District East (323) 224-3100
- Local District Northeast (818) 252-5400
- Local District Northwest (818) 654-3600
- Local District South (310) 354-3400
- Local District West (310) 914-2100

or the Office of College and Career Education at (213) 241-7510.

### RELATED

**RESOURCES:** BUL-1295.3, *Diploma and Graduation Guidelines*, dated March 23, 2018

BUL-3815.3, *Middle School Culmination Activity and Certificate of Completion*, dated June 14, 2016

BUL-5703.2, *Name and/or Gender of Pupils for Purposes of School Records*, dated July 17, 2014





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BUL-6224.1, *Transgender Students – Ensuring Equity and Nondiscrimination*, dated August 15, 2014.

BUL-6231.0, *Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support*, dated February 14, 2014.

REF-2111.1, *Field Trips Handbook and Revised Procedures*, dated December 14, 2015.

REF-6484.3, *2018 Graduation Caps, Tassels and Gowns*, dated December 14, 2017.

*Student Body Policies and Accounting Procedures for Secondary Schools*, Publication 465, dated July 2017.

*Code of Conduct with Students*, July 15, 2008.