



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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**TITLE:** 2018-2019 Opening Day Procedures:  
Supplemental Guide and Updates

**NUMBER:** REF-6554.3

**ISSUER:** Rowena Lagrosa, Interim Executive Director  
Student Health and Human Services

**DATE:** August 3, 2018

**ROUTING**  
Local District Superintendents  
Directors  
Administrators of Operations  
Principals  
PSA Coordinators  
PSA Counselors  
School Administrators Assistants

**PURPOSE:** The purpose of this Reference Guide is to align attendance policies with My Integrated Student Information System (MiSiS) requirements and to provide critical updates to BUL-4926.2, *Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools*, dated March 1, 2013.

**MAJOR CHANGES:** This reference guide replaces REF-6554.2, 2017-2018 Opening Day Procedures: Supplemental Guide and Updates, dated August 11, 2017.

**INSTRUCTIONS:** PREPARATION PROCEDURES FOR OPENING DAY

To ensure a smooth opening with MiSiS, schools shall complete all relevant tasks in advance of the first instructional day. To plan for a successful opening of the 2018-2019 school year, please refer to MiSiS Opening of School Year Checklist (Attachment A).

## DATA ACCURACY

Principals must make a concerted effort to ensure data accuracy by establishing ongoing procedures and processes to review and validate student and staff data throughout the year. To assist in this effort, principals must select data designees for the areas of Enrollment & Demographics, Attendance, Scheduling, English Learner, and Discipline to receive the twice weekly e-mail notifications sent by the *Certify* data tool and have access to log on to the tool. Beginning on August 1, 2018, the first *Certify* e-mail notifications will be sent to the new 2018-2019 data designees assigned via the Principal's Portal. (<https://principalportal.lausd.net/>).

In the Principal's Portal web page, the School Data Designee Form is located under the School Tools menu options. After logging in, the principal can enter up to 2 designees (2<sup>nd</sup> is optional, for backup). Principals will receive a monthly e-mail notification of *all* rules during the last week of the month to assist in monitoring, as well as have access to the *Certify* data tool directly at any time. Depending upon the size of the school and available personnel, some designees may need to be assigned to multiple subject areas. Designees will receive e-mail notifications that contain rules *for* the subject areas to which they have been assigned (except for Enrollment and Scheduling which will see all Enrollment and Scheduling rules due to their consolidation this year).



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In order to have access and receive the twice weekly e-mail notifications, at least one data designee must be assigned to each of the following subject areas:

- Enrollment and Demographics
- Scheduling
- Attendance
- English Learner Master Plan
- Discipline (under final review; to be released in 18-19)

Please note that the online form in the Principal's Portal is also used to designate other school-level coordinators that do not receive *Certify* reporting or e-mail notifications, such as GATE/SAS coordinators, AP coordinators, and PSAT/NMSQT coordinators. They are currently un-related to *Certify* access or data rules.

In most cases designees' reports will only display the rules for areas they are assigned to, but due to the consolidation of Enrollment/Demographics and Scheduling scorecards to help speed the notification process, these data designees will see the *same* report with both areas. However, said designees only need to act on the rules violated for their respective area(s) of responsibility.

### I. REGISTRATION

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

School personnel shall, immediately, without delay, register all known non-enrolled students residing within the school's attendance boundaries and those with special circumstances (e.g., homeless, foster youth, probation, and recently immigrated youth) regardless of the time of year.

Schools may contact the School Enrollment Placement and Assessment Center (S.E.P.A) (213) 482-3954 for families recently immigrated into the country who are in need of support with vaccinations, school supplies, and resources. In addition, school can refer families to School Based Health Center and Wellness Centers. Visit website for more information:

<https://achieve.lausd.net/wellnessprograms>

Please note that all students, including students identified as homeless and foster youth and/or involved in the juvenile justice system (Cal. Educ. Code §§ 48432.5, 48853, 48853.5, and LAUSD Bul-6718.0), must be immediately enrolled in school regardless of the availability of school records,



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immunization records, proof of residence, school uniforms, and existence of fines from a previous school or any other documentation.

### A. Residency Requirements (E.C. 48204)

A student may only have one residence for enrollment purposes:

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

### B. Residency Verification (E.C. 48204.1)

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

- utility service contract, bills or payment receipts (e.g., gas, water, electricity)
- property tax payment receipts
- rental/lease agreement or current rental receipt with address of property on receipt
- official government mail (e.g., CalWORKs, Social Security, Medi-Cal)
- current pay stub
- voter registration

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

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



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(Attachment G)

e. Caregiver Authorization Affidavit (Attachment I)

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

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

- Instruct the parent/guardian that he/she will be responsible for providing proof of residence within 30 calendar days, unless the family has been identified as homeless.
- Mail the [Verification of Residence Follow-up Letter](#) (Attachment E) the same day the parent/guardian completes enrollment as the 30-day period will begin. Write on the mailing envelope "Do Not Forward: Address Correction Requested".
- Maintain all original *Affidavits to Verify Residence* in a single file or binder, including a log to monitor follow-ups. Once parent/guardian has provided proof of residence, school personnel shall place all documentation in student's cumulative record.

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

If the parent/guardian or caregiver does not return with valid proof or with the *Verification of Residence Follow-up* letter during the 30-day period, designated school staff shall follow-up with a telephone call to remind the parent/guardian of the need to provide proof of residence. Schools should also send or provide the parent/guardian with a copy of their signed, original *Affidavit for Verification of Residence Form*. Certificated school site staff may also conduct home visits as needed to verify residence.

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





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complete list of acceptable documentation.

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

#### 1. Zone of Choice Enrollment

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

#### 2. Optional Attendance Area

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

## II. ENROLLMENT

Once the residency requirements have been established, the student can begin the enrollment process. The principal is responsible for the immediate enrollment of all students under his/her supervision. All schools shall provide enrollment packets without requiring proof of residency. Schools shall not allow or maintain waiting lists for enrollment, or limit enrollment or registration services to certain hours or days of the week.

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

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

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



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Refer to MiSiS Job Aids under Enrollment - “Appendix D - E and L Codes” at <https://achieve.lausd.net/misis>.

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

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

### A. Enrollment Forms and Procedures

School personnel shall provide parents/guardians with all mandated enrollment forms to be completed and returned individually for each student as part of the enrollment process. The *Student Enrollment Document Checklist* (Attachment J) should be used as a quick reference for documents to be included in enrollment packets. Listed as a requirement on the *Enrollment Document Checklist* is health insurance enrollment information, as it is required by California Assembly Bill 2706, for schools to provide health coverage information in every student’s enrollment packet (Attachment J-12). The *Office Checklist for Student Enrollment* (Attachment J-1) must be completed and placed in the cumulative record for all enrolled students. Refer to REF-5259.0, *Use of New Student Enrollment Form*, dated October 11, 2010.

If a school cannot electronically enroll a student due to technical issues, the school shall process the enrollment and schedule classes on paper. Schools shall retain copies of all enrollment documents, including the enrollment packet and enter the enrollment into MiSiS as soon as possible. Pass-through Student Transfer Form for secondary schools are no longer used for any reason, with exception of City of Angels.

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



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

Schools shall establish student identity with any of the following:

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

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

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

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

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

- student's birth certificate or baptismal certificate and adult's government-issued photo identification (e.g., driver's license, DMV Identification Card)
- court order establishing the parent/guardian relationship

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

### 3. Caregiver's Authorization

In the absence of a parent, legal guardian, or foster parent, or if the student does not reside with the parent or legal guardian, the school shall provide the adult who is enrolling the student with a [Caregiver's Authorization Affidavit](#) (Attachment I). The adult who enrolls the student must provide all other necessary enrollment



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documentation, including proof of residence in the attendance area of the school. The *Caregiver's Authorization Affidavit* is sufficient proof to determine that a student lives in the caregiver's home, unless there is a suspicion that the student is residing elsewhere (E.C. section 48204). This affidavit must be renewed on a yearly basis. If the minor stops living with the caregiver, the caregiver shall notify the school and the affidavit shall be invalid (E.C. section 6550). This affidavit is used for purposes of enrollment only. It does not grant the caregiver education rights. For procedures regarding Unaccompanied Youth, refer to section III Targeted Student Populations for additional information.

#### 4. Student Emergency Information Form

In accordance with E.C. 49408, LAUSD requires parents/guardians to provide emergency information on the official *Student Emergency Information Form* (Attachment J-3).

For additional languages refer to <http://achieve.lausd.net/Page/889>.

A recent change to the Student Emergency Information Form will enable school staff to identify students that come from military families. As part of a new provision under the federal law, the Every Student Succeeds Act, school districts are now required to formally track and monitor the academic progress of students from military families as they move from military base to military base and state to state. This will enable the District to better support the needs of students from military families. For more information on how to update information for military family member in MiSiS, visit the MiSiS website <http://achieve.lausd.net/misis> and click on Job Aids to find "Update Information Military Family Members."

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

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

All schools shall maintain two copies of each Student Emergency Information Form. Elementary schools must keep one copy in the Nurse's Office and another in the Main Office. Secondary schools must keep one copy in the Health Office and the other in the Attendance Office or Small Learning Community, as appropriate. In addition, a copy must be placed in the student's cumulative record whenever a student matriculates to the next school level or upon transfer to another LAUSD school. An intensive effort shall be made to secure completed forms for all students. It is every



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school's responsibility to maintain the most up to date emergency contact information in MiSiS. This effort shall include, but is not limited to:

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

### 5. Immunizations

Schools shall obtain proof of immunizations. Pursuant to Assembly Bill 354, effective July 1, 2012, all students entering or advancing to 7<sup>th</sup> grade will be required to show evidence of receipt of a T-dap vaccine on or after their 10<sup>th</sup> birthday. Students in foster care, experiencing homelessness, and/or involved in the Juvenile Justice System are granted a provisional 30-day period to meet all immunization requirements. Refer to BUL-6718.0, *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System*. Students who have an Individualized Education Program (IEP) should continue to receive all necessary services identified in their IEP regardless of vaccination status. However, parent or guardians must continue to provide immunization records for students to their school, and schools must continue to maintain and report records of immunization that have been received for these students. Senate Bill (SB) 277, which was signed into law on June 30, 2015, removes the Personal Belief Exemption option and allows exemptions from school immunization requirements only for medical reasons. For additional assistance regarding immunizations, refer to BUL-1660.8, *Immunization Guidelines for School Admission*, dated January 11, 2016, or consult with the School Nurse or the Local District Nursing Coordinator.

### 6. Student Residency Questionnaire (SRQ)

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



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### 7. Home Language Survey (HLS)

#### First Time Enrollee in a California Public School

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

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

A school receiving new transfers must request the initial (earliest) HLS from a California school and enter the responses from that HLS in MiSiS. The school should also request English Language Proficiency Assessment for California results and fax results to School Information Branch (213) 241-8969.

#### Continuing or Returning Students Whose Primary Language is “Not Specified”

For instructions on how to correct a student’s Home Language in MiSiS refer to the MiSiS job aid “Update Student Home Language” on <http://achieve.lausd.net/misis>.

#### Continuing or Returning Students with a Valid Primary Language

If the student’s primary language is already displayed in the “Student’s Primary Language” field, the HLS responses *do not* need to be entered in MiSiS.

### 8. Determining Grade Placement

In order to determine appropriate grade placement, schools shall:

1. Check MiSiS to determine the last grade the student was enrolled in using the Enroll Student Search and Enrollment History screen.
2. Review the MiSiS Student Transfer Form, report card, or transcript
3. Contact the last school of enrollment
4. For returning high school students, check cumulative high school credits on MiSiS/MyData
5. Utilize the *Chronological Age Calculator* <https://agecalculatorst.lausd.net/> and the *Grade Placement Chart* (Attachment M) for guidance on appropriate grade placement. For more information refer to MEM-6860.1, Chronological Age Calculator, 2018-2019.

For secondary students who are credit deficient, schools shall immediately enroll, and then refer the student to their academic





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

### B. Enrollment Transfers from another LAUSD School

Students entering from another LAUSD school or program, including those students with initial and subsequent changes in enrollment, do not require a MiSiS Student Transfer Form. Under no circumstances shall parents/guardians be required to return to the previous school of attendance for a Student Transfer Form, as all pertinent student information can be accessed in MiSiS.

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

The enrolling school shall request the cumulative record from the previous school within two weeks of enrollment. For homeless students and foster youth, cumulative record requests shall be made within 2 days of enrollment.

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

### C. Enrollment Record Keeping

The enrollment date (E-Date) of a student is the first day of in-seat attendance. Schools are required to manually update the entry date for students returning to school after the first instructional day (No



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Shows). Failure to change the entry date will result in unexcused absences that will count towards truancy identification.

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

### D. Auto Withdrawal Process

Schools may enroll a student who is currently enrolled at another LAUSD school using the Auto Withdrawal Process in MiSiS. Schools shall carefully verify the identity of the enrolling student by checking the student name, district identification number, birthdate, gender, parent name, and previous enrollment history before auto-withdrawing.

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

Schools that auto withdraw the wrong student should call the school the student was withdrawn from. The school will have to re-enroll the student.

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



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### E. No Show Procedures

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

Before identifying students as No Shows:

1. Generating reports:
  - Run and print the No Show Student Schedule Summary report for students before marked as a No Show.
  - Run the *Attendance Not Submitted Report* or collect and review Attendance Rosters to verify all teachers have submitted accurate attendance.
  - Run the *Teacher Discrepancy Report* and correct attendance, if required.
2. Identify No Show Students
  - Run the *Master Absence Report* to determine who was absent.
  - Identify students who did not pick up schedules.
  - Verify that identified students are marked absent with an Uncleared (UC) reason code.
  - Students who are marked absent with a reason code assigned, marked present, or who have Attendance Not Submitted will not be processed as No Shows in MiSiS.
3. In MiSiS, flag each identified No Show student.

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

If a No Show student returns to school on the same day (before being processed during the MiSiS overnight interface), schools shall remove the No Show check box for the student to prevent the removal of the student's enrollment and class schedule. After the nightly No Show Process runs, the *No Show Report* and screen will indicate that the No Show has been processed. Schools should process No Show students at the end of the first instructional



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school day and run the *No Show Report* in MiSiS regularly to assure that students were processed as No Shows. The *No Show Report* will list all students identified as No Shows. The report will also indicate if any student(s) identified by the school as No Shows could not be processed because of *Attendance Not Submitted*, being marked present or absent with a reason code, or other errors. Schools will have to correct those errors in order for the No Show status to process.

No Show students returning after being processed as No Shows will need to be re-enrolled. Schools shall manually update the student's entry date upon the student's first day of in-seat attendance for any students who return to school after the first instructional day of the academic school year. Failure to identify students as No Shows at the closing of the first day of instruction will lead to the following data errors, which will deflate a student's and school's attendance rate and artificially inflate school's enrollment:

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

Note: For norm purposes, No Show students and students with excessive absences (13 or more days), are excluded from the school's norm enrollment count. Please refer to BUL-5977.4, *Staffing Recommendations for Certificated and Clerical Personnel at Elementary Schools*, BUL-5978.4, *Staffing Recommendations for Certificated and Clerical Personnel at Elementary Schools*, BUL-5979.4, *Staffing Recommendations for Certificated and Clerical Personnel at Senior High Schools*, BUL-5981.4, *Staffing Recommendations for Certificated and Clerical Personnel at Magnet Centers and Magnet School*, and/or BUL-5980.4 *Staffing Recommendations for Certificated and Clerical Personnel at Options Schools*, for other adjustments to school norm enrollment count.

### Mid-Year No Shows

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



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

### III. TARGETED STUDENT POPULATIONS

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

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

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



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

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

If a family is residing in their automobile and does not have a temporary address to put in MiSiS address field, the school shall temporarily put the school address in this field. Address field should be updated as the family finds temporary housing. Regardless of a student's nighttime residence, all parents/caregivers are required to submit a completed emergency card for their child(ren).

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

All LAUSD schools shall:

1. Enroll students experiencing homelessness immediately, regardless of the availability of school records, immunization records, school uniforms or the existence of fines or materials from a prior school.
2. Identify students experiencing homelessness utilizing the [Student Residency Questionnaire \(SRQ\)](#) (Attachment J-6). The SRQ shall be included in every enrollment packet and disseminated annually to all students to ensure proper identification and that services are provided to homeless students and families. Schools shall ensure the SRQ is filled out completely and accurately by both the parent and school. If the student qualifies as homeless, schools shall enter the corresponding information in MiSiS as follows:

*Go to Student Enrollment Information Screen*

- *Census*
- *Homeless*
- *Add new record*
- The *Begin Date* should be the date the student enrolled at your school site and the *End Date* should automatically populate to the default date (i.e., the last day of the fiscal year).
- Select appropriate *nighttime residency code*
- Select whether the student is a *runaway and/or unaccompanied youth*





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- Select whether student is requesting *transportation assistance*
  - 3. Fax the completed SRQ to the Homeless Education Program (213) 580-6551. The school site shall retain a copy of the SRQ in a confidential file. The SRQ shall not be filed in the student cumulative record. All completed SRQs that indicate that the student is not homeless should be maintained at the school site until the end of the school year.
  - 4. Allow students experiencing homelessness to remain at their School of Origin:
    - A. The school the youth attended when they became homeless;
    - B. The school in which the youth was last enrolled; and/or
    - C. Any other school the youth attended in the last 15 months to which they have a connection (e.g., favorite teacher, peer relationship, participation on a sports team).
- School of origin rights apply to all schools, including magnet programs and Early Education Centers.
- 5. Allow Unaccompanied Homeless Youth to self-enroll. For assistance contact the Homeless Education Program at (213) 202-7581.
  - 6. Utilize the [\*Affidavit to Verify Residence\*](#) (Attachment C) or Affidavit of Temporary Residency (Attachment D) to verify the student's residence if necessary.

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

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

Children meeting one or more of the definition criteria below:

- Are currently the subject of a petition filed in the dependency court(s) (i.e., are under the jurisdiction of the juvenile court); and/or
- Have been declared a dependent or ward of the dependency and/or juvenile courts (open court cases), with a case supervised by a child welfare and/or



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probation agency. Education Code (EC) § 48853.3(a) and EC§ 51225.2; and/or

- Have been abandoned, abused or neglected, as well as youth who violate a state or federal law while they were under the age of 18 (Welfare Institutions Code 602 offense); and/or
- Have an open delinquency court case and it has been determined by a judge to have violated a state or federal law while under age 18 (Welfare and Institutions Code 602 office) and are on probation; and/or
- A foster or probation youth may be living in a foster home, group home, with biological parents or relatives under court supervision, or in a juvenile hall or camp.

All LAUSD schools shall:

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

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

- The school the youth attended when they entered the dependency and/or court systems; and/or
  - The school in which the youth was last enrolled; and/or
  - Any other school the youth attended within the last 15 months in which they have a connection (e.g., favorite teacher, peer relationship, participation on a sports team); and/or
  - These youth have the right to matriculate with their classmates based upon the School of Origin's established feeder patterns from elementary to middle school and middle to high school.
2. Request the Department of Children and Family Services (DCFS) Form 1399 from the youth's caregiver, social worker, and/or other adult enrolling the child at the time of enrollment (not required prior to enrollment). This form contains important information such as the school of origin, identifies the Education Rights Holder (ERH), and specifies special education information. The ERH is the ultimate decision maker regarding what is in the best interest of



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- the student.
3. Exempt foster youth and/or students involved in the juvenile justice system from all immunizations requirements. School staff shall immediately enroll and secure proof of student's meeting all immunization requirements within 30 days of enrollment. Refer to BUL-1660.8, *Immunization Guidelines for School Admission*, dated January 11, 2016.
  4. Request pupil records from the previous school within two (2) business days. The sending school is required by law to provide these records within two (2) business days of the request. If records are not received within this timeline, schools shall follow up with the sending school to ensure their prompt receipt (E.C. 48853.5).
  5. Enroll foster youth and/or students involved in the juvenile justice system in the same or equivalent (meeting same graduation requirement) courses as those they took at their previous school, even if they are transferring mid-semester. Foster youth cannot be enrolled in all or a majority of elective classes. Schools shall determine foster youth's eligibility for the AB 167/216 graduation exemption. Refer to BUL-6718.0, *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System*.
  6. Allow students in foster care and/or students involved in the juvenile justice system to remain in high school for a 5th year in order to complete the LAUSD and/or state minimum graduation requirements.
  7. Schools shall issue full or partial credits, based on in-seat time, for all work satisfactorily completed for students who must transfer schools.
  8. Accept all grades and full/partial credits upon enrollment, apply them to the same or equivalent (meeting the same graduation requirement) courses, and enroll the youth in the same or equivalent courses. Foster Youth and/or students involved in the juvenile justice system may not be required to retake any portion of a course already completed if it would prevent them from remaining on track for high school graduation. Refer to BUL-6718.0, *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System*.



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9. Issue grades and full/partial credits on an official transcript upon withdrawal.
10. The official transcript must be sent to the receiving school within 2 business days of receiving a request for records (E.C. 48853.5, 49069.5, 51225.2).
11. Not deny students who are 18 years of age or older enrollment in a school program solely on the basis of age. Individualized consideration should be given to each student's placement to ensure the student is enrolled/re-enrolled in an appropriate education placement in the least restrictive environment.

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

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

### C. Recently Immigrated Youth

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

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

1. Students under 18 years of age must be enrolled immediately. Schools may enroll students over the age of 18, who present at the school for enrollment. Refer to section I. Eighteen (18+) Year Old Students in this policy bulletin.
2. Schools shall provide LAUSD affidavits if necessary to facilitate enrollment.
3. For students with pending immigration court proceedings that



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require absence from school shall be cleared with reason code “5” Administrator Approval.

4. If students under 18 years of age present a high school diploma from their home country, they may still enroll in high school. The academic counselor or Local District Counseling Coordinator shall evaluate their transcript and determine equivalency to a California High School Diploma.

Schools shall:

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

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

If the student identifies as Homeless on the Student Residency Questionnaire (SRQ), enter this information in the Census Tab, Homeless Option. For additional support, contact the School Enrollment Placement and Assessment (S.E.P.A.) Center (213) 482-3954.

### D. Pregnant and Parenting Students

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

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

Schools shall make reasonable adjustments to facilitate the equal access and full participation of pregnant and parenting students. Schools must also make reasonable accommodations to the educational program and activities that are related to a student’s lactation needs. Students cannot legally be expelled, suspended, or



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otherwise excluded from, or required to participate in, any school programs solely on the basis of their pregnancy-related condition, or marital or parental status.

Schools shall follow all pertinent attendance, enrollment and withdrawal policies and procedures. Students are entitled to a period of extended absence for pregnancy and related conditions. Disenrollment of a pregnant/parenting student to avoid accounting of prolonged absence is prohibited. LAUSD policies regarding excused and unexcused absences apply to pregnant and parenting students. In addition, absences of parenting students shall be considered excused when absent due to the illness or medical appointment of a child for whom the student is the custodial parent. Schools may require verification for illness absences in accordance with policies applicable to all students. Schools may not require additional verification from pregnant/parenting students to justify their absences. Written documentation of pregnancy related absences shall not appear in student records, and must be retained in a separate confidential file. Schools shall consult with the School Nurse or Local District Nursing Coordinator regarding health and medical concerns and medical release related to pregnancy.

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

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

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





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Nursing Services (213) 202-7580.

E. Emancipated Minors

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

F. English Learners (EL)

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

All LAUSD schools shall:

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

G. Special Education

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

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

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



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graduated with a high school diploma.

Refer to [\*Special Education Policies and Procedures Manual\*](#), accessible at <https://achieve.lausd.net/Page/14466>. For assistance determining the appropriate placement of a special education student, implementing IEPs, or other related concerns, contact the Local District Special Education Support Center or Special Education Operations.

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

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

All LAUSD schools shall:

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

## IV. LAUSD PLACEMENT

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

### A. District Placement

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



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B. School of Origin

Students in foster care, students returning from juvenile justice facilities, or those who are identified as homeless may remain in their School of Origin even if they move outside of the residential boundaries of that school site. Refer to section III Targeted Student Populations for additional information.

C. School Attendance Review Board (SARB) Placement

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

D. Opportunity Transfer (O.T.)

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

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

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

E. Expulsions

When a student is recommended for expulsion the principal or designee must follow the procedures outlined in BUL-6050.2, *Expulsion of Students - Policy and Procedures*, dated October 10, 2016. All student recommendations for expulsions must be documented in the MiSiS Student Support module. Refer to BUL-5808.4, *My Integrated Student Information System (MiSiS) Student Support Module Required Usage*, dated May 17, 2017

### V. ENROLLMENT CHOICES

A. District K-12 Open Enrollment

Open Enrollment enables TK-12<sup>th</sup> grade students who reside in LAUSD the opportunity to apply to any regular, grade-appropriate Los Angeles public school who has designated open enrollment seats for the next school year. School sites will no longer be responsible for conducting a random selection of students if a school receives more Open Enrollment applications than designated seats. District staff will



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conduct a random and unbiased computer selection of students to determine who will be placed on a wait list. Families can apply online for open enrollment seats at [apply.lausd.net](http://apply.lausd.net). Online applicants can track their applications and manage the select/decline process online. If parents prefer paper submission paper applications are available at all school sites. Applications are available the first week of May. For Open Enrollment Transfers refer to BUL.-048092.0 K12 Open Enrollment Transfer for Elementary and Secondary Students dated April 3, 2018.

- B. CORE Waiver Public School Matriculate Choice Program (PSMCP)  
As of July 1, 2015, the CORE Waiver Priority School Matriculate Choice Program (PSMCP) will not continue in LAUSD. Students already receiving services, including transportation, may continue until they reach the highest grade level at their current school. For assistance or further information please contact, Federal and State Education Programs at (213) 241-6990.
- C. Magnet Program  
A voluntary integration opportunity to all students in grades K-12 who live within the boundaries of LAUSD. This program is administered by Student Integration Services (213) 241-4177.  
All applications must be submitted at [apply.lausd.net](http://apply.lausd.net) website.
- D. Permits with Transportation Program (PWT)  
A voluntary integration program available to residents of LAUSD who live within a PWT sending school area. This program is administered by Student Integration Services, (213) 241-4177.  
All applications must be submitted at [apply.lausd.net](http://apply.lausd.net) website.
- E. Schools for Advanced Studies (SAS)  
Schools for Advanced Studies serve as District demonstration sites for innovative and research-based differentiated curriculum and instruction for gifted/high ability learners in multiple categories. Transportation services are not provided. Parents are expected to provide transportation. Please contact the GATE/SAS coordinator at the SAS site directly to inquire about the services offered at the school for gifted/high ability learners. For more information visit the website at [apply.lausd.net](http://apply.lausd.net).
- F. Zones of Choice  
Matriculating 8<sup>th</sup> grade students living within a Zone of Choice may rank their high school program selections. Zones of Choice are identified as geographic areas comprised of multiple high school options. Based on student's home address, their home school will be one of the school choices that make-up the local Zone of Choice. Students residing in a Zone of Choice are eligible to attend any school in the



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Zone. For more information visit the website at <https://achieve.lausd.net/ZOC> or <https://apply.lausd.net>.

### G. Independent Study

Independent Study (IS) is a voluntary alternative instructional strategy by which qualifying elementary and secondary students may reach District curriculum objectives and fulfill graduation requirements outside of the regular classroom setting (California Education Code, Article 5.5, Sections 51745-51749.3 and California Code of Regulations (CCR), Title 5, Section 11700-11703. For more information refer to BUL.6779.0 , Guidelines for Independent Study Programs dated March 15, 2017.

- Elementary Education: Parents/guardians of elementary students requesting IS must be in partnership with the school and willing to make a commitment to properly assist the teacher to meet all the requirements of IS as outlined by Education Code.
- Secondary Education: Students and parents/guardians must be in partnership with the school and willing to make a commitment to properly assist the teacher(s) to meet all the requirements of IS as required by Education Code.

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

## VI. ENROLLMENT PERMITS

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

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

- Continuing Enrollment Permit

A Continuing Enrollment Permit may be granted, when a student moves out of the attendance area of the school he/she is attending, but wishes to remain at the school. The parent/guardian may request this permit when notifying school of change of address. This permit does not require an *Intra-District Permit Application Form*. If a student is issued a Continuing Enrollment Permit mid-year, the home school would need to sign the release for a renewal the first year. If after the first year the official permit is signed by both schools,



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there is no requirement for the home school to sign off for any subsequent years. Refer to BUL 5347.1, *Intra-district Permits (School to School) and Student Transfers in Elementary and Secondary*, dated June 10, 2013.

If an Intra-District permit is issued mid-year, a permit application is not required; however, for subsequent years, a paper application must be completed and signed off only by the requested school site. Parents/guardians applying for new continuing permits at the start of a school year must complete the paper application and obtain signatures/approvals from both the school of attendance and the requested school. Each subsequent year, only the requested school administrator needs to sign off on the permit renewal.

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

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

## VII. PROGRAMS

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

### A. Kindergarten

Students may not be enrolled in Kindergarten unless they are five years of age on or before September 1, 2017. Schools shall enroll kindergarten students even if they enroll late in the school year (E.C. 48000). It is not permissible for schools to place students on a waiting list for Kindergarten. Refer to Quick Reference Chart for Entrance Ages in BUL-5708.2, *Transitional Kindergarten, Kindergarten, and 1st Grade Entrance Age Requirements, Verification of Birth Date, and Placement Forms* or the [Grade Placement Chart](#) (Attachment M).

### B. Transitional Kindergarten (TK)

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

TK students must be enrolled in their school of residence just as Kindergarten students would be. If a TK student who meets the age





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

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

Children who meet the age eligibility for kindergarten (5 years of age on or before September 1) *may* be enrolled in the TK program upon parent request. For these students, a California Department of Education Kindergarten Continuance Form must be signed by the parent and filed in the student's cumulative record folder in order for the District to receive ADA. BUL-5708.2, *Transitional Kindergarten, Kindergarten, and 1st Grade Entrance Age Requirements, Verification of Birth Date, and Placement Forms* or the [Grade Placement Chart](#) (Attachment M).

- C. Expanded Transitional Kindergarten (ETK) Implementation  
This program is intended to provide an alternative program in selected schools. The California Education Code (EC) requires public school districts or charter schools to provide the Transitional Kindergarten (TK) program to a child who will have his/her birthday between September 2 and December 2 (inclusive). For additional information, refer to [REF-6595.3 Expanded Transitional Kindergarten Implementation issued July 5, 2018](#) or contact the Early Childhood Education Division at (213) 241-0415.

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

All pupils must attend their school of residence unless a current, valid permit is on file. Some exceptions to residency requirements apply for students on permits and/or special student populations (refer to Section III. Targeted Student Populations and Section VI. Enrollment Permits).

Schools are responsible for proper enrollment of all students, including verifying residency information and ensuring permit policies are followed. Any change of address must be reported by the parent to the appropriate school office, in writing, within 30 days of such a change (see Parent Student Handbook).



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A. District Students Residing Outside of School Boundaries/School Error

When a student is enrolled, despite having given an address which is outside the school's attendance area, but within LAUSD jurisdiction, and the error is not discovered within the first three weeks of the school year, the school shall give the parent guardian the option of:

- Transferring the student to the School of Residence, or
- Having the student continue at the current school for the remainder of the semester through the use of a Continuing Enrollment Permit.

B. Failure to Report Change of Address

A family's failure to report, in writing, a change of address within 30 days, shall be cause for forfeiture of the right to a Continuing Enrollment Permit (described in Section VI, above), provided that the school meets its responsibility regarding residence verification (as outlined in Section I, B above). Students may or may not be withdrawn at the discretion of the principal. Once a parent presents satisfactory proof of residence, the verification process shall be considered complete.

C. Investigating False or Suspicious Addresses

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

School staff shall review the student's enrollment documents and determine what proof of residence was provided upon enrollment. If the [Affidavit to Verify Residence](#) (Attachment C) was submitted upon enrollment, ensure that the procedures outlined in Section I under the area titled "Residency Verification" of this Guide were followed accordingly. If the procedures were not followed, and the student has been enrolled for 60 days or more, then the parent/guardian shall be given the option of:

- Transferring the student to the School of Residence, or
- Having the student continue at the current school for the remainder of the semester through the use of a Continuing Enrollment Permit.

If the [Affidavit to Verify Residence](#) (Attachment C) was submitted upon enrollment, and the procedures outlined in Section I under the area titled "Residency Verification" of this Guide were followed



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accordingly, then investigation (due diligence) shall proceed as follows:

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

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

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

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



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### E. Response to Investigation

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

If the new address is located outside of LAUSD boundaries, and the student does not already have an Inter-District permit, the student must be referred to the Office of Permits and Student Transfers immediately.

If it is determined after due diligence (refer to Investigating False or Suspicious Addresses), that the parent/guardian provided inaccurate information regarding their place of residence from the initial time of enrollment, the administrator must request a meeting with the parent/guardian to notify them that the student shall be immediately transferred to the School of Residence. The student shall not be eligible to receive any type of permit at the school where the falsification or inaccuracy occurred until the conclusion of that semester, plus one additional semester. If a parent refuses to attend the requested meeting, the Administrator may transfer the student to the School of Residence and shall mail the [Moved, False Address, Forfeiture of Permit Form](#) (Attachment O) notifying the parent/guardian that their residence information has been discovered and the student must be enrolled in the School of Residence. If the parent fails to reply to the request to pick up their child's transfer, the school may complete the withdrawal and send the MiSiS Student Transfer Form (formerly PAR) home with the student. If the residence information is false and the student is no longer in attendance (ten or more consecutive days absent), the school administrator must use due diligence efforts to exhaust all investigative procedures outlined above to determine the student's actual address, before a determination to withdraw the student can be made. After exhausting all due diligence efforts and documenting such, the school administrator shall consult with the Local District Pupil Services and Attendance Coordinator or other appropriate District official, to determine if withdrawal of the student is appropriate.

### IX. ATTENDANCE ACCOUNTING PROCEDURES

Principals are responsible for ensuring that student attendance is recorded daily, accurately, and in a timely manner for all students in all class periods. Teachers are required to submit and certify attendance in MiSiS every day for



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each class during the first 15 minutes. Schools shall provide all teachers with the *Five Column Rosters* at the beginning of each semester, for each class period. School office staff shall retain a master copy of the *Five Column Rosters*, generated from MiSiS at the beginning of each semester, and periodically as needed. The *Attendance Not Submitted* and *Teacher Discrepancy (secondary schools only)* reports shall be generated at least once per day to verify that all attendance has been submitted, accurate, and followed-up on as needed.

If teachers cannot submit attendance in MiSiS, attendance should be recorded on a printed Five Column Roster report, adding the names of any students any listed, and crossing out the names of any dropped students; the report must be signed and dated. If attendance is not submitted in MiSiS by the teacher on the same instructional day, the paper record must be retained in the office for five years. In addition, principals must ensure that substitute teachers have access to *Five Column Rosters*, MiSiS, and any other tools that might be necessary to submit attendance as required. Refer to the MiSiS Resources and Job Aids, “*Manage Teacher Absences and Substitute Details*”

<http://achieve.lausd.net/Page/6104>.

All teachers shall:

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

Schools shall not retroactively input attendance in MiSiS without retaining the corresponding paper attendance records, as this may affect audits and misrepresent Average Daily Attendance (ADA). The District can be fined and must repay falsely claimed ADA. Elementary and secondary students must be physically present in order to be marked present. All attendance records must be updated and accurately input by the deadline of June 30<sup>th</sup> of each school year. Prior to making any changes to past year attendance records, schools shall consult with their Local District Pupil Services Office.

A. Taking Attendance During Loss of Connectivity

Due to occasional lapses of internet connectivity or MiSiS functionality, principals shall provide all teachers with *Five Column Rosters* at the beginning of each semester, updated periodically as needed, and anytime MiSiS is unavailable. Teachers may also generate these reports if desired. School office



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staff shall also retain a master copy of the *Five Column Rosters* for all classes, generated periodically.

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

In the event that *Five Column Rosters* are not available, attendance is to be recorded on a blank sheet of paper. The teacher must sign his or her name and date the paper attendance record. The paper attendance record shall be used to enter the information into MiSiS as soon as connectivity is restored. If connectivity does not return on the same day as the outage, secondary principals shall designate an office clerk to receive all written attendance records and promptly input the information as soon as connectivity is restored. Paper attendance records must be retained for five years from their date, unless the school is notified by the Central Office of an audit delay requiring a longer retention period.

B. Attendance and Enrollment Record Accuracy

Each month, all elementary schools shall distribute a *Student Monthly Attendance Summary Report* (SMASR) to each teacher to review for possible errors and to make necessary corrections to enrollment or attendance information in MiSiS.

C. Absences

Every principal shall require satisfactory explanation from the parent/guardian of a student, either in person or by written note, whenever the pupil is absent a part or all of a school day as per California Code of Regulations (CCR), Title 5, section 306. Absences are defined as excused, unexcused, or non-compliant.

California E.C. 48208 provides that a student shall be excused from school include, but are not limited to:

- Excusable absences (reason codes 1:IM, IN, IP)
  - i. Illness or injury of pupil
  - ii. Illness or medical appointment during school hours of a child of whom the pupil is a custodial parent
  - iii. Funeral of an immediate family member (may include any relative residing with the pupil)
    - 1 day: in state
    - 3 days: out-of-state and/or country
  - iv. Jury Duty (students 18 years or older)
  - v. Medical, dental, optometric or chiropractic services





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- vi. Quarantine under the direction of a county or city health officer
- vii. Administrator Approval -Justifiable Personal Reasons (reason code 5)
  - Although absences for any reason are discouraged, *Administrator Approval of Student Absence Form* may be provided to parents/guardians requesting administrator approval for “justifiable personal reason” absences.
- viii. Attending a pupil’s naturalization ceremony to become a United States citizen
- ix. For the purpose of serving as a member of a precinct board for an election pursuant to Elections Code section 12302 (students older than 18 years old)
- x. For the purpose of spending time with a member of the pupil’s immediate family who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment (maximum 3 days)

Administrator Approval absences include, but are not limited to:

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

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



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

### Apportionment Absences

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

- Field Trip (FT)
- Extracurricular (EC)
- Student Government (SG)
- Athletic Team (AT)
- Testing (TP)
- Suspended Class (SC)
- In School Suspension (4I)

Schools shall retain documentation of students' participation in these activities to support the use of these reason codes for five years. Refer to the *Elementary and Secondary Absence Reason Codes* (Attachment O).

Any absences for reasons other than those listed above are not excused will count toward truancy classification. Excused absences do not count towards the classification of truancy.

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

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

Once a parent/guardian's privilege to excuse absences by use of a parent note is revoked, all subsequent absences will only be excused by medical note/documentation or by the school nurse or designee. Seek consultation from your Local District Pupil Services Field Office for additional guidance. In addition, schools should also consider the underlying reasons for the absences; for example, if



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related to a disabling condition under Section 504, that process should be invoked. Seek consultation with the Educational Equity Compliance Office for additional guidance.

### D. Absence Verification

Schools are tasked with the responsibility of partnering with parents/guardians to clear all absences, including partial-day absences. Every effort shall be made by the school staff to notify parents/guardians of their child's uncleared absences and steps required to clear all absences. The reason(s) for an absence may be submitted by a parent/guardian, or educational rights holder, students 18-years or older either in person, by written note, phone, or verified by a home visit. Any of the following persons may verify an absence(s) due to illness or quarantine according to California Code of Regulations Title 5, Sect. 421:

- A school or public health nurse
- An attendance supervisor (e.g., PSA Counselor)
- A physician
- A principal
- A teacher
- Any other qualified employee of a school district assigned to make such verification.

Students are to be readmitted by the office rather than the classroom teacher for all absences that are five or more consecutive days. For absences of five or more consecutive days related to illness, the school nurse or designated staff member is to be consulted and must clear the absence prior to class admittance.

School staff may not require a health-care provider's verification for re-admittance to class, unless the student has a serious medical condition or contagious disease. A student suspected of having a communicable disease will be not readmitted until guidelines for readmission have been met. Guidelines for readmission follow policies set forth by the school district, the state and/or local Department of Public Health and/or Department of Education. Guidance in addressing communicable diseases may also come from the Centers for Disease Control and Prevention (CDC) and national organizations. Examples of re-admittance requiring a health care provider's clearance include but are not limited to hospitalization for any reason, post-surgery, fractures, diphtheria, influenza, Lyme disease, measles, meningitis, pertussis (whooping cough), salmonella and other food-borne illnesses, streptococcal infections, tuberculosis, and West Nile Virus.

Students with prolonged absences due to a serious illness or accident shall be marked absent by their school until home or hospital



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instructional services begins. Refer to BUL-1229.2, *Home, Hospital & Tele-Teaching Instructional Services (Carlson Home Hospital School)*, dated May 7, 2015.

Parents have 10 days to submit verification for student absences as stated in the Parent-Student Handbook. Schools may mark an absence a 0-No Note/ No Explanation after 10 school days following an absence if no explanation was received. If attempts are made by the school staff to clear absences with sufficient due diligence, yet no reasons are provided, the absences may be converted to reason code (2) unexcused after 10 days and will be included in the count toward truancy identification.

Note: regardless of whether uncleared absences after 10 days are converted to reason code 2 or not, they will count towards truancy classification.

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

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

Unacceptable methods for parents/guardians to communicate an absence reason are as follows:

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

In State compliance audits, the most common finding is discrepancies between absence notes and attendance reported. School staff should not only use the absence notes to enter the reason codes, but also to confirm that the absence is reported correctly in MiSiS. Staff at elementary schools shall confirm that the absent day in MiSiS matches the absence date on the note. In addition to this confirmation, staff at secondary schools should also confirm that if note states that the student was absent for the entire day, all class periods for that student reflect the absence; if not, staff should change the present record to absent.



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### E. School Emergency and Mass Absence Procedures

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

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

- Immediately report the incident to the appropriate Operations Coordinator or Division Head by telephone.
- Document the incident by completing the District's online Incident System Tracking Accountability Report (iSTAR) form and electronically submit via the Office of School Operations' website <http://schooloperations.lausd.net>. Schools should email the Attendance and Enrollment Section at [AttendanceEnrollmentSection@lausd.net](mailto:AttendanceEnrollmentSection@lausd.net) with the iSTAR incident report number that has been generated. Schools should use the *Add New* in the Notify Details tab of the iSTAR Report and enter the *Attendance and Enrollment Section* to indicate that notification was made. For any state updates go back in to iSTAR and amend the report.
- Communicate incident information to parents/guardians through the Blackboard Connect notification system and other forms of communication as needed.
- The School Emergency code is an absence code which may only be applied to students who are marked absent. This reason code is automatically entered by the MiSiS System Administrator.

The MiSiS Help Desk will:

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

### F. Attendance Document Retention

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



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maintaining enrollment and attendance accounting records in accordance with District policy and ensuring that these records are available for audits.

### X. ATTENDANCE MONITORING AND ACCURACY

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

- A. Attendance and Dropout Prevention Section of Safe School Plan  
LAUSD schools are required to comply with California Education Codes 32280-32289 which mandate that every school prepare a school safety plan. Each volume of a Safe School Plan clearly delineates responsibilities for all stakeholders to help create a positive school climate that supports safety, attendance, wellness, emergency preparedness and coordinated planning for emergencies and critical incidents. The Coordinated Safe and Healthy School plan (CSHSP) Volume 1 outlines requirements related to positive attendance and building resilience.
- B. BlackBoard Connect  
Blackboard Connect calls are made based on attendance information in MiSiS.
  - By default, attendance messages from Blackboard Connect are sent twice a day to the parent/guardian of students that have an absence or tardy that day.
  - Parents/guardians can designate the telephone number that will receive attendance messages on Blackboard Connect by indicating such on the *Student Emergency Information Form*.
  - Attendance information is taken from MiSiS at 9:30 a.m. to generate the morning call to the parents/guardians. This call provides parents/guardians an early notification of absence and tardies, so that an effort can be made to get the student to class.
  - The evening call is based on attendance data in MiSiS as of 3:30 p.m. and reflects attendance information for the entire day. Calls are made for all absences and tardies with a reason code 2 (unexcused), 3 (non-compliant), UC (Uncleared) and/or 0 (No Note).
  - It is important that schools accurately submit attendance and make all necessary updates prior to these two times to communicate





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correct information to parents/guardians and to minimize unnecessary inquiries.

- Designate appropriate staff member(s) to make personal phone calls to parents/guardians when students are absent.
- Principals should encourage classroom teachers to call home to inquire about students' chronic absences.

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

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

For more information refer to *The School Attendance Review Board (SARB) Intervention Guide for Schools*, on Pupil Services Website <http://pupilservices.lausd.net> under "Tools for Schools."

### XI. WITHDRAWAL PROCEDURES

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

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

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

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



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### A. Reasons for Withdrawal

Parent/guardian withdrawal requests are not automatically granted. For the most updated list of withdrawal codes (L Codes) visit the MiSiS Resources and Job Aids website

<http://achieve.lausd.net/Page/8061> under enrollment - Appendix D

#### i. Residence Change

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

#### ii. Enrollment in an Alternative Education Program

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

#### iii. Whereabouts Unknown

For Secondary schools, students who are withdrawn as Whereabouts Unknown will appear on the Grade 7-12 Graduate and Dropout 4 Year Report (MiSiS Priority Alerts for Attendance and Enrollment Scorecard) and negatively affect Dropout Rate and Graduation Rate at the last school of attendance. Designated school staff shall continue to search for and attempt to reenroll all students who have been withdrawn Whereabouts Unknown. School personnel shall document all efforts to contact, locate and re-enroll students in the MiSiS Contact Log.

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



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returning the student to regular attendance, or referring to an appropriate alternative educational program if indicated.

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

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

### B. Secondary and Elementary Student Withdrawals

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

#### 1. Secondary Student Withdrawals

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

#### 2. Elementary Student Withdrawals

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

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



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fictitious records and information, the school shall:

- Withdraw the student.
- Collect the health information form or official records that have been created for the student.
- Document on each record the circumstances that caused the withdrawal of the student.
- Store all documents in the student's cumulative record.
- Contact the Attendance and Enrollment Section at [attendanceEnrollmentSection@lausd.net](mailto:attendanceEnrollmentSection@lausd.net) to receive instructions on how to amend the statistical report, classification report, Grade Span Adjustment and other pertinent reports. Refer to *BUL 5708.2, Transitional Kindergarten, Kindergarten, and 1<sup>st</sup> Grade Entrance Age Requirements, Verification of Birth Date, and Placement Forms.*

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

State and federal laws strictly regulate the rights and obligations regarding access to and disclosure of pupil record information and an individual's health information (Family Educational Rights and Privacy Act, (FERPA), 20 U.S.C. Section 1232g; California Education Code Sections 49060 et seq., 49073 et seq. and The Federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA")). Refer to BUL-1077.2 *Information Protection Policy* issued July 18, 2017 and BUL-2469 *Pupil Records: Access, Confidentiality, and Notice of Educational Rights* issued April 24, 2006.

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

The My Integrated Student Information System (MiSiS) should be used for recording contact with student's parents/guardians, counseling communications, student discipline as well as collecting student counseling, discipline and intervention data. Information documented in MiSiS becomes part of the pupil records. Upon request or subpoena, parents/guardians will have access to student records. School staff is required to utilize the MiSiS Student Support Module to record and track student counseling services and discipline authorized by the California Education Code (E.C.) including any actions and prior interventions taken in response to student misconduct. In addition, schools are required to utilize the records, provide data-driven interventions, and develop solutions and strategies to effectively address student behavior. This applies to all LAUSD schools including comprehensive schools and



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alternative programs of the Educational Options. Administrators and school principals are responsible for making sure that the school staff is provided with clear guidance and supported with mandatory trainings in order to appropriately utilize the system and accurately document and maintain student records. Procedures for documenting in MiSiS are as follows:

- **Entering a Counseling Communication**  
Counselors and principals can enter a Counseling Communication when contact is made with a student(s) regarding a counseling issue. Individual Counseling Communications can be entered through the student profile or in mass using the Advance Search > Action > Manage Counseling Communications.

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

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

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

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

For more information refer to BUL-5808.4 [\*My Integrated Student Information System \(MiSiS\) Student Support Module Required Usage\*](#) dated May 30, 2017



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## REFERENCE GUIDE

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### RELATED RESOURCES:

- BUL-4926.2, [\*Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools\*](#), dated March 1, 2013
- BUL-999.11, [\*Responsibility Use Policy \(RUP\) For District Computer and Network Systems\*](#), November 27, 2017
- BUL-1229.2, [\*Home, Hospital & Tele-Teaching Instructional Services \(Carlson Home Hospital School\)\*](#), dated May 7, 2015
- BUL-1660.8, [\*Immunization Guidelines for School Admission\*](#), dated January 11, 2016
- BUL-2060.1, [\*Pregnant and Parenting Students Educational Rights\*](#), dated March 11, 2016
- BUL-3276.1, [\*Compliance on Services for Pregnant Minors and Parenting Minors\*](#), dated August 15, 2007
- BUL-3585.6, [\*Oral Health Assessment for Kindergarten or First Grade\*](#), dated August 1, 2016
- BUL-5255.1, [\*Implementation of the Romero Open Enrollment Act\*](#), dated November 5, 2012
- REF-5259.0, [\*Use of New Student Enrollment Form\*](#), dated October 11, 2010
- BUL 5341.2, [\*Inter-district Permits \(District to District\)\*](#), dated January 22, 2013
- BUL 5347.1, [\*Intra-district Permits \(School to School\) and Student Transfers in Elementary and Secondary\*](#), dated June 10, 2013
- BUL-5509.2, [\*Restitution Procedures for the Loss or Damage of School Property for Students\*](#), dated March 7, 2017
- BUL-5708.2, *Transitional Kindergarten, Kindergarten, and 1st Grade Entrance Age Requirements, Verification of Birth Date, and Placement Forms*
- REF-5777.5, [\*Transitional Kindergarten Implementation\*](#), dated July 12, 2016
- MEM-6866.0, *Placement, Scheduling and Staffing of English Learners in Middle School for 2017-2018*, dated August 15, 2017
- BUL-6050.2, [\*Expulsion of Students - Policy and Procedures\*](#), dated October 10, 2016
- BUL-6303, [\*Student Emergency Information Form\*](#), dated June 16, 2014.
- BUL-6362.0, [\*Opportunity Transfers \(O.T.\) Policy and Procedures\*](#), dated August 14, 2014
- REF-041180.0, [\*Migrant Education Program for Elementary and Secondary Schools\*](#), dated October 2, 2017
- [\*Special Education Policies and Procedures Manual\*](#), dated July 2007
- BUL-6718.0, [\*Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System\*](#), dated August 8, 2016.

### ASSISTANCE:

For assistance or further information, please contact:

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





# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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## ATTACHMENTS

- A MiSiS Opening of School Year Checklist
- B Guidelines for Verification of Residence
- B-1 Guidelines for Verification of Residence – SPANISH
- C Affidavit to Verify Residence Form
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- D Affidavit of Temporary Residence
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- E Verification of Residence Follow-Up Letter
- E-1 Verification of Residence Follow-Up Letter – SPANISH
- F Affidavit for Proof of Age of Minor
- F-1 Affidavit for Proof of Age of Minor – SPANISH
- G Affidavit of Parent/Legal Guardian Identification
- G-1 Affidavit of Parent/Legal Guardian Identification – SPANISH
- H Optional Area Decision Form
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- I Caregivers Authorization Affidavit
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- J-2 Student Enrollment Form
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- J-4 Guide to Immunizations Required for School Entry – Grades TK/K-12
- J-5 Oral Health Assessment/Waiver Request
- J-6 Student Residency Questionnaire
- J-7 Migrant Education Program Family Work Questionnaire
- J-8 American Indian – Alaskan Native Letter Questionnaire
- J-9 Financial Responsibility for Damaged School Property
- J-10 Student Success Library Care Program Opt-In Form
- J-11 CHAMP Program Brochure
- J-12 Health Care for All Families
- J-13 Responsible Use Policy (RUP) for District Computer Systems
- J-14 Parent/Guardian Publicity Authorization and Release
- K Student Emergency Information Request Letter
- K-1 Student Emergency Information Request Letter – SPANISH
- L Grade Placement Chart
- M Student Education Plan
- N Moved, False Address, Forfeiture of Permit
- N-1 Moved, False Address, Forfeiture of Permit – SPANISH
- O Elementary and Secondary Reason Codes
- P Authorization to Withdraw Students From Enrollment
- Q Parent Assurance Letter
- R School Site Quick Reference Five Column Roster
- S Essential Reports for Monitoring Attendance Taking and Accuracy
- T School Attendance: A Guide for Parents
- T-1 School Attendance: A Guide for Parents - SPANISH

**MiSiS 2018-19 Opening of School Year Checklist**

<b>Access</b>	<ul style="list-style-type: none"><li>○ Teachers who have not applied for access to a new location will not be able to take attendance. Remind teachers at new locations to use oneAccess.</li><li>○ Teachers who have not applied for access to a new location will not appear in the master schedule Sections Editor. Remind teachers at new locations to use oneAccess to reapply at their new location.</li><li>○ Administrators who have not applied for access at a new location will not have the ability to approve access to school staff. New school administrators need to use oneAccess or send in a MiSiS Access Request form if they have changed locations.</li><li>○ Principal or administrative designee should monitor staff access. Refer to the oneAccess Staff Management Guide.</li></ul>
<b>Attendance</b>	<ul style="list-style-type: none"><li>❑ Period Groups and Meeting Patterns - Schools need to set up their period groups and meeting patterns to reflect the schedule they will be implementing at their school. The first week might look different than the remaining weeks. This set up is critical to attendance taking.</li><li>❑ Elementary schools should set up meeting patterns and period groups for AM/PM classes and those classes that do not meet every day.</li><li>❑ New Dual Language cost centers need to be reminded to do this (the meeting patterns of the host school will NOT automatically apply to the new Dual Language cost center).</li><li>❑ Once all scheduled changes have been completed, print and distribute the Five Column Roster report for all teachers and classes. If unable to submit attendance in MiSiS, record attendance on a printed Five Column Roster report, adding the names of any students not listed, and crossing out the names of any dropped students; be sure to sign and date it. If attendance is not submitted in MiSiS by the teacher on the same instructional day, the paper record must be retained in the office for five (5) years.</li><li>❑ If teachers are absent, be prepared to use the Educator Absence Schedule screen to generate temporary user IDs and passwords for substitutes.</li></ul>

**MiSiS 2018-19 Opening of School Year Checklist**

<b>English Learner</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Print Master Plan Roster to see which students still need to be assigned a Master Plan Program and ensure appropriate English Learner placement.</li><li><input type="checkbox"/> For new enrollees: verify enrollment packet from previous school to determine if the home language survey matches what is in MiSiS (if not matching, contact previous school).</li><li><input type="checkbox"/> Print Ready to Reclassify roster and reclassify all eligible students before administering ELA assessments.</li><li><input type="checkbox"/> Print and review ELPAC Coding Roster to identify which students need an initial ELPAC assessment in preparation for ELPAC Testing.</li><li><input type="checkbox"/> Print and review the EL Student Schedule Summary report to determine appropriate placement of EL students.</li></ul>
<b>Enrollment</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Refer to REF-6554 2081-19 Opening Day Procedures , issued by Student Health and Human Services, for LAUSD policy regarding enrolling students.</li><li><input type="checkbox"/> Determine school procedures for enrolling new students.</li><li><input type="checkbox"/> When searching for a student using Enroll Student search, check the birthdate, parent information, prior school enrollment, and complete name to verify the correct student is being enrolled.</li></ul> <p>Health Information</p> <ul style="list-style-type: none"><li><input type="checkbox"/> If a new student enrolls at your school, do not enter immunization information into MiSiS until the student has a permanent student ID number. Health screening information can be filled in at any time.</li><li><input type="checkbox"/> Students who are returning to your school from the previous school year are not required to provide address verification. Verifications are only required for students who have recently moved into your area to determine their school of residence. Matriculating students from a local feeder school are also not required to provide address verification. Please refer to the reference guide on REF 6554 <b><u>Opening Day Procedures: Supplemental Guide and Updates</u></b>, for the most updated information on Registration and Enrollment Procedures.</li></ul>

**MiSiS 2018-19 Opening of School Year Checklist**

	<p>Transitional Kindergarten Expansion</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Student must turn 5 after certain date to be eligible. Please see reference guide.</li><li><input type="checkbox"/> Enroll student in Grade Level <b>TE</b>. Enrolling in another grade will cause statistical report errors.</li></ul> <p>Transitional Kindergarten</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Student birthdate should be between certain dates to be eligible. Please see reference guide.</li><li><input type="checkbox"/> Enroll student in grade level <b>TK</b>.</li></ul> <p>No Show</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Identifying No Show Students<ul style="list-style-type: none"><li><input type="checkbox"/> Run the Attendance Not Submitted Report to verify all teachers have submitted attendance.</li><li><input type="checkbox"/> Verify any student who did not pick up their schedule is marked absent with UC reason code.</li><li><input type="checkbox"/> Run the Master Absence Report to determine who was absent.</li><li><input type="checkbox"/> The Teacher Discrepancy Report should be run in order to identify students who were marked absent by all teachers except one. In these cases, students were marked present or attendance was not submitted. Elementary schools do not need to run this report since they only have one period.</li><li><input type="checkbox"/> Students who are absent on the first day of school must be marked as a No Show. Refer to MiSiS No Show Job Aid for directions.</li></ul></li><li><input type="checkbox"/> Every night beginning on July 1<sup>st</sup> a nightly process will run to remove No Show students. Only students marked absent every period will be processed as a No Show. Students with Attendance Not Submitted or marked present will not be processed.</li></ul>
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**MiSiS 2018-19 Opening of School Year Checklist**

	<ul style="list-style-type: none"><li><input type="checkbox"/> The No Show Screen (Enrollment &gt; No Show) and the No Show Report will display a Processed Date. If the student has a processed date the No Show record cannot be deleted.</li><li><input type="checkbox"/> Students returning to school after being processed will need to be re-enrolled and re-scheduled. Use the No Show Student Schedule Summary Report to view a no show student's schedule.</li><li><input type="checkbox"/> Run the No Show Report to identify students processed as a No Show or who could not be processed as a No Show. Resolve any issues with No Show students who could not be processed.</li><li><input type="checkbox"/> Best practice is to create a No Show group and use the Mass No Show functionality on the Action menu in Advanced Student Search.</li></ul> <p>Auto withdrawal</p> <ul style="list-style-type: none"><li><input type="checkbox"/> When trying to enroll a student who is currently enrolled at another LAUSD school using Automatic Withdrawal, a pop up will state that "Current Enrollment would be deleted" and you will be asked if you want to proceed. Click Ok to proceed with enrolling the student at your site. You are not deleting the record, just transferring it to your school. The Student Enrollment information will show automatically so that you can make changes.</li><li><input type="checkbox"/> Generate the Automatic Withdrawal Report to identify students' auto withdrawn by another school.</li><li><input type="checkbox"/> Update Withdrawal Codes, Reasons, and Dates as needed.</li><li><input type="checkbox"/> Generate E Cast vs. Actual Enrollment Report to determine E Cast Enrollment numbers.</li><li><input type="checkbox"/> Generate Emergency Roster.</li><li><input type="checkbox"/> Update Parent/Guardian and Emergency Contact information for students based on new emergency card information.</li></ul>
<b>Grades</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Make sure that all grades are entered for all students that completed Summer Term courses.</li><li><input type="checkbox"/> Make sure to order Pressure Sealer forms from the District warehouse if needed, to be used for Secondary School Report Cards and other correspondence. (SKU: 966-12-20814)</li></ul>



## MiSiS 2018-19 Opening of School Year Checklist

	<input type="checkbox"/> Be sure that any required maintenance to the Pressure Sealer machine is performed. Refer to <a href="#">LAUSD Mass Mail and Pressure Sealer webpage</a> .
<b>Graduation Standards</b>	<input type="radio"/> Generate Graduation Eligibility Status for 2016 & Beyond report. <ul style="list-style-type: none"> <li><input type="checkbox"/> This report will allow you to identify students that need to be promoted or demoted - you can export to Excel and use filters to identify students by virtue of credit count, grade level, and graduation year.</li> <li><input type="checkbox"/> You can also quickly identify students that are missing any graduation requirements.</li> </ul> <input type="radio"/> Generate IGP report by Grad Year and review to identify students that require additional coursework. In lieu of printing, users can use the PDF output which allows searching for specific students.
<b>Student Support</b>	<input type="checkbox"/> Assign staff to receive automatic emails when a referral is submitted by using the Referral E-Mail Set-up screen <input type="checkbox"/> Plan for IGP meetings with students
<b>State Reporting</b>	<input type="checkbox"/> Ensure all teachers submit attendance for all students; generate the Attendance Not Submitted and Classification Reports to ensure accurate enrollment counts
<b>Scheduling</b>	<input type="checkbox"/> <b>Elementary</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that all students have been assigned the correct grade level class               <ul style="list-style-type: none"> <li><input type="checkbox"/> Use Elementary Class Roster to check enrollments</li> </ul> </li> <li><input type="checkbox"/> Check the Walk-In Scheduler for students with a "0" in the Sections column. Should they be scheduled or marked as a No Show?</li> <li><input type="checkbox"/> Ensure that all students have been assigned to the correct grade level               <ul style="list-style-type: none"> <li><input type="checkbox"/> Use Elementary Alpha Roster</li> </ul> </li> <li><input type="checkbox"/> Ensure active teachers are assigned to all sections; if no teacher, use an unfilled position number</li> <li><input type="checkbox"/> Ensure that all section attributes are appropriately marked</li> </ul>



**MiSiS 2018-19 Opening of School Year Checklist**

	<ul style="list-style-type: none"><li><input type="checkbox"/> English Learners - Master Plan Program, English Learner Service</li><li><input type="checkbox"/> Dual Language Program - Master Plan Program, Primary language</li><li><input type="checkbox"/> Independent Study - see updated policy</li><li><input type="checkbox"/> Run Section Attributes Report to verify proper selection of the section attribute</li><li><input type="checkbox"/> Delete all classes with teacher assignment of "unfilled 25". If students are still in these classes, they need to be moved to another section before deleting the class.</li><li><input type="checkbox"/> Assign certificated out-of-classroom personnel a course that represents the position they serve, i.e. principal - 900101</li><li><input type="checkbox"/> <b>Secondary</b><ul style="list-style-type: none"><li><input type="checkbox"/> Review Courses to check for<ul style="list-style-type: none"><li><input type="checkbox"/> Correct A-G category</li><li><input type="checkbox"/> Credits</li><li><input type="checkbox"/> Grade level span</li><li><input type="checkbox"/> Obsolete courses</li><li><input type="checkbox"/> Run the School Courses Report</li></ul></li><li><input type="checkbox"/> Review Sections in Sections Editor<ul style="list-style-type: none"><li><input type="checkbox"/> Run Class Enrollment Report by list or matrix to view sections, enrollment, and teacher assignment</li><li><input type="checkbox"/> Ensure that all section attributes are appropriately marked<ul style="list-style-type: none"><li><input type="checkbox"/> English Learners - Master Plan Program, English Learner Service</li><li><input type="checkbox"/> Dual Language Program - Master Plan Program, Primary language</li><li><input type="checkbox"/> Run Master Plan Roster to verify</li><li><input type="checkbox"/> Location - add the magnet location for sections belonging to a particular magnet location</li></ul></li></ul></li></ul></li></ul>
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**MiSiS 2018-19 Opening of School Year Checklist**

	<ul style="list-style-type: none"><li><input type="checkbox"/> Independent Study - mark section attribute for each associated section</li><li><input type="checkbox"/> Review Sections Attribute Report to verify proper selection of the section attribute</li><li><input type="checkbox"/> Review teacher schedules and check for<ul style="list-style-type: none"><li><input type="checkbox"/> Appropriate assignment and alignment with credential</li><li><input type="checkbox"/> Missing classes</li><li><input type="checkbox"/> Periods assignment for:<ul style="list-style-type: none"><li><input type="checkbox"/> Conference</li><li><input type="checkbox"/> Auxiliary (if any)</li></ul></li><li><input type="checkbox"/> Assign certificated out of classroom personnel a course that represents the position they serve, i.e. sec counselor - 930304</li><li><input type="checkbox"/> Run the Teacher Section Assignment report by matrix view</li></ul></li><li><input type="checkbox"/> Review Student Schedules and check for<ul style="list-style-type: none"><li><input type="checkbox"/> Students with "0" schedules<ul style="list-style-type: none"><li><input type="checkbox"/> Use the Walk-In Scheduler to check for "0" students in the Sections column by clicking the Sections title in blue to sort by ascending/descending order</li><li><input type="checkbox"/> Run student schedule summary for students with "0" schedules</li></ul></li><li><input type="checkbox"/> Students with partial schedules<ul style="list-style-type: none"><li><input type="checkbox"/> Use the Walk-In Scheduler to check for the number of students with less than the required count of sections</li><li><input type="checkbox"/> Run the Student Schedule Summary report for students with partial schedules</li></ul></li><li><input type="checkbox"/> Students with incorrect schedules<ul style="list-style-type: none"><li><input type="checkbox"/> Review the Student Schedule Summary report and make changes to schedules as necessary</li></ul></li></ul></li></ul>
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**MiSiS 2018-19 Opening of School Year Checklist**

	<ul style="list-style-type: none"><li><input type="checkbox"/> Review updated grades from summer school, adult school, community college, etc and make changes as necessary to student schedules</li><li><input type="checkbox"/> (High Schools Only)<ul style="list-style-type: none"><li><input type="checkbox"/> Review Repeating Courses Report<ul style="list-style-type: none"><li><input type="checkbox"/> Check for students taking courses that already have been passed</li></ul></li><li><input type="checkbox"/> Review Course Deficiency Reports<ul style="list-style-type: none"><li><input type="checkbox"/> Check to determine if students have not passed a required course</li></ul></li></ul></li><li><input type="checkbox"/> Terms - if using both 10 week terms and 20 week terms, check the above for each term</li><li><input type="checkbox"/> Room Finder Report - Run the Student Schedule Summary as report type "Room Finder" to post students classroom numbers by period on the first day of school.</li></ul>
<b>Transcripts</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Transcripts can only be updated by users with the following user roles: Principal, Scheduling Admin, Counselor Plus. To update student transcripts navigate to Academics-&gt;Transcripts-&gt;Transcript Detail for:<ul style="list-style-type: none"><li><input type="checkbox"/> Students that are transferring from other school districts - in state or out of state.</li><li><input type="checkbox"/> To enter foreign transcripts for any students enrolling from out of the country, please refer to Bul-1545.1</li></ul></li><li><input type="checkbox"/> For students no longer enrolled and requesting transcripts, run the Transcript report and be sure to select the School Year in which student was enrolled and for Enrollment Status be sure to select All or Not Enrolled.</li></ul>
<b>Groups</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Ensure all students are assigned to only one counseling group</li><li><input type="checkbox"/> Ensure that students are assigned to only one learning community group (optional)</li></ul>
<b>Report Subscriptions</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Use the Report Subscriptions feature to automatically run reports on a scheduled basis<ul style="list-style-type: none"><li><input type="checkbox"/> Go to Admin &gt; Report Subscriptions</li><li><input type="checkbox"/> Follow job aid on report subscriptions</li></ul></li></ul>



## **MiSiS 2018-19 Opening of School Year Checklist**

	<ul style="list-style-type: none"><li><input type="checkbox"/> Recommended Reports to run for opening:<ul style="list-style-type: none"><li><input type="checkbox"/> Secondary<ul style="list-style-type: none"><li><input type="checkbox"/> Class Enrollment</li><li><input type="checkbox"/> Student Schedule Summary</li><li><input type="checkbox"/> 5 Column Roster</li></ul></li><li><input type="checkbox"/> Elementary<ul style="list-style-type: none"><li><input type="checkbox"/> Elementary Class Rosters</li><li><input type="checkbox"/> 5 Column Roster</li></ul></li></ul></li></ul>
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### Guidelines for Verification of Residence

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

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

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

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

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

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

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

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

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

### Guía Para Verificación de Domicilio

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

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

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

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

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

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

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

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

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



Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT C

**Affidavit to Verify Residence Form**

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

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

Name:      First                      Middle                      Last                      Date of Birth

I currently reside at the address listed below.

Address      \_\_\_\_\_      City      \_\_\_\_\_  
CA Zip      \_\_\_\_\_      Phone #      \_\_\_\_\_

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

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

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT C-1

**Declaración Jurada Para Confirmar El Domicilio**

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

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

Nombre Segundo nombre Apellido Fecha de nacimiento

Actualmente vivo en la dirección apuntada a continuación:

Dirección Ciudad CA Código postal

Teléfono

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

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

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

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

Firma del padre o tutor Fecha

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

Firma del Padre/Tutor

Affidavit to Verify Residence Form - Spanish

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT D

**AFFIDAVIT OF TEMPORARY RESIDENCE**

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

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

Name: First Middle Last Date of Birth

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

in the Los Angeles Unified School District.

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

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

Name: Phone #:

Address: Street City/State Zip Code

In case of emergency, please contact:

Name: Phone #:

Address: Street City/State Zip Code

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

Signature of Parent/Legal Guardian/Caretaker

Date

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

**DECLARACION JURADA SOBRE EL DOMICILIO PROVISIONAL**

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

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

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

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

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

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

Nombre: \_\_\_\_\_ N° de Teléfono \_\_\_\_\_

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

En caso de una emergencia, por favor comuníquese con:

Nombre: \_\_\_\_\_ N° de Teléfono \_\_\_\_\_

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

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

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

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

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT E

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)

(Address)

(City, State, Zip Code)

Dear Parent/Guardian:

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

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

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

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

When you return to the school with this letter and your documentation, please see \_\_\_\_\_ in the Attendance Office. An appointment can be made by calling \_\_\_\_\_ at your earliest convenience.

Thank you for your cooperation and prompt response.

Sincerely,

Principal

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT E-1

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)

(Address)

(City, State, Zip Code)

Estimado Padre/Tutor:

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

Le estamos enviando esta carta para establecer su habilidad de recibir correo en el domicilio que proveo. Favor de traer esta carta y documentación adicional para verificar su domicilio dentro del tiempo asignado.

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

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

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

Gracias por su cooperación y responder lo más pronto posible.

Atentamente,

Director(a)

Verification of Residence (Follow-up letter) - Spanish



Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT F

**AFFIDAVIT FOR PROOF OF AGE OF MINOR**

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

Affidavit Proof of Age of Minor- English



Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT G

**AFFIDAVIT OF PARENTAL/LEGAL GUARDIAN IDENTIFICATION**

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT G-1

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

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Fecha

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

Affidavit of Parent-Legal Guardian Identification - Spanish

REF-6554.3

Student Health and Human Services

1 of 1

August 3, 2018

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT H

**OPTIONAL AREA DECISION FORM**

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

\_\_\_\_\_  
School

I am the parent or guardian of

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

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

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

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

or

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

c: School Principals Involved  
Parent/Guardian

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

A: \_\_\_\_\_  
Director/a

\_\_\_\_\_  
Escuela

Soy el padre o tutor de

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

Dirección: \_\_\_\_\_

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

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

ó a la

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

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

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

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

\_\_\_\_\_  
Fecha

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

\_\_\_\_\_  
Fecha

c: Directores correspondientes  
Padre o tutor

Optional Area Decision Form - Spanish



**CAREGIVER'S AUTHORIZATION AFFIDAVIT**

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

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

Please print clearly.

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

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

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

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

Signature \_\_\_\_\_

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

**Notices:**

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

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

Caregiver's Authorization Affidavit- English

**CAREGIVER'S AUTHORIZATION AFFIDAVIT**

**TO CAREGIVERS:**

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

**TO SCHOOL OFFICIALS:**

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

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

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

### DECLARACIÓN JURADA DE AUTORIZACIÓN PARA EL CUIDADOR

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

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

Por favor escriba claramente.

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

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

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

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

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

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

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

- ☐ He avisado a los padres u otra(s) persona(s) que tienen la custodia legal del menor sobre mi intención de autorizar la atención médica, y no he recibido ninguna objeción.
- ☐ No puedo ponerme en contacto con los padres u otra(s) persona(s) que tienen la custodia legal del menor en este momento, para notificarles de mi autorización prevista.

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

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

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

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

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

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

#### **Avisos:**

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

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

Caregiver's Authorization Affidavit Spanish  
Doc. 20277/ajs – Translated by the LAUSD Translations Unit

Los Angeles Unified School District  
Student Health and Human Services

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

**PARA GUARDIANES**

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

**PARA OFICIALES DE LA ESCUELA**

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

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

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

**STUDENT ENROLLMENT DOCUMENT CHECKLIST**

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

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

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

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

**A. VERIFICATIONS/ADDITIONAL DOCUMENTATION RECEIVED**

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

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

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

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

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



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

**OFFICE CHECKLIST FOR STUDENT ENROLLMENT**

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

<b>1.A.</b>	Was this student receiving special education services at his/her previous school?	<b>(Circle one)</b>	Yes	No
<b>1.B.</b>	Did this student have an Individualized Education Program (IEP) at his/her previous school?	<b>(Circle one)</b>	Yes	No
	If the student had an IEP at his/her previous school, has this school received a copy of the IEP?	<b>(Circle one)</b>	Yes	No
	If IEP was not received, a copy of it was requested from: _____ (Name and Title, School and Office, Phone Number)			
	Requested by: _____ on ____/____/____		Received on: ____/____/____	
	(Name)			
	Forwarded to: _____ on ____/____/____			
	(Name)			
	Previous School/Office verified student received special education services?	<b>(Circle One)</b>	Yes	No
	_____			
	(Name of School Verifying and Phone Number)	(Name of Person Furnishing Information)		____/____/____ (Date)
	If applicable, date student exited from prior school's special education program: ____/____/____			
	Comments: _____			
	If interim placement, date IEP must be conducted by ____/____/____			
<b>1.C.</b>	If the student had a Section 504 Plan at previous school, has this school received a copy of it?	<b>(Circle one)</b>	Yes	No
	If 504 Plan was not received, a copy of it was requested from: _____ (Name and Title, School and Office, Phone Number)			
	Requested by: _____ on ____/____/____		Received on: ____/____/____	
	(Name)			
	Forwarded to: _____ on ____/____/____			
	(Name)			
	If applicable, date student exited from Section 504 Eligibility: ____/____/____			
<b>1.D.</b>	If the parent reported that the student has difficulties that interfere with his/her ability to go to school or to learn, to whom was this information forwarded? _____ on ____/____/____ (Name)			
	Responses to difficulties reported, documentation, and comments: _____ _____			
<b>1.E.</b>	Has this student been identified as GATE?	<b>(Circle one)</b>	Yes	No
	GATE verification requested by: _____ on ____/____/____ (Name)			
<b>2.B.</b>	If a "Yes" is checked off on any of the items 1.A – 1.D and the parent checked "Yes" for 2.B, ask him/her the following oral questions and record the responses below: Was the school a magnet or charter school? If yes, what was the name of the school and the reason the student stopped attending? _____			
	After completing the blank above, fax this information and a photocopy of pp.1 and 2 of the student's enrollment form to the <b>Division of Special Education- Operations at (213) 241-5168</b> ; be sure to include the name of your school.			
	Fax sent on: ____/____/____ by _____			
<b>2.D.</b>	If a "Yes" is checked off on any of the items 1.A – 1.D and the parent indicated in 2.D that s/he attempted to enroll the student in another school in Los Angeles County but was denied or wait listed, fax a photocopy of pp.1 and 2 of the student's enrollment form to the <b>Division of Special Education - Operations at (213) 241-5168</b> to include the name of your school. Fax sent on: ____/____/____ by _____			

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

Office Use Only

1. SCHOOL NAME: _____	6. LAUSD / STATE STUDENT ID NUMBER: _____
2. LOCATION CODE: _____	7. HOUSEHOLD NUMBER: _____
3. TRACK/SLC: _____	8. HOMEROOM: _____
4. ENROLLMENT DATE/CODE: _____	9. TEACHER/COUNSELOR: _____
5. STUDENT ENTRY GRADE LEVEL: _____	10. ENROLLMENT WIZARD USED: <input type="checkbox"/> Yes <input type="checkbox"/> No

## LOS ANGELES UNIFIED SCHOOL DISTRICT STUDENT ENROLLMENT FORM

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

### A. STUDENT INFORMATION

(LAUSDMAX: Family Member Information)

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

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

(LAUSDMAX: Caretaker Information)

1. _____	2. _____
Legal Name: Last First Middle	Other Names Used: Last First Middle
3. _____	4. _____
Home Telephone Number Cell/Pager Number	Work Telephone Number <input type="checkbox"/> Day <input type="checkbox"/> Evening
5. _____	6. _____
Email Address	
Home Correspondence Language Correspondence is provided in the following languages; select preferred language.	
7. If <b>Other</b> is indicated, written correspondence will be in English.	
<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Armenian <input type="checkbox"/> Chinese <input type="checkbox"/> Farsi <input type="checkbox"/> Filipino <input type="checkbox"/> Korean <input type="checkbox"/> Russian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other: _____	
8. <b>Highest Level of Education Completed</b>	
<input type="checkbox"/> Not a High School Graduate <input type="checkbox"/> High School Graduate or Equivalent	
<input type="checkbox"/> Some College (includes AA Degree) <input type="checkbox"/> College Graduate <input type="checkbox"/> Graduate School/Post Graduate Training <input type="checkbox"/> Decline to State or Unknown	
9. Does the student live with this parent/legal guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Relationship to Student: _____	

### C. HOME LANGUAGE AND ETHNICITY INFORMATION

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

### D. STUDENT EDUCATIONAL INFORMATION

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

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

## LOS ANGELES UNIFIED SCHOOL DISTRICT STUDENT ENROLLMENT FORM

### D. STUDENT EDUCATIONAL INFORMATION (Continued)

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

### E. ADDITIONAL HOUSEHOLD INFORMATION

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

### F. ADDITIONAL FAMILY INFORMATION

(LAUSD MAX: Caretaker Information)

#### PARENT/LEGAL GUARDIAN/CAREGIVER:

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

#### PARENT/LEGAL GUARDIAN/CAREGIVER:

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

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

LOS ANGELES UNIFIED SCHOOL DISTRICT  
STUDENT ENROLLMENT FORM

F. ADDITIONAL FAMILY INFORMATION (Continued) (LAUSD MAX: Caretaker Information)

PARENT/LEGAL GUARDIAN/CAREGIVER:

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

ADDITIONAL SCHOOL AGE CHILDREN LIVING IN HOUSEHOLD WITH SAME PARENT(S)/LEGAL GUARDIAN(S) (include brothers, sisters, and cousins)

1. _____ Last Name First Name Birth Date	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	_____
2. _____ Last Name First Name Birth Date	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	_____
3. _____ Last Name First Name Birth Date	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	_____
4. _____ Last Name First Name Birth Date	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	_____
5. _____ Last Name First Name Birth Date	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	_____
6. _____ Last Name First Name Birth Date	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	_____

G. EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT (other than parent(s)/legal guardian(s) above)

1. _____ Last Name First Name	2. _____ Home Telephone Number	3. _____ Cell/Pager Number	4. _____ Work Telephone Number
5. _____ Relationship to student	6. _____ Home Address: Number Street Apartment/Unit	City	Zip Code

EMERGENCY CONTACT (other than parent(s)/legal guardian(s) above)

1. _____ Last Name First Name	2. _____ Home Telephone Number	3. _____ Cell/Pager Number	4. _____ Work Telephone Number
5. _____ Relationship to student	6. _____ Home Address: Number Street Apartment/Unit	City	Zip Code

THE SCHOOL IS AUTHORIZED TO RELEASE THIS STUDENT TO THE FOLLOWING PERSONS IN NON-EMERGENCY SITUATIONS (after verifying with parent, in addition to the emergency contacts above)

1. _____ Last Name First Name	Home Telephone Number	Relationship to Student	Parent/legal guardian providing authorization
2. _____ Last Name First Name	Home Telephone Number	Relationship to Student	Parent/legal guardian providing authorization

H. SIGNATURE

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

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



# LOS ANGELES UNIFIED SCHOOL DISTRICT STUDENT EMERGENCY INFORMATION FORM

Parent Information: Please fill out completely and sign where indicated. In a major emergency, it is school district policy to retain students at school for their safety. This form will be used by the school staff when students are released to go home. Please complete electronically or print clearly and return completed form to school.

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

\* Selected telephone number must be a direct dial number (no extensions).

Revised January 2014

# GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY

## GRADES TK/K-12



### Requirements by Age and Grade Before Entering:

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

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

### INSTRUCTIONS:

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

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

Continued on next page.



**ADMIT A CHILD UNCONDITIONALLY WHO:**

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

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

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

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

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

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

**When Missing Doses Can Be Given:**

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

**DO NOT ADMIT A CHILD WHO:**

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

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

Los Angeles Unified School District  
NURSING SERVICES

ATTACHMENT J-5

## ORAL HEALTH ASSESSMENT/WAIVER REQUEST FORM

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

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

### SECTION 1: To be completed by the parent or guardian

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

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

### SECTION 2: Oral Health Data Collection

To be completed by the dental professional conducting the assessment

Assessment Date:	<u>Visible caries and/or fillings present:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Visible caries present:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Treatment Urgency:</u> <input type="checkbox"/> No obvious problem found <input type="checkbox"/> Early dental care recommended <input type="checkbox"/> Urgent care needed
------------------	--	--	---

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

### SECTION 3: Waiver of Oral Health Assessment Requirement

To be completed by a parent or guardian requesting to be excused from this requirement

I request that my child be excused from the oral health assessment requirement for the following reason: (Please check the box that best describes the reason.)

☐ I am unable to find a dental office that will take my child's insurance plan.

My child is covered by the following insurance plan:

☐ Healthy Families ☐ Healthy Kids ☐ Medi-Cal/Denti-Cal ☐ None ☐ Other \_\_\_\_\_

☐ I cannot afford an oral health assessment for my child.

☐ I do not wish my child to receive an oral health assessment.

Optional: Other reasons my child could not get an oral health assessment \_\_\_\_\_

**RETURN THIS FORM TO THE SCHOOL BY MAY 31.**

**Original to be retained in student's school record.**



## Evaluación de la Salud Dental y Formulario para Solicitar una Exención

El Artículo 49452.8 del *Código de Educación* de la ley de California ahora dispone que su hijo de kinder o de primer grado deba ser sometido a una evaluación de salud dental para el 31 de mayo durante su primer año en la escuela pública. La ley especifica que la evaluación deberá ser realizada por un dentista titulado o por algún otro profesional registrado o con licencia para ejercer en el área de la salud dental. Los exámenes dentales que se han llevado a cabo durante los 12 meses antes de que su hijo entre a esta escuela también cubren este requisito. Si no puede llevar a su hijo(a) a que le hagan este examen, se le puede exentar de este requisito llenando la Sección 3 de esta forma.

<b>Sección 1: Debe ser completada por el padre, la madre o el tutor legal</b>			
Nombre del alumno	Apellido	Inicial (segundo nombre)	Fecha de nacimiento: (mes/día/año):
Domicilio	Ciudad	Zona Postal	Teléfono ( )
Nombre de la escuela	Maestro(a)	Sexo <input type="checkbox"/> Masculino <input type="checkbox"/> Femenino	Nombre del padre o tutor:
Raza o grupo étnico del (la) niño(a): (Opcional) <input type="checkbox"/> Nativo de Alaska <input type="checkbox"/> Indioamericano <input type="checkbox"/> Asiático <input type="checkbox"/> Afroamericano <input type="checkbox"/> Hispano/Latino <input type="checkbox"/> Multi-racial <input type="checkbox"/> Nativo de Hawaii/Islands del Pacífico <input type="checkbox"/> Blanco <input type="checkbox"/> Se desconoce <input type="checkbox"/> Otro: _____			

La ley de California dispone que las escuelas deban mantener confidencial la información de la salud de los estudiantes. La identidad de su hijo(a) no se relacionará con ningún informe que se elabore como resultado de este requisito. Si tiene preguntas en relación con esto, por favor comuníquese con la oficina de su escuela.

➤ \_\_\_\_\_  
**Firma del padre o tutor** **Fecha**

<b>SECTION 2: Oral Health Data Collection</b>			
To be completed by the dental professional conducting the assessment (Debe ser completada por el profesional dental que realiza la evaluación)			
Assessment Date:	<u>Visible caries and/or fillings present:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Visible caries present:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Treatment Urgency:</u> <input type="checkbox"/> No obvious problem found <input type="checkbox"/> Early dental care recommended <input type="checkbox"/> Urgent care needed

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

<b>SECCIÓN 3: Exención del Requisito para la Evaluación de la Salud Dental</b>	
Debe ser completada por el padre, la madre o tutor legal que solicite la exención de este requisito	
Solicito que a mi hijo(a) se le exente del requisito de la evaluación dental debido a la siguiente razón: (Por favor marque el cuadro que describa la razón)	
<input type="checkbox"/> No puedo encontrar una oficina dental que acepte el plan de seguro de mi hijo(a). Mi hijo(a) está cubierto(a) por el siguiente plan de seguro: <input type="checkbox"/> Healthy Families <input type="checkbox"/> Healthy Kids <input type="checkbox"/> Medi-Cal/Denti-Cal <input type="checkbox"/> Ninguno <input type="checkbox"/> Otro _____	
<input type="checkbox"/> No puedo pagar una evaluación de salud dental para mi hijo(a). <input type="checkbox"/> No deseo que a mi hijo(a) se le haga una evaluación de salud dental.	
Opcional: Otras razones por las cuales a mi hijo(a) no se le puede realizar una evaluación dental _____	

**DEVUELVA ESTA FORMA A LA ESCUELA PARA EL 31 DE MAYO.**  
 El original se archivará en el expediente original del estudiante.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT J-6

## STUDENT RESIDENCY QUESTIONNAIRE

*The McKinney-Vento Homeless Assistance Act, part of Every Student Succeeds Act (ESSA), entitles all homeless school-aged children access to the same free, appropriate public education that is provided to non-homeless youth. Schools are required to remove barriers to the enrollment, attendance, and success of homeless students in school. To determine eligibility please complete this form. For additional information, please contact the Homeless Education Program at (213) 202-7581.*

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

Is the student a teen parent?  
☐ Yes ☐ No

Is the student an unaccompanied youth?  
☐ Yes ☐ No

Is the student a runaway?  
☐ Yes ☐ No

Has the student transferred schools any time after completing the second year of High School? ☐ Yes ☐ No  
*If Yes, forward copy of SRQ to academic counselor for AB1806 eligibility.*

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

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



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



- ☐ **NONE OF THE ABOVE APPLY – NO FURTHER INFORMATION REQUIRED AT THIS TIME.**  
**\*If your housing situation changes, please notify your child's school.**

-----AFFIDAVIT-----

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

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

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

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



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT J-6

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

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

Name	Birthdate	Grade	School

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

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

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

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

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

## ATTENTION SCHOOL SITE HOMELESS LIAISON

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

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

### School Site Homeless Liaison:

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### **SCHOOLS PLEASE NOTE:**

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

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

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

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



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT J-6

## CUESTIONARIO SOBRE LA RESIDENCIA ESTUDIANTIL


*El Acta de Asistencia Educativa McKinney-Vento para Estudiantes Sin Hogar, como parte de la ley Cada Estudiante Triunfa (ESSA), les da el derecho a todos los niños sin hogar en edad escolar a tener acceso a la misma educación pública gratuita y apropiada que se les proporciona a los alumnos que sí tienen hogar. Las escuelas tienen la obligación de suprimir las barreras a la matriculación, asistencia y éxito de los alumnos de la escuela sin hogar. Para determinar si es elegible por favor llene este formulario. Pará mayores informes, haga el favor de comunicarse con el Programa de Educación para los Alumnos sin Hogar al (213) 202-7581.*

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

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

El estudiante se ha transferido de escuela después de haber completado el segundo año de la secundaria (High School)? ☐ Sí ☐ No  
\*\*\*\*If Yes, forward copy of SRQ to academic counselor for AB1806 eligibility.

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

<input type="checkbox"/> <b>En</b> un refugio (nombre del refugio) _____ <input type="checkbox"/> <b>En</b> un motel o hotel (nombre del motel o hotel) _____ <input type="checkbox"/> <b>En</b> un programa de vivienda de transición (nombre del programa) _____ <input type="checkbox"/> <b>En</b> un auto, tráiler o lugar de campamento, <b>debido a vivienda inadecuada</b> <input type="checkbox"/> <b>En</b> un tráiler/caravana fija, ubicados en propiedad privada <input type="checkbox"/> <b>En</b> un garaje <b>debido a la pérdida de alojamiento</b> <input type="checkbox"/> <b>Temporalmente</b> en la casa o apartamento de otra familia <b>debido a la pérdida de alojamiento o problemas económicos. (Por ejemplo, pérdida del empleo, desalojamiento o desastre provocado por la naturaleza)</b> <input type="checkbox"/> <b>Temporalmente</b> con un adulto que no sea el padre, la madre o el tutor legal, <b>debido a la pérdida de alojamiento</b> <input type="checkbox"/> <b>Otros</b> lugares no diseñados para el uso normal de vivienda para un ser humano (Por favor <b>explique</b> ) _____		SI USTED MARCÓ CUALQUIERA DE ESTAS CASILLAS, HAGA EL FAVOR DE LLENAR AMBOS LADOS DE ESTE FORMULARIO ⇌ ⇌ ⇌
---	---	--

☐ **NINGUNA DE LAS SITUACIONES DESCRITAS ARRIBA CORRESPONDE – NO SE NECESITA INFORMACIÓN ADICIONAL POR AHORA. \* Si la situación de su vivienda cambia, haga el favor de avisarle a la escuela.**

-----AFFIDÁVIT-----

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

Firma del Padre de Familia/Tutor Legal/Persona que Proporciona Servicios: \_\_\_\_\_ Fecha: \_\_\_\_\_

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

**\*\*\* LLENE LA SEGUNDA PÁGINA AL REVERSO\*\*\***



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT J-6

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

***Cada niño de edad escolar debe tener un formulario individual y ser identificado en MISIS para recibir servicios. Anote a todos los hermanos entre las edades de recién nacido hasta los 22 años.***

Nombre y apellido	Fecha de Nacimiento	Grado	Escuela

Haga el favor de marcar los recursos que necesita, si los hay (la persona de enlace del Programa de Educación para los Alumnos sin Hogar de la escuela le podrá referir a algunos de estos recursos):

<input type="checkbox"/> Mochilas/Materiales Escolares	<input type="checkbox"/> Botiquines de Higiene
<input type="checkbox"/> Ayuda para obtener ropa (zapatos, ropa, uniformes)	<input type="checkbox"/> Ayuda para un padre o madre adolescente sin hogar
<input type="checkbox"/> Tutoría	<input type="checkbox"/> Ningún Servicio Necesario
<input type="checkbox"/> Asistencia con Transporte	

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

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

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

## ATTENTION SCHOOL SITE HOMELESS LIAISON

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

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

### School Site Homeless Liaison:

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### **SCHOOLS PLEASE NOTE:**

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

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

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

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



## Los Angeles Unified School District

### Migrant Education Program Family Work Questionnaire



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

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

#### Parents receive training on:

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

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

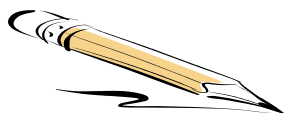
If you answered YES, please answer the next question

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

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

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

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



Please provide the following information to your school:

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

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

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

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

Student Name(s): \_\_\_\_\_

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

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

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

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



## Distrito Escolar Unificado de Los Ángeles

Programa de Educación Migrante  
Cuestionario Sobre el Trabajo de la Familia



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

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

### Los padres recibirán entrenamiento en lo siguiente:

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

<p><b>¿Se ha mudado usted o algún miembro de la familia a trabajar o buscar trabajo en la agricultura dentro de los últimos 3 años?</b>    Sí <input type="checkbox"/>    No <input type="checkbox"/></p> <p>Si contesto SI, favor de contestar la siguiente pregunta</p> <p><b>¿Sus hijos se mudaron con usted cuando fue a trabajar o a buscar trabajo?</b>    Sí <input type="checkbox"/>    No <input type="checkbox"/></p> <p>(Por favor indique todos los trabajos agrícolas y de pesca, temporales o de temporada, que aplican.)</p>			
<p><b><input type="checkbox"/> Trabajo de Campo/Agricultura</b> <u>Ejemplos:</u> (sembrar, plantar, podar, pizar, cosechar, empacar, sortear o transportar frutas, vegetales, granos, u otras cosechas; preparación de la tierra, irrigación, fumigación, etc.)</p>	<p><b><input type="checkbox"/> Huerta</b> <u>Ejemplos:</u> (pizar, podar, sortear frutas, árboles de nueces, y viñas, etc.)</p>	<p><b><input type="checkbox"/> Vivero</b> <u>Ejemplos:</u> (sembrar, cultivar, plantar, cosechar flores, plantas, árboles, arbustos, hierbas, siembra del césped, etc.)</p>	<p><b><input type="checkbox"/> Pesca</b> <u>Ejemplos:</u> (pescar, sortear, empacar, procesar, transportar pescado o mariscos, etc.)</p>
<p><b><input type="checkbox"/> Lechería/Granja/Rancho/Ganadería</b> <u>Ejemplos:</u> (ordeñar, alimentar ganado, transportar animales; crianza de animales de granja, tales como aves de corral, chivos, cerdos, etc.; y venta de sus productos como leche, huevos, queso, etc. para alguien o para el sustento de la familia.)</p>	<p><b><input type="checkbox"/> Empacadora</b> <u>Ejemplos:</u> (procesamiento/tratamiento, almacenaje, congelación, enlatar, empacar frutas, vegetales, carnes, etc.)</p>	<p><b><input type="checkbox"/> Tratamiento/Procesamiento de Comida</b> <u>Ejemplos:</u> (preparar, procesar, tratamiento de comidas como la salsa de tomate, jaleas de fruta, salsa, o procesamiento de trigo o de harina para productos de tortilla, cortar o empacar un surtido de carnes.)</p>	<p><b><input type="checkbox"/> Silvicultura/Madera de Construcción/Trabajo Forestal</b> <u>Ejemplos:</u> (sembrar, plantar, cultivar, cosechar árboles; control de la vegetación, etc.)</p>

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



Favor de proveer la siguiente información a su escuela:

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

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

Número de Teléfono: \_\_\_\_\_

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

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

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

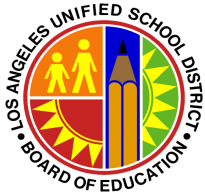
Para más información llame a la oficina del Programa de Educación Migrante

Del Distrito Escolar Unificado de Los Ángeles al (213) 241-0510

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

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





## ***Los Angeles Unified School District***

### **Student Integration Services**

Administrative Offices: 333 S. Beaudry Ave, 25<sup>th</sup> Floor, Los Angeles, CA 90017  
Mailing Address: P.O. Box 3307, Los Angeles, CA 90051  
Telephone: (213) 241-6933 Fax: (213) 241-8482

ATTACHMENT J-8

**Austin Beutner**  
*Superintendent of Schools*

**Frances Gipson, Ph.D.**  
*Chief Academic Officer*

**Keith H. Abrahams III**  
*Executive Director*

February 22, 2017

Dear Parents/ Guardians,

The Indian Education Program supports the unique educational and culturally related academic needs of American Indian/Alaskan Native students in LAUSD. We facilitate cultural events for families, lend novels by Native Authors to teachers, and provide professional development to teachers and administrators.

A child who is enrolled in, or a member of, a federally recognized, state recognized, or terminated tribe<sup>1</sup>, or who has a single parent or grandparent who was enrolled, is eligible for the program. There is no "percentage" requirement. If this applies to your child, please return the enclosed *Indian Student Eligibility Certification Form* to our office at 333 South Beaudry Avenue, 25<sup>th</sup> Floor, Los Angeles, CA 90017.

A completed *Indian Student Eligibility Certification Form* must have all the following information:

- ( 1 ) Name of child, date of birth, and grade
- ( 2 ) Name of school
- ( 3 ) Name of the individual with tribal membership
- ( 4 ) Name of the tribe, band, or group and recognition status
- ( 5 ) Proof of membership, as defined by tribe, which can be either: Membership or enrollment number (if readily available), or other evidence
- ( 6 ) Name and address of the organization maintaining membership data for the tribe, band, or group<sup>2</sup>
- ( 7 ) Parent's signature, date, mailing address, and telephone number.

If you have any questions or need additional information, please call the Indian Education Program office at (213) 241-6532.

Chim pisa-la chike,

Timothy Vizthum  
Teacher Advisor Indian Education Program

Enclosure

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<sup>1</sup> A terminated tribe is a tribe that once had a federally recognized status from the U.S. Department of the Interior and had that designation terminated. Further, members of other organized Indian groups that received a grant under the Indian Education Act of 1988, as it was in effect October 19, 1994, may also be eligibility.

<sup>2</sup> Addresses can be found on the Tribal Leaders Directory at [https://www.bia.gov/tribalmap/datadotgovsamples/tld\\_map.html](https://www.bia.gov/tribalmap/datadotgovsamples/tld_map.html)



**U.S. Department of Education  
Office of Indian Education  
Washington, DC 20202  
TITLE VI ED 506 INDIAN STUDENT ELIGIBILITY CERTIFICATION FORM**

**Parent/Guardian:** This form serves as the official record of the eligibility determination for each individual child included in the student count. You are not required to complete or submit this form. However, if you choose not to submit a form, your child cannot be counted for funding under the program. **This form should be kept on file and will not need to be completed every year.** Where applicable, the information contained in this form may be released with your prior written consent or the prior written consent of an eligible student (aged 18 or over), or if otherwise authorized by law, if doing so would be permissible under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and any applicable state or local confidentiality requirements.

**STUDENT INFORMATION**

Name of the Child \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_  
(As shown on school enrollment records)

Name of School \_\_\_\_\_

**TRIBAL ENROLLMENT**

Name of the individual with tribal enrollment: \_\_\_\_\_  
(Individual named must be a descendent in the first or second generation)

The individual with tribal membership is the: \_\_\_\_\_ Child \_\_\_\_\_ Child's Parent \_\_\_\_\_ Child's Grandparent

Name of tribe or band for which individual above claims membership: \_\_\_\_\_

The Tribe or Band is (select only one):

- \_\_\_\_\_ Federally Recognized  
 \_\_\_\_\_ State Recognized  
 \_\_\_\_\_ Terminated Tribe (Documentation required. Must attach to form)  
 \_\_\_\_\_ Member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994. (Documentation required. Must attach to form)

Proof of enrollment in tribe or band listed above, as defined by tribe or band is:

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

B. Other Evidence of Membership in the tribe listed above (describe and attach) \_\_\_\_\_

Name and address of tribe or band maintaining enrollment data for the individual listed above:

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**ATTESTATION STATEMENT**

I verify that the information provided above is accurate.

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS FOR THE ED 506 FORM

### FOR APPLICANTS:

**PURPOSE:** To comply with the requirements in 20 USC 7427(a), which provides that: “The Secretary shall require that, as part of an application for a grant under this subpart, each applicant shall maintain a file, with respect to each Indian child for whom the local educational agency provides a free public education, that contains a form that sets forth information establishing the status of the child as an Indian child eligible for assistance under this subpart, and that otherwise meets the requirements of subsection (b)”.

**MAINTENANCE:** A separate ED 506 form is required for each Indian child that was enrolled during the count period. A new ED 506 form does **NOT** have to be completed each year. All documentation must be maintained in a manner that allows the LEA to be able to discern, for any given year, which students were enrolled in the LEA’s school(s) and counted during the count period indicated in the application.

### FOR PARENTS/GUARDIANS:

**DEFINITION:** Indian means an individual who is (1) A member of an Indian tribe or band, as membership is defined by the Indian tribe or band, including any tribe or band terminated since 1940, and any tribe or band recognized by the State in which the tribe or band resides; (2) A descendant of a parent or grandparent who meets the requirements described in paragraph (1) of this definition; (3) Considered by the Secretary of the Interior to be an Indian for any purpose; (4) An Eskimo, Aleut, or other Alaska Native; or (5) A member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect on October 19, 1994.

**STUDENT INFORMATION:** Write the name of the child, date of birth and school name and grade level.

**TRIBAL ENROLLMENT INFORMATION:** Write the name of the individual with the tribal membership. Only one name is needed for this section, even though multiple persons may have tribal membership. Select only one name: either the child, child’s parent or grandparent, for whom you can provide membership information.

Write the name of the tribe or band of Indians to which the child claims membership. The name does not need to be the official name as it appears exactly on the Department of Interior’s list of federally-recognized tribes, but the name must be recognizable and be of sufficient detail to permit verification of the eligibility of the tribe. Check only one box indicated whether it is a Federally Recognized, State Recognized, Terminated Tribe or Organized Indian Group. If Terminated Tribe or Organized Indian Group is elected, additional documentation is required and must be attached to this form.

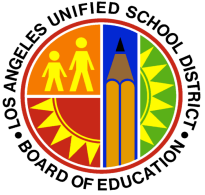
- **Federally Recognized-** an American Indian or Alaska Native tribal entity limited to those indigenous to the U.S. The Department of Interior maintains a list of federally-recognized tribes, which OIE can provide you upon request.
- **State Recognized-** an American Indian or Alaska Native tribal entity that has recognized status by a State. The U.S. Department of Education does not maintain a master list. It is recommended that you use official state websites only.
- **Terminated Tribe-**a tribal entity that once had a federally recognized status from the United States Department of Interior and had that designation terminated.
- **Organized Indian Group-** Member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.

Write the enrollment number establishing the membership of the child, if readily available, or other evidence of membership. If the child is not a member of the tribe and the child’s eligibility is through a parent or grandparent, either write the enrollment number of the parent or grandparent, or provide other proof of membership. Some examples of other proof of membership may include: affidavit from tribe, CDIB card or birth certificate. Write the name and address of the organization that maintains updated and accurate membership data for such tribe or band of Indians.

**ATTESTATION STATEMENT:** Provide the name, address and email of the parent or guardian of the child. The signature of the parent or guardian of the child verifies the accuracy of the information supplied.

The Department of Education will safeguard personal privacy in its collection, maintenance, use and dissemination of information about individuals and make such information available to the individual in accordance with the requirements of the Privacy Act.

**PAPERWORK BURDEN STATEMENT** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0021. The time required to complete this portion of the information collection per type of respondent is estimated to average: 15 minutes per Indian student certification (ED 506) form; including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Indian Education, U.S. Department of Education, 400 Maryland Avenue, S.W., LBJ/Room 3W203, Washington, D.C. 20202-6335. OMB Number: 1810-0021 Expiration Date: 07/31/2019.



## ***Distrito Escolar Unificado de los Angeles***

### **Servicios de Integración Estudiantil**

Oficinas administrativas: 333 S. Beaudry Ave., Piso 25<sup>o</sup>, Los Angeles, CA 90017  
 Dirección postal: P.O. Box 3307, Los Angeles, CA 90051  
 Teléfono: (213) 241-6933 Fax: (213) 241-8482

**Austin Buetner**  
*Superintendente de las Escuelas*

**Frances Gipson, Ph.D.**  
*Directora Académico*

**Keith H. Abrahams III**  
*Director Ejecutivo*

22 de febrero de 2017

Estimados padres / tutores,

El Distrito Escolar Unificado de los Ángeles apoya las necesidades académicas únicas tanto en lo educativo como en lo cultural de los estudiantes indígenas de los EE.UU. / indígenas de Alaska a través de la Oficina del Programa de Educación Indígena. Facilitamos eventos culturales para las familias, prestamos a los maestros novelas de autores nativos y proporcionamos capacitación profesional a maestros y administradores.

Un niño que está inscrito, o que es miembro de una tribu reconocida por el gobierno federal, o estatal o de una tribu<sup>1</sup> que dejó de ser reconocida, o quien tenga un solo padre o abuelo inscrito, califica para el programa. No hay ningún requisito de "porcentaje". Si esto se aplica a su hijo, por favor tome un momento para completar la certificación de estudiante (ED506) que acompaña a esta carta. Por favor, entréguela a la escuela de su hijo a la brevedad.

Puede encontrar más información sobre nuestro programa en nuestra página web [www.IndianEdLA.net](http://www.IndianEdLA.net), incluyendo la información más actualizada sobre eventos, programas e información de contacto para el Programa de Educación Indígena. Por favor regístrese en el sitio web para recibir nuestro boletín para la comunidad.

Por último, nos gustaría invitarlos a participar en el Comité Asesor de Padres para la Educación Indígena (PACIE, por sus siglas en inglés) en el Museo Autry del Oeste Estadounidense. Estas reuniones se celebran los primeros martes durante todo el año escolar. Copias de los estatutos del Comité Asesor de Padres están en línea en [www.IndianEdLA.net](http://www.IndianEdLA.net).

En nombre del equipo del Programa de Educación Indígena, les damos la bienvenida en el nuevo año.

Chim pisa-la chike,

*Timothy Vizthum*

*Maestro Asesor del Programa de Educación Indígena*

<sup>1</sup>Una tribu que ya no es reconocida es una tribu que una vez tuvo reconocimiento del gobierno estatal o por el Departamento del Interior del gobierno federal, y cuya designación ya terminó. Además, los miembros de otros grupos indios que recibieron un subsidio bajo la ley de Educación de Indígenas de 1988, tal como estaba en efecto el 19 de octubre de 1994, también pueden ser elegibles.

Departamento de Educación de los EE. UU.  
Oficina de Educación de Indígenas de los EE.UU.  
Washington, DC 20202

ATTACHMENT J-8

FORMULARIO DEL TÍTULO VII ED 506  
CERTIFICACIÓN DE ELEGIBILIDAD PARA ESTUDIANTES INDÍGENAS DE LOS EE.UU.

**Padre / Tutor:** Este formulario sirve como el registro oficial de la determinación de elegibilidad para cada niño incluido en el recuento de estudiantes. No es necesario que llene o envíe este formulario. Sin embargo, si decide no presentar un formulario no se podrá contar a su hijo para recibir los fondos bajo este programa. **Este formulario debe mantenerse archivado, y no será necesario completarlo cada año.** Cuando corresponda, la información contenida en este formulario puede ser revelada a otros con su consentimiento previo por escrito o con el consentimiento previo por escrito de un estudiante que califique (de 18 años o más), o si la ley lo autorizara de alguna otra manera, si hacerlo estaría permitido por la Ley de Derechos Educativos y la Ley de Privacidad, 20 USC § 1232g, y cualquier requisito de confidencialidad estatal o local aplicable.

**INFORMACIÓN DEL ESTUDIANTE**

Nombre del niño \_\_\_\_\_ Fecha de nacimiento \_\_\_\_\_ Grado \_\_\_\_\_  
(Como consta en los registros de inscripción escolar)  
Nombre de la escuela \_\_\_\_\_

**INSCRIPCIÓN TRIBAL**

Nombre del individuo con matrícula tribal: \_\_\_\_\_  
(El individuo nombrado debe ser un descendiente de primera o segunda generación)

El individuo con afiliación tribal es el: \_\_\_\_\_ Niño \_\_\_\_\_ Padre del niño \_\_\_\_\_ Abuelo del niño \_\_\_\_\_

Nombre de la tribu o banda en la cual el individuo mencionado reclama membresía: \_\_\_\_\_

La tribu o banda está (seleccione sólo una):

\_\_\_\_\_ Reconocida a nivel federal

\_\_\_\_\_ Reconocida a nivel estatal

\_\_\_\_\_ Tribu que dejó de ser reconocida (Documentación requerida, debe adjuntar al formulario)

\_\_\_\_\_ Miembro de un grupo indígena organizado que recibió una donación bajo la Ley de Educación para Indígenas de los EE.UU. de 1988 como estuvo en efecto el 19 de octubre de 1994. (Documentación requerida. Debe adjuntar al formulario)

Prueba de la inscripción en la tribu o banda mencionada más arriba, según lo definido por la tribu o la banda es:

A. Número de membresía o matrícula (si está disponible) \_\_\_\_\_ O

B. Otras pruebas de pertenencia a la tribu mencionada anteriormente (describir y adjuntar) \_\_\_\_\_

Nombre y dirección de la tribu o banda que mantiene los datos de inscripción del individuo listado más arriba:

Nombre \_\_\_\_\_ Dirección \_\_\_\_\_  
Ciudad \_\_\_\_\_: Estado \_\_\_\_\_: Código postal \_\_\_\_\_

**DECLARACIÓN DE RATIFICACIÓN**

Doy fe de que la información proporcionada es precisa.

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

Dirección \_\_\_\_\_ Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ Código postal \_\_\_\_\_

Dirección de correo electrónico \_\_\_\_\_ Fecha \_\_\_\_\_

**PARA LOS SOLICITANTES:**

**PROPÓSITO:** Cumplir con los requisitos de 20 USC 7427 (a), que estipula que: "El Secretario exigirá que, como parte de una solicitud de subvención en virtud de este inciso, cada solicitante mantendrá un expediente con respecto a cada niño indígena de los EE.UU. para quien la agencia educativa local provee educación pública gratuita, que incluye un formulario con la información que establece el estatus del niño como niño indígena de los EE.UU. elegible para recibir asistencia bajo este inciso, y que de otra manera cumple con los requisitos del sub-inciso (b) .

**MANTENIMIENTO:** Se requiere un formulario ED 506 por separado para cada niño indígena de los EE.UU. que fue matriculado durante el período de recuento. NO se deben llenar un nuevo formulario ED 506 cada año. Toda la documentación se deberá mantener de manera que permita a la LEA discernir, en cualquier año determinado, qué estudiantes estaban matriculados en escuelas de la LEA y fueron contados durante el período de conteo indicado en la solicitud.

**PARA PADRES / TUTORES:**

**DEFINICIÓN:** Indígena significa un individuo que es (1) Miembro de una tribu o banda india según cómo la tribu o banda indígena defina a su membresía, incluyendo cualquier tribu o banda que dejó de ser reconocida desde 1940, y cualquier tribu o banda reconocida por el Estado en que la tribu o banda reside; (2) Un descendiente de un padre o abuelo que cumpla con los requisitos descritos en el párrafo (1) de esta definición; (3) Considerado por el Secretario del Interior como un indígena de los EE.UU. para cualquier propósito; (4) Esquimal, Aleutiano, u otro nativo de Alaska; o (5) Un miembro de un grupo indígena organizado que recibió una subvención bajo la Ley de Educación de Indígenas de los EE.UU. de 1988 tal como estaba en vigor el 19 de octubre de 1994.

**INFORMACIÓN DEL ESTUDIANTE:** Escriba el nombre del niño, su fecha de nacimiento, el nombre de la escuela y su nivel de grado.

**INFORMACIÓN DE INSCRIPCIÓN TRIBAL:** Escriba el nombre del individuo con la membresía tribal. Sólo se necesita un nombre para esta sección, aunque varias personas pueden tener membresía tribal. Seleccione un solo nombre: el niño, el padre o abuelo del niño, de quien puede proporcionar información sobre la membresía.

Escriba el nombre de la tribu o de la banda con la cual el niño reclama su membresía. El nombre no necesita ser el nombre oficial, ya que aparece exactamente en la lista de tribus reconocidas a nivel federal por parte del Departamento de Interior, pero el nombre debe ser reconocible y ser lo suficientemente detallado como para permitir la verificación de la elegibilidad de la tribu. Marque solo una casilla indicada si es una tribu reconocida a nivel federal, reconocida por el estado, que dejó de ser reconocida, o grupo indígena organizado. Si se elige a una tribu que dejó de ser reconocida o a un grupo indígena organizado, se requiere documentación adicional y se debe adjuntar a este formulario.

- **Reconocida a nivel federal** - una entidad tribal de indígenas de los EE.UU. o nativos de Alaska limitada a los indígenas de los Estados Unidos. El Departamento del Interior mantiene una lista de las tribus reconocidas a nivel federal, que la OIE puede proporcionarle si lo solicita.
- **Reconocido por el Estado** - indígena de los EE.UU. o entidad tribal nativa de Alaska que tiene un estatus reconocido por un Estado. La Secretaría Federal de Educación no mantiene una lista maestra. Se recomienda que utilice sólo sitios web oficiales del estado.
- **Tribu que dejó de ser reconocida** - una entidad tribal que alguna vez tuvo reconocimiento federal del Departamento de Interior de los Estados Unidos y cuya designación dejó de ser reconocida.
- **Grupo Indio Organizado** - Miembro de un grupo indígena organizado que recibió una subvención bajo la Ley de Educación de Indígenas de los EE.UU. 1988, tal como estaba en efecto el 19 de octubre de 1994.

Escriba el número de inscripción que establezca la membresía del niño, si está disponible, u otra evidencia de pertenencia. Si el niño no es un miembro de la tribu y la elegibilidad del niño es a través de uno de los padres o abuelos, escriba el número de inscripción del padre o el abuelo, o proporcione otra prueba de pertenencia. Algunos ejemplos de otra prueba de pertenencia pueden incluir: declaración jurada de tribu, tarjeta CDIB o certificado de nacimiento. Escriba el nombre y la dirección de la organización que mantiene los datos de membresía actualizados y precisos de esa tribu o grupo de indios.

**DECLARACIÓN DE RATIFICACIÓN:** Proporcione el nombre, dirección y correo electrónico del padre o tutor del niño. La firma del padre o tutor del niño verifica la exactitud de la información suministrada.

El Departamento de Educación salvaguardará la privacidad personal al recopilar, mantener, usar y difundir información sobre individuos y pondrá dicha información a disposición del individuo de conformidad con los requisitos de la Ley de Privacidad.

**DECLARACIÓN DEL CARGO DE PRESENTAR DOCUMENTACIÓN** De acuerdo con la Ley de Reducción de Trámites de 1995, ninguna persona está obligada a responder a una solicitud de información a menos que dicha solicitud para reunir información muestre un número de control OMB válido. El número de control OMB válido para esta recolección de información es 1810-0021. El tiempo requerido para completar esta parte de la recolección de información por tipo de encuestado se calcula en un promedio de 15 minutos por certificación de estudiante indígena de los EE.UU. (ED 506); Incluyendo el tiempo para examinar las instrucciones, buscar recursos de datos existentes, reunir los datos necesarios y completar y revisar la información recopilada. Si tiene algún comentario sobre la exactitud del cálculo del tiempo o sugerencias para mejorar este formulario, escriba a: Secretaría de Educación de los Estados Unidos, Washington, D.C. 20202-4651. Si tiene comentarios o inquietudes sobre el estado de su presentación individual de este formulario, escriba directamente a: Office of Indian Education, Secretaría de Educación de los Estados Unidos, 400 Maryland Avenue, S.W., LBJ / Room 3W203, Washington, D.C. 20202-6335. Número OMB: 1810-0021 Fecha de vencimiento: 31/julio/2019.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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ATTACHMENT J-9

[SAMPLE BEGINNING OF THE YEAR RESPONSIBILITY LETTER]

### **RE: FINANCIAL RESPONSIBILITY FOR DAMAGED SCHOOL PROPERTY**

Dear Parents/Guardians:

This letter is to inform you of your legal responsibility regarding loss or damage of school property belonging to the Los Angeles Unified School District (District). California Education Code section 48904 states that the parent or guardian of any minor who willfully cuts, defaces, or otherwise injures any real or personal property of the District or its employees shall be liable for all damages caused by the minor up to \$19,100, increased annually for inflation. District property includes, but is not limited to, buildings and grounds, as well as instructional materials, library books, computers, devices, shop materials, physical education clothes, and sports equipment. A parent or guardian is liable to the District for all District property loaned to a minor and not returned upon demand.

We will discuss the meaning of this responsibility with all students. We need your help to ensure that District property is kept in good condition and that loaned items are returned to school upon demand. Parents are expected to pay the replacement or repair cost for any lost or damaged District property due to the student's carelessness and negligence. The school is legally authorized to withhold the grades, diploma, and transcripts of students, or to deny participation in school activities that are deemed privileges (e.g. culmination/graduation ceremonies, dances, interscholastic sports, student body office, or other local school activities) until the obligation is cleared.

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

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

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

(Signed by the School Principal or Designee)

# Student Success Library Card Program Opt-In Form

ATTACHMENT J-10

Dear Parents/ Guardian,

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

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

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

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

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

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

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

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

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

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

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



LOS ANGELES  
PUBLIC LIBRARY



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

# Children's Health Access & Medi-Cal Program

# CHAMP



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

Contact us at **1-866-742-2273** or email: **champ@lausd.net**

**CHAMP provides:**

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

**All Youth Healthy and Achieving**



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

CHAMP is a department within the Los Angeles Unified School District and is part of the Student Health & Human Services Division. Partial funding for CHAMP is provided by the Centers for Medicaid and Medicare Services. 03/16



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

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

# CHAMP



¿Necesita su familia ayuda para obtener seguro médico de bajo costo/gratuito?

Llame a **1-866-742-2273** o por correo electrónico: **champ@lausd.net**

**CHAMP ofrece:**

- Pre-revisión de elegibilidad para el Programa de Seguro Médico **Medi-Cal | Expansión de Medi-Cal | Covered CA | Programa de Salud para Niños de Kaiser Permanente**
- Asistencia para la solicitud e **inscripción** para el Seguro Médico
- **Educación** sobre la Ley del Cuidado Asequible de la Salud
- Información sobre cómo **usar y mantener** los beneficios del seguro médico
- **Referencias médicas** a Centros Escolares de Salud, Centros de Bienestar y Clínicas Comunitarias

**Todos los jóvenes deben estar saludables y rendir académicamente**

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

CHAMP es un departamento del Distrito Escolar Unificado de Los Ángeles y forma parte de la Oficina de Salud Estudiantil y Servicios Humanos, el Departamento de Salud Pública del Condado de Los Angeles y los Centros para los Servicios de Medicaid y Medicare aportan financiamiento parcial para CHAMP. 03/16





HEALTH  
CARE  
FOR ALL  
FAMILIES

A PROJECT OF THE CHILDREN'S PARTNERSHIP



ATTACHMENT J-12  
**CHAMP**  
**1 (866) 742-2273**  
**achieve.lausd.net/CHAMP**

ALL YOUTH HEALTHY AND ACHIEVING

## Enroll. Get Care. Renew.

### Health Coverage All Year Long

## Health Coverage Options

### Medi-Cal:

- ▶ Children, foster youth, pregnant women, adults, US citizens, and immigrants—including those with DACA status—may be eligible for no- or low-cost Medi-Cal.
- ▶ Medi-Cal covers immunizations, checkups, specialists, vision and dental services, and more for children and youth at no- or low-cost.
- ▶ Medi-Cal enrollment is available year-round.

### Covered California:

- ▶ Covered California is where legal residents of California can compare quality health plans and choose the one that works best for them.
- ▶ Based on income and family size, many Californians may qualify for financial assistance.
- ▶ Enroll during Open Enrollment or any time you experience a life-changing event, like losing your job or having a baby. You have 60 days from the event to complete enrollment.



**Undocumented Families** visit: [www.allinforhealth.org/resources#Undocumented](http://www.allinforhealth.org/resources#Undocumented)

Immigration status information is kept private, protected, and secure. It will not be used by any immigration agency to enforce immigration laws, but only to determine eligibility for health programs.

### You and your family may qualify for financial help:

Household Size	If 2016 household income is less than...		If 2016 household income is between...
1	\$16,243	\$31,308	\$16,244 - \$47,080
2	\$21,983	\$42,374	\$21,984 - \$63,720
3	\$27,724	\$53,439	\$27,725 - \$80,360
4	\$33,465	\$64,505	\$33,466 - \$97,000
5	\$39,206	\$75,571	\$39,207 - \$113,640
6	\$44,947	\$86,636	\$44,978 - \$130,280
▶	Adults may be eligible for <b>Medi-Cal</b>	Children may be eligible for <b>Medi-Cal</b>	May be eligible for financial help to purchase insurance through <b>Covered California</b>

## Enroll.

Ways to enroll in  
Medi-Cal and  
Covered California:



[achieve.lausd.net/CHAMP](http://achieve.lausd.net/CHAMP)  
[www.coveredca.com](http://www.coveredca.com)



**CHAMP • 1 (866) 742-2273**  
Covered CA • 1 (800) 300-1506



Find in-person help:  
[www.coveredca.com/get-help/local/](http://www.coveredca.com/get-help/local/)

## Get Care.

- ▶ Find a primary care doctor in your network.
- ▶ Schedule an annual checkup for you and your family.
- ▶ Make sure to take your child to the dentist.
- ▶ Pay your monthly premium if your plan requires it.

## Renew.

- ▶ Medi-Cal must be renewed every year. Medi-Cal will mail renewal packet. Complete and return. For help, contact your local Medi-Cal office or call 211.
- ▶ Health plans through Covered California must be renewed every year. Renewal information will be mailed at the end of the year, or contact Covered California at 1 (800) 300-1506.

For more information go to:

**[www.allinforhealth.org](http://www.allinforhealth.org)**

Updated 03 2016





Asegúrate,  
para el  
bienestar de  
tu familia

UN PROYECTO DE "THE CHILDREN'S PARTNERSHIP"



ATTACHMENT J-12  
**CHAMP**  
**1 (866) 742-2273**  
**achieve.lausd.net/CHAMP**

TODOS LOS JÓVENES DEBEN ESTAR SALUDABLES  
Y RENDIR ACADÉMICAMENTE

## Inscríbase. Cuide Su Salud. Renueve Su Cobertura.

Cobertura de salud durante todo el año

### Sus Opciones de Cobertura de Salud

#### Medi-Cal:

- ▶ Niños, jóvenes en hogares de crianza, mujeres embarazadas, adultos, ciudadanos de los Estados Unidos, e inmigrantes incluyendo personas con el estatus de Acción Diferida (DACA)—podrían ser elegibles para Medi-Cal gratis o a bajo costo.
- ▶ Medi-Cal proporciona vacunas, visitas al doctor de prevención, especialista, oculista y servicios dentales para niños y jóvenes gratis o a bajo costo.
- ▶ Inscripción al programa de Medi-Cal está disponible todo el año.

#### Covered California:

- ▶ Covered California es donde los residentes legales de California pueden comparar planes de salud de alta calidad y elegir el que les conviene.
- ▶ Dependiendo de los ingresos y el tamaño de la familia, muchos Californianos también podrían calificar para obtener ayuda financiera.
- ▶ Inscríbase durante la Inscripción Abierta o en cualquier momento durante el año que a tenido un evento calificado de vida, como si perdió su trabajo o tuvo un bebé. Tienen 60 días del evento para inscribirse.



**Para familias indocumentadas** visiten: [www.allinforhealth.org/resources#Undocumented](http://www.allinforhealth.org/resources#Undocumented)

Su información de inmigración es confidencial, protegida, y segura. Su información no se usará para fines de control de inmigración. Solo se usará para determinar la elegibilidad para cobertura médica.

#### Usted y su familia podrían calificar para asistencia financiera:

Tamaño de la familia	Si el ingreso familiar en 2016 es menos de...		Si el ingreso familiar en 2016 es entre...
1	\$16,243	\$31,308	\$16,244 - \$47,080
2	\$21,983	\$42,374	\$21,984 - \$63,720
3	\$27,724	\$53,439	\$27,725 - \$80,360
4	\$33,465	\$64,505	\$33,466 - \$97,000
5	\$39,206	\$75,571	\$39,207 - \$113,640
6	\$44,947	\$86,636	\$44,978 - \$130,280
▶	Adultos podrían calificar para Medi-Cal	Niños podrían calificar para Medi-Cal	Podrías calificar para asistencia financiera en la compra de un seguro a través de Covered California

## Inscríbase.

### Maneras para inscribirse con Medi-Cal y Covered California:



[achieve.lausd.net/CHAMP](http://achieve.lausd.net/CHAMP)  
[www.coveredca.com](http://www.coveredca.com)



**CHAMP • 1 (866) 742-2273**  
Covered CA • 1 (800) 300-1506



Ayuda en persona:  
[www.coveredca.com/get-help/local/](http://www.coveredca.com/get-help/local/)

## Cuide Su Salud.

- ▶ Elija su doctor de su red medica.
- ▶ Haga sus citas anuales con su doctor para usted y su familia.
- ▶ Asegúrese de llevar a su hijo(s) al dentista.
- ▶ Si su plan lo requiere, haga su pago mensual.

## Renueve Su Cobertura.

- ▶ El seguro de Medi-Cal debe ser renovado cada año. Medi-Cal le enviará por correo su paquete de renovación. Complete y regrese el paquete. Para ayuda, contacte su oficina de Medi-Cal o marque 211.
- ▶ Los planes de salud a través de Covered California se deben renovar cada año. La información para renovar se le enviara a finales de año o contacte a Covered California al 1 (800) 300-0213.

Para más información visite:

[www.allinforhealth.org](http://www.allinforhealth.org)

Actualizado 03 2016





# Los Angeles Unified School District

## Responsible Use Policy (RUP) for District Computer Systems

### Information for Students and Families

---

#### **Purpose**

The purpose of the District's Responsible Use Policy ("RUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, the RUP clarifies the educational purpose of District technology. As used in this policy, "user" includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by the District (the "network") regardless of the physical location of the user. The RUP applies even when District-provided equipment (laptops, tablets, etc.) is used off District property. Additionally, the RUP applies when non-District devices access the District network.

The District uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor users' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Users should have no expectation of privacy regarding their use of District equipment, network, and/or Internet access or files, including email.

The District will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to District applications, including, but not limited to, email, data management and reporting tools, and other web applications outside the United States and Canada.

#### **Student Responsibility**

***By initialing and signing this policy, you acknowledge that you understand the following:***

**I am responsible for practicing positive digital citizenship.**

- ☐ I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- ☐ I will be honest in all digital communication.
- ☐ I understand that what I do and post online must not disrupt school activities or compromise school safety and security.

**I am responsible for keeping personal information private.**

- ☐ I will not share personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- ☐ I will not meet anyone in person that I have met only on the Internet.
- ☐ I will be aware of privacy settings on websites that I visit.
- ☐ I will abide by all laws, this Responsible Use Policy and all District security policies.

**I am responsible for my passwords and my actions on District accounts.**

- ☐ I will not share any school or District usernames and passwords with anyone.
- ☐ I will not access the account information of others.



## Los Angeles Unified School District

### Responsible Use Policy (RUP) for District Computer Systems

### Information for Students and Families

---

☐ I will log out of unattended equipment and accounts in order to maintain privacy and security.

**\_\_\_ I am responsible for my verbal, written, and artistic expression.**

☐ I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.

**\_\_\_ I am responsible for treating others with respect and dignity.**

☐ I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.

☐ I understand that bullying in any form, including cyberbullying, is unacceptable.

**\_\_\_ I am responsible for accessing only educational content when using District technology.**

☐ I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent.

☐ I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.

☐ I understand that the use of the District network for illegal, political, or commercial purposes is strictly forbidden.

**\_\_\_ I am responsible for respecting and maintaining the security of District electronic resources and networks.**

☐ I will not try to get around security settings and filters, including through the use of proxy servers to access websites blocked by the District.

☐ I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any District computers, tablets, smartphones, or other new technologies.

☐ I know that I am not to use the Internet using a personal data plan at school, including personal mobile hotspots that enable access on District equipment.

☐ I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

**\_\_\_ I am responsible for taking all reasonable care when handling District equipment.**

☐ I understand that vandalism in any form is prohibited.

☐ I will report any known or suspected acts of vandalism to the appropriate authority.

☐ I will respect my and others' use and access to District equipment.

**\_\_\_ I am responsible for respecting the works of others.**

☐ I will follow all copyright (<http://copyright.gov/title17/>) guidelines.

☐ I will not copy the work of another person and represent it as my own and I will properly cite all sources.

☐ I will not download illegally obtained music, software, apps, and other works.

### Consequences for Irresponsible Use

Misuse of District devices and networks may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation. (For more information, see BUL-6399.0, Social Media Policy for Students.)

### Disclaimer

The District makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or District accounts.





## Los Angeles Unified School District

### Responsible Use Policy (RUP) for District Computer Systems Information for Students and Families

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Users are responsible for any charges incurred while using District devices and/or network. The District also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the District, its affiliates, or employees. Students under the age of 18 should only access District network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school.

#### **Summary:**

All users are responsible for practicing positive digital citizenship. Positive digital citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. What District community members do and post online must not disrupt school activities or otherwise compromise individual and school community safety and security.

#### **Instructions:**

Read and initial each section above and sign below. Be sure to review each section with a parent or guardian and get their signature below. Return to your teacher or other designated school site personnel.

*I have read, understand, and agree to abide by the provisions of the Responsible Use Policy of the Los Angeles Unified School District.*

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

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

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Legal  
Guardian Name: \_\_\_\_\_

Parent/Legal  
Guardian Signature: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Room Number: \_\_\_\_\_

*Please return this form to the school where it will be kept on file. It is required for all students that will be using a computer network and/or Internet access.*



Los Angeles Unified School District  
Parent/Guardian Publicity Authorization and Release

ATTACHMENT J-14

Dear Parent/Guardian:

The Los Angeles Unified School District requests your permission to reproduce through printed, audio, visual, or electronic means activities in which your pupil has participated in his/her education program. Your authorization will enable us to use specially prepared materials to (1) train teachers and/or (2) increase public awareness and promote continuation and improvement of education programs through the use of mass media, displays, brochures, websites, etc.

1. Name of Pupil (please print)

2. Birthdate (please print)

3. Name of Parent (please print)

- a. I, as a parent of guardian, of the above named pupil fully authorize and grant the Los Angeles Unified School District and its authorized representatives, the right to print, photograph, record, and edit as desired, the biographical information, name, image, likeness, and/or voice of the above named pupil on audio, video, film, slide, or any other electronic and printed formats, currently developed, (known as "Recordings"), for the purposes stated or related to the above.
- b. I understand and agree that use of such Recordings will be without any compensation to the pupil or the pupil's parent or guardian.
- c. I understand and agree that the Los Angeles Unified School District and/or its authorized representatives shall have the exclusive right, title, and interest, including copyright, in the Recordings.
- d. I understand and agree that the Los Angeles Unified School District and/or its authorized representatives shall have the unlimited right to use the Recordings for any purposes stated or related to the above.
- e. I hereby release and hold harmless the Los Angeles Unified School District and its authorized representatives from any and all actions, claims, damages, costs, or expenses, including attorney's fees, brought by the pupil and/or parent or guardian which relate to or arise out of any use of these Recordings as specified above.

**My signature shows that I have read and understand the release and I agree to accept its provisions.**

4. Signature of Parent/Guardian

5. Date Signed

6. Address (Number, Street, Apartment Number)

7. City

8. State

9. Zip Code

10. Telephone

**Granting of permission is voluntary. Please return completed form to school.**

11. Principal

**Approved as to form by the  
Office of the General Counsel.**

12. School

This form shall not be amended without written approval of both the Office of the General Counsel and the Office of Communications/Public Information



**Distrito Escolar Unificado de Los Angeles**  
**Autorización de los padres o tutores para la divulgación publicitaria**

ATTACHMENT J-14

Estimado(a) padre, madre, tutor o tutora:

El Distrito Escolar Unificado de Los Angeles solicita el permiso de usted para reproducir en forma impresa, auditiva, visual o electrónica actividades en las cuales su hijo(a) haya participado en su programa educativo. La autorización que usted nos otorgue nos permitirá emplear materiales preparados especialmente para (1) capacitar a los profesores o (2) para fomentar entre el público una mayor conciencia y promover un mejoramiento continuo de los programas educativos mediante el uso de los medios de comunicación, las exposiciones, los folletos, los domicilios electrónicos (*websites*), etc.

1. **Nombre y apellido del (de la) estudiante** (escriba por favor en letra de molde)

2. **Fecha de nacimiento** (escriba por favor en letra de molde)

3. **Nombre y apellido del padre o la madre** (escriba por favor en letra de molde)

- a. Yo, como padre, madre, tutor o tutora del (de la) alumno(a) antes mencionado(a) doy mi autorización plena y concedo al Distrito Escolar Unificado de Los Angeles y a sus representantes autorizados el derecho para imprimir, fotografiar, grabar y editar - según lo desee - la información biográfica, el nombre y apellido, las imágenes, las similitudes, o la voz del (de la) alumno(a) antes mencionado(a), en forma auditiva, en videocintas, en filmes, en diapositivas, en cualquier otra forma electrónica o en formatos impresos que actualmente se desarrollan (se les conoce como "Grabaciones"), para los propósitos antes mencionados y declarados.
- b. Entiendo y estoy de acuerdo en que el uso de tales Grabaciones se dará sin compensación alguna para los estudiantes, sus padres o sus tutores.
- c. Entiendo y estoy de acuerdo en que el Distrito Escolar Unificado de Los Angeles o sus representantes autorizados tendrán el derecho exclusivo, el título, el interés e inclusive el derecho de autor de las Grabaciones.
- d. Entiendo y estoy de acuerdo en que el Distrito Escolar Unificado de Los Angeles o sus representantes autorizados tendrán el derecho ilimitado para utilizar las Grabaciones para cualquiera de los propósitos declarados o relacionados con lo antes mencionado.
- e. Por la presente exonero de toda responsabilidad civil al Distrito Escolar Unificado de Los Angeles y a sus representantes autorizados por la totalidad y cada una de las demandas, reclamos, daños y perjuicios, costos o gastos, incluso los honorarios de los abogados, que presenten los alumnos, sus padres o sus tutores en lo relacionado a lo que se haya suscitado o pudiera surgir por cualquier uso de estas Grabaciones, conforme se especificó antes.

**Mi firma muestra que he leído y que entiendo esta exoneración de toda responsabilidad civil, y estoy de acuerdo en aceptar sus disposiciones.**

4. **Firma del padre, la madre, el tutor o la tutora**

5. **Fecha en que se firmó**

6. **Domicilio (Número de la calle, calle, número de apartamento)**

7. **Ciudad**

8. **Estado** 9. **Código postal**

10. **Teléfono**

**El conceder su permiso es de carácter voluntario. Sírvase devolver a la escuela el formulario lleno.**

11. **Director(a)**

12. **Escuela**

**formulario aprobado por el Despacho del asesor jurídico**

Este formulario no podrá ser enmendado sin la aprobación por escrito tanto del Despacho del asesor jurídico como por la Oficina de comunicaciones e información pública.



(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)

(Address)

(City, State, Zip Code)

RE: \_\_\_\_\_ Student ID # \_\_\_\_\_

Dear Parent/Guardian:

Section 49408 of the California Education Code states..."for the protection of a student's health and welfare, the parent or the legal guardian must keep current at the student's school of attendance, emergency information including the home address and telephone number, business address and telephone number of the parent or guardian, and the name, address and telephone number of a relative or friend who is authorized to care for the student in any emergency situation if the parent or legal guardian cannot be reached."

We know you are concerned about your child's welfare. Please fill out the enclosed Student Emergency Information form and return it to the school no later than \_\_\_\_\_ (insert date) \_\_\_\_\_. If you have any questions, please call \_\_\_\_\_.

Thank you for your cooperation.

Sincerely,

Principal

(SCHOOL LETTERHEAD)

(Fecha)

(Nombre del padre, madre o tutor legal)

(Dirección)

(Ciudad, Estado, Código Postal)

ASUNTO: \_\_\_\_\_ # de identidad del alumno(a) \_\_\_\_\_

Estimado padre, madre o tutor legal:

La Sección 49408 del Código de Educación de California indica que... "para el bienestar y la protección de la salud del alumno(a), el padre, madre o el tutor legal deben mantener al día, en la escuela a la que asiste el alumno(a), la información para casos de emergencia, incluyendo el domicilio y número de teléfono, la dirección y número de teléfono del trabajo del padre, madre o tutor legal, y el nombre, dirección y teléfono de un pariente o amigo que esté autorizado para atender al alumno(a) en cualquier situación de emergencia si no se pueden comunicar con el padre, madre o tutor legal. "

Sabemos que le preocupa el bienestar de su hijo. Por favor, llene el siguiente Formulario de Información para una Emergencia Estudiantil adjunto y devuélvalo a la escuela a más tardar el \_\_\_\_\_(fecha)\_\_\_\_\_. Si usted tiene alguna pregunta, por favor llame al \_\_\_\_\_.

Gracias por su cooperación.

Atentamente,

Director(a)



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

ATTACHMENT L

**ETK – 1<sup>st</sup> GRADE LEVEL PLACEMENT CHART**

All ages displayed in this table below refer to a student's age as of September 1 of the current school year.

Grade Level	Entrance Age	Birth Date
ETK*	5 years	Between: December 3 and June 30
TK	5 years	Between: September 2 and December 2
K	5 years	On or Before September 1
1	6 years	On or Before September 1

**2<sup>ND</sup> – 8<sup>TH</sup> GRADE LEVEL PLACEMENT CHART**

All ages displayed in this table below refer to a student's age as of August 1 of the current school year. The ages are displayed in YEAR.MONTH format (e.g., 4.9 indicates the age of four years and 9 months).

Grade	Minimum Age as of August 1	Maximum Age
2	6.9	8.8
3	7.9	9.8
4	8.9	10.8
5	9.9	11.8
6	10.9	12.8
7	11.9	13.8
8	12.9	14.8

\*For information regarding the Expanded Transitional Kindergarten Program, refer to REF-6595.3, *Expanded Transitional Kindergarten (ETK) Implementation*, dated July 5, 2018, or contact the Early Childhood Education Division at 213-241-0415.

For additional information regarding kindergarten and first grade entrance age requirements, refer to BUL-5708.1, *Transitional Kindergarten, Kindergarten, and First Grade Entrance Age Requirements, Verification of Birth Date, and Placement Forms*, dated May 13, 2013.

Grade-level placement in grades 2-8 may in rare circumstances vary from the ages listed above. High school grade placement is based on the educational history and academic credits earned by each student, not age. For assistance with grade placement or the Grade Placement Chart, please contact the Local District Counseling Coordinator or the PSA Coordinator



Los Angeles Unified School District | Student Health and Human Services

## Pupil Services



### Mission

*To ensure that all LAUSD students are enrolled, attending, engaged, and on-track to graduate.*

## STUDENT EDUCATION PLAN

<b>School Staff:</b> _____	<b>Date:</b> _____	<b>Time:</b> _____
Student's Name: _____ DOB: _____ Age: _____ Grade: _____ Address: _____ City: _____ Zip: _____ Student Home Phone: _____ Student Cell: _____ Parent/Guardian Name: _____ Home Phone: _____ (If student minor) Parent Home#: _____ Parent Cell#: _____ Emergency Contact: _____ Emergency Contact #: _____		
<b>Education Goals/Plan Discussed:</b>		
<b>High School Diploma completed in other country:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, country: _____ Date completed _____		
<b>Educational Referral:</b> <input type="checkbox"/> Adult School (Specify) _____ <input type="checkbox"/> AEW (Specify) _____ <input type="checkbox"/> Community College (Specify) _____ <input type="checkbox"/> Independent Study (Specify) _____ <input type="checkbox"/> Other/Explain: _____		
<b>Verification of Education Plan</b>		
_____ I declare that I have reviewed my educational/vocational options with a certificated LAUSD employee. Student Initials		
_____ Student Signature	_____ Date	_____ Employee Name
		_____ Employee Signature
		_____ Date

(SCHOOL LETTERHEAD)

(Date)

(Parent/Guardian Name)

(Address)

(City, State, Zip Code)

Dear Parent/Guardian:

It has come to our attention that you have changed your address and no longer live in the area of

\_\_\_\_\_ School. Based on the information the school has

\_\_\_\_\_ Your family moved out of the attendance boundary area.

\_\_\_\_\_ Your family moved out of the attendance boundary and failed to report your change of address within 30 calendar days and shall be cause for forfeiture of the right to any type of permit.

\_\_\_\_\_ A false address was provided to enroll student(s) at our school.

As a result, your child/children will need to enroll and attend the school within the area of your new address. Your home school is \_\_\_\_\_ School and their telephone number is \_\_\_\_\_.

Within two days, please pick up the necessary paperwork from the school office to withdraw your child/children from our school and promptly enroll in the new school.

If you have any questions, please call \_\_\_\_\_ at \_\_\_\_\_

We wish you and your child/children the very best at your new school.

Sincerely,

Principal

(SCHOOL LETTERHEAD)

(Fecha)

(Nombre del padre, madre o tutor legal)

(Dirección)

(Ciudad, Estado, Código Postal)

Estimado Padre/Tutor:

Se nos ha informado que se ha mudado y que ya no vive en la zona de asistencia escolar de la Escuela \_\_\_\_\_. Basado en la información que la escuela tiene

\_\_\_\_\_ Su familia se mudó fuera del área de la escuela

\_\_\_\_\_ Su familia se mudó fuera del área de la escuela y no reportó por escrito en 30 días el cambio de domicilio. Es motivo suficiente para renunciar al derecho de ejercer cualquier clase de permiso.

\_\_\_\_\_ Un domicilio falso se utilizó para inscribir a su hijo/a en nuestra escuela

Como resultado, su hijo(s) necesita(n) matricularse y asistir a la escuela que le corresponde a la zona de su nuevo domicilio. La escuela que le corresponde a la zona de su Nuevo domicilio es la Escuela \_\_\_\_\_ y su número de teléfono es \_\_\_\_\_.

En dos días, favor de recoger en la oficina escolar la documentación necesaria para dar de baja a su(s) hijo(s) de nuestra escuela y lo(s) inscriba en la nueva escuela inmediatamente.

Si tiene alguna pregunta, favor de comunicarse con \_\_\_\_\_ al \_\_\_\_\_.

Le deseamos lo mejor a su hijo(s) y a usted en su nueva escuela.

Atentamente,

Director(a)

# ELEMENTARY & SECONDARY REASON CODES

ATTACHMENT O

For audit purposes, schools shall retain documentation of all absences for five school years.

Excused Absences, Tardies & Left Early			
1M	Excused Absence Verified by Medical Professional	<ul style="list-style-type: none"><li>• Illness or injury of pupil</li><li>• Illness or medical appointment of a child (only when the pupil is the custodial parent)</li><li>• Medical, dental, optometrical, or chiropractic services</li><li>• Quarantine</li><li>• Funeral of immediate family member (may include any relative residing with the pupil)<ul style="list-style-type: none"><li>- 1 day: in-state</li><li>- 3 days: out-of-state and/or country</li></ul></li><li>• Jury duty</li><li>• Attending a pupil’s naturalization ceremony to become a United States citizen</li><li>• Member of a precinct board for an election (students older than 18 years of age)</li><li>• Active military duty (immediate family member; maximum 3 days)</li></ul>	
1N	Excused Absence Verified by School Nurse/Designee		
1P	Excused Absence Submitted by Parent		
5	Administrator Approval-Justifiable Personal Reasons	<ul style="list-style-type: none"><li>• Court appearance</li><li>• Educational conference offered by non-profit organization (legislative/judicial)</li><li>• Employment conference</li><li>• Entertainment industry- no more than 5 consecutive days or maximum of 5 absences per school year</li><li>• Funeral service (extended days)</li><li>• Medical exclusion or exemption</li><li>• Observance of religious or cultural holiday, ceremony, or secular historical remembrance</li><li>• Participation in not-for-profit performing arts organization (maximum 5 per school year)</li><li>• Pre-arranged mental health services (mental health day treatment)</li><li>• Religious instruction (attend minimum school day no more than 4 days per school month)</li><li>• Religious retreat (shall not exceed 4 hours per semester)</li><li>• Revoked suspension through appeal’s procedure</li><li>• “Take Your Child to Work Day”</li></ul>	
SB	School Bus (Absence or Tardy) - LAUSD Only	Student was absent/tardy due to the School Bus - LAUSD Only	
Unexcused Absences, Tardies & Left Early- Counted Toward Truancy			
2	Unexcused	<p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Running errands for family</li><li>• Babysitting</li><li>• Transportation problems</li><li>• Unverified absence/tardy (no reason provided after 10 days with due diligence)</li><li>• “Take Your Child to Work Day” (without administrator approval)</li><li>• “Extended Funeral Absences ” (without administrator approval)</li><li>• Tardy or Left Early less than 30 minutes</li><li>• Vacations or trips</li><li>• Family emergency</li><li>• Inclement weather</li></ul>	
3	Non-Compliant	<ul style="list-style-type: none"><li>• Absent from class without school or parent/guardian permission</li><li>• Tardy or Left Early of 30 minutes or more without a valid excuse (when verified by school-site personnel will count toward truancy classification)</li><li>• Unexcused absence post SART/SARB contract</li></ul>	
Unknown Absences- Counted Toward Truancy			
UC	Uncleared (when an absence is entered, UC automatically populates)	No documentation received, no attempts made by school (reason code only available for absences). Counts towards truancy if not cleared within 10 school days	
0	No note/No Explanation	Parents have 10 days to submit verification for student absences as stated in the Parent-Student Handbook. Schools may mark an absence a 0-No Note/ No Explanation after 10 school days following an absence if no explanation was received.	
Suspension			
4	Suspended School	Suspension served out of school	
Counted as Present (Elementary and Secondary Schools)			
4I*-In-School Suspension	FT* - Field Trip	SC*- Suspended Class	SB - School Bus - LAUSD Only
Counted as Present (Secondary Schools Only)			
AO- Attendance Office	CH - Title I Office	GO - Guidance Office	PO - Principal Office
AP - Assistant Principal’s Office	CO - Counseling Office	GT - Grade/Track Office	SG* - Student Gov't
AT* - Athletic Team	DO - Dean's Office	HO - Health Office/ Wellness Center	TP* - Testing Program
BI - Bilingual Office	EC* - Extracurricular	MG - Magnet Office	
*Absence types are approved by California Department of Education (CDE) for Average Daily Attendance (ADA). Only these absence types are counted as present in the SMASR/Statistical, and Attendance Totals Reports.			

Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT P

**Authorization to Withdraw Students from Enrollment**

Name of Initiating School _____	Location Code _____	
Student Name _____	DOB _____	
Student ID # _____	Grade _____	Track _____
House _____		
It is recommended that this student be withdrawn to the following:		
REASON _____		
School _____		
Program _____		
Other _____		
Parent Signature _____	Phone # _____	
Effective Date _____		
Recommended by _____	Office _____	
Authorized by _____	Office _____	
Completed in MiSiS by: <u>(date/name)</u>		

**For internal use only**



Los Angeles Unified School District  
Student Health and Human Services

ATTACHMENT Q

**Parent Assurance Letter (PAL)**

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

D.O.B.: \_\_\_\_\_ Grade: \_\_\_\_\_ Track: \_\_\_\_\_

I, \_\_\_\_\_, declare that I am the parent/guardian/caregiver of \_\_\_\_\_  
and I am withdrawing this child from this school due to the following reason:

☐ Moving to another city within the State of California: \_\_\_\_\_

☐ Moving to another state: State and City: \_\_\_\_\_

☐ Moving to another country: Country: \_\_\_\_\_

☐ Enrolling in a private school: Name of School: \_\_\_\_\_

☐ Enrolling in another public school: Name of School: \_\_\_\_\_  
City: \_\_\_\_\_

☐ Full-time private tutoring by a credentialed tutor \_\_\_\_\_

☐ Other: \_\_\_\_\_

I assure you that I will enroll this child in a school within a reasonable period of time. I am aware of the compulsory education statute in California, as stated in Cal. Education Code Section 48200 that requires all children between the ages of 6-18 years old to have a full-time education, unless they are exempt. I also understand that if I fail to compel the attendance of the child in my care to attend a full-time education while in the State of California, unless they are exempt, that I may be subject to criminal penalties.

To the best of my knowledge, this child will be attending school in the city of \_\_\_\_\_, State of \_\_\_\_\_.

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

\_\_\_\_\_  
Parent/Guardian/Caregiver's Name

\_\_\_\_\_  
Parent/Guardian/Caregiver's Signature

**Please fill out your new contact information below:**

\_\_\_\_\_  
New Address

\_\_\_\_\_  
New Phone Number

\_\_\_\_\_  
Date

**Parent Assurance Form – English**

**Carta de Garantía de Inscripción (PAL)**

Nombre del estudiante: \_\_\_\_\_

Fecha de nacimiento: \_\_\_\_\_ Grado: \_\_\_\_\_ Ciclo: \_\_\_\_\_

Mediante la presente declaro que yo, \_\_\_\_\_ soy el  
padre/tutor/encargado de \_\_\_\_\_ y que deseo dar de baja a mi hijo(a)  
de esta escuela debido a lo siguiente:

- ☐ Nos mudaremos a otra ciudad dentro del Estado de California.
- ☐ Nos mudaremos a otro Estado: (Estado y ciudad) \_\_\_\_\_
- ☐ Nos mudaremos a otro país: (país) \_\_\_\_\_
- ☐ Lo(a) inscribí en una escuela privada: (nombre de la escuela) \_\_\_\_\_
- ☐ Lo(a) inscribí en otra escuela pública: (nombre de la escuela) \_\_\_\_\_  
(ciudad) \_\_\_\_\_
- ☐ Me encargaré de procurarle un maestro particular \_\_\_\_\_
- ☐ Otra alternativa: \_\_\_\_\_

Doy mi palabra de que inscribiré a mi hijo(a) en otra escuela dentro de un período de tiempo razonable. Sé que en California la enseñanza es obligatoria, según estipula el artículo 48200 del Código de Educación, lo cual implica que todos los niños entre los 6 y 18 años deben recibir educación de tiempo completo, a menos que por algún motivo especial estén exentos. Comprendo que si no cumpliera con esta obligación de proporcionarles educación a todos los niños a mi cargo, a menos que estén exentos, podría exponerme a sanciones penales.

Según mi saber y entendimiento, el niño asistirá a una escuela en la ciudad de \_\_\_\_\_, en el Estado de \_\_\_\_\_.

**Declaro, bajo pena de perjurio, conforme a las leyes del Estado de California, que lo antedicho es verdadero y correcto.**

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

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

**Por favor, proporcione los nuevos datos en referencia a su domicilio:**

\_\_\_\_\_  
Nueva dirección

\_\_\_\_\_  
Nuevo número teléfono

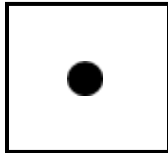
\_\_\_\_\_  
Fecha

## SCHOOL SITE QUICK REFERENCE FIVE COLUMN ROSTER

Schools shall provide all teachers with a printed Five Column Roster at the beginning of each semester, for each class period. School office staff shall retain a master copy of the Five Column Roster, generated at the beginning of each semester, and periodically as needed. It is recommended that teachers record attendance in MiSiS and also on the Five Column Roster paper record at the beginning of each school year and at least until norm day and for several weeks at the beginning of each new semester to ensure accurate attendance accounting.

At the time attendance is taken, each student must be marked either present or absent including reason code, if known.

**Present**

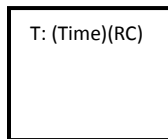


**Absent**

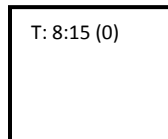


Additional attendance information is to be recorded for students who arrive late or leave early including time in/out and reason code, if known as shown in the following examples.

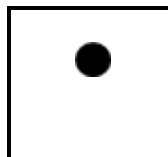
**Tardy**



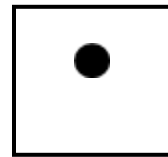
Ex:



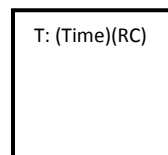
**Left Early**



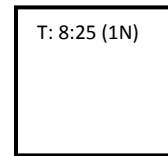
Ex:



**Tardy and  
Leave Early  
on the same day**



Ex:



### Attendance Reminders

- All teachers are mandated by Education Code 44809, CA Commission on Teacher Credentialing, UTLA Contract, and District policy to take attendance daily.
- All teachers are required to submit and certify attendance in MiSiS every day for each class during the first 15 minutes.
- In the event of a system or internet/connectivity issue, paper attendance records must be used and maintained for audit purposes.
- When attendance records are not accurate parents may not be notified of absence and students with poor attendance patterns are not identified for support or intervention.
- Elementary teachers must certify attendance within 4 days.
- Secondary teachers must certify attendance by the end of the school day.
- Any attendance corrections outside of these timelines require a paper attendance record.
- Attendance submittal is required for the District to claim Average Daily Attendance (ADA) revenue from the state.

### Essential Reports for Monitoring Attendance taking and Accuracy

Report Name	Report Function/Use	Run Frequency	MiSiS Job Aide
Attendance Not Submitted with Date Range **	This report provides a list of teachers who have not submitted attendance for their scheduled courses/ sections for any date range. Memos to Teachers can be generated with this report.	Daily	<a href="#">Attendance Not Submitted Report</a>
Attendance Referral Form (Elementary)	This report will generate a single page of student's attendance and enrollment history for a select date range.	As needed	<a href="#">Attendance Referral Form</a>
Attendance Referral Form (Secondary) **	This report will generate a student's summary attendance, detail attendance and enrollment history for a select date range.	As needed	<a href="#">Attendance Referral Form</a>
Attendance Summary Report*	This report provides the number of full day absences, tardies, early leaves, partial days absences, partial days present, days enrolled and the percent present. A date range parameter can be selected. This report can be sorted by room, percent present or by alpha order (student). There is an option to include the home address.	As needed	<a href="#">Attendance Summary Report</a>
Classroom Attendance Totals by Date Range (Elementary & Secondary)**	This report displays the student's total instructional days, days attended, absences, and tardies by classroom. This report can be used for closing cumulative files.	Monthly	<a href="#">Classroom Attendance Totals</a>
Identify Students with Perfect Attendance (using the Attendance Summary Report)	This job aid goes into further detail in the procedure of identifying students that have perfect attendance for the month or year using the Attendance Summary Report and Microsoft Excel.	As needed	<a href="#">Identify Students with Perfect Attendance</a>
Master Absence Report**	This report produces a list of students who have a full-day absence for the selected previous instructional day.	Daily	<a href="#">Master Absence Report</a>
Number of Tardies by Periods  Statistical/SMASR**	This report identifies the number of tardies a student has for a particular period by using the Attendance Referral Report and Microsoft Excel. (For individual student counts only)  This report provides summaries a school's attendance data and enrollment activity.	As needed  Monthly	<a href="#">Number of Tardies by Periods</a>  <a href="#">Generate a Statistical Report</a>

\*\* Also available for Continuation Schools

## ATTACHMENT S

Report Name	Report Function/Use	Run Frequency	MiSiS Job Aide
			<a href="#">Statistical Report Appendix A-Statistical Report</a>  <a href="#">Statistical Report Appendix C-SMASR</a>
Teacher Attendance Verification**	This report displays the submittal attendance for up to a ten-day range for Elementary and Secondary schools, including Options Schools.	As needed	No Job Aid Available
Teacher Discrepancy Report (Secondary only)	This report provides a list of discrepancies for teachers who either marked a student present or do not submit attendance when the student was marked absent in all other classes. School office staff prints the report at the end of day and places it in the teachers' mailboxes. Teachers complete the form, sign, date and return it to the office by the end of the 1 <sup>st</sup> period the next school day. School office staff reviews the returned Teacher Discrepancy Memos and promptly updates student records accordingly. School office staff files the memos and ensures that every teacher's signed and dated copy is on file for each attendance month.	Weekly	No Job Aid available
Uncleared Absences Report	This report generates a list of students with uncleared absences accompanied by a letter to the parent/guardian requesting that the absences be cleared. The list/letter can be sorted by: teacher/counselor, grade level and student name.	Weekly/Monthly	No Job Aid available

## TRUANCY

### California Education Code (E.C.)

#### E.C. 48260 - TRUANCY DEFINITION

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

#### E.C. 48260.5 - PARENT NOTIFICATION

Notifying a parent of their child's truancy is required by law. Truancy Letters are automated and sent from the central office on a monthly basis, based on school records.

#### E.C. 48261 - TRUANT REPEAT

Any pupil who has once been reported as a truant and who is again absent from school without valid excuse one or more days or tardy on one or more days, shall again be reported as a truant to the attendance supervisor of the superintendent of the district.

#### E.C. 48262 - HABITUAL TRUANT

Any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261.

#### E.C. 48263.6 - CHRONIC TRUANT

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant

### Support outstanding school attendance at home by:

- Making sure your child gets enough sleep and a nutritious breakfast each day
- Helping your child develop a positive attitude toward school and learning and encouraging him/her to participate in school activities
- Explaining Compulsory Education - by law all students must attend school daily and on time
- Teaching the benefits of good attendance and consequences of poor attendance
- Creating back-up systems (alternative plans for getting to and from school)
- Creating morning and evening routines
- Posting school calendars, school attendance policy, and schedules in a visible place
- Gaining access to the Family Module and monitoring your child(ren)'s up-to-the-minute progress online.
- Making your school aware of any issues that may be affecting your child's attendance
- Making sure your child's school has your accurate daytime contact information, including cell phone number and/or e-mail address
- Notifying school staff if your child suffers from a chronic health condition and how this condition is impacting school attendance



**The foundation of student academic success is excellent attendance. The LAUSD wants to partner with all parents to ensure students attend regularly and to address any issues that impact attendance.**



# School Attendance

## - A Guide for Parents -



*The LAUSD expects all students to maintain a 96% or higher attendance rate (missing fewer than 7 days in one school year)*

**For additional resources go to our website**  
[pupilservices.lausd.net](http://pupilservices.lausd.net)

**Or call us at**  
**(213) 241-3844**

**Minimize Loss Of Instructional Time**

- Plan family vacations for non-school days only
- Schedule non-emergency medical and dental appointments after school hours on weekends or during your child's vacation
- If the appointment must be during school hours, please have your child attend school prior to the appointment and/or return to school after the appointment to complete the school day
- Communicate often with your child's teachers and request assignments missed during absences

***Parents, please provide a note for every Absence, tardy, and early leave!***

C.C.R. Title 5, Section 306 – A principal or teacher may require satisfactory explanation from the parent or guardian of a pupil, either in person or by written note, whenever the pupil is absent/tardy part or all of a school day.

**District policy requires that all absences, tardies, and early leaves be cleared within 10 school days with a satisfactory explanation (in writing, or verbal justification).**

An excused absence note may be accepted for up to four consecutive days when the absence is attributed to illness. For absences attributed to illness for five or more consecutive days, the school nurse or designated staff member is to be consulted. The student must be cleared to return to class by the school nurse or designated staff member.

**The excessive use of unverified parent notes may result in the school requesting additional documentation for all future absences.**

***Student Attendance = Student Success***

**Excusable Absence (California E.C. 48205)**

**Reason Code #1** (1M –Medical, 1N- Nurse, 1P- Parent) *on Student's Attendance Record*

- Illness or injury of pupil
- Illness or medical appointment during school hours of a child of whom the pupil is a custodial parent
- Funeral of immediate family member (may include any relative residing with the pupil)
  - 1 day: in-state
  - 3 days: out-of-state and/or country
- Jury duty
- Medical, dental, optometrical, or chiropractic services
- Quarantine under the direction of a county or city health officer

**Reason Code #5** Administrator Approval

- For justifiable personal reasons including, not limited to:
- Active military duty in combat zone (immediate family member; maximum 3 days)
- Appearance in court
- Attendance at a funeral service (extended days)
- Attendance at a religious retreat (shall not exceed 4 hours per semester)
- Entertainment industry (no more than 5 consecutive days or a maximum of 5 absences per school year)
- Medical exclusion or exemption
- Observance of religious holiday or ceremony
- Religious instruction (attend a minimum school day no more than 4 days per school month)
- Revoked suspension through appeals procedure
- Participation in not-for-profit performing arts organization (maximum 5 per school year)
- Pre-arranged mental health services (Mental Health Day Treatment)
- "Take Your Child to Work Day"
- Absences when pupil is the custodial parent (for additional information contact school)

Please note that these are the only reason codes that will not trigger a Notification of Truancy Letter.

**SCHOOL ATTENDANCE IS THE LAW****STATE OF CALIFORNIA****Compulsory Full-time Education****Education Code 48200**

Each person between the ages of 6 and 18 years not exempted under provision of this chapter is subject to compulsory full-time education. Each parent, guardian, or other person having control or charge of such pupil shall send the pupil to the public full-time day school or continuation school or classes for the full-time designated as the length of the school day.

**CITY OF LOS ANGELES****LOS ANGELES MUNICIPAL  
CODE 45.04**

Juveniles are prohibited from loitering during the hours and days when the school, which the minor would normally attend, is in session.

***For more information about California School Attendance Laws visit the California Department of Education website:***

<http://www.cde.ca.gov/ls/ai/tr/>

## AUSENTISMO

### Código de Educación de California (E.C.) E.C. 48260 - DEFINICIÓN DEL AUSENTISMO ESCOLAR INJUSTIFICADO

A cualquier estudiante sujeto a una formación educativa o de regularización obligatoria que falte a la escuela tres días enteros sin justificación en un año escolar o que llegue tarde/se ausente en un periodo de más de 30 minutos del día de clases –sin justificación válida- en tres ocasiones a lo largo del año escolar o una combinación de ambas, se le clasificará como ausente sin permiso. Posteriormente se dará un informe al supervisor de asistencia o al superintendente del distrito escolar.

### E.C. 48260.5 - NOTIFICACIÓN AL PADRE DE FAMILIA

La ley exige que se notifique al padre sobre el ausentismo escolar injustificado. Las cartas sobre el ausentismo escolar injustificado se envían desde la oficina central mensualmente, basado en los expedientes escolares.

### E.C. 48261 – AUSENTISTA RECIDIVISTA

Todo alumno denominado ausente sin permiso y que vuelva a ausentarse de clases sin un justificante válido uno o dos días adicionales, o que llegue tarde uno o más días, se reportará nuevamente como ausente sin permiso al supervisor de asistencia o superintendente del distrito.

### E.C. 48262 – AUSENTISTA HABITUAL

Se considerará que un alumno es un ausente sin permiso crónico si el alumno ha faltado a la escuela sin autorización en tres o más ocasiones en un año lectivo después de que el funcionario o empleado del distrito se haya esforzado auténticamente por reunirse por lo menos una vez con el padre o tutor y el alumno, tras llenar cualquiera de los reportes que exige el Artículo 48260 o el Artículo 48261.

### E.C. 48263.6 – AUSENTISTA CRÓNICA

Cualquier alumno sujeto a la educación obligatoria de tiempo completo o para la educación de continuación obligatoria que esté ausente de la escuela sin una excusa válida el diez por ciento de días escolares o más en un año escolar, a partir de la fecha de inscripción a la fecha actual, se considera un ausente sin permiso crónica.

### Apoye desde el hogar la asistencia escolar sobresaliente, al:

- Asegurarse de que su hijo duerma bien y coma un desayuno nutritivo cada día
- Ayude a su hijo a desarrollar una actitud positiva hacia la escuela y el aprendizaje y animándolo a que participe en actividades escolares
- Explicarle a su hijo las leyes de educación obligatoria - las cuales dictan que todos los alumnos deben asistir a clases diariamente y a tiempo
- Inculcar los beneficios de la buena asistencia y las consecuencias de tener mala asistencia
- Crear sistemas de respaldo (planes alternativos para llevar o recoger de la escuela a sus hijos)
- La creación de rutinas matutinas y por la tarde
- Colocar en lugares visibles calendarios, normas de asistencia y horarios escolares
- Obtener acceso al Modulo Familiar y dar seguimiento en-línea el avance al minuto de su hijo
- Informarle al personal de la escuela sobre cualquier problema que pueda ocasionar que su hijo falte a la escuela.
- Asegurarse de que la escuela de su hijo tenga la información necesaria para contactarle a Ud. durante el día, como el número de su teléfono celular y su dirección de correo electrónico.
- Avisarle al personal escolar si su hijo padece de una afección de salud crónica y la forma en que dicha condición podría afectar su asistencia escolar



La asistencia excelente forja los cimientos para que los alumnos triunfen en lo académico. LAUSD desea unir esfuerzos con los padres para garantizar que los alumnos asistan a clases regularmente y abordar cualquier cuestión que afecte la asistencia.



# Asistencia Escolar

## - Guía para Padres -



*LAUSD espera que todos los alumnos mantengan una tasa de asistencia de por lo menos 96% (no más de 7 días de ausencia durante el año escolar)*

Para recursos adicionales, visite nuestro sitio web en

**[pupilservices.lausd.net](http://pupilservices.lausd.net)**

O llámenos al

**(213) 241-3844**



### Minimicé La Pérdida De Instrucción

- Planee las vacaciones de la familia sólo para los días en que los alumnos no tienen que asistir a la escuela
- Programe citas médicas o dentales dentro de un horario ajeno a la jornada escolar, los fines de semana o durante las vacaciones de su hijo
- Si la cita debe ser durante horas escolares, por favor haga que su hijo asista a la escuela antes de la cita y/o vuelva a la escuela después de la cita para completar el día lectivo
- Comuníquese frecuentemente con los maestros de su hijo y solicite las tareas que haya faltado durante las ausencias

***Padres, por favor proporcionen una nota para cada ausencia, tardanza, y salida temprana!***

C.C.R. Título 5, Artículo 306 - Un director o maestro podrá solicitar una explicación satisfactoria por parte del padre o tutor del alumno, ya sea en persona o por escrito, cuando el alumno se ausente durante parte o todo el día escolar o si llegue tarde.

**Las Normas del Distrito requieren que todas las ausencias, tardanzas y salidas tempranas se justifiquen en el marco de 10 días, con una explicación satisfactoria (por escrito o verbalmente).** Se podrán aceptar justificaciones de ausencia hasta de cuatro días seguidos por motivo de enfermedad. Para ausencias atribuidas a enfermedad por cinco o más días consecutivos, la enfermera de la escuela o funcionario designado debe ser consultado. Asimismo, la enfermera escolar o un miembro designado del personal serán quienes autorizarán el regreso a clases del alumno.

**El uso excesivo de notas paternas no verificadas puede resultar en que la escuela solicite documentación adicional para cada ausencia en el futuro.**

***Asistencia Estudiantil = Éxito Estudiantil***

### Ausencia Justificada (Código de Educación Estatal 48205)

***Motivo del Código #1*** (1M- Médico, 1N-Enfermera, 1P- Padre) *en el Expediente de Asistencia Estudiantil*

- Enfermedad del alumno
- Debido a la enfermedad o cita médica de un niño de quien el alumno es el padre custodial
- Para asistir al funeral de un pariente cercano:
  - un día si el servicio funerario se lleva a cabo en California
  - tres días si se lleva a cabo fuera de California
- Para deber de jurado en la manera proporcionada según la ley
- Para recibir atención médica o servicios dentales, de optometría o quiroprácticos
- Cuarentena impuesta por un funcionario de salud del condado o municipio

***Motivo del Código #5*** ***Con Aprobación del Administrador***

Por razones personales justificables, entre ellas:

- Servicio militar activo en zona de combate (miembro de la familia inmediata; 3 días máximo)
- Comparecencia judicial
- Asistencia a un servicio funerario (días extendidos)
- Asistencia a un retiro religioso (no excederá 4 horas por semestre)
- Industria del entretenimiento (no más de 5 días consecutivos o un máximo de 5 ausencias por año lectivo)
- Exclusión o exención médica
- La observancia del día de fiesta o ceremonia religiosa
- Instrucción religiosa (asistir un día escolar mínimo no más de 4 días por año lectivo)
- Suspensión revocada mediante un proceso de apelación
- Participación en una organización de las artes interpretativas sin fines de lucro (máximo de 5 días por año lectivo)
- Servicios de salud mental preestablecidos (Tratamiento diario de la salud mental)
- "Día para llevar a su hijo(a) al trabajo
- Ausencias cuando el alumno es el padre con custodia.

Por favor recuerde que estas son las únicas razones que no generarán una carta de ausentismo escolar injustificado

**LA ASISTENCIA ESCOLAR  
CONSTANTE ES OBLIGATORIA**

## ESTADO DE CALIFORNIA

**Educación Obligatoria de  
Horario Completo**

**Código de Educación 48200**

**Todos los individuos de 6 a 18 años de edad que no estén exentos, tienen la obligación de asistir a la escuela durante el horario completo de clases. Cada padre, tutor o persona a cargo del alumno tiene la obligación de enviarlo a una escuela diurna pública durante la totalidad del horario completo de clases.**

## CIUDAD DE LOS ANGELES

**CÓDIGO MUNICIPAL 45.04 DE  
LOS ANGELES**

Se prohíbe que los menores de edad vaguen durante las horas y días de clase, los cuales normalmente se fijan para la asistencia a clase.

***Para mayor información sobre las Leyes  
Estatales de Asistencia, favor de visitar  
el Sitio Web de la Secretaría de  
Educación de California***  
<http://www.cde.ca.gov/ls/ai/tr/>