



Friday's Operation's Brief

BELIEVE • BEHAVE • BECOME

IMPORTANT DATES TO REMEMBER

Norm Day	9/16
Title I New Designees Technical Support	9/19
Local District Central Principals' Meeting @ Pickwick	9/21
Safe Passages	9/22
Central District Operation's Professional Development	9/26

WHAT'S DUE

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



Systems and Routines

At the beginning of each school year, effective teachers teach and rehearse rules and procedures with students to establish focused and nurturing learning environments. To maximize school leadership's time, establishing school wide systems and routines will assist an administrator to focus on what's important: teaching and learning.

Systems and Routines to reflect on:

- iSTARS
- Office Referrals
- SWPBIS and Student Discipline
- Parent Concerns
- Emails and Correspondence
- Teacher Conversations
- Leadership Team meetings

Norm Day and Classification Reports

For the 2016-2017 school year, norm day is September 16, 2016. Norm Day has been designated by the District as the official count day for the allocation of various school resources.



district revenue apportionments for programs such as the Local Control Funding Formula (LCFF). For this reason, submission of accurate enrollment data is important.

Please refer to REF-1819.14 for more on the following information:

- 1) schedules of electronic capture of classification report and
- 2) instructions on the review of the classification report (Attachment 1).

Enrollment data is reported in the Classification report. The California Department of Education (CDE) uses enrollment data as the basis of school

2016-2017 Meeting Dates



Please refer to Attachment 2 for a complete list of Operations meetings for the 2016-2017 school year. Please mark your calendars accordingly. While After the Bell meetings are optional, we highly encourage all administrators to attend.



Celebrate the 25th Day of School!

Wednesday, September 21, 2016 is the 25th Instructional Day of School. Promote school attendance with campaigns and activities to recognize students who have one (1) or less absences to date (proficient and advanced attendance bands); and/or motivate students, in the lower bands to improve their attendance.

Celebrations can be simple and cost effective. Attached you will find the following resources: every 25th day attendance chart; 25th day of school newsletter; 25th day quarter certificate template; 25 Days Smarter Recognition Flyer (Attachment 3). You can also visit <http://www.attendanceworks.org/> for more ideas.

Reminder! As we celebrate September Attendance Awareness month, our Local District Central Attendance Awareness Poster Challenge has begun. Please submit all entries by September 23, 2016.

Here's a short list of examples to celebrate the 25th Day of School!

- ✓ Hold a poster completion contest.
- ✓ Make a photo collage in the form of 25.
- ✓ Make 25 legs for a bulletin board centipede.
- ✓ Have students draw a picture of how they will look when they are 25 years old!
- ✓ Serve cake or other snack in the form of 25 (10, 10, 5 or 5, 5, 5, 5, 5).
- ✓ Have classes come up with a list of 25 things they have learned (academic or personal) this school year and display.
- ✓ Hold an assembly to promote the 25-day event and recognize and motivate students.
- ✓ If you have a bulletin board with a mascot, have it hold a collection of 25 items (or the number, 25).
- ✓ Have a running theme to go with your 25-day events, such as, "25 days Smarter!"



Is Your School Gold?

We're rolling! It's been 17 days into the School Year School!



ATTENDANCE SUBMITTAL			
Level	Submittal %	Number of LDC Schools through 08/26/16	Number of LDC Schools through 09/02/16
Gold	100%	64	66
Silver	98% - 99.99%	80	77
Bronze	96% - 97%	17	11
	< 96%	12	9

Safe Passages

Safe Passages addresses safety concerns around the immediate perimeter of the school, specifically an hour before and after school. **Your** active involvement is important in continuing the effective collaboration with LAPD, LASPD, and other community stakeholders., including city council members' offices. Please refer to the dates below for this month's Safe Passages meeting. If you have any questions or concerns, please feel free to contact Gloria Velasquez at (213) 241-0167. We look forward to seeing you there.



9/22/16	Newton	9:00 am-10:00 am	Newton Police Station—Community Room
	Northeast	10:00 am-11:00 am	Hathaway Sycamore Family Resource Center
	Olympic	11:00 am – 12:00 pm	Olympic Police Station—Community Room
	Rampart	11:00 am – 12:00 pm	New Economics for Women—LTN Room



Back to School Safety

Now that the school year is off and running, administrators are encouraged to refer to Attachment 4: Back to School Safety Checklist to ensure a safe learning and working environment for all students and staff. The checklist will provide guidance through the essential safety requirements that every school must meet. For more information on environmental health and safety related topics, visit our website at <http://achieve.lausd.net/oehs>.

Immunizations: Kindergarten

Nursing Services is beginning to focus on Kindergarten student immunizations. We need to ensure that all student immunizations are in MiSIS by October 12, 2016. A report will be pulled from MiSIS and provided to the State on October 14th. The state has the authority to withhold ADA to schools if a student is in school without the proper immunization.



As such, students without the proper immunizations will be excluded from school. Students who were enrolled without the proper immunizations will also be excluded. All parents whose students who are to be excluded from school will receive a notice of exclusion.

At this time, LD Central is at 60% compliance.



Getting Started with E-CAR 2016

E-CAR is LAUSD's Capacity Assessment Review process for school facilities. Its purpose is to verify the number of classrooms at each school and how they are used, to calculate school operating capacities, and to identify available classrooms for future use. During E-CAR's annual review period in the late summer/early fall, Principals, Assistant Principals and other authorized school-based administrators have the opportunity to review and update their schools' classroom inventories and capacity assessments. The information gathered during E-CAR will be shared with Facilities Division staff for its use in identifying potential planning and development opportunities, options and solutions, and with the Proposition 39 Manager for potential Proposition 39 offers for the 2017-18 school year.

Completing E-CAR 2016:

1. Log on to the the E-CAR website at www.laschools.org/ecar.
2. Access the following training options:
 - E-CAR 2016 Training Course hosted by the LAUSD Learning Zone.
 - Quick Start Manual posted on the E-CAR website
 - Assisted Preparation Workshops-schedules posted on E-CAR website.
3. Be aware of timelines. Extensions will not be provided.
4. Should you have any questions, please contact E-CAR Customer Service at 213-241-8044 press#9.

Another View of Restorative Justice

If restorative justice were a building, it would have four corner posts:

1. Inclusion of all parties
2. Encountering the other side
3. Making amends for the harm
4. Reintegration of the parties into their communities



Inclusion of all parties

Inclusion seeks the full participation of all parties, and it is accomplished by (1) inviting all interested parties to participate, (2) expecting the parties to pursue their own interests, and (3) being flexible enough to accept new approaches relevant to the particular situation.

Encountering the other side; Making amends for the harm; Reintegration of the parties into their communities will continue in the following weeks

Staff Relations: Conference Memorandums

At some point during the school year, you may need to provide a certificated employee with a conference memorandum. At such time, please provide your Staff Relations Field Director a copy of a finalized conference memorandum for a certificated employee. Please include the following:

- Your initial by your name (your initial is what makes a memorandum official)
- All attachments to the conference memo, just as they were given to the employee (we need an exact replica of what the employee received)
- Any written response that the employee may have provided as a response to the written memo

Please consult with your Operations Coordinator for assistance with ISTAR and investigations and consult with your Staff Relations Field Director prior to scheduling a conference that may lead to discipline.

LD Central New Teacher Meeting



Non-permanent teachers are invited to attend the first New Teacher Meeting of the 2016-17 school year. LD Central teachers will have the opportunity to network with colleagues, meet Human Resources personnel, learn strategies, and get support in *completing the Initial Planning Sheet* as part of the teacher evaluation Educator Development and Support: Teacher (EDST). A flyer is attached for you to share with new teachers at your site (Attachment 5).

Wednesday, September 14, 2016
4:00PM – 5:30PM (3:45PM Registration)
Los Angeles Elementary School
1211 S. Hobart Blvd.
Los Angeles, CA, 90006

Cheer Teams

Cheer became a California Interscholastic Federation (CIF) sanctioned sport this school year! As such, all schools with cheer programs must follow guidelines set by the CIF. All schools with a Cheer program must be cleared by the District's Interscholastic Athletic Department before participating in any athletic event or competitive cheer activities. Please refer to BUL 6712 for more information (Attachment 6).





Walk to School Day October 5, 2016

We invite you to participate in Walk to School Day 2016!

Walk to School Day brings together students, school administration and staff, parents, and valued community members to celebrate the value of walking to school. The event provides a fun way to increase physical activity, improve health, and highlight the need for improvements to create



safer spaces for students that walk and bike.

Is your school registered? Follow the link to learn more about this event and register your school. You can also ideas for ways to celebrate the day like “Walk with the Principal” or creating a “Walking School Bus”

<http://www.walktoschoolday-la.org/>

Operation School Bell on Wheels is a service of the Assistance League of Los Angeles. They provide at risk and underserved children with new clothing for school – backpack, sneakers, socks, underwear, white polos, uniform bottoms, jacket, grooming supplies, and a book. This year Operation School Bell on Wheels will dress 250 kids at Wadsworth Elementary School!



LD Central Primary Center and Elementary School Principals will be receiving the detailed information via e-mail by Monday, September 12, 2016. Should you have any questions, please contact Gloria E. Velasquez, LD Central Organization Facilitator at (213) 241-0137.

Safe School Plans Due October 4, 2016

LD Central schools are off to a great start in completing Safe School Plans: Volumes 1-3!

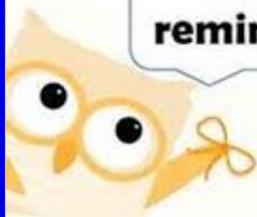
Please refer to the table which indicates the number of LDC schools that have begun and completed the process. Schools that have not logged in to the system are strongly encouraged to begin the process as soon as possible.

Should you need assistance or clarification, please contact your Operations Coordinator for assistance.

Safe School Plan	Plan Status		
	Completed	Started	Not Logged In
Vol. I	6	35	114
Vol. II	13	50	92
Vol. III	15	2	138

Help our Local District meet our 100% on-time completion rate. **Go team!**

Just a
reminder...



iSTARs

LD Central has experienced many incidents in the first few weeks of school. We highly encourage all administrators to notify their respective operations coordinator when an incident requiring an iSTAR occurs. In doing so, operations coordinators may provide you support and resources.

Safe Riding Practices Program



All students at one time or another will travel on a school bus for field trips, athletic contests, etc. The Transportation Services Division has developed a video program entitled, "Bus Safety: Safe Riding Practices and Bus Evacuation." The video program is approximately six minutes long and should be shown to all students and assigned adult riders who assist in supervising transported students. The video is available and can be downloaded at: <http://achieve.lausd.net/Page/1797>. Schools must show it within the first ten weeks of the first semester and document its completion.

The certification document should be sent by **Friday, October 14, 2016** to:

Transportation Services Division, Safety Center

115 N. Beaudry Avenue

Los Angeles, CA, 90012

Breaking the Silence Child Abuse Awareness

If you suspect that a child is being abused...
REPORT Physical Abuse Neglect
Sexual Abuse Exploitation



On-Line Child Abuse Training

The on-line Child Abuse training must be completed by ALL staff by **September 30, 2016**. It is a basic responsibility of an administrator to ensure that all staff has completed this and other mandatory trainings. For classified, this training should be on work time and you may want to consider, as part of a pupil-free day, utilizing school computers for that purpose.



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Norm Day and Classification Reports
 – Instructions and Schedules of
 Electronic Capture

NUMBER: REF-1819.14

ISSUER: Cheryl Simpson, Director
 Budget Services & Financial Planning

Megan Reilly, Chief Financial Officer
 Office of the Chief Financial Officer

ROUTING:
 LD Superintendents
 LD Administrators of Instruction
 LD Administrators of Operations
 LD Directors
 LD Operations Coordinators
 School Operations
 Office of School Choice
 Office of Educational Options
 School Administrators
 School Administrative Assistants
 Central Office Administrators and Staff

DATE: August 29, 2016

PURPOSE: The purpose of this Reference Guide is to:

- 1) inform school administrators of the norm dates for school year 2016-17;
- 2) provide the schedules of electronic capture of classification report data;
- 3) provide instructions on the review of the classification report.

MAJOR CHANGES: This Reference Guide replaces REF-1819.13, dated September 8, 2015. General information regarding the Norm Day Enrollment Dashboard is provided. Attachments A-1 through A-4 provide the schedules for the electronic capture of the monthly classification report data. Attachment B provides the daily capture dates and codes to be used in the Norm Day Enrollment Dashboard. Attachment C provides information on accessing the classification reports, and Attachment D provides information on reviewing the enrollment data.

INSTRUCTIONS: This reference guide applies to all District schools, except fiscally-independent charter schools.

I. NORM DAY

Norm Day, which is generally the fifth Friday of the school year, has been designated by the District as the official count day for the allocation of resources. Norm day enrollment is the count of actively-enrolled students as of norm day. Norming is the process of using the norm day enrollment as the basis for the allocation of various school resources.

For 2016-17, the Norm dates are as follows:

Schools	Norm
Bell SH Tracks B, C, D	08/05/16
Bell SH Track A and Bell STEM Magnet	09/16/16
All Other Schools *	09/16/16

*Except Options schools. These schools should refer to page 2 of BUL-5980.3.



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All schools must be **on norm** by the scheduled norm day. For current policies and norm tables for staffing, refer to the appropriate bulletins listed in this reference guide under “Related Resources.”

II. IMPORTANCE OF CLASSIFICATION REPORTS

Enrollment data is reported in the Classification report. This report is available in MiSiS under State Reports.

The California Department of Education (CDE) uses enrollment data as the basis of school district revenue apportionments for programs such as the Local Control Funding Formula (LCFF). For this reason, submission of accurate enrollment data is important.

In addition, the District uses norm day enrollment to allocate school operational resources such as administrators, teachers, counselors, librarians, clerical staff, custodians, financial managers, and instructional materials. The District also uses enrollment data for revenue and expenditure projections.

A. There are three main types of classification reports: pre-norm, norm, and monthly.

1. Pre-norm Classification Reports

These are weekly classification reports for the four Fridays before the norm day. Enrollment data for each school is reviewed by the Certificated Personnel Specialist, as well as school administrators, to determine if a school’s enrollment is on track to reach the projected level based on E-Cast. This early review will allow for adjustments in teacher assignments as soon as necessary.

2. Norm Day Classification Report

Per District policy, a school’s enrollment count on the designated norm day is used as the basis for school staffing. Classification report data captured for norm day is only preliminary; data is subject to review by Central Office staff before resources are allocated. For the official norm day counts and positions earned, refer to the official norm reports in Business Applications Supporting Education (BASE), Business Warehouse (BW).



3. Monthly Classification Reports

The monthly classification reports provide the counts of students enrolled as of the last day of the school month.

The monthly enrollment counts are the basis for the Class Size Penalties Report required by the California Department of Education (CDE). This report determines whether or not the District has complied with the Education Codes on mandated Grades K-3 class size limits and Grades 4-8 teacher-pupil ratio. Fiscal penalties are assessed for each class that exceeds the maximum allowed class size.

CDE's K-3 Grade Span Adjustment (GSA) program also requires the use of monthly enrollment counts. The District is required to track the monthly enrollment counts of all Kindergarten (K/TK/TE) to Third Grade classes and ensure that no school exceed an average of 24 students per class. If one school exceeds this average class size, the District would lose the entire funding for K-3 GSA.

The monthly enrollment counts are used by elementary principals to support requests for additional teachers based on enrollment growth, if any. They also provide the basis for trend analysis in projecting the total District enrollment.

B. Daily Enrollment Capture

Beginning 2016-17, to further assist schools in reviewing their enrollment data, the classification report data will be captured daily from August 16 through September 16 (Norm Day) for all schools. Data from these daily capture will be available to schools through the Classification Report, as well as through the Norm Day Enrollment Dashboard, which is a new tool to help schools monitor their norm enrollment counts.

The daily classification report data serves as the base enrollment for the Norm Day Enrollment Dashboard. The adjusted norm enrollment displayed on the Dashboard is preliminary data only. Budget Services and Financial Planning will issue the official norm enrollment counts once final validations are completed.

Options schools (i.e., Continuation schools, Opportunity schools, Community Day Schools, City of Angels, Carlson Home, and Carlson Hospital) norm on a different day (see BUL-5980.3).



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However, these schools may still use the Dashboard to review their enrollment data for possible issues pertaining to scheduling (students enrolled in one course only), no show students (students with 13 or more absences), SDP classification, etc., since student level details are provided for these.

Information regarding the Dashboard, including the link, is available in the webpages of Budget Services and Financial Planning Division (<http://achieve.lausd.net/Page/431>) and School Fiscal Services at (<http://achieve.lausd.net/Page/794>).

III. SCHEDULES OF ELECTRONIC CAPTURE AND AVAILABILITY OF CAPTURED DATA

All classification report data will be captured after 5:00 pm of the designated dates.

Attachment A reflects the capture dates and codes for the monthly classification reports of the following schools/calendars:

- Attachment A-1 - Single Track Calendar
- Attachment A-2 - Nava College Preparatory Academy
- Attachment A-3 - Bell SH and Bell STEM Magnet
- Attachment A-4 - Aggeler CDS and Opportunity

Attachment B reflects the schedule for the daily capture dates and codes from August 16 through September 16. All District schools, regardless of instructional calendar, will follow this schedule.

The schedules specify the capture dates for each calendar and the codes to access/print the captured data on classification reports. It also includes a "Captured Data" column which indicates the type of data captured, i.e., daily, pre-norm week, norm, monthly.

Classification reports for the captured data will be available to schools on the first instructional day after each scheduled capture date.

For Continuation schools, only the monthly classification reports will be available in MiSiS. The daily and weekly enrollment data will be available through the Norm Day Enrollment Dashboard only.

IV. SUBMISSION OF CLASSIFICATION REPORTS AND DOCUMENT RETENTION

Refer to Attachment C.



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V. DISTRICT'S REVIEW OF THE ELECTRONICALLY-CAPTURED ENROLLMENT DATA

Budget Services and Financial Planning will review the electronically-captured enrollment data. If corrections are necessary, school staff is responsible for making the corrections in MiSiS.

VI. CORRECTION TO NORM DAY CLASSIFICATION REPORT

After the norm capture date, if a correction to the Norm Day Classification Report is necessary, the principal should send via e-mail a request to submit a corrected or revised norm enrollment. The request should be submitted by Friday, September 23, and should include the student's name, grade level, ID number, and details of the error. E-mail the request to AttendanceEnrollmentSection@lausd.net with a copy to the LD Administrator of Operations.

The request will be reviewed, and supporting documents may be requested from school staff, if necessary. Subsequently, the request will be sent to the Director of Budget Services and Financial Planning for approval. If approved, the corrected data will be used as the basis for teacher allocation. The Principal and the LD Administrator of Operations will be informed of the status of the request.

VII. SCHOOL STAFF'S RESPONSIBILITIES

- A. The classification report is an official document and it is the principal's responsibility to ensure the accuracy of the enrollment data.
- B. To be counted as enrolled, a student must be enrolled at the school and scheduled in classes. Therefore, it is important for school staff to enter each student's class schedule in MiSiS promptly.
- C. School staff must keep MiSiS information current by promptly updating the system for new enrollees ("E"), students' class schedules, student withdrawals ("L"), "no shows," SDP designation, etc. according to District policies and MiSiS guidelines.

As a reminder, a student's withdrawal ("L") date is a day of enrollment. Therefore, if a student "L'd" out on a scheduled capture date, this student would be counted as enrolled on the classification report.

- D. Elementary school staff must be cognizant of the maximum class sizes



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when organizing the classes and enrolling students into classes. The State imposes fiscal penalty upon a district for class(es) that exceed the maximum class sizes. To avoid subjecting the District to substantial fiscal penalty, do not exceed the class sizes in the chart below at any time during the school year. A combination class with at least 1 student in grades 1, 2, or 3 may not exceed 32 students at any time.

Grade Level	Maximum Class Size
K	33
1 – 3	32
4 – 6	36

In addition, school staff must monitor their class sizes so as not to exceed the average class size of 24 school-wide for all their K-3 classes, including combination classes with grades 1-3 students.

- E. Secondary Schools (excluding Continuation schools): The District is not allowed to claim for apportionment purposes the attendance of students who are not scheduled to attend school for at least minimum day. Therefore, these students' enrollment records should be coded as Non-ADA. A Non-ADA student is a District student who is scheduled for one class only or less than minimum day, or a non-District student who enrolls for one or two classes only at a District school while enrolled full-time at a non-District school such as a private school or a non-public school (NPS). This student's enrollment record should have an Attendance Category of Non-ADA. Follow MiSiS instructions on how to enter the Attendance Category for a student.
- F. School staff must review the enrollment data for accuracy of student grade level and course assignment, teacher/room assignment, Special Day Program (SDP) designation, etc. Staff should also ensure that No Show students have been processed/removed from enrollment counts, that students' complete class schedules are updated in MiSiS, etc. To aid in the review of enrollment data, see Attachment D for information.
- G. School staff should resolve data issues as soon as possible. Schools are alerted of possible data issues several ways:
 - 1. Exception reports – For elementary schools, exception reports are available through the Classification and Statistical reports. For secondary schools, the exception report is available through the Statistical report only.



2. Norm Day Enrollment Dashboard – new for 2016-17, the Dashboard provides student-level detail on possible data issues pertaining to age-ineligible students and secondary students assigned to one class only, as well as possible No Show students (students with 13 or more absences).
 3. Certify – new for 2016-17, Certify is a new tool that alerts schools of data issues pertaining to enrollment and demographics, scheduling, attendance, and English Learners. School staff designated by Principals will receive e-mails twice a week detailing the possible data issues.
- H. Norm Day Classification Report and all Monthly Classification Reports should be printed at the school site one day after the capture date. These reports must be signed by the principal or designee and retained in school files for audit purposes in accordance with District policies.

VIII. ATTACHMENTS

- A-1 – Monthly Capture Schedule for Single Track Schools
- A-2 – Monthly Capture Schedule for Nava College Prep Academy
- A-3 – Monthly Capture Schedule for Bell SH and STEM Magnet
- A-4 – Monthly Capture Schedule for Aggeler CDS/Opportunity
- B – Daily Capture Schedule for all schools
- C – Submission of Classification Report and Document Retention
- D – Reviewing Classification Reports and other Enrollment-related reports

**RELATED
RESOURCES:**

- BUL-4926.2 Attendance Manual: Policy and Procedures for Elementary, Secondary and Options Schools
- BUL-5977.3 Staffing Recommendations at Elementary Schools
- BUL-5978.3 Staffing Recommendations at Middle Schools
- BUL-5979.3 Staffing Recommendations at Senior High Schools
- BUL-5980.3 Staffing Recommendations at Options Schools
- BUL-5981.3 Staffing Recommendations at Magnet Schools and Centers

ASSISTANCE:

For assistance with MiSiS, call the HelpDesk at (213) 241-5200.

For further information, contact Attendance and Enrollment Section at (213) 241-2196 or AttendanceEnrollmentSection@lausd.net



**2016-17 Schedule of Monthly Classification Report
Data and Capture Codes**

SINGLE TRACK¹

<u>Capture Code</u>	<u>Capture Date</u>	<u>Captured Data</u>
1	09/09/16	Month 1
N	09/16/16	Norm ²
2	10/07/16	Month 2
3	11/04/16	Month 3
4	12/02/16	Month 4
5	01/20/17	Month 5
6	02/17/17 ³	Month 6
7	03/17/17	Month 7
8	04/07/17 ⁴	Month 8
9	05/12/17	Month 9
10	06/09/17 or 06/12/17 ⁵	Month 10

Notes:

- ¹ This schedule applies to all Single Track schools except Nava College Preparatory Academy.
- ² For Options schools, 9/16/16 is Week 5.
- ³ Month 6 capture date is 2/16/17 for Harbor Teacher Prep Academy and Middle College HS.
- ⁴ Month 8 capture date is 3/30/17 for Nava Learning Academies (loc 8070 and 5173), and 4/14/17 for Early College Academy, Harbor Teacher Preparation Academy, and Middle College HS.
- ⁵ Month 10 capture date is 6/15/17 for Nava Learning Academies (loc 8070 and 5173).

**When printing the Norm and Monthly Classification reports for Principal's signature, select the code corresponding to the captured data you wish to print. Follow printing instructions in Attachment C.*



**2016-17 Schedule of Monthly Classification Report
Data and Capture Codes**

NAVA COLLEGE PREPARATORY ACADEMY

<u>Capture Code</u>	<u>Capture Date</u>	<u>Captured Data</u>
1	09/01/16	Month 1
N	09/16/16	Norm
2	09/30/16	Month 2
3	10/28/16	Month 3
4	11/18/16	Month 4
5	01/13/17	Month 5
6	02/10/17	Month 6
7	03/10/17	Month 7
8	03/30/17	Month 8
9	05/05/17	Month 9
10	06/14/17	Month 10

**When printing the Norm and Monthly Classification reports for Principal's signature, select the code corresponding to the captured data you wish to print. Follow printing instructions in Attachment C.*



**2016-17 Schedule of Monthly Classification Report
Data and Capture Codes**

BELL SH TRACK A and BELL STEM MAGNET

<u>Capture Code</u>	<u>Capture Date</u>	<u>Captured Data</u>
1	09/09/16	Month 1
N	09/16/16	Norm
2	10/07/16	Month 2
3	11/04/16	Month 3
4	12/02/16	Month 4
5	12/20/16	Month 5
6	03/10/17	Month 6
7	04/07/17	Month 7
8	05/05/17	Month 8
9	06/02/17	Month 9
10	06/30/17	Month 10

**When printing the Norm and Monthly Classification reports for Principal's signature, select the code corresponding to the captured data you wish to print. Follow printing instructions in Attachment C.*



**2016-17 Schedule of Monthly Classification Report
Data and Capture Codes**

BELL SH TRACK B

<u>Capture Code</u>	<u>Capture Date</u>	<u>Captured Data</u>
1	07/29/16	Month 1
N	08/05/16	Norm
2	08/26/16	Month 2
3	09/23/16	Month 3
4	11/18/16	Month 4
5	12/16/16	Month 5
6	01/20/17	Month 6
7	02/17/17	Month 7
8	03/17/17	Month 8
9	05/26/17	Month 9
10	06/30/17	Month 10

**When printing the Norm and Monthly Classification reports for Principal's signature, select the code corresponding to the captured data you wish to print. Follow printing instructions in Attachment C.*



**2016-17 Schedule of Monthly Classification Report
Data and Capture Codes**

BELL SH TRACK C

<u>Capture Code</u>	<u>Capture Date</u>	<u>Captured Data</u>
1	07/29/16	Month 1
N	08/05/16	Norm
2	10/07/16	Month 2
3	11/04/16	Month 3
4	12/02/16	Month 4
5	01/06/17	Month 5
6	02/03/17	Month 6
7	04/07/17	Month 7
8	05/05/17	Month 8
9	06/02/17	Month 9
10	06/30/17	Month 10

**When printing the Norm and Monthly Classification reports for Principal's signature, select the code corresponding to the captured data you wish to print. Follow printing instructions in Attachment C.*



**2016-17 Schedule of Monthly Classification Report
Data and Capture Codes**

BELL SH TRACK D

<u>Capture Code</u>	<u>Capture Date</u>	<u>Captured Data</u>
1	07/29/16	Month 1
N	08/05/16	Norm
2	08/26/16	Month 2
3	09/23/16	Month 3
4	10/21/16	Month 4
5	11/01/16	Month 5
6	01/27/17	Month 6
7	02/24/17	Month 7
8	03/24/17	Month 8
9	04/21/17	Month 9
10	05/17/17	Month 10

**When printing the Norm and Monthly Classification reports for Principal's signature, select the code corresponding to the captured data you wish to print. Follow printing instructions in Attachment C.*



**2016-17 Schedule of Monthly Classification Report
Data and Capture Codes**

AGGELER CDS and AGGELER OPPORTUNITY

<u>Capture Code</u>	<u>Capture Date</u>	<u>Captured Data</u>
1	07/29/16	Month 1
2	08/26/16	Month 2
3	09/23/16	Month 3
4	10/21/16	Month 4
5	11/18/16	Month 5
6	12/16/16	Month 6
7	01/13/17	Month 7
8	02/10/17	Month 8
9	03/10/17	Month 9
10	04/07/17	Month 10
11	05/05/17	Month 11
12	06/02/17	Month 12
13	06/30/17	Month 13

**When printing the Monthly Classification reports for Principal's signature, select the code corresponding to the captured data you wish to print. Follow printing instructions in Attachment C.*



NORM DAY ENROLLMENT DASHBOARD

**2016-17 Schedule of Daily Classification Report Data
and Capture Codes (8/16 through 9/16)**

ALL DISTRICT SCHOOLS

<u>Capture Code</u>	<u>Capture Date</u>	<u>Captured Data</u>
D1	08/16/16	Daily
D2	08/17/16	Daily
D3	08/18/16	Daily
W1	08/19/16	Week 1
D5	08/22/16	Daily
D6	08/23/16	Daily
D7	08/24/16	Daily
D8	08/25/16	Daily
W2	08/26/16	Week 2
D10	08/29/16	Daily
D11	08/30/16	Daily
D12	08/31/16	Daily
D13	09/01/16	Daily
W3	09/02/16	Week 3
D15	09/06/16	Daily
D16	09/07/16	Daily
D17	09/08/16	Daily
W4	09/09/16	Week 4
D19	09/12/16	Daily
D20	09/13/16	Daily
D21	09/14/16	Daily
D22	09/15/16	Daily
N	09/16/16	Week 5/Norm



SUBMISSION OF CLASSIFICATION REPORTS AND DOCUMENT RETENTION

MiSiS is the system of record for schools’ enrollment data. Constant updates to MiSiS with regards to new enrollments and class schedules, withdrawals, no show students, enrollment data corrections, Special Day Program (SDP) and Non-ADA designations, etc. would help ensure complete and accurate enrollment data on the classification reports.

Schools are not required to submit printed classification reports to Attendance & Enrollment Section. However, for accountability and audit purposes, schools are required to print the *norm day* and *monthly* classification reports for principal’s review and signature, then retain signed reports in school file.

District schools will have their classification report data electronically captured according to the schedules indicated Attachments A-1 through A-4 and Attachment B. After 5:00 p.m. of each scheduled capture date, central office will capture the schools’ enrollment data from MiSiS and provide this information to Attendance & Enrollment Section, as well as to other District information systems. Schools will have access to the captured data in MiSiS the following school day.

In addition, the daily enrollment data captured according to Attachment B will also be available in the Norm Day Enrollment Dashboard. For more information on the Norm Day Enrollment Dashboard, click on the link provided in the following webpages:

Budget Services & Financial Planning (<http://achieve.lausd.net/Page/431>)

School Fiscal Services webpage (<http://achieve.lausd.net/Page/794>)

Viewing/Printing the Classification Report

- A. To access the Classification Report, sign in to MiSiS using an Office Manager or Principal role. The path to the report is: Reports > State Reports > Classification - Elementary or Classification - Secondary or Classification – Continuation, etc.
- B. Complete the parameter screen. See below for samples of the parameter screens.

Sample Elementary

Local District:	C	Campus:	St El
School Year:	2016-2017	School:	1 01 - Street Elementary
Date Option:	Capture Date	Capture Code:	W1
As Of Date:	8/26/2016		



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Sample Secondary

Classification - Second...	
Local District: C	Campus: MS
School Year: 2016-2017	School: 1 01 - Middle School
Date Type: As Of Date	Date Captured / School Month: NA
As Of Date: 8/19/2016	

The *Date Option or Date Type* field has two options:

1. Date Captured – Use this option to access the enrollment data captured by central office on designated capture dates. When this option is selected, the As of Date field does not apply.
2. As of Date – Use this option to review enrollment data as of the date selected in the *As of Date* field. When this option is selected, the Date Captured or Capture Code does not apply.

The *Capture Code or Date Captured/School Month* field contains the codes of the electronically captured data. Refer to Attachments A-1 through A-4 and Attachment B for the description of the codes. Use this field in conjunction with the Date Captured option of the *Date Option or Date Type* field.

The *As of Date* field enables user to select a specific date to see the enrollment data as of that date. User may select any school day from the beginning of the school year to the current date. Use this field in conjunction with the As of Date option of the *Date Option or Date Type* field.

- C. Click the View Report button, then download the report to PDF, Excel, or other useful format. For ease of viewing the data, it is recommended to download the report in PDF format. The downloaded file may be saved in the user's computer for faster access to the report at a later time.

There are 3 parts to the report:

1. Classification Report – For secondary schools, this is the first page of the report. For elementary schools, this report could be the first two pages of the report, depending on the number of teachers at the school site.
2. Exception Report – This second part of the report lists students with possible data issues. Currently, this is only available in the elementary classification report.



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- List of Students (Classification Roster) – These lists provide student-level detail for the enrollment counts reported on the classification report. For elementary schools, the students are listed by teacher. For secondary schools, students are listed by grade level; then within each grade level, the General Education students first, then SDP students. It also lists General Education and SDP students who are taking Accelerated Academic Literacy (AAL) courses in middle and senior high schools.

D. Samples of Classification Reports

Sample of elementary report generated using Date Captured as the option, and W2 as the captured data requested.

COST CENTER CODE:		ELEMENTARY CLASSIFICATION REPORT					LAUSD Budget Services Div			
Location Code:		Primary Center					Local District:			
Capture Code: W2							Run Date and Time:			
NUMBER OF STUDENTS ENROLLED IN GRADES AND CLASSES										
Teacher Name	Room	K/IFD	GR1	GR2	GR3	GR4	GR5	GR6	SDP	Total
B	28	24	0	0	0	0	0	0	0	24
E	27	24	0	0	0	0	0	0	0	24
L	24	24	0	0	0	0	0	0	0	24
V	06	24	0	0	0	0	0	0	0	24
S	23	21	0	0	0	0	0	0	0	21
A	02	20	0	0	0	0	0	0	0	20
G	22	20	0	0	0	0	0	0	0	20
A	20	19	0	0	0	0	0	0	0	19
M	25	19	0	0	0	0	0	0	0	19
S	03	19	0	0	0	0	0	0	0	19
D	05	18	0	0	0	0	0	0	0	18
M	04	18	0	0	0	0	0	0	0	18
GRAND TOTALS		250	0	0	0	0	0	0	0	250
Total K-3:	250									
Total 4-8:	0									
Pre-K:	0									
Pre-K SP ED:	6									
TE ADA:	0									
TE Non-ADA:	16									
I certify that the above figures are a true and correct compilation of individual student attendance records and that supporting worksheets are available for audit.										
Signature of Principal or authorized designee										



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Sample of secondary report generated using As of Date option, and August 26, 2016 as the date requested.

 Los Angeles Unified School District <small>Today's Learners, Tomorrow's Leaders</small>		Middle School - 1234501	
Secondary Classification Report			
Date Type: As of Date Date Captured/Reported: 8/26/2016			
Executed By: _____ Run Date and Time : _____			
Regular Active Enrollment (Inactive not included)			
6th	251		
7th	270		
8th	249		
		Sr. High Total	770
Special Ed. Active Enrollment			
SDP	58		
		Total SDP	58
Other Active Enrollment			
ROP/CTE	0		
		Total Other	0
		Grand Total	828
Accelerated Academic Literacy			
6th	7		
7th	8		
8th	6		
		Middle School AAL Total	21
9th	0		
		Senior High AAL Total	0
		Total AAL	21
I certify that the above figures are true and correct			
_____ Signature of Principal or authorized designee			
Executed On:	Page: 1	Executed By:	



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Sample of continuation school report generated using As of Date option, and August 26, 2016 as the date requested.

Continuation High - 1567801
Continuation Classification Report

Date Type: As of Date
As of Date: 8/26/2016

Executed By:
Run Date and Time:

Regular Active Enrollment

9th Reg	65
10th Reg	111
11th Reg	120
12th Reg	85
Continuation Total:	381

Special Ed Active Enrollment

9th - 12th SDP	77
----------------	----

Grand Total: 458

Enrollment Distribution By Program

Program Type	Grade 9	Grade 10	Grade 11	Grade 12	Total By Program Type
Regular	65	111	120	85	381
Special Education	13	20	25	19	77
Work Experience	0	0	0	0	0
Independent Study	0	0	0	0	0
Total By Grade	78	131	145	104	458

I certify that the above figures are true and correct.

Signature of Principal or Authorized Designee

Document Retention:

Principals must ensure that signed documents are retained to ensure availability for audit purposes. Per policy bulletin BUL-4926.2 which contains the attendance policy and procedures for elementary and secondary schools, “All auditable documents shall be retained and stored in a place known to the principal and custodial staff. The documents shall be securely placed, clearly marked with a “destroy date” visible on the box as appropriate.” For more details on the period of retention, refer to the Attendance Manual of BUL-4926.2, *Attendance Manual: Policy and Procedures for Elementary, Secondary and Options Schools*.



**REVIEWING CLASSIFICATION REPORTS
AND OTHER ENROLLMENT-RELATED REPORTS**

This document is provided to assist schools in reviewing their enrollment data in order to help ensure the accuracy and completeness of their enrollment counts. Separate instructions are provided for elementary and secondary schools. Secondary school instructions begin on page 6.

Note:

1. The Classification Report as well as other enrollment-related reports may be generated at any time and as frequently as necessary.
2. Changes to enrollment records are reflected almost immediately onto classification reports.

Elementary Schools

- A. Generate a classification report using the “As of Date” option, and select the current date. The report will generate the classification report, the exception report, and the classification roster which provides student level detail for the counts reported on the classification report. Review the classification report and its sub reports for the following:
1. Dual Language Program – In the 2016-17 school year, Dual Language, Maintenance Bilingual Education, Transitional Bilingual Education, and Foreign Language Immersion Programs at elementary schools will be normed separately from non-dual language classes. New location codes were established for each elementary program language (e.g., Spanish, Korean, Mandarin, etc.) to facilitate the collection and validation of enrollment counts. Review the class rosters to make sure students are enrolled appropriately according to their master plan program.
 2. Check that Kindergarten (K), Transitional Kindergarten (TK), Expanded Transitional Kindergarten (TE) and Pre-K (PK) students are in the correct grade level.
 - a. To be enrolled in Kindergarten (K) or Transitional Kindergarten (TK), a child must meet the minimum age requirement.
 - K students must turn 5 by September 1 of the current school year. Therefore, for 2016-17, a student may be enrolled in K if their birthdate is on or before 9/1/2011. A Kindergarten-age student may be enrolled in K or TK, but not 1st grade.
 - TK students must turn 5 between September 2 and December 2 of the current school year. Therefore, for 2016-17, a student whose birthdate is between 9/2/2011 and 12/2/2011, inclusive, may be enrolled in TK but not K.
 - b. Expanded Transitional Kindergarten (ETK) – In 2016-17, there are 266 schools that have been authorized to offer the ETK program. Only these schools may enroll a student in the



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TE grade level. To be enrolled in TE, a student must turn 5 years old between 12/3/16 and 6/30/17, inclusive. Therefore, student's birthdate should be between 12/3/11 and 6/30/12, inclusive.

- c. In 2016-17, the SRLDP program is not offered. Therefore, the only PK-aged students that may be enrolled are those whose program placement is Pre-K SDP. These students should be enrolled in grade level PK and course number 110101.

Schools that are not authorized to offer the ETK program or the Pre-K SDP program should not enroll in MiSiS students who turn 5 years old on or after December 3, 2016. These students may be referred to a school that offers ETK or Pre-K SDP or to an Early Education program, as appropriate.

A student who does not meet the age requirement for his/her assigned grade level will have an exception code of either ER4 (Ineligible) or W4 (Age-Ineligible). See page 11 for information on exception codes.

For students with incorrect grade level assignment but correct course assignment, follow MiSiS procedures to do a grade level correction. Otherwise, do a grade level change and assign student to the correct course and section. For students who do not meet the age requirement for TE or Pre-K SDP, school should withdraw the student as soon as possible. Central Office may need to do a data clean-up to fully correct these issues.

2. Check that the students are in the correct teacher/class.
 - a. The classification report lists teachers and the counts of students in their class by grade level. Review the report to make sure that each teacher's students reflect the correct grade level(s).
 - b. Review the report for unusual combination classes (e.g., a class with 2nd and 4th graders, a class with 3 or more grade levels, a class with graded and SDP counts, a class with Independent Study and graded counts, etc.). This could be due to incorrect grade level assignment or class placement of the students.
 - c. Review for unusually low or high class sizes. Unusually low or high class sizes may result from incorrect section start/end dates for students transferred from one class to another.

Note: The State imposes fiscal penalty upon a district for class(es) that exceed the maximum class sizes. To avoid subjecting the District to substantial fiscal penalty, do not exceed the class sizes in the chart below at any time during the school year.

Grade Level *	Maximum Class Size
K	33
1 – 3	32

* A combination class with at least 1 student in grades 1, 2, or 3 may not exceed 32 students at any time.



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3. Review the list of students assigned to the teachers. Ensure that students who have been withdrawn are no longer enrolled, and new enrollees are reflected in the lists. Also review for duplicated students. These are students who are listed more than once on the teacher’s list of students or students assigned to more than one class. A student assigned to more than one class is displayed in the Exception report with an exception code of W10. Contact MiSiS HelpDesk for assistance in resolving this issue.
4. For teachers assigned to Special Day Program classes, the student count should be reflected in the SDP column of the report. If their students are shown in the graded columns, then update the class’ section attribute to the appropriate SDP type for each of the SDP teacher’s assigned class sections. Follow MiSiS instructions on section attributes.
5. Each teacher line should reflect a valid class. A class is valid if students assigned to the class are in attendance and daily instruction is provided by a teacher. On the classification report, check for classes with “Unfilled” or blank for the teacher name or blank for the room assignment. If these are not valid classes, contact MiSiS HelpDesk for assistance in removing the class.

B. Check that no show students are processed as no shows.

This school year, schools are able to flag students who have not been in attendance as “No Show.” By flagging the student as No Show, schools will not need to withdraw the student. No Show students will be deleted from the school’s current year enrollment through a nightly process.

1. Follow the instructions for the No Show Process.
2. To see the list of students whose records were deleted through the No Show process, run the No Show Report.

The path to this report is Reports > Enrollment > No Show Report.

Complete the parameter screen, then click on View to open the report. Click on the export icon to download report to PDF, Excel, or other format.

Student ID	Last Name	First Name	Middle Name	Grade	Address	Contact Number	No Show Date	Processed Date	Processing Error
[Table content is obscured by a blue bar in the screenshot]									



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3. If student record was processed as No Show, there will be a date in the Processed Date for the student. If student record was not processed as No show, the Processed Date for the student will be blank, and a message will be displayed under Processing Error.
4. A student will not be processed as No Show if student has been marked “present” at least once or if teacher did not submit attendance for the student. For these students, confirm that the student is a No Show by doing the following:
 - a. Verify student’s attendance with the teacher. If student was incorrectly marked as present, change the record to absent for all applicable days.
 - b. If teacher did not submit attendance, but confirms that student has not been in attendance, update student record to absent for all applicable days.
 - c. Process the student again as a No Show. To do this, delete the student’s first No Show record by clicking on the delete icon of the No Show record, then follow the No Show Process.

Enrollment	Attendance	Academics	Support	Services	Census	Miscellaneous	Letters
View No Show							
+ Add new record							Refresh
School Name	School Year	Grade Level	No Show Date	Created By	Created Date	Processed Date	Delete
Street Elementary	2015-2016	2	08/18/2015	m620	08/31/2015		

5. Run the No Show report the following day and ensure that all students marked as No Show are processed (i.e., all students should have a date in the Processed Date column).

C. Check that students are scheduled.

1. A student who is not assigned to a class is excluded from the school’s enrollment count. To see a list of students who are enrolled but are not scheduled into a class, check the exception report of the statistical report. These students will have an exception code of W8 (No Schedule) or W14 (Students with No Schedule Ever).

School may also run the Students Without Schedules Report. The path to this report is: Reports > Master Scheduling > Students Without Schedules Report.

Complete the parameter screen, then click on View Report to open the report.



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ESC	School Name	Location	Total Students
C	Street Elementary	1	2

- The number of students without schedules will display in the Total Students box. To see the list, click on the number of students (in the example above, click on 2). Then click on the export icon to download report to PDF, Excel, or other format (see below).

District ID	Last Name	First Name	Middle Initial	Grade Level	School Term	Entry Date	Exit Date
-------------	-----------	------------	----------------	-------------	-------------	------------	-----------

- Determine why students on the list are not scheduled to a class, then make the necessary corrections to the students' records. For example, if student has not been in school, process student as a No Show.
- D. Review the Classification or Statistical Report's Exception Report and make necessary corrections to the students' records. Resolve the following exceptions as soon as possible: ER1, ER2, ER3, ER4, ER8, W4, W8, and W10. See page 11 of this document for more information on the exception codes.
- E. In 2016-17, two new tools have been deployed to assist schools in reviewing their enrollment data to increase accuracy:
- Norm Day Enrollment Dashboard – review the records of students presented in the following Adjustment tiles: Age Ineligible, Absences (possible No Show students), and Duplicates. In addition, review the student records in the Special Day tile and Expanded TK tile to make sure that students in these categories are correctly placed. Correct information in MiSiS, as necessary.
 - Certify – review the records of students identified in each of the Rules, and resolve accordingly by updating records in MiSiS.



Secondary Schools

- A. Generate a classification report using the “As of Date” option, and select the current date. The report will generate the 1-page classification report and the classification roster. Currently, the classification exception report is not available for secondary schools.

Review the classification report for the following:

1. Reasonableness of counts. See if the enrollment counts, which are displayed by grade level and SDP, reflect expected counts. If not, review the classification roster, which provides student level detail for the counts reported on the classification report. On the classification roster, the students are grouped by grade level, then listed by instructional program (i.e., general education vs. SDP).
2. Special Day Program (SDP) students. The students counted as SDP are those whose attendance category is “SDP” for the current school year. Attendance Category is one of the selections in the Enrollment tab of a student’s record. Students will be automatically assigned an Attendance Category of “SDP” if, according to the Welligent sytem, the student’s “Percent Outside General Education” is 50% or more. This percentage may be found in MiSiS under Services, then Special Education (see screen shot below). If the percentage is incorrect, contact your LRE Specialist.

The screenshot displays the MiSiS system interface. At the top, there are tabs for Enrollment, Attendance, Academics, Support, Services, and Census. The Services tab is selected, and a dropdown menu is open, showing options: Section 504, Academic Intervention, Alerts, English Learner, Gifted and Talented, Special Education (highlighted with a red box), and Title I. Below the dropdown, the 'Special Education Summary' section is visible. It includes fields for 'Special Education Start Date' (2/8/2011), 'Program Type' (Specific Learning Disability), 'Individual Transition Plan' (No), and 'Transportation' (None). A red box highlights the 'Percent Outside General Ed' field, which contains the value 48.

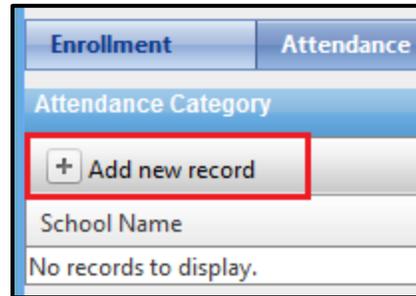
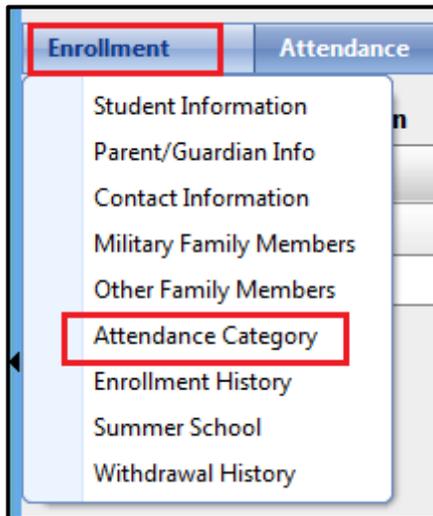
3. Non-ADA students. A District student who is scheduled for 1 class only or for less than minimum day (e.g., student who only needs 1 class to graduate), as well as a non-District student who enrolls for one or two classes only at a District school while enrolled full-time at a non-District school (e.g., private school, NPS school, etc.) must be designated as “Non-ADA” in their Attendance Category. This does not apply to Continuation school students.



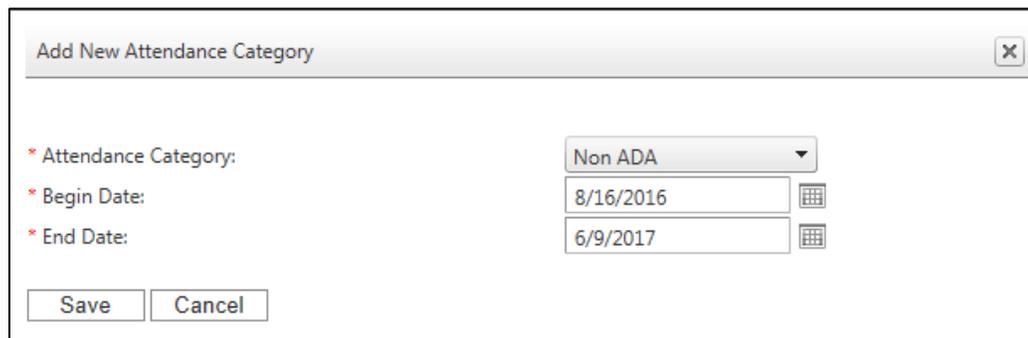
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To set the attendance category, follow instructions below:

- a. Select Attendance Category from the Enrollment tab.
- b. Click on “Add new record.”



- c. Click on the calendar icons to enter the Begin Date and End Date. Select the student’s cohort enrollment date as the Begin Date and the school year end date or semester end date, whichever is appropriate, as the End Date. Click on Save.



4. Student with grade level outside grade configuration. Review record of student reported on a grade level outside the school’s grade configuration. For example: an 8th grader reported on a high school classification report. Correct the student’s record, as necessary.

- B. Check that No Show students are processed as no shows.

School staff should flag students who have not been in attendance as No Show. By flagging the student as No Show, schools will not need to withdraw the student. No Show students will be deleted from the school’s current year enrollment through a nightly process.



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1. Follow the instructions for the No Show Process.
2. To see the list of students whose records were deleted through the No Show process, run the No Show Report.

The path to this report is Reports > Enrollment > No Show Report.

Complete the parameter screen, then click on View to open the report. Click on the export icon to download report to PDF, Excel, or other format.

3. If student record was processed as No Show, there will be a date in the Processed Date for the student. If student record was not processed as No show, the Processed Date for the student will be blank, and a message will be displayed under Processing Error.
4. A student will not be processed as No Show if student has been marked “present” at least once or if teacher did not submit attendance for the student. For these students, confirm that the student is a No Show by doing the following:
 - a. Verify student’s attendance with the teachers. If student was incorrectly marked as present, change the record to absent for all applicable days and periods.
 - b. If teacher did not submit attendance, but confirms that student has not been in attendance, update student record to absent for all applicable days and periods.
 - c. Process the student again as a No Show. To do this, delete the student’s first No Show record by clicking on the delete icon of the No Show record, then follow the No Show Process.

Enrollment	Attendance	Academics	Support	Services	Census	Miscellaneous	Letters
View No Show							
+ Add new record Refresh							
School Name	School Year	Grade Level	No Show Date	Created By	Created Date	Processed Date	Delete
Street Elementary	2015-2016	2	08/18/2015	m620	08/31/2015		



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- Run the No Show report the following day and ensure that all students marked as No Show are processed (i.e., all students should have a date in the Processed Date column).

C. Check that students are scheduled.

- A student who is not assigned to a class is excluded from the school's enrollment count. To see a list of students who are enrolled but are not scheduled into a class, check the exception report of the statistical report. These students will have an exception code of W8 (No Schedule) or W14 (Students with No Schedule Ever).

School may also run the Students Without Schedules Report. The path to this report is: Reports > Master Scheduling > Students Without Schedules Report.

Complete the parameter screen, then click on View Report to open the report.

The screenshot shows the MSS interface with the 'Reports' tab selected. In the left-hand navigation menu, 'Master Scheduling' and 'Students Without Schedules Report' are highlighted with red boxes. The main content area displays the 'Students Without Schedules Summary Report' for Los Angeles Unified School District. The report parameters are set to Educational Service Center 'E', Campus 'SH', Schools 'Senior High - 1 01', and As of Date '8/18/2015'. The report data as of 8/29/2015 4:10:43 PM shows a table with the following data:

ESC	School Name	Location	Total Students
E	Senior High	8871	11

- The number of students without schedules will display in the Total Students box. To see the list, click on the number of students (in the example above, click on 11). Then click on the export icon to download report to PDF, Excel, or other format.

The screenshot shows the MSS interface with the 'Students Without Schedules Report' selected in the left-hand navigation menu. The main content area displays the 'Students without Schedules for School: Senior High - Detail' report for Los Angeles Unified School District. The report data as of 8/29/2015 4:16:12 PM shows a table with the following data:

District ID	Last Name	First Name	Middle Initial	Grade Level	School Term	Entry Date	Exit Date
8871000	SMITH	WALTER	W	11	2015-2016	8/29/2015	8/29/2015

- Determine why students on the list are not scheduled to a class, then make the necessary corrections to the students' records. For example, if student has not been in school, process student as a No Show.



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- D. Review the Statistical Report's Exception Report and make the necessary corrections to the students' records. Resolve the following exceptions as soon as possible: ER1, ER5, ER6, ER7, ER8, W7, and W8. See page 11 of this document for more information on the exception codes.
- E. In 2016-17, two new tools have been deployed to assist schools in reviewing their enrollment data to increase accuracy:
1. Norm Day Enrollment Dashboard – review the records of students presented in the following Adjustment tiles: Absences (possible No Show students), Enrolled in One Course (possible scheduling issues), and Duplicates. In addition, review the student records in the Special Day to make sure that students in these categories are correctly placed. Correct information in MiSiS, as necessary.
 2. Certify – review the records of students identified in each of the Rules, and resolve accordingly by updating records in MiSiS.



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Exception Report

The Exception Report serves to alert school staff of student records with possible data issues which may need to be addressed in order for the classification report to have accurate data. The classification exception report is generated automatically with the elementary classification report. It is not currently available with the secondary classification report. However, secondary schools may run the statistical report to see the student records with exceptions.

This report lists each student with possible data issues and the applicable exception(s). For certain exceptions, the report will list each day to which the exception applies in the Date Range column. Below is a sample of the elementary classification Exception Report.

COST CENTER CODE: 1 01		ELEMENTARY CLASSIFICATION REPORT				L		
Location Code:		n Elementary				Local District: S		
As Of Date: 9/11/2015						Run Date and Time: 9/11/2015 8:02:41 AM		
School Year: 2015-2016		EXCEPTION REPORT						
LOS ANGELES UNIFIED SCHOOL DISTRICT								
Student ID	Student Name	Grade	Enrollment Date	End Date	Teacher	Exception	Date Range	Duplicate School
01 F A		00	8/18/2015	8/10/2016	D R	W4		
08 S M		00	8/18/2015	8/10/2016	M E	W4		
00 J N		00	8/18/2015	8/10/2016	T M	W6	8/18/2015	
Exception codes								
Code	Description							
ER2	Pre-K in Non-Pre-K Courses							
ER3	TK, K-6 in Non-TK, K-6 course							
ER4	Ineligible, TK K-6							
W1	Schedule after Ldate.							
W2	More than One School							
W4	Age Ineligible							
W5	Teacher assigned to a SDP & a regular section							
W6	No Show							
W8	No Schedule							
W9	Schedule Outside Home School							
W10	Student has overlapping enrollments in multiple sections							
W11	Outside of E and L							

There are 2 types of exception codes—ER and W. Both of these types of exception codes may require action from school staff to resolve. The difference between these two codes lies in the manner in which student data is treated for the Classification Report or the Statistical Report. The exception code ER generally results in the exclusion of the student from the reports. The exception code W, on the other hand, generally does not.

Below is the list of Exception Codes—8 ERs and 11 Ws. These are the same exception codes that the statistical report’s exception report uses. Note that not all exceptions apply to both Elementary and Secondary schools.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

Exception Code	Description Remarks	Effect on Classification Counts
ER1	Attendance Category is Non-ADA <i>If student is designated correctly as Non-ADA, ignore exception code. It is displayed for information purpose only; no action is required.</i>	excluded from counts
ER2	Grade level PK assigned to non-Pre-K course <i>Determine which is incorrect—the grade level or the course—then correct record accordingly. Contact MiSiS HelpDesk to remove/invalidate the incorrect section enrollment.</i>	excluded from counts
ER3	Elementary grade levels (TK-6) assigned to non-elementary course(s) <i>Assign student to the correct course, then contact HelpDesk to remove/ invalidate the incorrect section.</i>	excluded from counts
ER4	Ineligible – student whose 5 th birthday is between December 3 and June 30, and is enrolled in grade level higher than TE. It is also a student whose 5 th birthday is after June 30 <i>Determine which is incorrect—date of birth or grade level—then correct record accordingly.</i>	included in counts
ER5	Work Experience with another program <i>Applies to continuation schools only. Additional information will be provided at a later time.</i>	excluded from counts
ER6	Independent Study with another program <i>Applies to continuation schools only. Additional information will be provided at a later time.</i>	excluded from counts
ER7	Grade level outside school’s grade configuration <i>For example, a middle school with a student assigned to 9th grade, or a high school with a student assigned to 8th grade.</i>	excluded from counts
ER8	6 th grader of span schools assigned to incorrect course <i>Span schools decide whether to report their 6th grade cohort as elementary or secondary. If a 6th grade student is scheduled contrary to school’s decision, the exception is assigned. For example: School decides that 6th graders are secondary students. If a group of 6th graders are scheduled as elementary with elementary course, these students will have an exception.</i>	excluded from counts
W1	Schedule after L date <i>Section end date is after student’s school/cohort withdrawal date, and attendance record exists after the withdrawal date.</i>	included in counts through withdrawal date
W2	More than one school <i>Student has section enrollment(s) at the school of enrollment as well as at another school. Student is counted only at the school of enrollment.</i>	included in counts



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

Exception Code	Description Remarks	Effect on Classification Counts
W3	Student is scheduled for less than minimum day. <i>This exception is applied to each day that a student's class schedule does not meet the minimum day requirement.</i>	excluded from counts on days when exception applies
W4	Age-ineligible <i>TK-aged student enrolled in higher grade level.</i>	included in counts
W5	Teacher's class is assigned to SDP and non-SDP sections. <i>This is a scheduling error which needs to be corrected immediately as it results in the double counting of students.</i>	included in counts
W6	No Show <i>Student's E date is before first day of actual attendance. The exception applies to the absences before the actual first day of attendance. A new feature to be released in a few months will enable schools to change the cohort enrollment to the first record of attendance in the semester or school year, thereby resolving this exception..</i>	included in counts
W7	Secondary grade level with elementary course number. <i>Student's schedule includes a section assigned to an elementary course. Contact MiSiS HelpDesk to remove/invalidate incorrect section enrollment.</i>	included in counts
W8	No Schedule <i>Exception applies to the days when student is enrolled but has no assigned schedule in MiSiS.</i>	excluded in counts
W9	Schedule outside home school <i>Student does not have a schedule assigned at the school of enrollment, but section enrollment exists at another school.</i>	excluded in counts
W10	Student has overlapping enrollments in multiple sections <i>Begin and/or end dates of at least 2 sections overlap.</i>	included in counts
W11	Sections outside E and L dates <i>Section enrollment date(s) is before student's cohort enrollment (E) date or after withdrawal (L) date.</i>	included in counts only on days within cohort enrollment dates



LOS ANGELES UNIFIED SCHOOL DISTRICT
LOCAL DISTRICT CENTRAL

OPERATIONS UNIT

MEETING DATES FOR 2016 - 2017 SCHOOL YEAR

*Principals' Meeting		
Elementary & Secondary	9/21/16	8:00 am - 4:30 pm
Elementary & Secondary	10/20/16	8:00 am - 4:30 pm
Elementary & Secondary	11/16/16	8:00 am - 4:30 pm
Elementary & Secondary	12/14/16	8:00 am - 4:30 pm
Elementary & Secondary	1/18/17	8:00 am - 4:30 pm
Elementary & Secondary	2/15/17	8:00 am - 4:30 pm
Elementary & Secondary	3/22/17	8:00 am - 4:30 pm
Elementary & Secondary	6/14/17	8:00 am - 4:30 pm
*Collaboration with Instruction		

*Principals' Operations Meeting		
Elementary & Secondary	9/26/16*	8:00 am - 12:00 pm
Elementary & Secondary	2/23/17	8:00 am - 12:00 pm
*Mandated meeting with SSIT		

*Assistant Principals' Operations Meeting	
8/24/16	Widney HS
9/28/16	All Day
10/26/16	All Day
1/25/17	All Day
2/22/17	All Day
3/22/17	All Day
4/26/17	All Day
5/24/17	All Day
*Collaboration with Special Ed and Instruction	

School Administrative Assistants' Meeting	
8/02/16	8:30 am - 11:30 am
10/27/16	8:30 am - 11:30 am
1/26/17	8:30 am - 11:30 am
3/23/17	8:30 am - 11:30 am
5/25/17	8:30 am - 11:30 am



LOS ANGELES UNIFIED SCHOOL DISTRICT
LOCAL DISTRICT CENTRAL

OPERATIONS UNIT

MEETING DATES FOR 2016 - 2017 SCHOOL YEAR

After the Bell Training		
8/31/16	3:00 pm – 4:30 pm	Lanterman HS
9/29/16	3:00 pm – 4:30 pm	Lanterman HS
10/27/16	3:00 pm – 4:30 pm	Lanterman HS
12/08/16	3:00 pm – 4:30 pm	Lanterman HS
1/26/17	3:00 pm – 4:30 pm	Lanterman HS
2/23/17	3:00 pm – 4:30 pm	Lanterman HS
3/30/17	3:00 pm – 4:30 pm	Lanterman HS
4/27/17	3:00 pm – 4:30 pm	Lanterman HS
5/11/17	3:00 pm – 4:30 pm	Lanterman HS

Extended Cabinet	
9/19/16	3:00 pm – 4:30 pm
10/24/16	3:00 pm – 4:30 pm
2/27/17	3:00 pm – 4:30 pm
3/27/17	3:00 pm – 4:30 pm
4/24/17	3:00 pm – 4:30 pm
5/22/17	3:00 pm – 4:30 pm

Crisis Team Training	
11/04/16	District-Wide Crisis Training @ California Endowment
TBD	8:00 am – 11:30 am Elementary 12:30 pm – 3:30 pm Elementary
TBD	8:00 am – 11:30 am Secondary 12:30 pm – 3:30 pm Elementary

Safe Passages		
9/22/16	Newton	9:00 am-10:00 pm
	Northeast	10:00 am-11:00 pm
	Olympic	11:00 am – 12:00 pm
	Rampart	11:00 am – 12:00 pm
12/8/16	Newton	9:00 am-10:00 pm
	Northeast	10:00 am-11:00 pm
	Olympic	11:00 am – 12:00 pm
	Rampart	11:00 am – 12:00 pm
2/2/17	Newton	9:00 am-10:00 pm
	Northeast	10:00 am-11:00 pm
	Olympic	11:00 am – 12:00 pm
	Rampart	11:00 am – 12:00 pm

Safe Passages		
3/30/17	Newton	9:00 am-10:00 pm
	Northeast	10:00 am-11:00 pm
	Olympic	11:00 am – 12:00 pm
	Rampart	11:00 am – 12:00 pm
5/4/17	Newton	9:00 am-10:00 pm
	Northeast	10:00 am-11:00 pm
	Olympic	11:00 am – 12:00 pm
	Rampart	11:00 am – 12:00 pm

Attendance Achievement by Instructional Day 2016-2017
*96% Attendance rate means having NO MORE THAN 1 absence per
 25 DAYS OF INSTRUCTION*



		Less than 87%	87% – 91%	92% - 95%	96% - 99%	100%
Instructional Day	Date	Far Below Basic	Below Basic	Basic	Proficient	Advanced
25	September 21	4 or more	3	2	1	0
50	October 28	7 or more	5-6	3-4	1-2	0
75	December 12	10 or more	7-9	4-6	1-3	0
100	February 7	14 or more	9-13	5-8	1-4	0
125	March 15	17 or more	11-16	6-10	1-5	0
150	April 27	20 or more	13-19	7-12	1-6	0
175	June 2	23 or more	15-22	8-14	1-7	0
180	June 9	24 or more	15-23	8-14	1-7	0

School Name

Attendance Newsletter

**Goal: 7
absences
or less**

Fall Newsletter

Goals are the pathways to
SUCCESS

How Are We Doing?

Grade	Last Year % of students at 96% and above	Current % of Students at 96% and above
9 th		
10 th		
11 th		
12 th		
School- Wide		

**September is Attendance Awareness
Month**
(Highlight attendance campaigns,
class competitions, upcoming
activities for the 25th and 50th day of
school and first parent meeting)

_____ is
aiming for SUCCESS!
I need extra help
with _____

Here is how you can help me at
home: _____

Thank you for helping me reach my goal!

Welcome to (high school name)

Welcome to the 2016-2017 school year! We are excited to be on board with you as you begin your high school journey. I will be working with you and your parents to assist you in reaching Proficient & Advanced (Perfect) attendance to ensure your academic excellence. The district has defined Proficient Attendance as having NO MORE THAN 1 ABSENCE per 25 days of instruction. The District Goal is that by the end of the year you should not have more than 7 absences. Every 25th day of school (see chart below) your parents will receive a progress report on your attendance to let them know how you are doing, and if you are meeting the District goal. Please review the chart below with your parents.

I am here to help youCounselor

MAINTAINING PROFICIENT/ADVANCED ATTENDANCE

Means having NO MORE THAN 1 absence per 25 DAYS OF INSTRUCTION
* LAUSD Goal

INSTRUCTIONAL DAY	ON THIS DATE	# OF ABSENCES ALLOWED:
25	September 21	0-1 day
50	October 28	0-2 days
75	December 12	0-3 days
100	February 7	0-4 days
125	March 15	0-5 days
150	April 27	0-6 days
175	June 2	0-7 days

Tips for the quarter



- Do not have more than 2 days of absences by October 28th.
- Attend all classes, and arrive to class on time.
- Get plenty of sleep during the weekdays.
- Wake up early enough to eat breakfast.
- Keep an organizer with dates that assignments are due.
- Set a time to complete homework.
- If available, complete extra credit assignments.
- Ask teachers, counselors and parents for help when needed.
- Get involved in extracurricular activities.
- Encourage your parents to become involved by attending school events.

Congratulations!

Students Name

.25 CENTS

QUARTER



YOU ARE 25 DAYS SMARTER!

How will your school be celebrating the 25th Day of School?

Wednesday, September 21, 2016 is the **25th Instructional Day of School**. Schools can use this day to promote school attendance, with campaigns and activities; recognize students, who have 1 or less absences to date (proficient and advanced attendance bands); and/or motivate students, in the lower bands, to improve their attendance. Celebrations can be simple and cost effective. Attached you will find; every 25th day attendance chart, 25th day of school newsletter, 25th day quarter certificate template, 25th Day Smarter Recognition Flyer, and you can also visit <http://www.attendanceworks.org/> for further ideas.

Below is a short list of examples of how some schools have celebrated the 25th Day of School in past years:

- Hold a poster completion.
- Make a photo collage in the form of 25.
- Make 25 legs for a bulletin board centipede.
- Have students draw a picture of how they will look when they are 25 years old!
- Serve cake or other snack in the form of 25 (10, 10, 5 or 5, 5, 5, 5, 5).
- Have classes come up with a list of 25 things they have learned (academic or personal) this school year and display.
- Hold an assembly to promote the 25-day event and recognize and motivate students.
- If you have a bulletin board with a mascot, have it hold a collection of 25 items (or the number, 25).
- Have a running theme to go with your 25-day events, such as, “25th days Smarter!”



Reminder! As we celebrate September Attendance Awareness month our Local District Central Attendance Awareness Poster Challenge has begun. Please submit all entries by September 23, 2016.





Office of Environmental Health & Safety

Back-to-School Safety

► It's a brand new school year and you've likely spent a substantial amount of time preparing for it! There are so many things that go into getting your school ready for students and staff. With that in mind, the Office of Environmental Health and Safety (OEHS) has made this checklist to help you in ensuring a safe learning and working environment for your students and staff. Use it to help guide you through the essential safety requirements that every school must meet.

OEHS is dedicated to providing assistance to Principals, so don't hesitate to let us know if you need help.

Back-to School Safety Checklist

- Have pedestrian routes to school been distributed to parents and posted in the Main Office? (lausd-oehs.org/saferoutestoschools.asp)
- Have student pick-up and drop-off locations been designated and have parents been notified?
- Has the written Injury and Illness Prevention Program been reviewed, updated? (lausd-oehs.org/injury-illness.asp)
- Has training on Injury and Illness Prevention Program been provided to all staff, including documentation with sign-in sheets?
- Has the Summary Injury and Illness Prevention Program been displayed in a prominent location?
- Is OEHS called whenever a regulatory agency (e.g. Cal/OSHA, Public Health Department, etc.) visits your site? (lausd-oehs.org/documents.asp)
- Has Safety Alert, 11-05, Preventing Heat-Related Illness, been distributed to staff including physical education teachers and coaches? (lausd-oehs.org)
- Has training been provided to teachers and custodial staff on the use and precautions of in-wall tables and benches? (lausd-oehs.org/safetyalerts.asp)
- Has the Hazard Communication Program been updated and has training been provided to staff on chemical products in the workplace? (lausd-oehs.org/documents.asp)
- Is flushing of water fixtures occurring daily prior to first use and is a flushing log completed? (lausd-oehs.org/referenceguides.asp)
- Is monthly certification of flushing being submitted electronically by the Site Administrator in accordance with REF-3903.3, Daily Flushing Requirements for Drinking Fountains and Faucets?
- Are all accidents investigated immediately and reported through the District's ISTAR System?

For more information on environmental health and safety-related topics, please visit our website at lausd-oehs.org.



333 South Beaudry Avenue, 28th Floor
Los Angeles, CA 90017

Phone: 213-241-3199
Fax: 213-241-6816
www.lausd-oehs.org

Safety matters.



Human Resources Division
An effective teacher in every classroom

New Teacher Meeting
Local District CENTRAL
Wednesday, September 14, 2015
4:00 pm - 5:30 pm
(3:45 pm Registration)

Los Angeles Elementary School
Multipurpose Room
1211 S. Hobart Blvd.
Los Angeles, CA
(Major cross streets - Pico and Normandie)

Topic
Teacher Evaluation
“Overview & Completing the Initial Planning Sheet”

All New Teacher Meetings can be applied toward
Salary Point Credit

RSVP
Lalaine Tan, *Teacher Quality Specialist*, Central
Ltan3@lausd.net



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Cheerleading Guidelines
NUMBER: BUL-6712.0
ISSUER: Earl R. Perkins, Associate Superintendent
Division of District Operations
DATE: July 6, 2016

ROUTING
Local District Superintendents
Administrators of Operations
Operations Coordinators
Senior High School
Administrators
Personnel Commission
Athletic Directors
Athletic Coaches
Senior High School Teachers

PURPOSE: The purpose of this Bulletin is to provide rules and regulations for the implementation of cheerleading as a California Interscholastic Federation (CIF) sanctioned sport.

MAJOR CHANGES: This is a new Bulletin.

GUIDELINES: The following guidelines apply:

Cheer will become a CIF sport as a result of California Assembly Bill 949 passing on June 1, 2015. With this change, the Interscholastic Athletic Department (IAD) will ensure that the District cheer programs follow CIF guidelines. Coaches will be paid from funding provided by the IAD.

I. CHEER COACHES

A. Required Certifications (Los Angeles Unified School District and CIF)

1. First Aid/CPR/AED Certification
2. Concussion Education
3. Sudden Cardiac Arrest Certification
4. Code of Conduct
5. Child Abuse Certification in Learning Zone – required to be renewed each school year within 30 days of an open assignment
6. American Association of Cheerleading Coaches and Administrators Certification (AACCA)
7. Coaching Education



B. Requirements for Student Athletes

1. Physical – Must be completed each school year, with proof signed and stamped by a doctor. School nurse to verify.
2. Emergency Card – Coach must carry at all times.
3. Proof of Insurance – Hard copy.
4. Bullying and Hazing Form – Signed by athlete and parent/guardian.
5. Concussion Form - Signed by athlete and parent/guardian.
6. Liability Waiver Form - Signed by athlete and parent/guardian.
7. Media Release Form – Signed by parent/guardian.
8. Steroid Abuse Form - Signed by athlete and parent/guardian.
9. Parent Consent Form – Signed by parent/guardian.
10. Code of Conduct Form – Signed by athlete and parent/guardian.
11. Sudden Cardiac Arrest Form - Signed by athlete and parent/guardian.
12. Student must maintain 2.0 GPA and pass at least 20 credits or the equivalent.
13. Student-Athlete Uniform Contract – Signed by athlete and parent/guardian.
14. Uniform Contract – Signed by athlete and parent/guardian.

C. PAID COACHES

Cheer coaches may be certificated or classified. Each school must enter a coach into the Principal’s Portal and submit a certified roster with a minimum of ten (10) athletes. Cheerleaders must participate in a minimum of seven (7) events each season between sideline cheer activities (participation at athletic events) and/or competitive cheer activities (participation in tournaments/competition). A Cheerleading Schedule must be submitted to the IAD for each season. (Attachment B).

II. FIELD TRIPS/COMPETITION

- A. “Application to Participate in a Competition/Tournament” (Attachment A) must be completed and on file at the school site at least 15 days in advance of the competition/tournament start date for a “local” competition/tournament, with authorization of school principal.
- B. Paperwork for an out-of-state competition/tournament or an overnight stay must be submitted to the IAD, Local District Administrator of Operations, and Risk Management at least 45 school days in advance of the competition/tournament start date, and must include approval from all departments before travel is allowed.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

C. Submit a request for “Letter of Self-Insurance” to Risk Management 45 school days prior to event to allow sufficient time for processing.

All approvals will be verified prior to processing the request and issuing a “Letter of Self- Insurance”.

D. No transportation will be provided for cheer competition/tournaments for the 2016-2017 school year. Sideline cheer participants may ride the bus with the athletic team they are supporting. If using a private automobile, refer to Bulletin 5310, Guidelines on Use of Privately Owned Vehicles for Authorized School District Business.

AUTHORITY: This is a policy of the Division of District Operations.

RELATED RESOURCES: Bulletin BUL-767.1, Participation in Extracurricular and Co-curricular Activities
Bulletin BUL-3732.0, Procedures for Collections of Funds at Secondary Schools
Bulletin BUL-3856.5, Guidelines for Supplemental Assignment Differentials
Bulletin BUL-5310.0, Guidelines on Use of Privately Owned Vehicles for Authorized School District Business
Bulletin BUL-6264.0, School Athletics
Bulletin BUL-6370.0, Selection and Supervision of Athletic Coaches
Bulletin BUL-6429.1, Athletic Rules and Regulations

ASSISTANCE: For assistance or further information, please contact the Interscholastic Athletic Department at (213) 241-5847.

ATTACHMENTS: Attachment A: Application to Participate in a Sanctioned Tournament/Event
Attachment B: Cheerleading Schedule



LAUSD Interscholastic Athletic Department
APPLICATION TO PARTICIPATE IN A SANCTIONED
TOURNAMENT/EVENT

Applications must be received in the Athletic Department at least 45 days prior to the date of the tournament. If the tournament includes an overnight stay, or is out-of-state, applications must be submitted at least 45 days prior to the tournament and forms must also be submitted to the Local District Operations with approval from Principal and Risk Management on Form #34-EH-57 (Request for Field Trip/Excursion).

CIF Rated Officials must be used for all Contests.
All National Federation of State High School
Associations (NFHS) Rules must be followed.

1. Date of Application
2. Proof of Sanction
3. School Name
4. Tournament Name
5. Date(s) of Tournament
6. Host High School
7. Starting time
8. Tournament Director
9. Description of Awards
10. Type of Competition: Sport, Team, Individual, Level, Gender, Student Team

11. Signatures: Athletic Director
Principal
Name of Principal
School Address
City/Zip

We have read the Orange Book rules and CIF State Rules regarding tournament participation and agree to conduct ourselves in accordance and abide with those rules.

Los Angeles Unified School District
Interscholastic Athletic Department RECEIVED
Specialist:
Date:

Los Angeles Unified School District
Interscholastic Athletic Department
CHEERLEADING SCHEDULE

SEASON: _____

Fall Due Date: August 24, 2016

Winter Due Date: November 10, 2016

Spring Due Date: February 8, 2017

DATE:		NAME OF ACTIVITY/EVENT:	
LOCATION:		START TIME:	END TIME:
NUMBER OF CHEERLEADERS PARTICIPATING:			
DATE:		NAME OF ACTIVITY/EVENT:	
LOCATION:		START TIME:	END TIME:
NUMBER OF CHEERLEADERS PARTICIPATING:			
DATE:		NAME OF ACTIVITY/EVENT:	
LOCATION:		START TIME:	END TIME:
NUMBER OF CHEERLEADERS PARTICIPATING:			
DATE:		NAME OF ACTIVITY/EVENT:	
LOCATION:		START TIME:	END TIME:
NUMBER OF CHEERLEADERS PARTICIPATING:			
DATE:		NAME OF ACTIVITY/EVENT:	
LOCATION:		START TIME:	END TIME:
NUMBER OF CHEERLEADERS PARTICIPATING:			
DATE:		NAME OF ACTIVITY/EVENT:	
LOCATION:		START TIME:	END TIME:
NUMBER OF CHEERLEADERS PARTICIPATING:			
DATE:		NAME OF ACTIVITY/EVENT:	
LOCATION:		START TIME:	END TIME:
NUMBER OF CHEERLEADERS PARTICIPATING:			

A MINIMUM OF SEVEN (7) ACTIVITIES MUST BE COMPLETED TO RECEIVE A RATE 4 STIPEND FOR EACH SEASON (USE ADDITIONAL FORMS AS NEEDED).

CHEER COACH SIGNATURE: _____

DATE: _____

ATHLETIC DIRECTOR SIGNATURE: _____

DATE: _____

PRINCIPAL SIGNATURE: _____

DATE: _____

FAX FORMS TO THE ATHLETICS DEPARTMENT AT (213) 241-5846