



CENTRAL LOCAL DISTRICT

LOS ANGELES UNIFIED SCHOOL DISTRICT

BI-MONTHLY COMMUNICATIONS

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Issue I, Volume 10

January 28, 2019

**Superintendent's Office
Austin Beutner**

Principals:

Someday and maybe it is today already, our community owes each of you a debt of gratitude for making sure that our schools were open. I was struck during the course of this past week with all of the outpouring of energy and passion in our community. Public education is now the topic of every conversation in every household in Los Angeles and I am grateful for that. We have to capture that passion, commitment and the voice of our educators and make sure that the community stays with us. We will go forward from here and work with all of our partners to better fund and support all of our schools.

Thank you for your leadership and your unwavering commitment to our students. I am optimistic of our future.

Austin

Business and Finance



What's New

- **2018 CA School Dashboard**

The California Department of Education released the 2018 California School Dashboard. Please access reference guide number REF-062700, titled *2018 California School Dashboard*, from the Office of Data and Accountability, dated January 11, 2019. The California Dashboard website is [here](#).

- **State Identification of Schools for Support**

Under the new state accountability system, the State will inform districts of the schools that are eligible for support and improvement based on the results of the state indicators found on the 2018 CA School Dashboard. Once schools are identified later this month, principals will be informed of their school designation and what that entails. For additional information on the state identification process, please refer to MEM-062702, titled, *2018-19 Identification of Schools for Support Under the Every Student Succeeds Act*, dated January 11, 2019.

- **Fingerprinting Reimbursement**

The District has decided to no longer charge parents for the cost of fingerprinting if they volunteer at the school.

- Principals will be receiving a request to reimburse parents through the school's Imprest account. This request will include a list of parents/volunteers that paid fingerprinting fees from July 1, 2018.
- Please include the list when requesting the replenishment of your Imprest account.
- If you have any questions about the new policy or reimbursement, please contact Luis Buendia at 213-241-2790.

What's Due

- **Payroll Cut-Off Dates** - In order to assist Time Keepers and Time Approvers in time reporting and approving accurately and timely, the **January** Payroll due dates are listed below.

January 15:	Semi-Monthly payroll due for January 1 – January 15
January 23:	Classified payroll due for January 1 – January 31
January 28:	Certificated payroll due for January 1 – January 31

Instruction



What's New

- **ALL: Continuity of Learning Resources - Edgenuity**

The Division of Instruction would like to remind you of the ongoing available instructional and intervention resources that will continue to be provided through Edgenuity. Please see links for Elementary, Middle, and High School flyers. Click on a link below for contact information.

Elementary School - http://bit.ly/ES_EdgenuitySupport

Middle School - http://bit.ly/MS_EdgenuitySupport

High School - http://bit.ly/HS_EdgenuitySupport

- **ES: New Interoffice Correspondence - Re: Elementary Grade Passback Pilot**

An Interoffice Correspondence (IOC) for all elementary school principals about participation in the Elementary Grade Passback (EGP) pilot is available at: <http://bit.ly/ElemPassbackPilot>. For more information, please contact Personalized Learning Systems, (213) 241-3017.

- **ES: English/Spanish Benchmark Sound-Spelling Transfer Kits!**

All schools (K-5) should have received the English/Spanish Benchmark Sound-Spelling Transfer Kits and Dual Language Spanish Programs should have received an additional kit during the week of January 7-11, 2019. If you have not received your transfer kit, please contact Juana Aguilar, Elementary EL Specialist, at (213) 241-5582 or jxp9933@lausd.net.

- **ES: Elementary Physical Education Certification (Extended)**

PE certifications (both teacher and principal) for December, January, and February will be due at the end of February. For the month of January, teachers will be asked to certify for days prior to and after the work stoppage only. The teacher's certification page will only list dates that were not affected by the work stoppage, and teachers will also receive an automatic email explaining this. On the January monthly certification page, principals will be able to indicate if PE instruction was provided during the days of the work stoppage. If you have any questions, please contact John Kruse, Physical Education Adviser, at jxp9933@lausd.net or (213) 241-4556.

- ES: Physical Education Teacher Itinerant Program Grant Application Now Open**
 The Physical Education Programs Office is now accepting applications for this two-year embedded professional development opportunity for elementary schools. Applications can be found on the [LAUSD Physical Education Programs Office website](#) and are due by February 15, 2019. For more information, please contact John Kruse, Physical Education Adviser K-12 at (213) 241-4556 or jlk6641@lausd.net.
- ES: Replacement Benchmark Grade 2 Decodable Passages Readers**
 Benchmark is sending replacement *Grade 2 Decodable Passages Readers* to schools at no additional cost. Each grade 2 classroom in your building should receive 30 copies (5 boxes). The books are not consumable. They will arrive at schools in February. For more information, please contact Carlen Powell, Elementary Administrator, at carlen.powell@lausd.net or (213) 241-5333.
- HS: Please join us - College Palooza for educators and families**
 College Palooza- a gathering of college and career experts, educators, families, and community partners. Visit [our website](#) for more information as well as registration links for educators and families. For more information, please contact Mickie Vazquez-Hahn, College Readiness Coordinator, at mjv1705@lausd.net or (213) 241-0145.
- HS: 5-Week Grading Window Extension**
 The 5-week grading window opens Thursday, January 31, 2019. The closing date for the window has been extended from Friday, February 8th to Friday, February 15th. If you have any questions, please contact Jesus Angulo, Director, Academic and Counseling Services at jangulo@lausd.net.
- HS: Interscholastic Athletic Department Updates**
 Winter Playoffs are set to start the week of February 4th, 2019. Specific dates for playoff brackets and championship information can be viewed on www.cif-la.org.

What's Due

- ALL: Gifted Magnet and Schools for Advanced Studies (SAS) Online Verification - Due: Friday, February 1, 2019 (Extended)**
 Please be advised that the Online Verification *for Gifted Magnet and Schools for Advanced Studies (SAS)* Applicants deadline has been extended.
- ALL: English Learner Program Online Accountabilities (OLAS) - Due Friday, February 8, 2019 (extended)**
 - Hold a Master Plan Instructional Programs Options meeting #2 (ALL)
 - Ensure all classes with ELs have EL service section attributes entered in MiSiS (ALL, OLAS Upload Item)
 For more information, please contact Elaine Hu, EL Programs Specialist, at (213) 241-5582 or elaine.hu@lausd.net.
- DUAL LANGUAGE EDUCATION ONLY: Target Language Assessment - Due Friday, February 22, 2019 (extended)**
 The Unified Enrollment and Proposition 58 Staff will be contacting Dual Language Education (DLE) Principals. They will offer assistance with calling parents of students in grades 2nd and above who have applied to the DLE Program. Students in grades 2nd and above who have not been in a DLE program require target language verification in order to participate fully in a DLE Program. User guides and other information regarding the target language assessment can be found in the Principal's Portal. For more information regarding Unified Enrollment, please contact Diana Sanchez, UE/DLE Specialist, at dab9296@lausd.net or (213) 241-3493.

- **ES: MOY DIBELS Deadline is now February 15, 2019 (Extended)**

To ensure there is ample time to complete DIBELS assessments, the deadline for completion has been extended by two weeks. For additional information, please contact Carlen Powell, Administrator of Elementary Instruction, at carlen.powell@lausd.net or (213) 241-5333.

- **MS/HS/(ES with GRADE 6): ALL 6th-12th Grade: Winter Bridge to Reclassification (BTR) – February 11-28, 2019**

If Principals of schools administering the BTR and Reading Inventory (RI) during the 2018-19 school year need to assign a new or returning school site RI Designee, please use the following link to submit and/or update your RI designee information: http://bit.ly/2018-19_RI_Designee

BTR and RI dates are as follow:

Bridge to Reclassify (BTR)	Reading Inventory (RI)
February 11, 2019 – February 28, 2019	April 29, 2019 – May 24, 2019

All ELs on Profile C and D who are also receiving targeted intervention will be eligible for the Winter BTR. For the RI Toolkit please visit: <http://bit.ly/ToolkitRI>. For more information, please contact Youssef Mossadaq, EL Specialist, at yxm9573@lausd.net or (213) 241-5582.

- **MS/HS: ELD/LTEL Course Requirement - Due Friday, February 8, 2019 (extended)**

Ensure all secondary English Learners, including ELs with disabilities, have an appropriate ELD/LTEL course for the spring semester. For more information, please review the [middle school](#) or [high school](#) placement, scheduling and staffing for English Learners policies. For more information, please contact your Local District EL program staff or Rafael Escamilla, EL Programs Coordinator, at (213) 241-5582 or rafael.escamilla@lausd.net.

- **HS: Spring Sport Eligibility Rosters – Due Friday, February 8, 2019 (extended)**

Due to the work stoppage Spring sport eligibility roster deadline has been extended to February 8th. Visit the District Athletic Department website for all athletic forms at <https://achieve.lausd.net/athletics>. For more information, please contact Trenton Cornelius, Coordinator, at (213) 241-5847 or trenton.cornelius@lausd.net.

Grant, Scholarship and Partnership Opportunities
Dr. Frances Gipson



What's New

Please visit grants.lausd.net for upcoming grant opportunities.

For questions about grants, please contact Alison Towery, Director of Instructional Operations, at alison.towery@lausd.net or (213) 241-4822.

Information Technology



What's New

- **FOCUS Reporting & Dashboards:** The following new functionalities are now available:
 - K3 Class Size Simulator Tool
 - Elementary and Secondary Student Grades Reports
 - Access, Equity, and Acceleration (AEA) Probable Standard English Learners (PSELS) Dashboards
 - Parent Portal Campus View Dashboard Registrations by Student Report now includes a column for the Parent Email Address
- **My Integrated Student Information System (MiSiS):** The MiSiS team is preparing for the opening of the secondary spring semester. The next scheduled releases are on Tuesday, January 22 and February 21. Please visit the MiSiS website (<http://achieve.lausd.net/misis>) for release notes.
- **TECH Mobile App:** Phase I was completed December 10, 2018 and included operational enhancements to the following areas: Attendance, Absent & Tardy Notifications, School Assignments, Grades, School and District calendars, Notifications, Resources for Parents, Transportation / Bus Routes, Languages include English, Spanish and Korean. Phase II, which began December 11, 2018, includes additional developments and further enhancements as requested by Parents in the following areas: Parent-Student (PIN Process), Forgot Password, Registration (onboarding), Social Registration – Facebook, and Student Grades by Assignment (Schoology integration). For additional information about the Mobile App, please visit: <https://achieve.lausd.net/Page/15410>

What's Due

- **IT Asset Management:** If you have not already done so, please designate an Instructional Device Manager (IDM) by following the step-by-step guide found [HERE](#). Once you approve your IDM's role, he/she will be automatically enrolled in the online training in MyPLN.

Operations



What's New

REF-5380.8 Spring 2019 Alternate Emergency Exercise is now available (<https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/318/REF-5380.8%20Spring%20Semester%202019%20Alternate%20Emergency.pdf>). The spring exercise is a lockdown drill and is to take place on every campus the week of February 11-15, 2019.

Special Education



- **[2019-2020 Budget Development for Special Education Teachers and Assistants Memorandum](#)**
This Memorandum outlines the planned timelines for Special Education school resource allocations for the 2019-2020 school year.