



LOS ANGELES UNIFIED SCHOOL DISTRICT

## BI-MONTHLY COMMUNICATIONS

Issue I, Volume 17

May 6, 2019

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Superintendent's Office  
Austin Beutner

Principals,

We recently celebrated School Principals' Day, a day to reflect and appreciate all you do for our students, teachers, families and communities. Each and every day, principals provide the support our students and teachers need and work tirelessly to improve schools across Los Angeles Unified. It is your work that enables us to serve nearly 700,000 students.

We've been through a challenging year and we would not have overcome those challenges without your leadership. We are grateful to everyone who has gone above and beyond to support the education of our students during those challenging times. Challenges are not new to Los Angeles Unified and we will continue to face challenges in the years ahead; but with your leadership and commitment to public education, I am confident we can turn those challenges into opportunities for progress.

Thank you.

Austin

### What's Due At A Glance

Due Date	Action	Information Link	Contact
May 16th	Semi-Monthly payroll due for 5/1 – 5/15	<a href="https://achieve.lausd.net/cms/lib/CA01000043/Centricity/domain/326/2017-2018/pay%20processing%20calendar/2018-2019%20Cut-Off%20and%20Pay%20Dates.pdf">https://achieve.lausd.net/cms/lib/CA01000043/Centricity/domain/326/2017-2018/pay%20processing%20calendar/2018-2019%20Cut-Off%20and%20Pay%20Dates.pdf</a>	Payroll Services (213) 241-2570
May 22nd	Classified payroll due for 5/1 – 5/31		



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**What's New**

- **Online Fundraising Application**

We are pleased to announce that the long-awaited online fundraising application is in production. Many schools have been using the tool for fundraising requests since go-live date of March 25, 2019. The central repository of fundraising applications will resolve issues with tracking and monitoring the status of fundraiser approvals and requirements.

Training has been provided to Financial Managers. Future trainings will be scheduled in conjunction with SAA meetings. An FAQ document is in progress pending completion of system enhancements.

- **2018-19 Year End Coding for all 12th Graders**

The Updated 2018-2019 Year End Coding for All 12<sup>th</sup> Graders *Reference Guide (REF 6501.5)* is now available online in [eLibrary](#).

**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 **upcoming** Payroll due dates are listed below.

May 16:	Semi-Monthly payroll due for May 1 – May 15
May 22:	Classified payroll due for May 1 – May 31

For time reporting or time approval assistance, please contact Payroll Customer Services at (213) 241-2570 Monday-Friday, 8:00am – 4:30pm.

- **Initial entries are due in MiSiS by June 21, 2019**
- **Following Summer Session, corrections are due in MiSiS by August 23, 2019**



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**What's Due**

- **ALL: Educator Development and Support Final Evaluation Deadline (May 7, 2019)**

The deadline to complete and submit the EDST/EDSNCT Final Evaluation Report for teachers at single-track schools is May 7, 2019. For Early Education Centers, the deadline is May 29, 2019. To support the completion of the Final Evaluation Report, an [administrator handbook](#) and video tutorials (for administrators and teachers) are available in the *Resources* tab. For questions regarding the EDST/EDSNCT Final Evaluation Report, please contact your [Teaching and Learning Coordinator](#) or Professional Learning and Leadership Development at (213) 241-3444.



## What's New

- **ALL: Textbook Orders**

Please remember to complete the "goods receipts" for all textbook orders. This last step is essential to ensure payment is made to the publishers.

For further information, please contact Integrated Library & Textbook Support Services at (213) 241-2733.

- **HS: Summer Melt Lab Hours**

High Schools that apply for additional Summer Melt Lab Hours will be provided an additional 50 hours that can be utilized from Tuesday, May 21, 2019 until Friday, August 9, 2019. These hours can be used to allow counselors to further support the Class of 2019's transition to postsecondary education. All high schools can apply for the hours. To apply for the hours, please click on the [link](#).

In addition, Summer Melt 2019 Professional Development will be provided on Friday, May 18, 2019 and Monday, May 20, 2019. All counselors are encouraged to attend. To sign up, visit MyPLN (Keyword: Summer Melt 2019).

For more information, please contact Micaela Vazquez-Hahn, Coordinator, College Readiness, [mjv1705@lausd.net](mailto:mjv1705@lausd.net) or (213) 241-0145.

- **MS: 8<sup>th</sup> Grade Mathematics and ELA Intervention**

New intervention programs for 8th grade Mathematics and ELA is now available. Each content area has two different programs that the school can choose from to provide maximum flexibility. To learn more about the program and explore resources, an informational training is scheduled for Saturday, May 25, 2019 from 8:00 a.m. - 1:00 p.m. Middle school teachers, coaches and administrators are welcome to attend. To sign up, visit MyPLN (Keyword: 8th Grade Interventions).

For more information, please contact Sian Eddington, Specialist, College Readiness, [sian.eddington@lausd.net](mailto:sian.eddington@lausd.net) or (213) 241-2025.

For more information, please contact Dawn Guest-Johnson, Computer Science Coordinator, [dmg0923@lausd.net](mailto:dmg0923@lausd.net) or (213) 241-5532.

- **ALL: Subscribe to the ITI Newsletter**

The Instructional Technology Initiative (ITI) May Newsletter is now available [ITI Newsletter](#). For more information, please contact Dominic Caguioa, Readiness and Integration Specialist, [dbc4785@lausd.net](mailto:dbc4785@lausd.net) or (213) 241-5532.

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

An Interoffice Correspondence (IOC) for all elementary school principals about participation in the Elementary Grade Passback (EGP) pilot during the 3<sup>rd</sup> grading period is available at <http://bit.ly/ElemPassbackPilotGP3>.

For more information, please contact Personalized Learning Systems, (213) 241-3017.

- **2019-2020 Master Plan Institute for English Learners (EL) and Standard English Learners (SEL) Professional Development**

MMED will provide a five-day professional development on EL and SEL programs and services to TSP Advisors and/or EL Designees for the following dates. [Click here for Save the Date flyer.](#)

\* 0-1 year refers to both brand new TSP advisors/EL Designees as well as those who have served in the position for one full year.

For more information, please contact the Local District EL Programs Coordinator or Elaine Hu, EL Programs Specialist, [elaine.hu@lausd.net](mailto:elaine.hu@lausd.net) or (213) 241-5582.

- **HS: Senior Exit and College & Career Readiness Survey**

This year marks the second administration of the Annual Senior Exit Survey and the College & Career Readiness Survey to be administered by schools from May 1<sup>st</sup> to June 7<sup>th</sup>, 2019. Data collected from these surveys provide school sites with information about high school students' experiences in preparing for postsecondary opportunities, including college and career.

ALL students in grades 9-12 should complete the College Readiness Survey online. 12<sup>th</sup> Grade students will access the Senior Exit Survey through Naviance.

Please click to find [job aide](#) and [flyer](#) that should be distributed to staff and students.

If you have any questions regarding these surveys, please contact Carol Alexander, Director of A-G Intervention and Support, [carol.alexander@lausd.net](mailto:carol.alexander@lausd.net) or Dr. Kevon Tucker-Seeley, Director of the Research and Reporting Branch, Office of Data and Accountability, [kevon.tuckerseeley@lausd.net](mailto:kevon.tuckerseeley@lausd.net).

- **ALL: May – Safe Jobs for Youth Month**

The LAUSD Board of Education adopted a proclamation proposed by Board Member Schmerelson proclaiming May as Safe Jobs for Youth Month. Having a job is a valuable part of a young person's learning and development, but it is essential to ensure students are safe at their jobs. Schools are encouraged to observe this month with classroom activities and other programs that will actively engage and educate students in workplace safety. To find out more please see [flyer](#).

For more information, please contact Jose Artiles, Coordinator, [jose.artiles@lausd.net](mailto:jose.artiles@lausd.net) or (213) 241-7053.

- **California Council on Economic Education Professional Development for High School Economics Teachers**

Opportunity to attend professional development to support High School Economics curriculum and instruction centered around four units of study: Economic Reasoning, Markets, The National Economy and Globalization.

There are two scheduled training dates this semester: Thursday, May 16<sup>th</sup>, Local District Northeast from 4:00 – 7:00 p.m., and Thursday, June 13<sup>th</sup>, Local District West from 9:00 a.m. – 12:00 p.m. Interested teachers may register at <https://bit.ly/2C8ePeD>. [Flyer](#)

For more information, please contact Kieley Jackson, Ethnic Studies Coordinator, [kjack2@lausd.net](mailto:kjack2@lausd.net) or (213) 241-4506.

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## Grant, Scholarship and Partnership Opportunities

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### What's New

- **LA READS: 2019 Dodgers Reading Champions Challenge**

To help address the literacy crisis in Los Angeles and get children excited about reading, the Dodgers and Los Angeles Dodgers Foundation challenge youth in first through eighth grade to read 1.5 million minutes. Children can track the time they spend reading every day online and win cool incentives!

Dodgers Reading Champions opened for registration on March 1, 2019, and will take place from March 2019 - August 2019. The program's sweepstakes restarts every month, so children have an opportunity to win every month! **Please share with your students and parents and encourage them to [register](#) today!** You can also download a classroom poster [here](#)!

For more information, click here: <https://www.mlb.com/dodgers/community/la-reads>

### What's Due

- **The City of STEM Innovation Challenge** presented by SoCalGas, in partnership with Columbia Memorial Space Center and Carrot Group, has officially kicked off! See [here](#) for the flyer.

The [City of STEM Innovation Challenge](#) empowers all middle school students within Los Angeles County to dream up inventive ideas to solve real-world problems facing Los Angeles such as clean energy, sustainability, transportation, and recycling using their science, technology, engineering, arts, and math (S.T.E.A.M.) skills. To compete, the student teams (1-5 members) need to submit a two-minute video describing the problem, their solution to fix it, how it works, and the impact it will have on the city.

Video submissions are due [here](#) by **Wednesday, May 8**. The Challenge will culminate at SoCalGas' Downey office on **Wednesday evening, May 15**, where a panel of distinguished judges will review the semi-final team's videos, ask questions, and award a Grand Prize and two Runner-Up teams. **The Grand Prize is a VIP trip around the Los Angeles area to visit innovative companies and technology making an impact in the city. Members of the Grand Prize and two Runner-Up teams will all receive an Amazon Echo and an Ozobot STEM Kit. The Grand Prize team's school will also receive \$1,000 towards science supplies.**

- **Are you looking for grants to support your school's vision?**

Click here to see grant opportunities: <https://grants.lausd.net>



## What's New

- **My Integrated Student Information System (MiSiS) – upcoming dates:**
  - The next planned releases for MiSiS are set for Tuesday, May 14 and Tuesday, June 11.
  - The Next Year Enrollment (NYE2) process initiated on April 24. This process creates 2019-2020 enrollment records for matriculating students. NYE2 will continue to run until June 30.
  - The secondary grade entry window opened on Thursday, April 11 and will close on Tuesday, April 30.

Please visit the MiSiS website (<http://achieve.lausd.net/misis>) for more information.

- **FOCUS Reporting & Dashboards:** The following new functionalities are now available:
  - Graduation Progress Dashboard
    - Added Credit Recovery Dashboard
  - Monitoring Reports
    - Added Student Support and Progress Team (SSPT) Consolidated Reports
    - Added Next Year Enrollment (NYE) Report
  - Ad Hoc Reporting Subject Areas
    - Latest Test Scores Folder:
      - ◆ Columns added under ELPAC Scores:
        - Listening
        - Reading
        - Writing
    - Student Detail Subject Area:
      - ◆ Columns added under Adjusted YTD Attendance Folder:
        - ADJ Full Days Excused
        - ADJ Full Days Suspended
        - ADJ Full Days Uncleared
        - ADJ Full Days Unexcused
        - ADJ Days Enrolled

Please visit the FOCUS website (<https://achieve.lausd.net/focus>) for more information.

- **Unified Enrollment:** the Citizens' Bond Oversight Committee and Board of Education have approved Phase II of Unified Enrollment. For more information about Unified Enrollment, please visit <https://goto.lausd.net/>.