



BI-MONTHLY COMMUNICATIONS

Issue I, Volume 4
September 24, 2018

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Superintendent's Office
Austin Beutner

Dear Principals;

As leaders of schools you balance many issues on a daily basis to help your students and community succeed. Teaching someone to read is one of the most important gifts we can provide our students. Reading opens the door to lifelong learning in science, math, technology, music, and other areas. I want to thank the many individuals who help our children foster a love of reading – from the teachers and teaching aides who work diligently with students, and a special thanks to you--the principals who make reading a part of the entire school day.

Business and Finance
Dr. Scott Price

What's Due

- Pricing Schools: Friday, September 28, 2018** *Meal Eligibility Grace Period* will end. Pricing school students who do not have a meal eligibility established for the 2018-19 school year will be charged at the full price rate starting October 1, 2018. To get a list of students with a missing meal code, 1) log into the MTAM Dashboard 2) pull up the Detail Student report for the school and 3) check the list of students under the column, Missing Meal Codes.
All students will be able to receive a meal, but students without money will have the full price rate charged to their account. Schools are advised to encourage households to submit a meal application for their student so that a 2018-19 meal eligibility is established as soon as possible.



What's New

- **ALL:** The *Teacher Consent to Teach True Electives* form can be accessed at <https://achieve.lausd.net/Page/1542>. Scroll down to the bottom of the list to find the form.

What's Due

- **ALL: Friday, October 5, 2018:** Evaluators must complete the Initial Planning Conference for all teachers scheduled for evaluation. For resources on preparing and planning for the conference, review the [EDST Protocols](#) or [EDSNCT Protocols](#).



What's New

- **ALL:** October Instructional Update
Division of Instruction's monthly Instructional Update lists all available professional development opportunities and resources for school sites. The Instructional Update will continue to be emailed directly to teachers on the first school day of each month.

[October Instructional Update – Elementary](#)

[October Instructional Update – Secondary](#)

- **ALL:** October Instructional Technology Initiative (ITI) Newsletter
The Instructional Technology Initiative (ITI) [October Newsletter](#) is now available. Subscribe today to automatically receive our monthly newsletter.

For more information, please contact Dominic Caguioa, Readiness and Integration Specialist, dbc4785@lausd.net, 213-241-5532.

- **ALL:** Become a Digital Citizenship Certified School!
October 15 – 19 is Digital Citizenship Week. How will you engage your staff and students with digital citizenship? Please click this [link](#) to learn about becoming a Digital Citizenship Certified School.

For more information, please contact Dr. Vanessa Monterosa, Program & Policy Specialist, vanessa.monterosa@lausd.net, 213-241-5532.

- **HS:** SAT School Day: Expanding Access to Higher Education by Fostering a College-Going Culture
L.A. Unified is taking a bold step to increase college preparedness by administering the SAT to all 11th graders this spring. The SAT School Day administration, which will be at no cost to 11th graders, creates a unique opportunity to take the SAT in their own schools, among their peers, and in a supportive environment during a regularly scheduled school day. Training is forthcoming via Local Districts.

For more information, please contact Arzie Galvez, Director, arzie.galvez@lausd.net, 213-241- 6444.

What's Due

- **MS and HS** - Musical Instrument Inventory

The Arts Education Branch is supporting secondary instrumental music programs by assisting with the digital cataloging of musical instrument inventories across the District, using the Follett Destiny Resource Management System. Teachers will be trained in using the system during October 2, 2018 secondary music teacher professional development. Deadline for cataloging instruments is on October 31, 2018.

For more information, please contact Dr. Steven McCarthy, Director, steven.mccarthy@lausd.net, 213-241-5222.

Facilities
Mark Hovatter



What's Due

- **Friday, September 28, 2018 E-CAR 2018 DEADLINE IS 9/28/18!**



The deadline to submit your E-CAR 2018 application online is FRIDAY, SEPTEMBER 28, 2018.

Ready to complete your E-CAR 2018 application? Here's what to do next:

1. Take the E-CAR 2018 Online Training The training is optional but highly recommended, especially if you're new to E-CAR. Available at <https://achieve.lausd.net/mypln>.
2. Read the E-CAR 2018 Pre-Requisite Reference Documents posted at www.laschools.org/ecar.
3. Drop in to an E-CAR 2018 Assisted Preparation Workshop during September if you'd like to receive hands-on assistance while you work on your E-CAR 2018 application. Remember to take the E-CAR online training and review E-CAR's reference documents **before** you drop in. Complete Drop In schedule is posted at www.laschools.org/ecar.
4. Have Questions about E-CAR? Call E-CAR customer service at 213-241-8044 press #9.

*****IMPORTANT! Notices via this Principals' Communication Calendar will be the only E-CAR notices that you will receive. There will be no other email reminders sent.*****

Thank you for your participation in E-CAR 2018!

Grant, Scholarship
Dr. Frances Gipson



What's New

- **ALL:** Click here to see grant opportunities: <https://grants.lausd.net>
For more information, please contact Alison Towery, Director of Instructional Operations at alison.towery@lausd.net, 213-241-4822.

What's Due

- **MS/HS: Friday, October 5, 2108** UCLA Health Sound Body Sound Mind Grant Applications for 2018-2019

Apply for up to \$50,000 in state-of-the art cardio and weight equipment, fitness accessories, and professional development

The UCLA Health Sound Body Sound Mind 2018-19 grants are now open. Possible grants include

- * Fitness Center (\$40,000 & \$50,000),
- * Technology (\$5,000), and
- * Maintenance (\$5,000). UCLA Sound Body Sound Mind Foundation

For more information, please contact John Kruse, Physical Education Adviser, jlk6641@lasud.net, 213-241-4556.

Information Technology Shahryar Khazei



What's New

- **ALL: QUARTERLY IT MAINTENANCE SHUTDOWN**

WHAT: ITD implements quarterly shutdowns to provide the Technical Team the opportunity to perform vital maintenance and implement preventative measures. During a shutdown, the Team may:

- Run through emergency outage procedures
- Perform systems health checks
- Update software
- Implement security patches
- Fully test the wide-area network

WHY: ITD strives to provide LAUSD with high quality technology services. Periodic shutdowns are essential to maintenance of a healthy computing environment and minimize the risk of unexpected outages. Work performed during the shutdown cannot be performed on “live” hardware or software.

WHEN: From 6 p.m. on Friday, October 12th to 6 p.m. on Sunday, October 14th

Through consultation with many District offices, this date and time was selected to minimize impact to students and staff.

UP or DOWN?

Throughout the weekend, the availability of all District applications may be impacted.

The following applications will not be available:

- **FOCUS / Enterprise Reporting**
- **MyData / Get Data**
- **My Integrated Student Information System (MiSiS)**
- **SAP**
- **Student Email (mymail.lausd.net)** may be impacted on Saturday between 8a.m.-12p.m
- **Welligent**

The following applications will be available:

- **Employee / Contractor Email (mailbox.lausd.net)**

- **District Website (Achieve.LAUSD.net)** will be available; however, certain areas may not be accessible through login
- **Internet Access (Wired and Wireless)**

ANTICIPATED FUTURE SHUTDOWN DATES

- January 11 thru January 13, 2019
- April 12 thru April 14, 2019

For additional information regarding Quarterly IT Maintenance Shutdowns, please contact the Data Center Team at (213) 241-1857.

Operations Vivian Ekchian



What's New

- **ALL: New Safety Alerts from the Office of Environmental Health & Safety** -Principals can find information on preventing mosquito breeding on campuses at <https://bit.ly/2wKplp2> and get the latest news on the Lead in Drinking Water Program including directions on how to view lead sampling results online at <https://bit.ly/2wNJWbY>.

Parent / Community Services Vivian Ekchian



What's New

- **Parent Portal Four-Digit Personal Identification Number (PIN)**
The requirement for a four-digit Personal Identification Number (PIN) will launch on **Monday, October 1, 2018**, with letters containing the PIN being mailed to assigned legal guardians identified in MiSiS the week of October 1, 2018. The school's address will be used as the return address, and therefore any returned letters must be given directly to the legal guardian.

Click on the following link to view a draft of the letter: <http://bit.ly/ParentPortalPINSampleLetter>

This new PIN was created to improve security while also simplifying the process of linking a student to a parent's Parent Portal account via using the PIN instead of the student's first and last name. Parents will continue to use the child's LAUSD student identification number and birth date to enroll in the Parent Portal.

Please note the following:

- A parent's PIN code is available to the schools in the MiSiS Focus Dashboard and Reporting System and the Parent Portal Employee Login. This PIN code should only be provided to the assigned legal guardian identified in MiSiS.
- Parents who previously linked their students to the Parent Portal must use the PIN to verify their accounts. They will have 30 days from October 1, 2018, to verify before ITD disables features from their accounts.
- The PIN is a one-time use only. If a PIN reset is required, a principal or designee must use the Parent Portal Employee Login screen to reset the PIN.

For questions regarding the Parent Portal, please contact the Local District Parent and Community Engagement Administrator.

Special Education
Beth Kauffman



What's Due

- **Friday, September 28, 2018:** School Self-Review Checklist, Students with Disabilities: 2018-2019 ([REF-2624.14](#))
- **Tuesday, October 16, 2018:** School Roster of Staff Eligible to Interpret at IEP Team Meetings ([REF-1596.11](#))
- **Tuesday, October 16, 2018::** School Roster of MCD Clerical Support for Special Education and Section 504 ([REF-5640.5](#))

What's Due At A Glance



| Due Date | Action | Information Link | Contact |
|----------------------|---|---|---|
| Friday, September 28 | School Self-Review Checklist, Students with Disabilities: 2018-2019 | REF-2624.14 | Beth Kauffman |
| Friday, September 28 | E-CAR 2018 | <p><u>Take the E-CAR 2018 Online Training</u> The training is optional but highly recommended, especially if you're new to E-CAR. Available at https://achieve.lausd.net/mypln.</p> <p><u>Read the E-CAR 2018 Pre-Requisite Reference Documents</u> posted at www.laschools.org/ecar.</p> <p><u>Drop in to an E-CAR 2018 Assisted Preparation Workshop</u> during September if you'd like to receive hands-on assistance while you work on your E-CAR 2018 application. Remember to take the E-CAR online training and review E-CAR's reference documents <i>before</i> you drop in. Complete Drop In schedule is posted at www.laschools.org/ecar.</p> | E-CAR customer service 213-241-8044 press #9 |
| Friday, September 28 | Meal Eligibility Grace Period | | Dr. Scott Price |

| Due Date | Action | Information Link | Contact |
|-----------------------|--|--|---|
| Friday, October 5 | Initial Planning Conference | EDST Protocols EDSNCT Protocols | Vivian Ekchian |
| Friday, October 5 | MS and HS UCLA Health Sound Body Sound Mind Grant Applications for 2018-2019 | | John Kruse, Physical Education Adviser 213-241-4556 jlk6641@lausd.net |
| Tuesday, October 16 | School Roster of Staff Eligible to Interpret at IEP Team Meetings | REF-1596.11 | Beth Kauffman |
| Tuesday, October 16 | School Roster of MCD Clerical Support for Special Education and Section 504 | REF-5640.5 | Beth Kauffman |
| Wednesday, October 31 | MS and HS Musical Instrument Inventory | | Dr. Steven McCarthy 213-241-5222 steven.mccarthy@lausd.net |