



**IMPORTANT
DATES TO
REMEMBER**

B Basis Return	8/1
SAA Meeting	8/2
Principal Institute	8/3 - 8/4
Superintendent Annual Meeting	8/9
C Basis Returns	8/15
Pupil Free Day	8/15
Campus Aide Meeting	8/15
First Day of Instruction	8/16
Admissions Day	9/2
Labor Day	9/5

**WHAT'S
DUE**

Administrator Assurances—	7/31
July's Water	8/1
School Emergency Contact Information	8/5
July's Metal Detection Certification	8/9

Welcome Back Leaders!

Welcome back to a new school year! During our first year as Local District Central, we established ourselves as a new team and set our goal to provide our community with the utmost quality service. With the start of the 2016-2017 school year, we have new opportunities to improve the lives and futures of the Local District Central students.

Whether you are answering telephone calls, providing outreach to parents, maintaining one of our many facilities, working in an administrative function, or serving in any one of the many other important capacities in our district, you are integral to ensuring that our schools are optimal environments for student learning. To ensure our continued success, we will continue to focus on the following:

- Effective communication and service
- School attendance, and
- Clean and safe learning environments

Local District Central's Friday Brief will continue to provide valuable information that promotes coherence, consistency, and communication. You are encouraged to visit our website to access a myriad of resources for school personnel.

We are excited to announce that David Downing has joined our Operations Team and Michelle Gorsuch will join us on August 8, 2016. Let's give them a hearty welcome!



School Access Reminder

It is imperative that the public has access to school sites while on "E" basis. Please call the Local District Central office at 213-241-0167 should you have any questions.

- Hours:** Regular school office hours (recommended – 7:30 am – 4:30 pm). Hours should be posted on the school's front entrance.
- Phones:** Please make sure phones are answered on a regular basis.
- Flags:** Please remember to raise the United States and California flags when the school's office is open. (Don't forget to take down the flags at 4:30 pm). New flags may be purchased through district warehouse as needed.
- Bells:** Please turn off bells.
- School Perimeter:** Please meet with your Plant Manager to make sure the exterior perimeter is swept and cleaned on a regular basis.
- Securing Your Campus:** Please plan to meet with your Plant Manager and Buildings and Grounds worker to discuss securing your campus.

Campus Aide Professional Development

In an effort to have clear expectations, standardized procedures and comply with mandated training requirements, all Campus Aides are required to

attend **Professional Development** on **Monday, August 17, 2015**. Schools and Campus Aides will be receiving notification of their assigned location

and time. For time reporting purposes, Campus Aides will receive documentation to submit to their SAA's.

Campus Aides Vest Requisition

All campus aides are required to wear vests. Vests can be purchased online in Procurement Services. Please reference the attached illustration to assist with the

product information [Attachment 1]. Procurement Services can be accessed online at <http://achieve.lausd.net/procurement>.



LAUSD has developed the Parent Access Support System Portal (PASSport), an online system that connects parents/guardians to personalized information about their child(ren) at school. Through PASSport parents/guardians will be able to:

- Monitor student's attendance and final grades
- Update emergency information
- Track A-G progress towards graduation
- Connect with the classroom teacher
- Track EL progress

LAUSD PASSport will be available to all LAUSD parents and guardians this year.

As the school year begins, the Parent, Community, and Student Services (PCSS) division will focus and emphasize on building the capacity of district personnel regarding the various functionalities PASSport offers and building out the new PASSport functionalities throughout this year. Please refer to attachments as resources to assist you with parent registration [Attachments 2 & 3].

2016 Electronic Capacity Assessment Review (E-CAR)

The Capacity Assessment Roadshow is changing to the E-CAR! E-CAR is the new online application the District will be using this year to record updates on school facilities. E-CAR 2016 will verify the number of classrooms at each school and how they are used; calculate school's operating capacity; and identify available for future use. During this process, principals will have the opportunity to edit

information related to their schools' classroom inventories and review their schools' capacity assessments. The web-based process will run from Tuesday, August 2, 2016 through Thursday, September 29, 2016. Details about how you will be able to use E-CAR to view your school's maps and classroom inventory information will be provided to you in future communications.

Restorative Justice Update

Updated list of Restorative Justice Schools for the 2016/17 school year. The following schools who will be in Cohort 3 of the Restorative Justice roll out. These schools will receive Tier I –Community Building in the 2016/17 school year. If you have any questions please contact Marco Flores, Restorative Justice Adviser at (213) 241-1916.



- 10th St EL
- 20th St EL
- 32nd/USC Cinematic Arts & Eng Mag
- 32nd/USC Visual Per Art Mag ES
- Alexander Jr Sci Ctr School
- Alexandria EL
- Aragon EL
- Belmont SH
- Castelar EL
- Contreras LC - Global Studies

- Contreras LC - Acad Ldshp Comm
- Contreras LC - Business & Tourism
- Contreras LC - Sch of Soc Justice
- Cortines Sch Of VPA
- Del Olmo EL
- Esperanza EL
- Harmony EL
- Highland Park HS
- Hobart Blvd EL
- King Jr EL
- Lockwood EL
- Logan Span School
- Magnolia EL
- Main St EL
- Menlo EL

- Micheltoarena EL
- Normandie EL
- Nava College Prep
- Orthopaedic Medical Mag
- RFK - Amsbdr Gbl Leadership Span
- Rosemont EL
- San Pascual EL
- Santee Educ Complex
- Sotomayor LC - Hist & Drama
- Union EL
- Vermont EL
- Wadsworth EL
- West Adams Prep SH
- West Vernon EL
- Widney HS

Staff Relations Update

2016-2017 CERTIFICATED

EVALUATIONS: As per the newly ratified UTLA-LAUSD agreement, all evaluation timelines are fixed. Before the school year starts, determine the evaluation status of current employees. If they are to be evaluated, certificated employees should be notified on the first day of their basis, but **no later than the last work day of the fifth week of school.** The list will be revised as new hires are added to your roster. Employees newly assigned to your school through the eighth week of school are to be notified that they are to be evaluated within ten (10) work days of reporting to the school. All

non-permanent certificated employees (Probationary, Interns, Provisional, and Temporary Contract) are to be evaluated annually. Permanent teachers must be evaluated in accordance with the language in **Article X, Section. 3.0 (a-c)** of the LAUSD/UTLA Agreement.

EVALUATION OF PERMANENT TEACHERS WITH 10 YEARS OR MORE WITH THE DISTRICT:

Please note that according to the Contract, for permanent teachers with ten (10) years or more as a full-time teacher,

the period between evaluations may be extended beyond the two-year period so that the evaluation may be made once in a three, four, or five-year period. The extension must be **mutually** agreed upon by the evaluator and the employee. **Consent to do so may be withdrawn by either party.** Withdrawing party shall provide written notice of withdrawal, giving reason or cause. Such notice should be given before the end of the school year preceding the next intended evaluation, but shall not be given later than the commencement of the evaluation process. (**Article X, Section 3.0.**)



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.

Preparations for Opening 2016-2017 School Year

The MiSiS team has put together the following resources to support administrative teams' for a smooth opening:

- **Daily reports** posted on MiSiS website to address: Master Schedule, Students without Schedules, Unfilled Teacher Sections, Students Assigned to Home and Services

Courses.

- MiSiS Checklist for Opening a New School Year
- Command Center: Additional MiSiS team members will be available the first few days of school to immediately address high-priority calls to the Help Desk.

LAPD Lead Officers

School will be starting soon and you' re working on preparing to open the academic school year with your instructional goals and focus in mind. Please remember that is just as important to establish connections, routines and procedures to ensure that you are prepared for emergencies as they arise.



Take time to call your Local Police Agency and speak with your assigned Lead Officer. A strong working

relationship will help you throughout the year with **Safe Passages, community information and education as well as emergency response preparedness. Be prepared and be proactive.**

Local Police Division

<p>77th Community Police Station 7600 Broadway Los Angeles, CA 90003 213-485-4164</p>	<p>Central Community Police Station 251 East Sixth Street Los Angeles, CA 90014 213-485-3294</p>	<p>Hollywood Community Police Station 1358 N. Wilcox Hollywood, CA 90028 213-972-2971</p>
<p>Newton Community Police Station 3400 Central Avenue Los Angeles, CA 90011 323-846-6547</p>	<p>Northeast Community Police Station 3353 San Fernando Rd. Los Angeles, CA 90065 323-344-5701</p>	<p>Olympic Community Police Station 1130 South Vermont Los Angeles, CA 90006 213-382-9102</p>
<p>Rampart Community Police Station 1401 W. Sixth Street Los Angeles, CA 90017 213-484-3400</p>	<p>Southwest Community Police Station 1546 W. Martin Luther King Bl Los Angeles, CA 90062 213-485-2582</p>	<p>Wilshire Community Police Station 4861 W. Venice Blvd Los Angeles, CA 90019 213-473-0476</p>

The Role of the Complex Project Manager (CPM)

Last year, Associated Administrators of Los Angeles published an article in their newsletter providing a description of the duties of the Complex Project Manager (CPM). [Attachment 4].

Tdap Clinics

For a calendar of Tdap Clinics for the month of August, please refer to Attachment 5.

Found 4 item(s) of 2751 and showing 1 to 4

Add to Cart Results View: Results Per Page:

Add to Cart

[VEST, SAFETY, CAMPUS AIDE, YELLOW 2XL/3XL](#)



[Click for larger image](#)

Fluorescent yellow safety vest with 2" reflective silver stripping and LAUSD & Campus Aide imprint, 2X-large/3X-large size. (Each)

Product ID: 3459200622

Price Information: 12.99 USD

Add to Cart

[VEST, SAFETY, CAMPUS AIDE, YELLOW 4XL/5XL](#)



[Click for larger image](#)

Fluorescent yellow safety vest with 2" reflective silver stripping and LAUSD & Campus Aide imprint, 4X-large/5X-large size. (Each)

Product ID: 3459200630

Price Information: 12.99 USD

Add to Cart

[VEST, SAFETY, CAMPUS AIDE, YELLOW L/XL](#)



[Click for larger image](#)

Fluorescent yellow safety vest with 2" reflective silver stripping and LAUSD & Campus Aide imprint, large/X-large size. (Each)

Product ID: 3459200615

Price Information: 12.99 USD

Add to Cart

[VEST, SAFETY, CAMPUS AIDE, YELLOW S/M](#)



[Click for larger image](#)

Fluorescent yellow safety vest with 2" reflective silver stripping and LAUSD & Campus Aide imprint, small/medium size. (Each)

Product ID: 3459200600

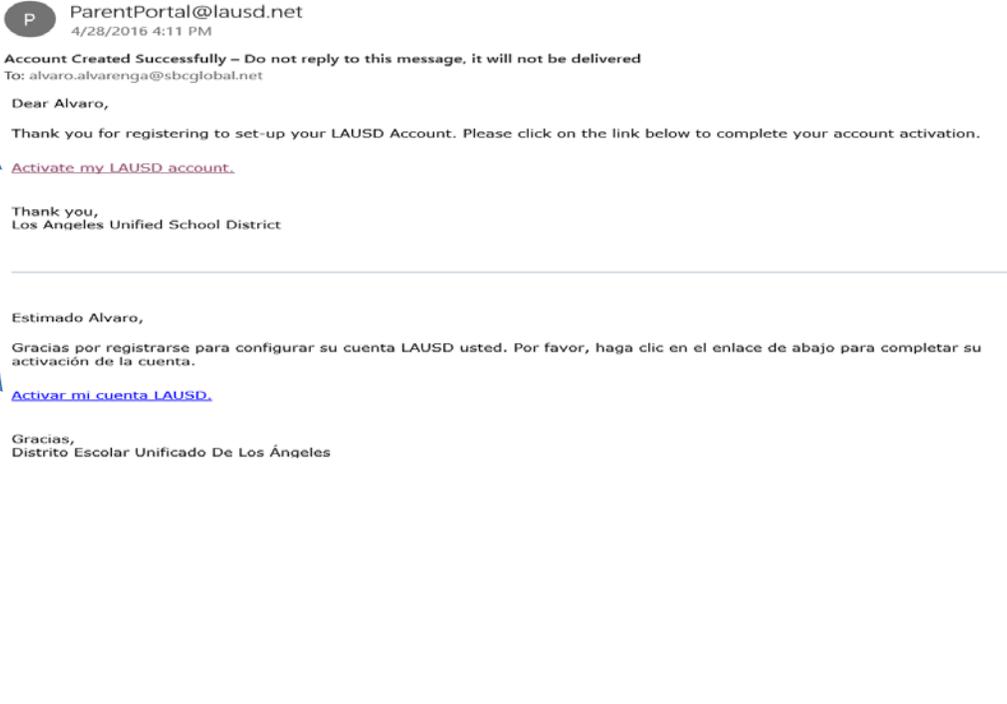
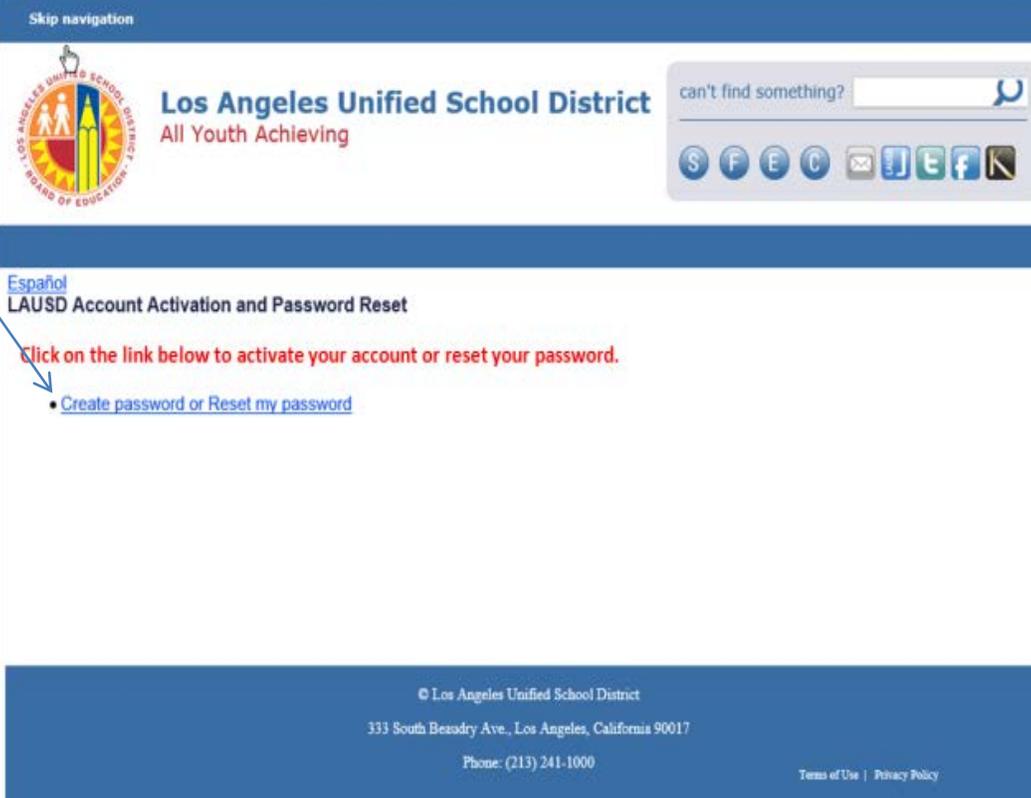
Price Information: 12.99 USD

LAUSD PASSport Quick Guide – Registration for Parents/Guardians

This Quick Guide provides a step-by-step review of the registration process. Also included is a **Troubleshooting page** for use when assisting parents with the registration process.

Step #	Step	Screen shot	Comments
1	<p>Register for an LAUSD Account.</p> <p>Provide all of the required information:</p> <ul style="list-style-type: none"> • First and Last name. • Email address • Security image/audio 		<p>http://passportapp.lausd.net/parentaccess/</p> <p>Link to Log in/Registration will also be on LAUSD Families website.</p> <p>LAUSD does not provide parents with email accounts.</p>
2	<p>Next: Check email for notification sent to complete account registration process.</p>		

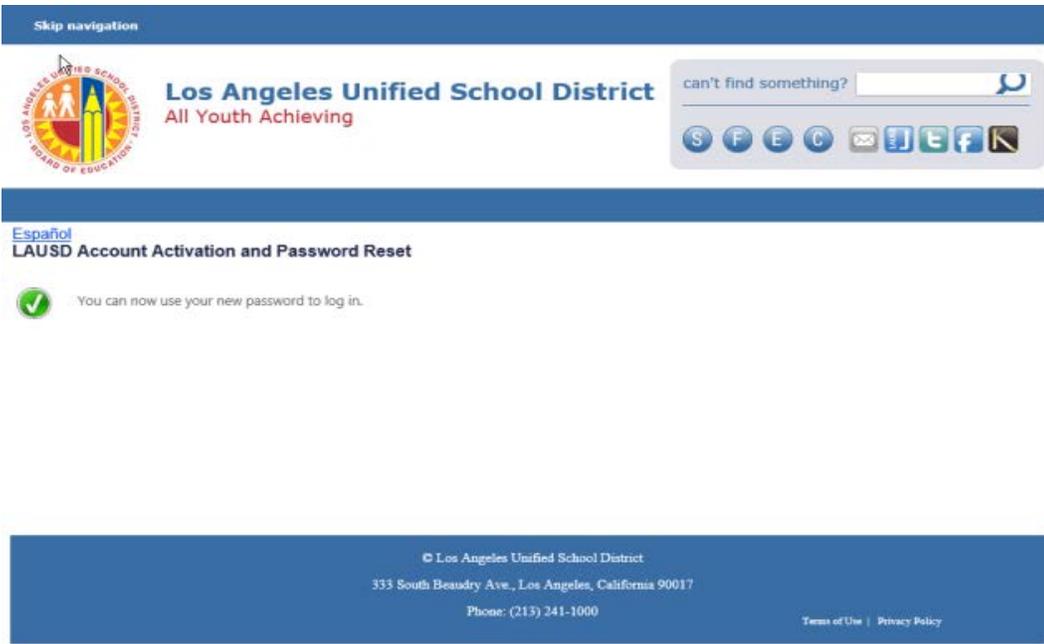
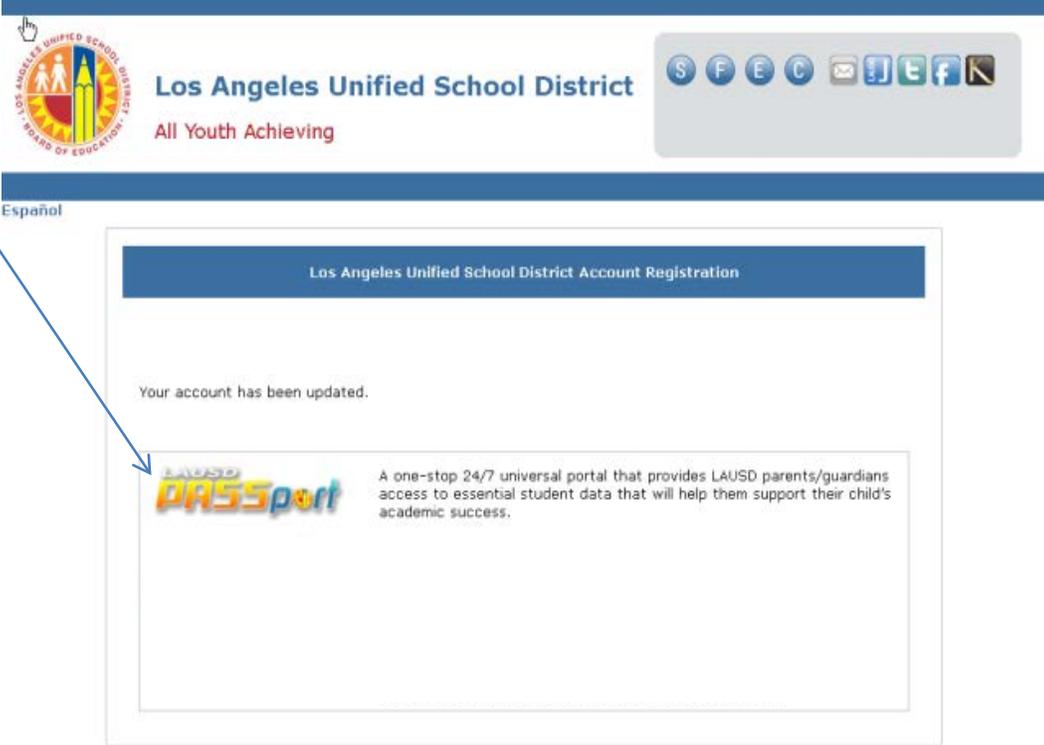
LAUSD PASSport Quick Guide – Registration for Parents/Guardians

<p>3</p>	<p>Check your email and activate your account by clicking on "Activate my LAUSD account."</p>	 <p>ParentPortal@lausd.net 4/28/2016 4:11 PM</p> <p>Account Created Successfully – Do not reply to this message, it will not be delivered To: alvaro.alvarenga@sbcglobal.net</p> <p>Dear Alvaro,</p> <p>Thank you for registering to set-up your LAUSD Account. Please click on the link below to complete your account activation.</p> <p>Activate my LAUSD account.</p> <p>Thank you, Los Angeles Unified School District</p> <hr/> <p>Estimado Alvaro,</p> <p>Gracias por registrarse para configurar su cuenta LAUSD usted. Por favor, haga clic en el enlace de abajo para completar su activación de la cuenta.</p> <p>Activar mi cuenta LAUSD.</p> <p>Gracias, Distrito Escolar Unificado De Los Ángeles</p>
<p>4</p>	<p>Click on "Create password or Reset my password."</p>	 <p>Skip navigation</p> <p> Los Angeles Unified School District All Youth Achieving</p> <p>can't find something? <input type="text"/></p> <p>S F E C </p> <p>Español LAUSD Account Activation and Password Reset</p> <p>Click on the link below to activate your account or reset your password.</p> <ul style="list-style-type: none">Create password or Reset my password <p>© Los Angeles Unified School District 333 South Beaudry Ave., Los Angeles, California 90017 Phone: (213) 241-1000 Terms of Use Privacy Policy</p>

LAUSD PASSport Quick Guide – Registration for Parents/Guardians

<p>5</p> <p>Review the Responsible Use Policy (RUP).</p> <p>Next, click on box next to “I agree with the terms and conditions of LAUSD”</p>	<p>Indicate whether you accept the conditions by clicking on “Accept” or “Decline”</p>		<p>Make sure you review the “Responsible Use Policy (RUP) for District Computer and Network Systems”</p> <p>If you select “Decline” you will not be allowed to create a LAUSD account.</p>
<p>6</p> <p>Read the instructions for creating an acceptable password</p> <p>Enter and re-enter new password</p> <p>Next: Click “Submit”</p>	<p>Enter and re-enter new password</p>		<p>Before submitting your new password, make sure your username and email address are correct.</p> <p>Write down password and keep in a safe place.</p>

LAUSD PASSport Quick Guide – Registration for Parents/Guardians

<p>7</p>	<p>You will receive notification that your LAUSD Account is Activated.</p>	 <p>The screenshot shows the LAUSD website header with the logo and navigation links. Below the header, there is a section titled "Español LAUSD Account Activation and Password Reset". A green checkmark icon is followed by the text "You can now use your new password to log in." At the bottom, there is a footer with contact information: "© Los Angeles Unified School District, 333 South Beaudry Ave., Los Angeles, California 90017, Phone: (213) 241-1000, Terms of Use Privacy Policy".</p>
<p>8</p>	<p>Click on the PASSport icon. You can now log in using your email and password.</p>	 <p>The screenshot shows the LAUSD website header. Below the header, there is a section titled "Español Los Angeles Unified School District Account Registration". A message states "Your account has been updated." Below this, there is a box containing the "LAUSD PASSport" logo and a description: "A one-stop 24/7 universal portal that provides LAUSD parents/guardians access to essential student data that will help them support their child's academic success." A blue arrow points from the text in the left column to the PASSport logo in this screenshot.</p>

LAUSD PASSport Quick Guide – Registration for Parents/Guardians

TROUBLESHOOTING FOR PARENTS/GUARDIANS

Registering for LAUSD Account	
Issue	Resolution
You have entered all of the information required to register for an LAUSD Account but cannot register...	<ol style="list-style-type: none">1. Make sure you have entered a working email address.2. Make sure what you entered for the security image/audio is correct.3. If both are accurate, try using a different browser.
After entering all information, you received notification that you were sent an email to activate your LAUSD account but did not receive it...	<ol style="list-style-type: none">1. Check your “junk email” box and make sure it is not in there.
You have received the activation email but the “Create password or Reset my password” link is not working...	<ol style="list-style-type: none">1. Try using a different browser.
You have entered and re-entered your password but cannot continue with the registration process...	<ol style="list-style-type: none">1. Make sure you have read all of the instructions for creating a password and following accordingly.2. If you have followed the instruction accordingly but you still cannot continue, try using another browser.

SOLUCIÓN DE PROBLEMAS PARA LOS PADRES/TUTORES LEGALES

Inscribirse para una cuenta de LAUSD	
Problema	Solución
Usted ingresó toda la información solicitada para inscribirse para una cuenta de LAUSD, pero no lo inscribe...	<ol style="list-style-type: none"> 1. Asegúrese que ingresó un correo electrónico vigente. 2. Asegúrese que ingresó correctamente la imagen o audio de seguridad. 3. Si ambos están correctos, intente usar un navegador diferente.
Después de ingresar toda la información, usted recibe una notificación que se le envió un mensaje electrónico para activar su cuenta de LAUSD, pero no lo recibió...	<ol style="list-style-type: none"> 1. Vea en la sección de mensajes no deseados para asegurarse que no recibió el mensaje allí.
Usted recibió el mensaje de activación pero el enlace "Crear o configurar mi contraseña" no funciona...	<ol style="list-style-type: none"> 1. Intente utilizar otro navegador.
Usted ingresó y reingresó su contraseña, pero no logra continuar con el proceso de inscripción...	<ol style="list-style-type: none"> 1. Asegúrese que leyó todas las instrucciones para crear una contraseña y seguirías correctamente. 2. Si siguió las instrucciones correctamente, pero aún no logra continuar, intente otro navegador.

Guía de Consulta rápida para LAUSD PASSport – Inscripción de padres/tutores legales

	<p>Usted recibirá una notificación que le informa que se activó su cuenta de LAUSD.</p>	<p>7</p>
	<p>Hacer clic en el ícono de PASSport. Usted ahora puede ingresar a su cuenta con su correo electrónico. Y su contraseña.</p>	<p>8</p>

Guía de Consulta rápida para LAUSD PASSport – Inscripción de padres/tutores legales

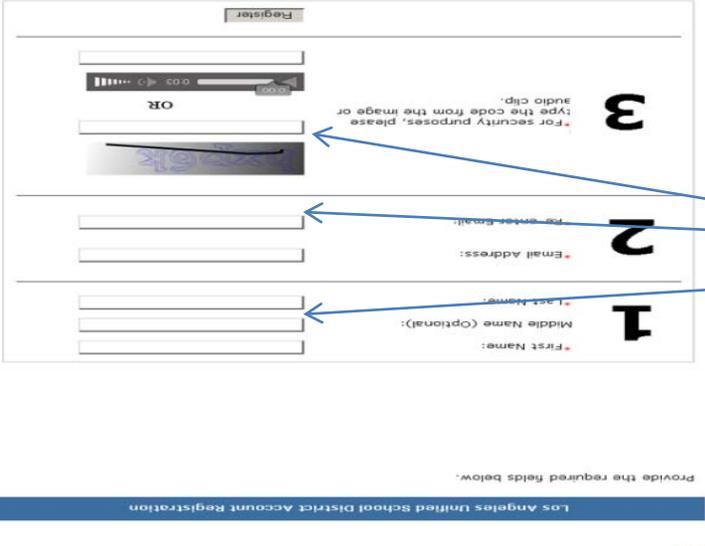
<p>Antes de entregar su nueva contraseña, asegúrese que su nombre de usuario y contraseña estén correctos. Escriba la contraseña y guárdela en un lugar seguro.</p>		<p>Leer las instrucciones para crear una contraseña que sea aceptable</p> <p>Ingresar y reingresar la nueva contraseña</p> <p>Después: Hacer clic en "Ingresar"</p>	<p>6</p>
<p>Asegúrese de revisar "la Política de Uso Responsable (RUP) de dispositivos y redes de comunicación." Si usted selecciona "Declinar", no se le permitirá crear una cuenta de LAUSD.</p>		<p>Reparar la Política de Uso Responsable (RUP). Después, haga clic en la caja junto a "Estoy de acuerdo con los términos y condiciones de LAUSD"</p> <p>Indicar si acepta las condiciones por medio de hacer clic en "Aceptar" o "Declinar"</p>	<p>5</p>

Guía de Consulta rápida para LAUSD PASSport – Inscripción de padres/tutores legales

	<p>Ver su correo electrónico y activar su cuenta por medio de hacer clic en "Activar mi cuenta de LAUSD".</p>	<p>3</p>
	<p>Hacer clic en "Crear contraseña o reconfigurar mi contraseña".</p>	<p>4</p>

Guía de Consulta rápida para LAUSD PASSport – Inscripción de padres/tutores legales

Esta de Guía de consulta rápida provee un repaso, paso a paso, para el proceso de inscripción. Además, incluye la **página de solución de problemas** para su uso en ayudar a los padres en el proceso de inscripción.

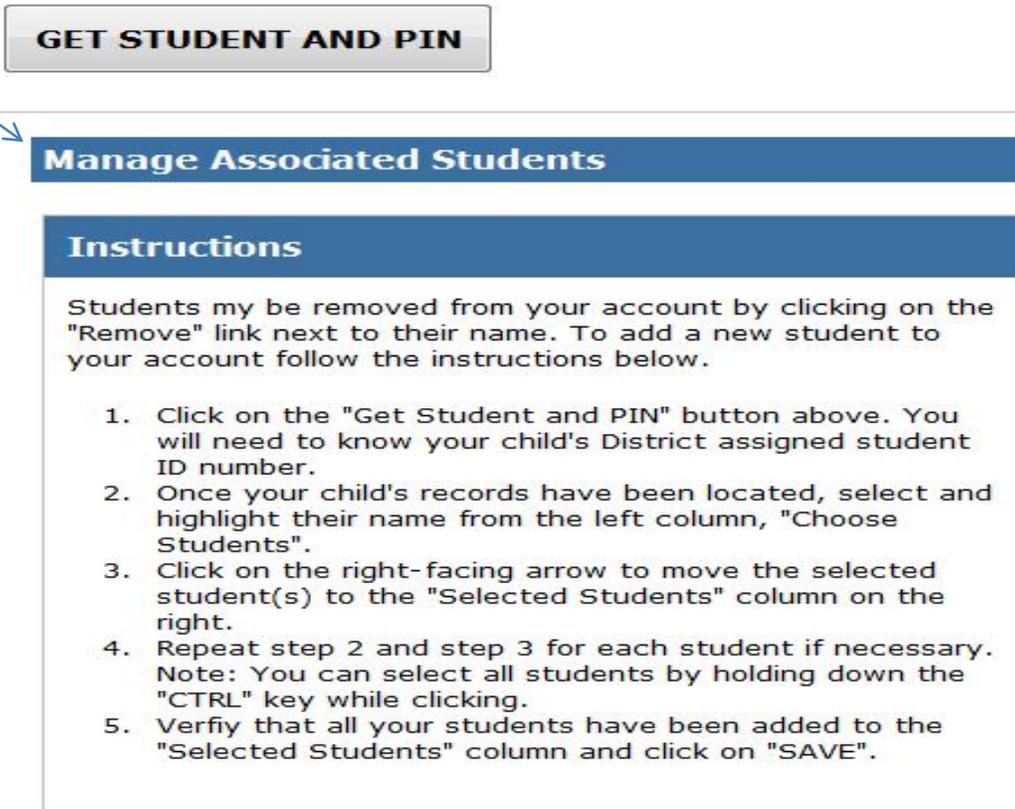
Paso	Paso	Capturas de la pantalla	Comentarios
<p>1</p> <p>Inscribirse para una cuenta de LAUSD.</p> <p>Proveer toda la información que se solicita.</p> <ul style="list-style-type: none"> • Nombre y apellido • Correo electrónico • Imagen de seguridad/ audio 		<p>Después: Ver su cuenta de email para verificar si recibió la notificación para completar el proceso para inscribirse para una cuenta de LAUSD.</p>	<p>En enlace para ingresar/inscripción también estará en el sitio de familias de LAUSD.</p> <p>LAUSD no provee a los padres cuentas de correo electrónico</p> <p>http://passportapp.lausd.net/parentaccess/</p>
<p>2</p>		<p>Después: Ver su cuenta de email para verificar si recibió la notificación para completar el proceso para inscribirse para una cuenta de LAUSD.</p>	<p>5/4/2016AC</p>

LAUSD PASSport Quick Guide – Linking/Removing Students for Parents/Guardian

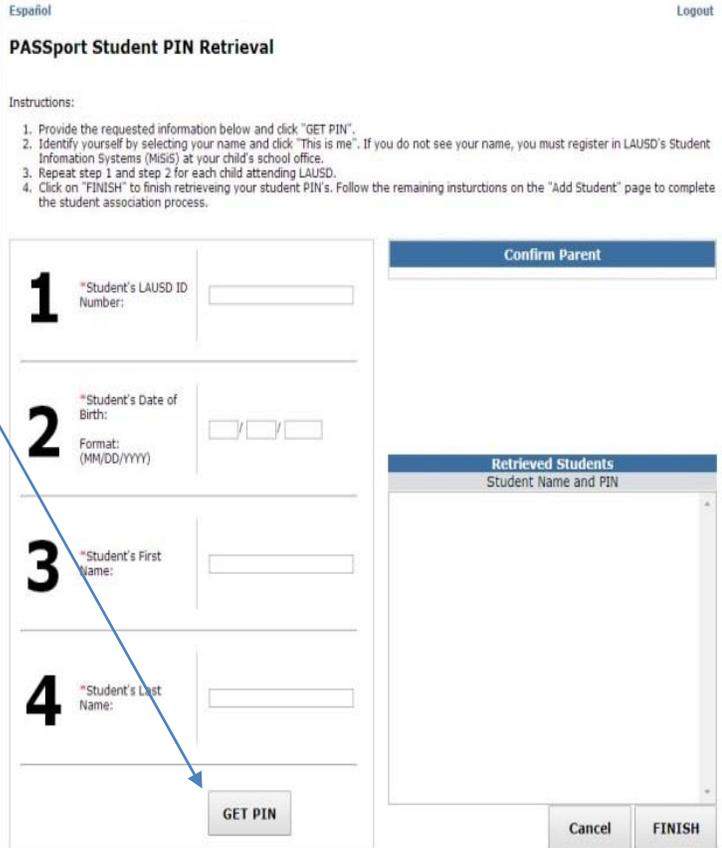
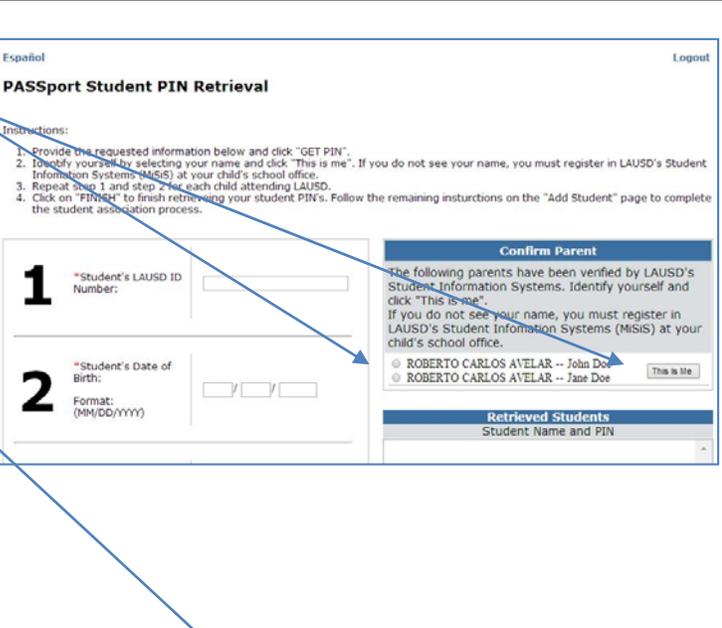
This Quick Guide provides a step-by-step review of the 'Linking/Removing Students' process. Also included is a **Locating Student's District Identification Number** and **Troubleshooting page** for use when assisting parents with the linking and removing students' process.

Step #	Step	Screen shot	Comments
1	Log in to your PASSport Account		<p>http://passportapp.lausd.net/parentaccess/</p> <p>Link to Log in/Registration will also be on LAUSD Families website.</p>
2	Under 'My Students', click on <i>Add or remove students</i>		

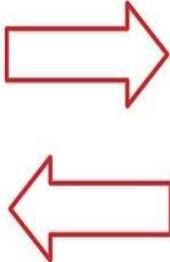
LAUSD PASSport Quick Guide – Linking/Removing Students for Parents/Guardian

<p>3</p>	<p>Read Instructions for Manage Associated Students.</p> <p>Next, click on: “GET STUDENT AND PIN”</p> <p><i>Note: Students may be removed from your account by clicking on the “Remove” link next to their name.</i></p>	 <p>The screenshot shows a web interface with a grey button labeled "GET STUDENT AND PIN" at the top. Below it is a blue header for "Manage Associated Students". Underneath is another blue header for "Instructions". The main content area contains a paragraph and a numbered list of five steps. Two blue arrows originate from the text in the left column: one points to the "GET STUDENT AND PIN" button, and the other points to the "Manage Associated Students" header.</p> <p>GET STUDENT AND PIN</p> <p>Manage Associated Students</p> <p>Instructions</p> <p>Students may be removed from your account by clicking on the "Remove" link next to their name. To add a new student to your account follow the instructions below.</p> <ol style="list-style-type: none">1. Click on the "Get Student and PIN" button above. You will need to know your child's District assigned student ID number.2. Once your child's records have been located, select and highlight their name from the left column, "Choose Students".3. Click on the right-facing arrow to move the selected student(s) to the "Selected Students" column on the right.4. Repeat step 2 and step 3 for each student if necessary. Note: You can select all students by holding down the "CTRL" key while clicking.5. Verify that all your students have been added to the "Selected Students" column and click on "SAVE".
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LAUSD PASSport Quick Guide – Linking/Removing Students for Parents/Guardian

<p>4</p>	<p>Provide the requested information below and click “GET PIN”.</p> <p>Student’s LAUSD #</p> <p>Student’s Birthdate</p> <p>Student’s First and Last Name as it appears on school records.</p>		<p>See “Locating Student’s District Identification Number(s)” below for where you can locate I.D. numbers.</p> <p>When inputting Student I.D. number make sure letter is capitalized and that there are no spaces.</p> <p>See ‘Troubleshooting Page’ attached if there are any issues with this step.</p>
<p>5</p>	<p>5a. Identify yourself by selecting your name and click “This is me.”</p> <p>5b. Repeat step 4 and step 5a for each child attending LAUSD.</p> <p>5c. Click on “FINISH” to finish retrieving your student pins.</p> <p>5d. Follow the remaining instructions on the “Add Student” page to complete the student association process.</p>		<p>If you do not see your name listed as a parent, please refer to ‘Troubleshooting Page.’</p> <p>You may continue requesting PINs until all desired students are retrieved, then click “FINISH”.</p>

LAUSD PASSport Quick Guide – Linking/Removing Students for Parents/Guardian

		<div style="border: 1px solid black; padding: 5px;"> <p>PASSport Student PIN Retrieval</p> <p><small>Instructions:</small></p> <ol style="list-style-type: none"> 1. Provide the requested information below and click "GET PIN". 2. Identify yourself by selecting your name and click "This is me". If you do not see your name, you must register in LAUSD's Student Information Systems (MISIS) at your child's school office. 3. Repeat step 1 and step 2 for each child attending LAUSD. 4. Click on "FINISH" to finish retrieving your student PIN's. Follow the remaining instructions on the "Add Student" page to complete the student association process. <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>1 *Student's LAUSD ID Number: <input type="text" value="053096M999"/></p> <p>2 *Student's Date of Birth: <input type="text" value="05"/> / <input type="text" value="30"/> / <input type="text" value="1996"/> <small>Format: (MM/DD/YYYY)</small></p> <p>3 *Student's First Name: <input type="text" value="Eric"/></p> <p>4 *Student's Last Name: <input type="text" value="Doe"/></p> <p style="text-align: center;"><input type="button" value="GET PIN"/></p> </div> <div style="width: 50%;"> <div style="border: 1px solid blue; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #0056b3; color: white; margin: 0;">Confirm Parent</p> <p style="font-size: x-small; margin: 0;">The following parents have been verified by LAUSD's Student Information Systems. Identify yourself and click "This is me". If you do not see your name, you must register in LAUSD's Student Information Systems (MISIS) at your child's school office.</p> </div> <div style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center; background-color: #0056b3; color: white; margin: 0;">Retrieved Students</p> <p style="font-size: x-small; margin: 0;">Student Name and PIN</p> <div style="border: 1px solid gray; padding: 2px; font-size: x-small;"> JENNY DOE -- PIN: ja492km </div> </div> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Cancel"/> <input type="button" value="FINISH"/> </p> </div> </div> </div>
<p>6</p>	<p>6a. Select and highlight student name from the left column, "Choose Students."</p> <p>6b. Click on top arrow. Your student's name should appear in the "Selected Students" box.</p> <p>6c. Repeat this process for each students</p> <p>Note: You can select all students by holding down the "Ctrl" key while clicking.</p>	<div style="border: 1px solid blue; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0; margin-bottom: 5px;">Choose Students</div> <div style="border: 1px solid gray; padding: 5px; font-size: small;"> <p>Student Name and PIN</p> <p>ROBERTO CARLOS AVELAR -- PIN: czw7pva</p> </div> </div> <div style="width: 45%;"> <div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0; margin-bottom: 5px;">Selected Students</div> <div style="border: 1px solid gray; padding: 5px; font-size: small;"> <p>Student Name and PIN</p> </div> </div> </div> <div style="text-align: center; margin: 10px 0;">  </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div> </div>

LAUSD PASSport Quick Guide – Linking/Removing Students for Parents/Guardian

<p>7</p> <p>Verify that all your students have been added to the “Selected Students” column and click on “Save”.</p> <p>Note: Clicking “Cancel” will stop the add student process and return you to parent main page without adding retrieved students.</p>		
<p>8</p> <p>When you “Save” ‘Selected Students’, you are returned to your PASSport Main Page, and the students you retrieved will be available in the ‘My Students’ section.</p> <p>Note: Click on the name of each student to view their personalized information and resources.</p>		
<p>9</p> <p>Students may be removed from your account by clicking on the “Remove” link next to their name.</p>		
<p>10</p>	<p>END</p>	

Locating Student’s District Identification Number(s)

LAUSD PASSport Quick Guide – Linking/Removing Students for Parents/Guardian

You can find your student’s Identification Number in the following locations:

Letters sent to parents from Student Integration Services, also known as reference numbers, for the following eChoices programs: <ul style="list-style-type: none">- Permits With Transportation (PWT)- Magnet- PSMCP (Priority School Matriculate Choice Program, which replaces NCLB)
Truancy Notification Letters
Inter-district permits & intra-district permits
Some Student ID Cards – varies from school to school
Individual Graduation Plan (received from the counselor)
California High School Exit Exam (CAHSEE) & Parent Report
California English Language Development Test (CELDT) – Student Performance Level
Standardized Report Testing & Reporting (STAR) Student Report
Letters sent to parents from the Transportation Services Division (TSD) (for students who ride on the school bus for home-to-school transportation)
<i>If unable to find the identification number on documents you have received, you may submit a request for it at your child’s school.</i>

TROUBLESHOOTING FOR PARENTS/GUARDIANS

LAUSD PASSport Quick Guide – Linking/Removing Students for Parents/Guardian

Linking Students To LAUSD PASSport Account	
Issue	Resolution
<p>You have inputted all of your student’s information and student does not show when you click “Get Pin”...</p>	<ol style="list-style-type: none"> 1. Make sure you have inputted all of the information correctly. <i>The letter in the I.D. number should be capitalized. Make sure there are no spaces and that your student’s name is listed as it appears on school records.</i> 2. If you have inputted all information correctly, according to your documents but the student(s) does not show call your child’s school and verify his/her I.D. number.
<p>You have inputted all of your student’s information and the student’s name is showing after you click “Get Pin” but your name is not showing up as parent...</p>	<ol style="list-style-type: none"> 1. Call your child’s school and verify that you are listed as a guardian in District’s database.
<p>You have successfully retrieved all of your students but they are not showing up on your Main Page under ‘My Students’...</p>	<ol style="list-style-type: none"> 1. Make sure you have selected “Finished” as demonstrated in Step 5 of the Quick Guide. 2. If you have selected “Finished” and are now on Manage Associated Students – Step 6, make sure you have selected students and moved them (using arrow) to Selected Students box and click “Save” (Follow Step 6 and 7 of Quick Guide)

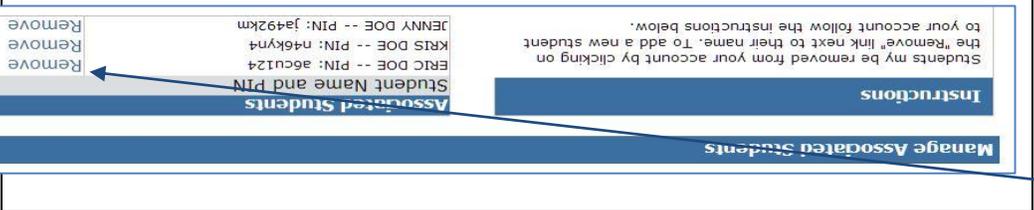
SOLUCIÓN DE PROBLEMAS PARA LOS PADRES/TUTORES LEGALES

Agregar a los estudiantes a la cuenta de PASSport de LAUSD	
Solución	Problema
<p>1. Asegúrese que ha ingresado toda la información correctamente. La letra en el ID debe ser ingresada en mayúscula. Asegúrese que no hay espacios y que el nombre y apellido del estudiante se ingresa como está registrado en el expediente escolar. Si usted ha ingresado correctamente la información, según sus registros, pero el estudiante no aparece, comuníquese con la escuela de su hijo y verifique el número de identificación del estudiante.</p>	<p>Usted ha ingresado toda la información de su estudiante y el estudiante no aparece al hacer clic en "Obtener PIN"</p>
<p>1. Comuníquese con la escuela de su hijo y verifique que usted está registrado como el tutor legal en la base de datos del Distrito.</p>	<p>Usted ha ingresado toda la información del estudiante y el nombre del estudiante aparece después de hacer clic en "Obtener PIN", pero su nombre no aparece como el padre...</p>
<p>1. Asegúrese que seleccione "Finalizar"</p> <p>2. Si usted seleccionó "Finalizar" y ahora está en la sección de administración de estudiantes asociados-paso 6, asegúrese que ha seleccionado a los estudiantes y los trasladado de la columna izquierda y hacer clic "Salvar" (Seguir pasos 6 y 7 de la guía de consulta).</p>	<p>Usted logró obtener a todos sus estudiantes, pero no están en la página inicial bajo "Mis estudiantes"</p>

<p>Cartas enviadas a los padres de los Servicios de Integración Estudiantil, conocidos como número de referencia, para los siguientes programas de opciones: - Permisos con Transporte (PWT, por sus siglas en inglés) - Magnet - PSMCP (Programa de Opción de Matriculación en Escuela con Prioridad, que reemplaza a NCLB)</p>
<p>Notificaciones acerca de ausentismo</p>
<p>Permisos interdistritales e intradistritales</p>
<p>Algunas tarjetas de identificación – varía de escuela a escuela</p>
<p>Plan Individual de Graduación (recibida de la consejera)</p>
<p>Informe para los padres del Examen en California para el Egreso de la Escuela Preparatoria (CAHSEE, por sus siglas en inglés)</p>
<p>Prueba en California para Medir el Desarrollo del Idioma Inglés (CELDT) – Nivel de Competencia del estudiante</p>
<p>Informes y reportes de los exámenes estandarizados (STAR)</p>
<p>Cartas enviadas a los padres de la División de Transporte (TSD) (para los estudiantes quienes reciben servicios de transporte de escuela a hogar)</p>
<p><i>Si no es posible encontrar el número de identificación en los documentos que ha recibido, usted puede entregar una solicitud en la escuela de su hijo para recibirlo.</i></p>

Mediante los siguientes, usted puede encontrar el número de identificación de su estudiante:

Localizar el Número de Identificación Estudiantil del Distrito

<p>personalizada así como recursos.</p>	<p>9</p>	<p>Los estudiantes pueden ser eliminados de su cuenta por medio de hacer clic en el enlace "Remove" a lado de su nombre.</p>	<p>10</p>	<p>FIN</p>
<p></p>		<p></p>	<p></p>	<p></p>

	<p>6c. Repita este proceso para cada estudiante</p> <p>Nota: Usted puede seleccionar todos los estudiantes por medio de mantener la tecla "Ctrl" presionada mientras haga clic en cada nombre.</p>	<p>7</p>
	<p>Nota: Haga clic en "Cancelar" para detendrá el proceso para agregar a los estudiantes y los devolverá a la página inicial sin agregar a los estudiantes que obtuvo.</p> <p>"Guardar" y seleccionados" haga clic en columna titulada "Estudiantes" agregados a la sus estudiantes Verifique que todos hayan sido</p>	<p>8</p>
	<p>Al hacer clic en "Guardar" en "Estudiantes" seleccionados", usted devuelve a la página inicial de PASSport y los estudiantes que obtuvo ahora estarán disponibles en la sección de "Mis estudiantes".</p> <p>Nota: Haga clic aquí en el nombre de cada estudiante para ver su información</p>	<p>8</p>

<p>Si no ve su nombre bajo padres, por favor consulte con la "página problema"; Usted puede continuar en solicitar PIN hasta obtener los PIN de los estudiantes que tiene, después haga clic en "FINALIZAR".</p>		<p>5a. Encuentre su nombre y selecciónelo y haga clic en "Este soy yo".</p> <p>5b. Repetir pasos 4 y 5b para cada niño que inscrito en LAUSD.</p> <p>5c. Haga clic en "CONCLUIR" para finalizar en obtener los PIN de los estudiantes.</p> <p>5d. Seguir lo que queda de las instrucciones en la página de "Agregar estudiantes" para finalizar el proceso para asociar estudiantes.</p>	<p>6</p>
<p>6a. Seleccione y resalte el nombre del estudiante de la columna en la izquierda, haga clic en "Seleccionar estudiantes".</p> <p>6b. Haga clic en la fecha que punto hacia la derecha. El nombre de su estudiante debería aparecer en la caja titulada "Estudiantes seleccionados".</p>		<p>6a. Seleccione y resalte el nombre del estudiante de la columna en la izquierda, haga clic en "Seleccionar estudiantes".</p> <p>6b. Haga clic en la fecha que punto hacia la derecha. El nombre de su estudiante debería aparecer en la caja titulada "Estudiantes seleccionados".</p>	<p>6</p>

<p>Lea las instrucciones para el manejo de estudiantes asociados con la cuenta.</p> <p>Después haga clic en: "OBTENER ESTUDIANTE Y PIN"</p> <p><i>Nota: Los estudiantes de su cuenta por medio de hacer clic en el enlace "Remove" a lado de su nombre.</i></p>	<p>3</p>
<p>Ver a continuación "Localizar el Número de Identificación Estudiantil del Distrito" para ver donde ubicar el número de ID del estudiante.</p> <p>Al ingresar el número de estudiantes asegúrese de que la letra es mayúscula y que no hay espacios. Ver la "página para solución de problemas" adjunta si encuentra algún problema con este paso.</p>	<p>4</p> <p>Ingrese la información a continuación y haga clic en "OBTENER PIN".</p> <p># de LAUSD del estudiante</p> <p>Fecha de nacimiento del estudiante</p> <p>Nombre y apellido del estudiante como aparece en los registros escolares.</p>

GET STUDENT AND PIN

Instructions

1. Click on the "Get Student and PIN" button above. You will need to know your child's District assigned student ID number.
 2. Once your child's records have been located, select and highlight their name from the left column, "Choose Students".
 3. Click on the right-facing arrow to move the selected student(s) to the "Selected Students" column on the right.
 4. Repeat step 2 and step 3 for each student if necessary. Note: You can select all students by holding down the "CTRL" key while clicking.
 5. Verify that all your students have been added to the "Selected Students" column and click on "SAVE".
- Students may be removed from your account by clicking on the "Remove" link next to their name. To add a new student to your account follow the instructions below.

Passport Student PIN Retrieval

Instructions:

1. Provide the requested information below and click "GET PIN".
2. Identify yourself by selecting your name and click "This is me". If you do not see your name, you must register in LAUSD's Student Information Systems (SIS) at your child's school office.
3. Repeat step 1 and step 2 for each child attending LAUSD.
4. Click on "FINISH" to finish retrieving your student PIN's. Follow the remaining instructions on the "Add Student" page to complete the student association process.

Logout

1 Student's LAUSD ID Number:

2 Student's Date of Birth: / / Format: (MM/DD/YYYY)

3 Student's First Name:

4 Student's Last Name:

GET PIN

Confirm Parent

Retrieved Students Student Name and PIN

FINISH **Cancel**

Esta de Guía de consulta rápida provee un repaso, paso a paso, para el proceso de agregar estudiantes. Además, la guía incluye **Localizar el Número de Identificación Estudiantil del Distrito** y la **página para resolución de problemas** para ayudar a los padres en el proceso para agregar y quitar a los estudiantes.

Comentarios	Capturas de la pantalla	Paso	Paso
<p>http://passport.lausd.net/parentaccess/</p> <p>En enlace para ingresar/inscripción también estará en el sitio de familias de LAUSD.</p>		<p>Entre en la cuenta de PASSport</p>	<p>1</p>
<p>General Resources</p> <p>Parent Student Handbook</p> <p>District Calendar</p> <p>District News & Events</p> <p>Families</p>		<p>Bajo estudiantes hagale clic en Mi estudiante, Agregar o remover estudiantes</p>	<p>2</p>

**MAINTENANCE AND OPERATIONS:
THE ROLE OF THE COMPLEX PROJECT MANAGER (CPM)**

ALA thanks Roger V. Finstad, Maintenance and Operations Director, for providing this information.

The role of the CPM (Complex Project Manager) is to be the principal's single point of contact for all facilities-related activities at the school. This includes repairs, modernization projects, alteration & improvement requests, new construction projects, custodial support or any other facilities-related function. The CPM will also help identify, resolve and respond to safety issues, complaints and inquiries. Essentially, the CPM's function is to help carry the facilities workload for the school-site administrator so that he/she can spend more time and energy on the school's instructional needs.

The CPM is the administrator's facilities advocate and expert and will support (or represent) him/her at parent community meetings, project planning sessions and construction meetings. Below are some, but not all, of the duties with which the CPM will be happy to assist:

- Operations issues, including custodial, gardening, tree maintenance and pest management.
- Coordinating the planning, organizing, prioritizing and scheduling of the school's maintenance and operations needs.
- Overseeing and organizing the on and off hours responses to calls concerning vandalism, fires and other emergencies.
- The preparation of budgets and estimates for alterations and improvements projects.
- Supervising and participating in personnel matters such as employee performance evaluations, leaves of absences, grievances and disciplinary actions.
- Coordinating facilities projects at schools in consultation with site administrators, local district staff, senior management personnel as well as project managers, architects and engineers.

While these are only a few of the duties of CPMs, administrators should consider them as the one-stop shop for ALL of the site's needs. So if there is a facilities issue—anything from the grass to the roof and anything in-between—call your CPM! He/She will be there to assist!

DISTRICT NURSING SERVICES
CLINICS DATES AND HOURS OF OPERATION
AUGUST 2016

Children must be eligible to receive immunization at the following clinics listed below. Eligible children must fall under ONE of the following categories: Uninsured, Medi-Cal recipient, Alaskan or Native American

LOCATION	DATE & HOURS				
ZELZAH 6505 Zelzah Avenue Reseda, CA 91355 (818) 654-1670	7:30 AM – 2:30 PM (Closed 12:00 pm - 1:00 pm)				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	8/8/16	8/9/16	8/10/16	8/11/16	8/12/16
		8/16/16	8/17/16	8/18/16	8/19/16
	8/22/16		8/24/16		8/26/16
	8/29/16		8/31/16		
LOCATION	DATE & HOURS				
TELFAIR CLINIC 10911 Telfair Ave Pacoima, CA 91331 (818) 899-6113	7:30 AM – 2:30 PM (Closed 12:00 pm - 1:00 pm)				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	8/8/16	8/9/16	8/10/16	8/11/16	
		8/16/16	8/17/16	8/18/16	8/19/16
	8/22/16	8/23/16	8/24/16	8/25/16	8/26/16
	8/29/16	8/30/16	8/31/16		
LOCATION	DATE & HOURS				
ROOSEVELT 456 S. Mathews Los Angeles, CA 90033 (323) 780-6500	7:30 AM – 2:30 PM (Closed 12:00 pm - 1:00 pm)				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	8/8/16	8/9/16	8/10/16	8/11/16	8/12/16
		8/16/16		8/18/16	
		8/23/16		8/25/16	
	8/30/16				

DISTRICT NURSING SERVICES
CLINICS DATES AND HOURS OF OPERATION
AUGUST 2016

Children must be eligible to receive immunization at the following clinics listed below. Eligible children must fall under ONE of the following categories: Uninsured, Medi-Cal recipient, Alaskan or Native American

LOCATION	DATE & HOURS				
DIEGO RIVERA HS 6100 S. Central Ave Los Angeles, CA 90001 (323) 846-2128	7:30 AM – 2:30 PM (Closed 12:00 pm - 1:00 pm)				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			8/10/16	8/11/16	8/12/16
			8/17/16		
	8/22/16		8/24/16		
	8/29/16		8/31/16		
LOCATION	DATE & HOURS				
SEPA 1379 Angelina Street Los Angeles, CA 90026 (213) 482-1301	7:30 AM – 2:30 PM (Closed 12:00 pm - 1:00 pm)				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	8/8/16	8/9/16	8/10/16	8/11/16	8/12/16
		8/16/16	8/17/16	8/18/16	8/19/16
	8/22/16	8/23/16	8/24/16	8/25/16	8/26/16
	8/29/16	8/30/16	8/31/16		
LOCATION	DATE & HOURS				
MARK TWAIN 2224 Walgrove Ave Los Angeles, CA 90066 (310) 305-3100	7:30 AM – 2:30 PM (Closed 12:00 pm - 1:00 pm)				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		8/16/16		8/18/16	
		8/23/16		8/25/16	
		8/30/16			