

**Quick Start Guide to the  
Final Norm Enrollment and  
Staffing Dashboards  
for School Users**



In an effort to improve norm data transparency, two new dashboards for the 2017-18 school year are available to school users:

- **Final Norm Enrollment Dashboard** – The Final Norm Enrollment Dashboard displays the final norm enrollment and manual adjustment counts as of September 15, 2017.
- **Final Norm Staffing Dashboard** – The Final Norm Staffing Dashboard displays the final staffing levels for FY 2017-18. This dashboard uses adjusted norm enrollment counts from the Final Norm Enrollment Dashboard to calculate teacher, administrator, counselor, and clerical allocations.

**Note:** The Final Norm Enrollment and Staffing Dashboards are used for school resources for the General Education Program, and do not include resources for the Special Education Program.

This *Quick Start Guide to the Final Norm Enrollment and Staffing Dashboards for School Users* describes the components of the dashboards and how to navigate them, including these topics:

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## Access the Dashboards

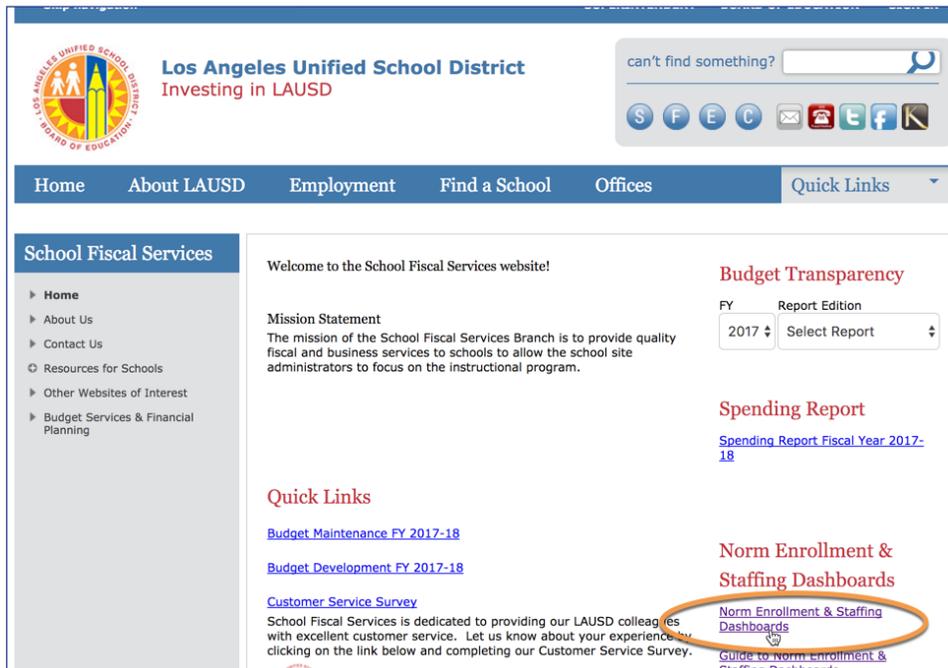
The Final Norm Enrollment and Staffing Dashboards can be accessed from the home pages of the following websites:

- Budget Services and Financial Planning Division - <https://achieve.lausd.net/Page/431>
- School Fiscal Services Division - <https://achieve.lausd.net/Page/794>
- Human Resources - <https://achieve.lausd.net/hr>

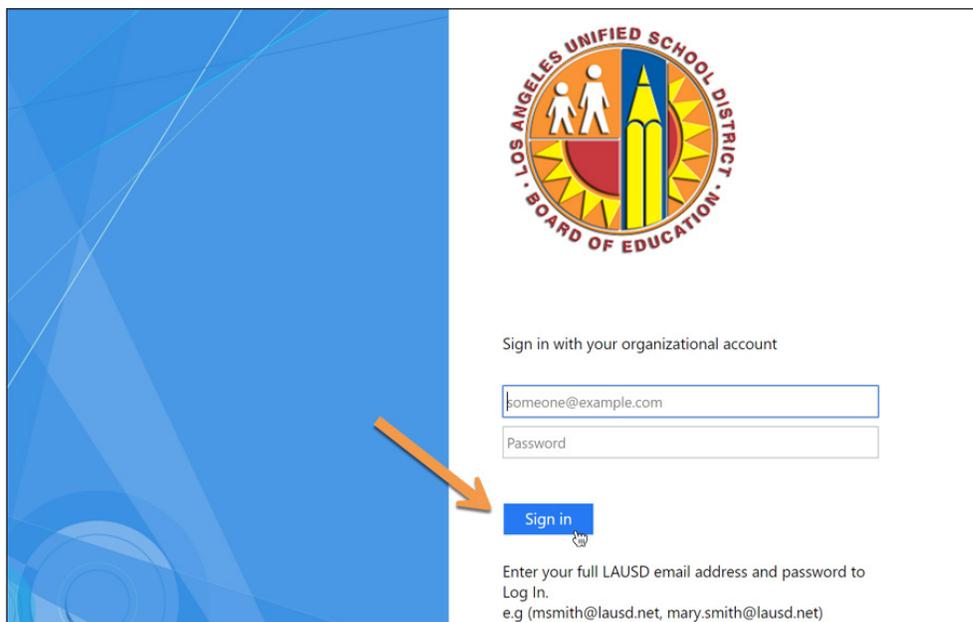
**Note:** The preferred browser is the most recent version of Google Chrome or Mozilla Firefox.

1. On the web page, click the link to the **Norm Enrollment and Staffing Dashboards**.

**Note:** The School Fiscal Services Division website is shown in the example below.

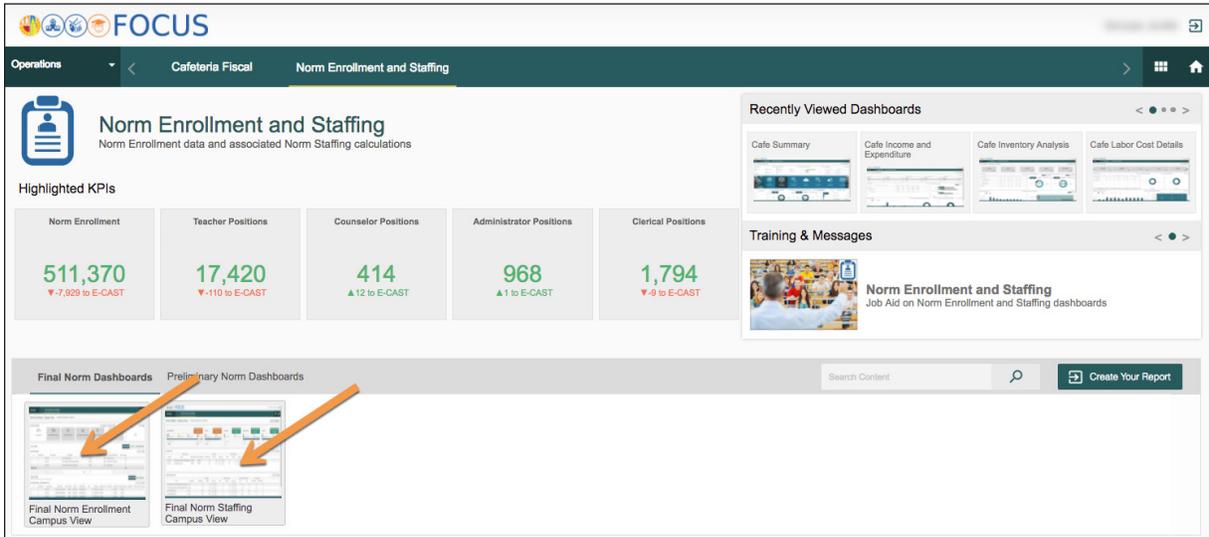


2. Log into Focus by entering your full **LAUSD email address** (including @lausd.net) and your single sign on (SSO) **Password**. Then, click **Sign In**.



- After logging in, you will be taken to the Norm Enrollment and Staffing Subject Page. At the bottom of the page under **Final Norm Dashboards**, click the name of the dashboard to open it, either **Final Norm Enrollment Campus View** or **Final Norm Staffing Campus View**.

**Note:** You can still view the Preliminary Norm Dashboards by clicking **Preliminary Norm Dashboards**.



## Navigate the Norm Enrollment and Staffing Subject Page

The purpose of the Subject Page is to provide a list of all available dashboards within the subject, as well as the related metrics to which users should pay attention.

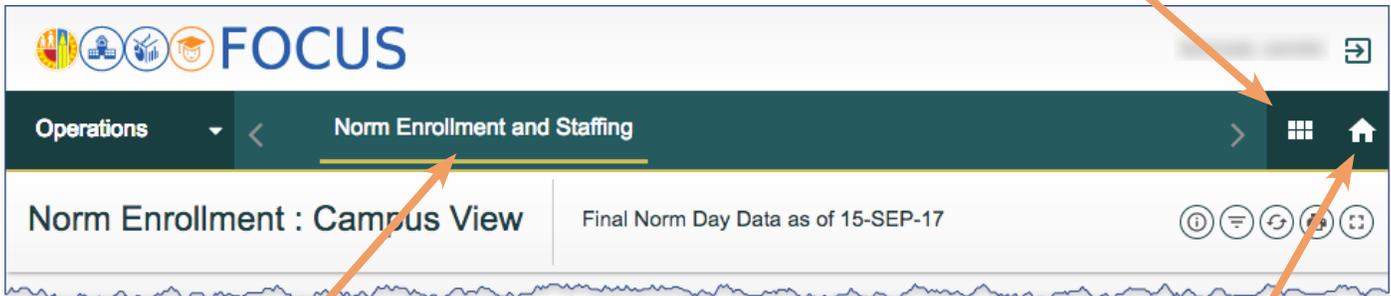
The screenshot shows the FOCUS interface for the 'Norm Enrollment and Staffing' subject page. It features a top navigation bar with 'Operations' and 'Norm Enrollment and Staffing'. The main content area includes a 'Highlighted KPIs' section with five metrics: Norm Enrollment (511,370), Teacher Positions (17,420), Counselor Positions (414), Administrator Positions (968), and Clerical Positions (1,794). Below this are 'Final Norm Dashboard' and 'Preliminary Norm Dashboard' sections. A 'Recently Viewed Dashboards' section is on the right, and a 'Training & Messages' section is below it. A search bar and a 'Create Your Report' button are at the bottom right. Numbered callouts (1-7) point to specific elements: 1. Highlighted KPIs section; 2. Final Norm Dashboard section; 3. Search Content bar; 4. Create Your Report button; 5. Training & Messages section; 6. Recently Viewed Dashboards section; 7. Home icon in the top right.

#	DESCRIPTION
1	In the <b>Highlighted KPIs</b> section, review metrics related to the selected subject.
2	In the <b>Final Norm Dashboards</b> section, click <b>Final Norm Enrollment Campus View</b> or <b>Final Norm Staffing Campus View</b> to open the dashboards. It is important to note that you can still view the Preliminary Norm Dashboards by clicking <b>Preliminary Norm Dashboards</b> . (Note: Users will only see the dashboards to which their role grants access).
3	Use the <b>Search Bar</b> to search the entire application.
4	Click <b>Create Your Report</b> to create one from scratch.
5	Watch training videos or review job aids and other norm-related resources in the <b>Training &amp; Messages</b> section.
6	Access the dashboards you visit most often in the <b>Recently Viewed Dashboards</b> section. Click the arrows to scroll through the list. (Updated nightly.)
7	Click the <b>Home icon</b> to return to MiSiS Ad Hoc Reporting and Dashboards.

## How to Use the Navigational Bar

The navigational bar can be found at the top of the screen on the Final Norm Enrollment and Norm Staffing Dashboards.

Click the **Subject Page icon** to navigate back to the Norm Enrollment and Staffing Subject Page.

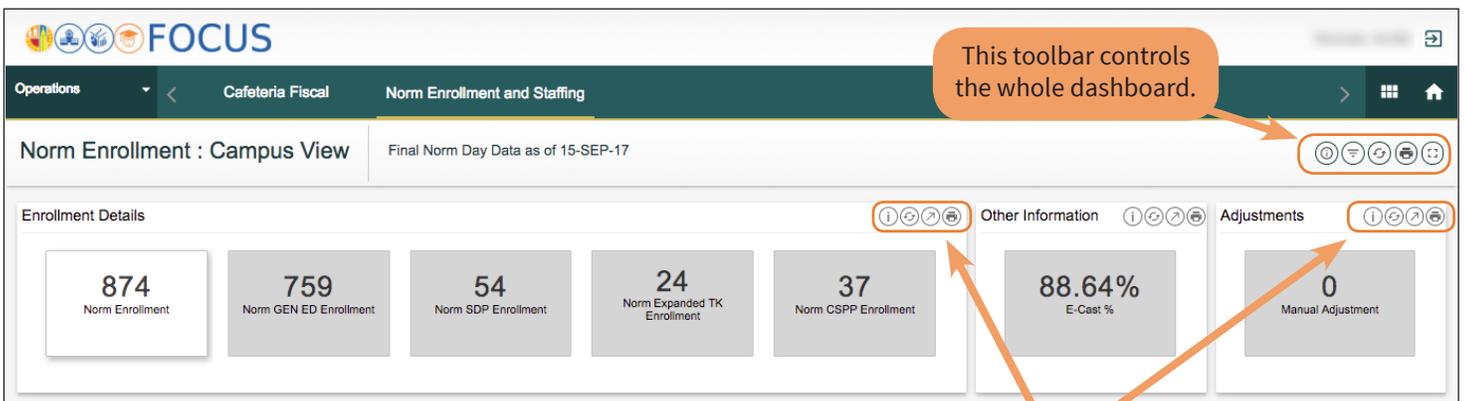


To open another norm dashboard, click **Norm Enrollment and Staffing**.

Click the **Home icon** to navigate back to MiSiS Ad Hoc Reporting and Dashboards.

## Icon Glossary

Focus displays many icons throughout the application, with the majority in toolbars. Both dashboards consist of multiple sets of toolbars. One toolbar controls the entire dashboard, located at the top right corner of the screen, and there are other toolbars throughout the dashboard that control each component individually. See the image below for an example, and refer to the next page for definitions of each tool icon on the dashboards.



This toolbar controls the whole dashboard.

These toolbars control the related component only.

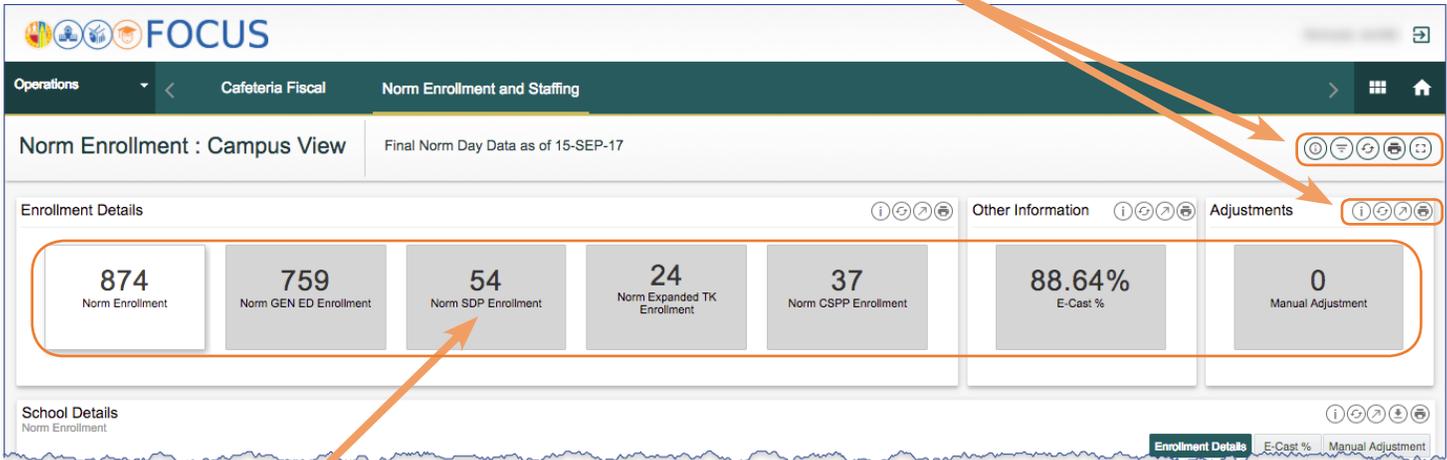
ICON	HOVER TEXT	ACTION PERFORMED
	<b>Logout</b>	Logout of Focus.
	<b>Return to Subject Page</b>	Return to the Subject Page you were previously on.
	<b>Return to Welcome Page</b>	Return to the Welcome Page.
	<b>Info (Dashboard Toolbar)</b>	View help information related to the current dashboard.
	<b>Filter (Dashboard Toolbar)</b>	Reveal options for modifying the data displayed on the dashboard. Use the Filters to narrow the set of students displayed in the dashboard. Available filters vary by dashboard.
	<b>Refresh (Dashboard Toolbar)</b>	Refresh the data on the dashboard.
	<b>Print (Dashboard Toolbar)</b>	Print the dashboard as it is currently displayed on the screen.
	<b>Full Screen</b>	Remove the header and display the dashboard full screen.
	<b>Info (Component Toolbar)</b>	View help information for the component.
	<b>Refresh (Component Toolbar)</b>	Update the data in the component, retaining all filters applied.
	<b>Maximize</b>	Display the component on the entire browser screen.
	<b>Filter (Component Toolbar)</b>	Reveal options for modifying the display of the component; click a filter name to display the list in a different configuration. Available filters vary by component.

ICON	HOVER TEXT	ACTION PERFORMED
	<b>Export</b>	Export the component to an Excel, CSV, or PDF file.
	<b>Print (Component Toolbar)</b>	Print the component.
	<b>Sort</b>	Toggle between sorting the list in the component from best to worst or worst to best.
	<b>Minimize</b>	Minimize the component to display the full dashboard again.

## Navigate the Final Norm Enrollment Dashboard

The Final Norm Enrollment Dashboard captures final norm day data and applies adjustments to the data to arrive at the norm enrollment used for staffing schools.

Use the **dashboard toolbar** at the top of the page to control the whole dashboard, or use a **component toolbar** to control only that component. For more info, see page 5.



Click a **performance tile** to view that group in the School and Student Details reports at the bottom of the dashboard. See below for descriptions of all performance tiles.

### Enrollment Details

PERFORMANCE TILE	DESCRIPTION
<b>Norm Enrollment</b>	Count of students enrolled from Grade TE (Expanded Transitional Kindergarten) to Grade 12, including Special Day Program (SDP) students and students enrolled in the California State Preschool Program (CSPP) at elementary schools.
<b>Norm GEN ED Enrollment</b>	Count of students enrolled from Grade TK (Transitional Kindergarten) to Grade 12, excluding SDP, TE, and CSPP students.
<b>Norm SDP Enrollment</b>	For elementary schools, this is the count of students enrolled in SDP classes taught by Special Ed teachers. For secondary schools, this is the count of students whose “Percent Outside General Ed” is 50% or more.
<b>Norm Expanded TK Enrollment</b>	Count of students enrolled in Grade TE.
<b>Norm CSPP Enrollment</b>	Count of preschool students enrolled in the CSPP program at elementary schools.

### Other Information

PERFORMANCE TILE	DESCRIPTION
<b>E-Cast %</b>	Percentage of total norm enrollment to total E-CAST enrollment.

## Adjustments

PERFORMANCE TILE	DESCRIPTION
<p><b>Manual Adjustments</b></p>	<p>Details of students where adjustments were applied for various reasons, which include but are not limited to:</p> <ul style="list-style-type: none"> <li>● <b>Absence [13 Days or more]</b> – Students with absences of 13 days or more from the enrollment date through Norm Day.</li> <li>● <b>Age Ineligible</b> – Students enrolled as Kindergarten (K) or Transitional Kindergarten (TK) but turn 5 years old after December 2, 2017 or students enrolled as Expanded Transitional Kindergarten (TE) but turn 5 years old after June 30, 2018.</li> <li>● <b>Duplicates</b> – Students who have more than one enrollment record.</li> <li>● <b>Enrolled in One Course</b> – Students enrolled in one course only.</li> <li>● <b>General Education to Special Day Program (SDP)</b> – 50% or more courses with Special Ed teachers.</li> <li>● <b>Special Day Program (SDP) to General Education</b> – Less than 50% outside general education per IEP.</li> </ul>

## Final Norm Enrollment Dashboard Cont'd

The **School Details Report** provides a summary of the enrollment details (net of manual adjustments), E-CAST %, and list of manual adjustments for each school on the campus (i.e., home school, magnet center, other learning center, or dual language center). School Details are available for each of the following performance items:

- Enrollment Details
- E-CAST %
- Manual Adjustment

Click these buttons to switch between the different **performance items**.

**School Details**  
Norm Enrollment

LD	Board District	Campus Name	School Name	School Cost Center	School Number	School Type Description	Norm Enroller
S	7	107th St EI	107th Street Elementary	1585701	5857	Elementary School	719
S	7	107th St EI	107th Street Elementary Science/Tech/Eng/A	1585702	5858	Magnet Center - Elementary	118
S	7	107th St EI	107th Street Cal State Preschool Program	1223101	2231	State Preschool	37
<b>GRAND TOTAL</b>							<b>874</b>

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**Student Details** : [Select school from the list above to see the Student Details]  
Norm Enrollment - (# of Students: 874)

LD	Board District	Campus Name	School Name	School Cost Ce	District ID	Full Name(LNF)	Age	Grade Level	Master Plan Prc	Absent Days	Room Num Coc	Teacher Employ	Teacher(LNF)
S	7	107th St EI	107th Street Cal State Pre	1223101			5	ST_PRE_SCH_5	No Data	0	No Data	NaN	
S	7	107th St EI	107th Street Cal State Pre	1223101			5	ST_PRE_SCH_5	No Data	0	No Data	NaN	
S	7	107th St EI	107th Street Cal State Pre	1223101			5	ST_PRE_SCH_5	No Data	0	No Data	NaN	
S	7	107th St EI	107th Street Cal State Pre	1223101			5	ST_PRE_SCH_5	No Data	0	No Data	NaN	
S	7	107th St EI	107th Street Cal State Pre	1223101			5	ST_PRE_SCH_5	No Data	0	No Data	NaN	
S	7	107th St EI	107th Street Cal State Pre	1223101			5	ST_PRE_SCH_5	No Data	0	No Data	NaN	
S	7	107th St EI	107th Street Cal State Pre	1223101			5	ST_PRE_SCH_5	No Data	0	No Data	NaN	
S	7	107th St EI	107th Street Cal State Pre	1223101			5	ST_PRE_SCH_5	No Data	0	No Data	NaN	
S	7	107th St EI	107th Street Cal State Pre	1223101			4	ST_PRE_SCH_5	No Data	0	No Data	NaN	
S	7	107th St EI	107th Street Cal State Pre	1223101			5	ST_PRE_SCH_5	No Data	0	No Data	NaN	

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Click **Next** and **Previous** to scroll through the pages on the report.

The **Student Details Report** provides a list of students enrolled/counted at each school on the campus. It also displays the manual adjustments, listing the students not counted for various reasons and/or listing the students counted with adjustments made between programs (e.g., adjustment from Gen Ed program to Special Ed program or vice versa), etc. The Student Details will only be displayed when a school is selected from the School Details. Student level details are available for each of the following performance items:

- Enrollment Details
- Manual Adjustment

## Navigate the Final Norm Staffing Dashboard

The Final Norm Staffing Dashboard includes a comparison of E-CAST with the final norm day data for student enrollment and staffing allocations. This dashboard uses adjusted norm enrollment counts from the Final Norm Enrollment Dashboard to calculate teacher, administrator, counselor, and clerical allocations.

The tiles in the header of the dashboard provide the **Gain/Loss/Change data** regarding Norm Enrollment, Teacher, Counselor, Administrator and Clerical positions.

Use the **dashboard toolbar** at the top of the page to control the whole dashboard, or use a **component toolbar** to control only that component. For more info, see page 5.

The screenshot shows the 'Norm Staffing: Campus View' dashboard. At the top, there are navigation tabs for 'Operations', 'Cafeteria Fiscal', and 'Norm Enrollment and Staffing'. The main header displays 'Norm Staffing: Campus View' and 'Final Norm Day Data as of 15-SEP-17'. Below this is a dashboard toolbar with icons for refresh, zoom, and other controls. The dashboard features five summary tiles: Norm Enrollment (759 Gen ED, 54 SDP, 24 ETK, 37 CSPP; Enrollment to E-CAST: 874/986; Gain/Loss/Change: -112 / 11 %), Teacher (31 Norm Positions, 35 E-CAST Positions; Norm to E-CAST: 31/35; Gain/Loss/Change: -4 / 11 %), Counselor (0 Norm Positions, 0 E-CAST Positions; Norm to E-CAST: 0/0; Gain/Loss/Change: 0 / 0 %), Administrator (1 Norm Positions, 1 E-CAST Positions; Norm to E-CAST: 1/1; Gain/Loss/Change: 0 / 0 %), and Clerical (3 Norm Positions, 3 E-CAST Positions; Norm to E-CAST: 3/3; Gain/Loss/Change: 0 / 0 %). Below the tiles is a 'School View' table with columns for School Details, Enrollment, and Teacher Positions.

School Details			Enrollment			Teacher Positions			
Campus	School	School Cost Ce	Norm Category	Total Gen ED	E-CAST	Gain/Loss	Norm	E-CAST	Gain/Loss
107th St El	107th Street Elem Science/Tech/Engineering	1585702	Magnet 2	118	124	-6	5	5	0
107th St El	107th Street Elementary	1585701	PHBAO	641	751	-110	26	30	-4
				759	875	-116	31	35	-4

The **School View** allows you to see the enrollment and teacher positions for all campuses to which you are assigned.

In the **Grade Groups View**, based on the type of school, Elementary, Middle, High School, you will be able to view the Grade Group enrollment for determining your norm teacher positions. In addition, there is a "Norm Enrollment Range" and "# of Students to" to determine if you are losing or gaining a position.

The screenshot shows the 'Grade Groups View' table with columns for School, Grade Group, Enrollment, Teacher Positions, Norm Enrollment Range, and # of Students to. The table provides detailed data for four different school and grade group combinations.

School	Grade Group	Enrollment			Teacher Positions			Norm Enrollment Range		# of Students to	
		Total Gen ED	E-CAST	Gain/Loss	Norm	E-CAST	Gain/Loss	Min	Max	Lose Position	Gain Position
107th Street Elem Science/Tech/Engineering/Arts/Mat	TK to 3	62	64	-2	3	3	0	49	72	14	11
107th Street Elem Science/Tech/Engineering/Arts/Mat	4 to 5(6)	56	60	-4	2	2	0	32	61	25	6
107th Street Elementary	TK to 3	454	547	-93	19	23	-4	433	456	22	3
107th Street Elementary	4 to 5(6)	187	204	-17	7	7	0	184	214	4	28

## Whom to Contact for Support

For questions about the **Final Norm Enrollment Dashboard**:

QUESTIONS OR ASSISTANCE NEEDED	WHOM TO CONTACT
Age Ineligible students	Early Childhood Education - Telephone: (213) 241-0415: LD East      Ranae Amezquita <a href="mailto:ramezqui@lausd.net">ramezqui@lausd.net</a> LD Northeast    Martha Borquez <a href="mailto:mlb6470@lausd.net">mlb6470@lausd.net</a> LD South      Ifetayo Ewing <a href="mailto:patricia.yeldell@lausd.net">patricia.yeldell@lausd.net</a> LD West      Dr. Cherise Roper <a href="mailto:cherise.roper@lausd.net">cherise.roper@lausd.net</a> LD Northwest    Desiree De Bond Vargas <a href="mailto:desiree.debond@lausd.net">desiree.debond@lausd.net</a> LD Central      Dr. Patricia Yeldell <a href="mailto:patricia.yeldell@lausd.net">patricia.yeldell@lausd.net</a>
Regarding % of program time outside General Education	Local District LRE Specialists assigned to your school
Secondary students enrolled in one course; Students enrolled but not scheduled in any classes	School Counselor
Inquiry on Norm and Manual Adjustments Counts	<a href="mailto:AttendanceEnrollmentSection@lausd.net">AttendanceEnrollmentSection@lausd.net</a>

For questions about the **Final Norm Staffing Dashboard**, please contact the Specialist(s) in your Local District:

LOCAL DISTRICT	SPECIALIST	PHONE NUMBER	EMAIL ADDRESS
CENTRAL	WILLIAM MASIS	(213) 241-4580	<a href="mailto:william.masis@lausd.net">william.masis@lausd.net</a>
EAST	ELISE CHO	(213) 241-4193	<a href="mailto:esc8642@lausd.net">esc8642@lausd.net</a>
	EDWARD SALAZAR	(213) 241-4193	<a href="mailto:exs3827@lausd.net">exs3827@lausd.net</a>
NORTHEAST	DEBRA DILLARD	(213) 241-4950	<a href="mailto:debra.dillard@lausd.net">debra.dillard@lausd.net</a>
NORTHWEST	MIGUEL GARZA	(213) 241-6102	<a href="mailto:miguel.garza@lausd.net">miguel.garza@lausd.net</a>
SOUTH	CAROLYN CHANG	(213) 241-4550	<a href="mailto:cchang@lausd.net">cchang@lausd.net</a>
	DARVINA BRADLEY	(213) 241-2091	<a href="mailto:darvina.bradley@lausd.net">darvina.bradley@lausd.net</a>
WEST	KAREN CASTRO	(213) 241-5436	<a href="mailto:karen.castro@lausd.net">karen.castro@lausd.net</a>
	MICHAEL THOMPSON	(213) 241-2533	<a href="mailto:michael.a.thompson@lausd.net">michael.a.thompson@lausd.net</a>
SUPPORT SERVICES	OSCAR HERNANDEZ	(213) 241-6923	<a href="mailto:oherna2@lausd.net">oherna2@lausd.net</a>
SPECIAL ED/ ITINERANTS/PSA	CAROL SHIMIZU	(213) 241-2505	<a href="mailto:cms6440@lausd.net">cms6440@lausd.net</a>

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For questions about technical issues, such as...

- School does not show in drop-down menu
- No data found
- Access denied to the dashboard

**MiSiS Help Desk**

(213) 241-5200

Option 5, then option 2