

LOS ANGELES UNIFIED SCHOOL DISTRICT

SCHOOL CONSTRUCTION BOND CITIZENS' OVERSIGHT COMMITTEE

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(Vacant)
LAUSD Student Parent

Joseph P. Buchman – Legal Counsel
Burke, Williams & Sorensen, LLP

Thomas A. Rubin, CPA
Oversight Committee Consultant

Timothy Popejoy
Bond Oversight Administrator

Daniel Hwang
Asst. Administrative Analyst

RESOLUTION 2017-27

BOARD REPORT NO. 596-16/17

AMENDMENT TO THE INFORMATION TECHNOLOGY DIVISION STRATEGIC
EXECUTION PLAN TO APPROVE PHASE 1 OF THE UNIFIED ENROLLMENT
PROJECT

WHEREAS, District Staff proposes that the Board of Education amend the Information Technology Division (ITD) Strategic Execution Plan (SEP) and approve Phase 1 of the Unified Enrollment Project as described in detail in Board Report 596-16/17, a copy of which is attached hereto in the form it was presented to the BOC and is incorporated herein by reference; and

WHEREAS, District Staff proposes the allocation of \$16,683,000 in bond funding from the “Technology Infrastructure and System Upgrades” category of the School Upgrade Program to execute Phase 1 of the Project with one-time general fund request spread over multiple fiscal years that is pending identification and is currently unfunded; and

WHEREAS, the Unified Enrollment Project is a joint initiative between ITD and DOI that will provide a simplified school choice process by implementing a one-stop online search engine and application system that allows families to view all LAUSD schools and programs, save their school program preferences, rank schools, submit a placement application, and accept or decline placements; and

WHEREAS, District Staff has concluded that the proposed SEP amendment will facilitate implementation of the ITD SEP, and therefore, it will not adversely affect the District’s ability to successfully complete the ITD SEP; and

NOW, THEREFORE, BE IT RESOLVED THAT:

Bond Oversight Committee

RESOLUTION 2017-27

**AMENDMENT TO THE INFORMATION TECHNOLOGY DIVISION STRATEGIC
EXECUTION PLAN TO APPROVE PHASE 1 OF THE UNIFIED ENROLLMENT
PROJECT**

PAGE 2

1. The School Construction Bond Citizens' Oversight Committee recommends that the Board of Education adopt an Amendment to the Information Technology Division Strategic Execution Plan to approve Phase 1 of the Unified Enrollment Project above and described in detail in Board Report 596-16/17, a copy of which is attached hereto in the form it was presented to the BOC and is incorporated herein by reference.
2. This resolution shall be transmitted to the Los Angeles Unified School District Board of Education and posted on the Oversight Committee's website.
3. The District is directed to track the above recommendation and to report on the adoption, rejection, or pending status of the recommendations as provided in section 6.2 of the Charter and Memorandum of Understanding between the Oversight Committee and the District.

ADOPTED on June 1, 2017, by the following vote:

AYES: 9

ABSTENTIONS: 0

NAYS: 0

ABSENCES: 1

Quynh Nguyen

Quynh Nguyen
Chair

Barry Waite

Barry Waite
Vice Chair



Board of Education Report

File #: Rep-596-16/17, **Version:** 1

Amendment to the Information Technology Division Strategic Execution Plan to Approve Phase I of the Unified Enrollment Project

June 13, 2017

**Information Technology Division
Division of Instruction**

Action Proposed:

Staff proposes that the Board of Education amend the Information Technology Division (ITD) Strategic Execution Plan (SEP) and approve Phase I of the Unified Enrollment Project and allocate \$16,683,000 of bond funding from the “Technology Infrastructure and System Upgrades” category of the School Upgrade Program to execute Phase I of the Project. The Unified Enrollment Project is a joint initiative between ITD and the Division of Instruction (DOI) that will provide a simplified school choice process by implementing a one-stop online search engine and application system that allows families to view all LAUSD schools and programs, save their school program preferences, rank schools, submit a placement application, and accept or decline placements.

Background:

Unified Enrollment was developed as a Strategic Priority in the Superintendent’s 2016-2019 Strategic Plan. The initiative was prioritized in response to the Report of the Independent Financial Review Panel’s (Blue Ribbon Panel) recommendation that LAUSD implement a parent information campaign and promote LAUSD programs parents believe are only offered at charter schools.

Four Board resolutions have also addressed the need to expand and promote LAUSD programs in order to attract and maintain enrollment:

- Believing in Our Schools Again: Investing in Enrollment Growth for LAUSD 2015 (Res 073-14/15)
- Creating a Strategic Plan for Thematic K-12 Magnet Pathways (Res 055-14/15)
- Resolution on Expanding Enrollment and Equal Access through LAUSD Choice that was passed on January 10, 2012
- Resolution to Examine Increasing Choice and Removing Boundaries from Neighborhood Schools that was passed on January 17, 2012

Unified Enrollment will establish a unified application timeline to better serve LAUSD students and their families by providing them with a simplified school choice process. The current enrollment for LAUSD programs spans year-round, from October to September. A Unified Enrollment process in the early fall will attract and retain students by simplifying and streamlining the school choice application process. It will be designed to attract new students, maintain current LAUSD students, and mitigate the loss of matriculating students by offering an easy way to browse and apply to different school choices options year-round. The participating programs are:

- eChoices (Magnets/PWT)
- District K-12 Open Enrollment

- Schools for Advanced Studies
- Dual Language/Bilingual Programs
- Incoming Inter-District Permits
- Early Education Centers
- Zones of Choice
- LAUSD “Application” schools
- Option Schools (Phase II, if approved)
- Affiliated Charter Schools (Phase II, if approved)

Unified Enrollment will provide a one-stop online search engine and choice application system that allows families to view all LAUSD schools and programs, save their school program preferences, rank schools, submit a placement application through <http://apply.lausd.net>, and accept or decline placements. All accepted students and parent information will be sent to the student ID system and the MiSiS system for school enrollment and class assignment processes. An Enrollment Management Module will be developed to streamline application management and student enrollments into a single portal. By simplifying the school choice and enrollment processes for students and parents, LAUSD can align its timeline to other competitive groups that begin their outreach campaign early in the school year.

Additional project details are included in ATTACHMENT A.

If approved, ITD and DOI will provide quarterly updates on the Project.

Prior to the end of Phase I (24 months), staff will request that the Board of Education approve Phase 2 (the final phase). If approved, Phase 2 will allow staff to complete implementation of the Unified Enrollment Project scope.

The total budget for the Unified Enrollment Project is \$24,398,000 with the Phase 1 budget at \$16,683,000 and the Phase 2 budget at \$7,715,000.

Expected Outcomes:

Staff anticipates that the Board will amend the ITD-SEP to approve Phase I of the Unified Enrollment Project and allocate \$16,683,000 of Bond Program funding to execute Phase I of the Project. This project will help address the critical needs of the District's technology infrastructure and software systems.

Board Options and Consequences:

Failure or delay of approval will postpone the execution and/or implementation of the proposed project and the associated benefit to schools and students.

Policy Implications:

This action is consistent with the District's long-term goal to address unmet school needs as described in Proposition BB and Measures K, R, Y, and Q.

Budget Impact:

Phase I of the proposed project has a budget of \$16,683,000 of Bond Program funding that will be allocated from the “Technology Infrastructure and System Upgrades” SUP category of need in the ITD SEP. There will be a one-time general fund request spread over multiple fiscal years that is pending identification and is currently unfunded.

Issues and Analysis:

Not required.

Attachments:

Attachment A - Project Definitions and Associated Actions

Attachment B - Bond Oversight Committee Resolution

Informatives:

None.

Submitted:

05/26/17, Revision #2

RESPECTFULLY SUBMITTED,

APPROVED & PRESENTED BY:

DR. MICHELLE KING
Superintendent

DIANE H. PAPPAS
CEO, Project Management and Digital Innovation
Office of the Superintendent

REVIEWED BY:

APPROVED & PRESENTED BY:



DAVID HOLMQUIST
General Counsel



SHAHRYAR KHAZEI
Chief Information Officer
Information Technology Division


☒ Approved as to form.

REVIEWED BY:

APPROVED & PRESENTED BY



CHERYL SIMPSON
Director, Budget Services and
Financial Planning



DR. FRANCES GIPSON
Chief Academic Officer
Division of Instruction

☒ Approved as to budget impact statement.

MARK HOVATTER
Chief Facilities Executive

___ Approved as to impacts to facilities.



Information Technology Strategic Execution Plan Amendment

Project Definitions and Associated Actions

Attachment A – BOE #596-16/17

Program: Enterprise Software Systems

Project: Unified Enrollment Phase I

Budget: \$16,683,000 (Combination of Bond/General Fund [currently unidentified and unfunded])

Unified Enrollment will establish a unified application timeline to better serve LAUSD students and their families by providing them with a simplified school choice process. The current enrollment for LAUSD programs involves multiple applications and processes, and spans year-round, from October to September. A Unified Enrollment process in the early fall will attract and retain students by simplifying and streamlining the school choice process. It will be designed to attract new students, maintain current LAUSD students, and mitigate the loss of matriculating students by offering an easy way to browse and apply to different school choices options year round. The participating programs are:

- eChoices (Magnets/PWT)
- District K-12 Open Enrollment
- Schools for Advanced Studies
- Dual Language/Bilingual Programs
- Incoming Inter-District Permits
- Early Education Centers
- Zones of Choice
- CA State Open Enrollment Act
- Option Schools
- LAUSD "Application" schools
- Affiliated Charter Schools

Unified Enrollment will provide a one-stop online search engine and application system that allows families to view all LAUSD schools, save their school preferences, compare schools, submit a single application through <http://apply.lausd.net>, and accept or decline placements. All accepted student and parent information will be sent to the student ID system and MiSiS system for school enrollment and class assignment processes. By simplifying the school choice and enrollment processes for students and parents, LAUSD can align its timeline to other competitive groups that begin their outreach campaign early in the school year.

Scope

Pre-planning and Development

The application window for school choice programs will be shortened to a six-week period in the fall for a limited number of programs. Communications on the Unified Enrollment timeline and application process will be sent to Local Districts and schools beginning spring 2017. The technical team will work with the vendor to build a comprehensive, web-based, school search software tool which allows families to locate, view and compare all LAUSD schools and programs. Families can also utilize the system to apply to a portion of schools of choice offered by the District through a single application. The school search tool will be built with specifications to promote a user-friendly experience for parents and to facilitate finding schools that best fit their children's needs. An overhaul of the individual School Profile web pages will be completed for inclusion in the School Search Tool and integration with the <http://apply.lausd.net> online platform.



Information Technology Strategic Execution Plan Amendment

Project Definitions and Associated Actions

Attachment A – BOE #596-16/17

Families that submit a school choice application will receive a single communication that informs them of their discrete placement in each respective program they applied to at the same time. They can then make a fully informed decision based on all of the programs to which their child was accepted. Families can then review their options and accept the placement that best meets the needs of their child or choose to remain at their school of residence.

Phase I:

SY 17 – 18: Development and Initial Implementation

For fall 2017, the Unified Enrollment online application will launch during the six-week timeframe from October 2, 2017 to November 9, 2017 for the following school choice programs: Magnet; Permits with Transportation; and Dual Language/Dual Immersion programs. The School Search Tool will go-live in spring 2018 and include all LAUSD schools and programs, searchable by address, geographic location, programmatic attributes and wraparound services.

In SY 17-18, the scope of work for an integrated online application will include gathering requirements and analysis for programs Dual Language/Dual Immersion; development and configuration; modernization of the <http://apply.lausd.net> online application and school portal; parent account creations; integration with PASSport and ADFS; integration with E-CAST; interface with MISIS; development of the program accept/decline process; development of special programs verification; development of selection rules and processes; and, development of the school enrollment module. The online application will be tested and training on the school enrollment module will be conducted. The scope of work for the School Search Tool includes working with the vendor for system integration; design and planning; data collection design and planning; school/program profile search logic; data cleansing and standardization; web application development and staging; and administrator training.

Promotion of the school search tool and online platform will be limited until fully functional in spring 2018. School choice programs with separate enrollment systems [Incoming Inter-District Permits; Zones of Choice; District K-12 Open Enrollment; Conservatory of Fine Arts; Early Childhood Programs] will continue throughout the course of the year. The above listed program offerings will not be part of the online Unified Enrollment system as these programs have unique application processes. However, the project team will include these programs in their communications, web resources and the new School Search Tool.

SY 18 – 19: Inclusion of LAUSD Application Schools and Schools for Advanced Studies (SAS)

The School Search Tool will be fully functional for the fall 2018 application window. The team will expand the Unified Enrollment online program application to include LAUSD Application Schools (i.e. Harbor Teacher Prep, single-gender schools, etc.), and Schools for Advanced Studies (SAS). The scope of work includes gathering requirements and analysis for programs: Application Schools and SAS; development and configuration; integration with PASSport and E-CAST; interface with MISIS; development of program placement accept/decline process; development of special programs verification; development of the selection rules and processes; system testing; and training on the expansion of the school enrollment



Information Technology Strategic Execution Plan Amendment

Project Definitions and Associated Actions

Attachment A – BOE #596-16/17

management module as new programs are introduced into the online program application. The Enrollment Management Module will help support school site staff manage enrollment in a single portal.

The communications campaign for the Online Search School Tool and Unified Enrollment will be extended county-wide. Enrollment Welcome Centers in each Local District will inform and assist families with the revised enrollment process. Additionally, a Mobile Enrollment Van which is similar to the "Grad Van" will go out to the Local Districts to announce school choice process changes and new platforms to search and apply.

The Unified Enrollment project will provide Phase I data across a number of performance metrics in December 2018 as a checkpoint. Approval of the scope and funding for Phase II of the work plan will be brought forth to the School Construction Bond Citizens' Oversight Committee and Board of Education for consideration in early 2019.

Phase II: Full Implementation: SY 19 - 20

In Phase II, pending Board of Education approval, the team will expand the Unified Enrollment process to include Affiliated Charter Schools and create a new online process for Options Schools. The scope of work includes gathering requirements and analysis for programs: Affiliated Charters and Option Schools; development and configuration; integration with PASSport and E-CAST; interface with MISIS; development of program placement accept/decline process; special programs verification; development of selection rules and processes; system testing; and training on the Unified Enrollment online application process and school portal.

Enrollment Centers in each Local District will be available to inform families of the revised enrollment process, and the Mobile Enrollment Van will continue to go out to the Local Districts to communicate the changes in the school choice process and platform as the new programs go online.

Expected Outcomes

The Unified Enrollment Project will have several benefits. The online school search tool will be available for the public to view all LAUSD schools and programs; select attributes of interest; compare and rank schools/program options; and families who would like to exercise choice can submit one online application for several different programs. By unifying the enrollment timelines for several of the District's many programs, the application window in the fall/winter for next-year school enrollment will be shorter and easier for parents to understand. The year-round enrollment processes for certain schools/programs will also provide parents the opportunity to enroll their child(ren) who had otherwise not made their school choices during the fall/winter regular enrollment timeline.

By providing a one-stop online search engine and application system, LAUSD will be better equipped to attract and retain students by simplifying and streamlining the school choice process. Unified Enrollment will be used to attract new students, maintain current LAUSD



Information Technology Strategic Execution Plan Amendment

Project Definitions and Associated Actions

Attachment A – BOE #596-16/17

students, and mitigate the loss of matriculating students by offering an easy way to browse and apply to different school choice options year-round.

Unified Enrollment will also generate a more efficient enrollment process by automatically sending student and parent information to the student ID system and MiSiS for school enrollment and class assignment once a parent accepts a placement. School sites will benefit from a new enrollment module that allows them to view all accepted and waitlisted students in a single portal, rather than separate online systems for each program.

Lastly, the integration between PASSport and <http://apply.lausd.net> will enable the migration of over 155,000 existing parent <http://apply.lausd.net> accounts into PASSport, allowing parents to access the robust functionality of PASSport in addition to the Unified Enrollment process.

Budget and Schedule

Phase I is estimated to be completed by June 2019 for \$16,683,000. An estimated timeline is included below.



**Information Technology Strategic Execution Plan Amendment
Project Definitions and Associated Actions
Attachment A – BOE #596-16/17**

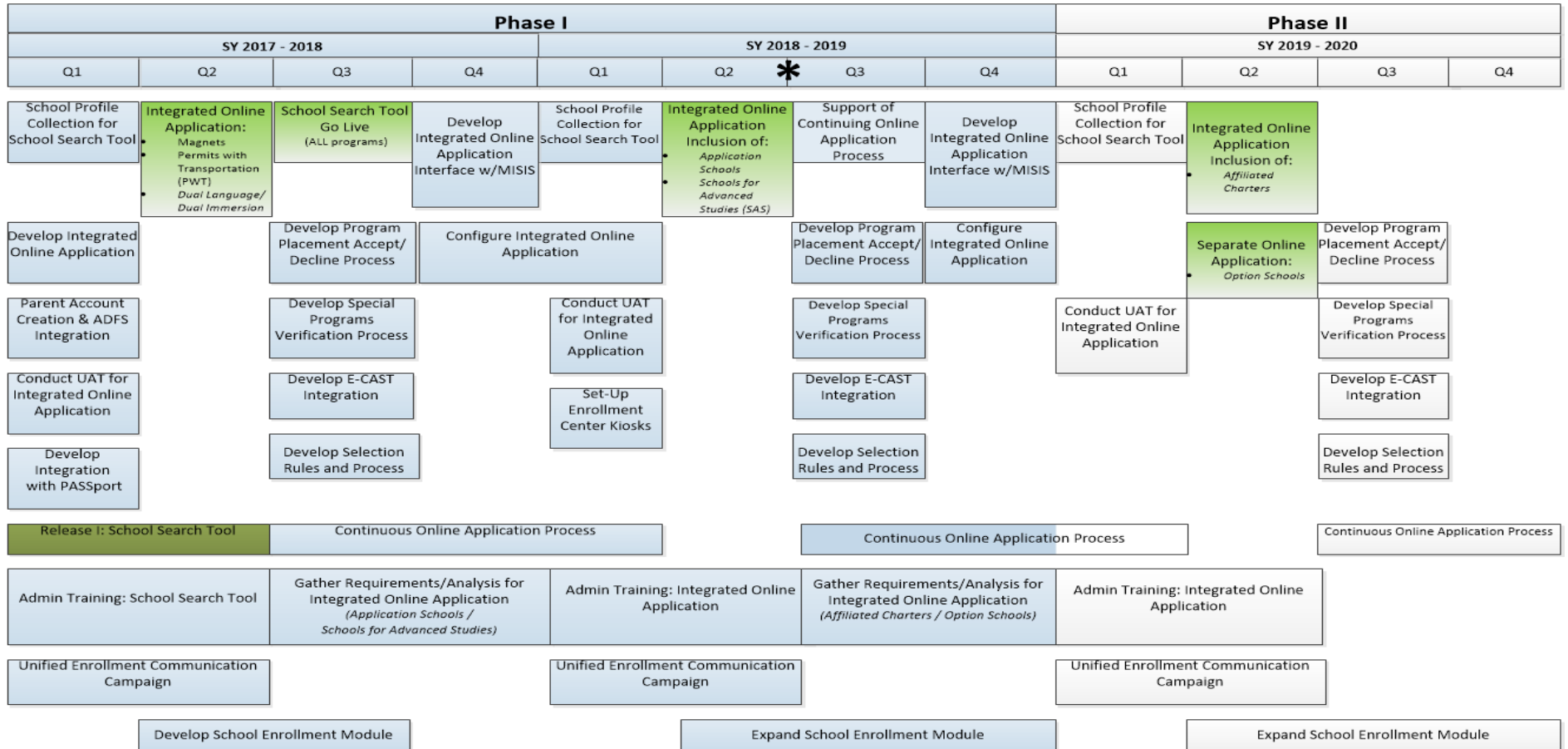
Estimated Timeline for the Unified Enrollment Project



Information Technology Strategic Execution Plan Amendment

Project Definitions and Associated Actions

Attachment A – BOE #596-16/17



Phase I

Fall 2017:
Integrated Online Application:
• Magnets
• Permits with Transportation (PWT)
• Dual Language /Dual Immersion

Spring 2018:
School Search Tool : ALL programs

Fall 2018:
Integrated Online Application:
• Application Schools
• Schools for Advanced Studies

* Project Proof Checkpoint

Phase II *

Fall 2019:
Integrated Online Application:
• Affiliated Charters

Separate Online Application:
• Option Schools

*Upon Board of Education approval