

INTEROFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Special Education

TO: Principals
Region Superintendents
Community of Schools Administrators

DATE: December 13, 2022

FROM: Anthony Aguilar 
Chief of Special Education, Equity and Specialized Programs

**SUBJECT: 2023-24 BUDGET DEVELOPMENT FOR SPECIAL EDUCATION
TEACHERS AND ASSISTANTS**

The purpose of this correspondence is to inform Principals of the special education school resource allocations for the 2023-24 school year.

The Division of Special Education will be analyzing student-level data to project the opening and closing of programs at each school site. The data to be utilized will be obtained from student information in the MiSiS and Welligent systems.

Initial projections for opening and closing of programs will be provided to Region office support staff by late January 2023. As a result of magnet, zone of choice applications and IEPs, projections will be adjusted to ensure all resources are allocated based on student needs. If a school disagrees with the projections, there will be an opportunity to appeal the decision in collaboration with their Region Special Education Administrator. Schools will also have an opportunity to exercise their purchasing flexibility for additional positions.

As a reminder, schools must verify that all program, staffing, and student information are up to date and accurate in Classroom Management no later than January 13, 2023. Failure to do so may impact school resource allocations for Budget Development. Per REF – 6325.0, all schools must account for all special education teachers and assistants in the Classroom Management module. For your reference, the bulletin can be accessed here: <https://bit.ly/330DKux>.

During budget development, all positions will be reviewed to ensure that resources are allocated based on student needs. If the review identifies excess positions, these positions will be closed and personnel will be shifted to other vacancies. School site administrators will be provided an opportunity to provide input on positions identified for closure.

At the start of the 2023-2024 school year, we will continue to make any necessary adjustments to reflect actual enrollment and program placement. Norm Day adjustments will take place concurrently with General Education teacher adjustments.

For any questions regarding the process or to discuss programs at school sites, please contact your Region Special Education Administrator.

c: Alberto M. Carvalho
 Jaime Torrens
 Pedro Salcido
 Karla Estrada
 Kristen Murphy
 Amanda Wherritt
 Maribel Luna
 Region Administrators of Operations
 Region Special Education Administrators
 Finance Division
 School Fiscal Services
 Personnel Commission
 Human Resources