Los Angeles Unified School District
INTER-OFFICE CORRESPONDENCE

TO: Principals

RE: PURCHASE OF SUPPORT SERVICES PERSONNEL – PUPIL SERVICES AND ATTENDANCE (PSA) COUNSELOR

Budget Planning is now taking place for Fiscal Year **2023-24**. Your school has the option of purchasing a **PUPIL SERVICES AND ATTENDANCE (PSA) COUNSELOR** as Support Services Personnel. Categorically funded positions must provide support to identified at-risk students and English Learners based on data described in the Single Plan for Student Achievement. In addition, all positions funded with categorical resources are subject to federal and state time-reporting requirements. Schools must maintain a monthly Personnel Activity Report, if any part of the assignment is funded with compensatory education funds. **All school purchases must be reflected in the budget system during budget development**. Schools have the opportunity to purchase support services in the new year on a first come first serve basis. Please inform us of your school's intent to purchase Pupil Services and Attendance Counselor time by completing this form. *Purchases may not be* canceled *after Budget Development.*

Budget Item No.	Position	Basis	5 Days (1.0 fte)	4 Days (0.8 fte)	3 Days (0.6 fte)	2 Days (0.4 fte)	1 Day (0.2 fte)	1/2 Day (0.1 fte)
12107	Itinerant Counselor PSA (33D-5) 12200543	A	$ 170,721	Must be purchased full time (5 days)				
12108	Itinerant Counselor PSA (33D-5) 12200543	B	$ 148,006	Must be purchased full time (5 days)				
12103	Itinerant Counselor PSA (33D-5) 12200543	C	$ 138,352	$ 110,682	$ 83,011	$ 55,341	$ 27,670	$ 13,835
12116	Itinerant Counselor PSA (33D-5) 12200543	E	$ 155,388	Must be purchased full time (5 days)				
11079	Itinerant Counselor PSA X-Time (weekly)*		$2,839					

* X-Time prior to the beginning of the school year may not be funded with compensatory education funds.
Use Budget Item Number when processing budget adjustments.

FUNDING OPTIONS AND REQUIREMENTS:
Your school may purchase Pupil Services and Attendance Counselor time from school-based budget programs. Purchases **other than C Basis** must be full time (5 days a week).

Budget Planning Programs – The most common school-based budget programs for Budget Planning are listed in Table 1 below. Purchases from these programs must be included on your School Budget Signature Form. Minimum purchase is ½ day per categorical program.

Table 1 – Budget Planning Programs   (**minimum purchase is ½ day per categorical program)
(**allowable to purchase is C Basis only)

Program Code	Program Name		Program Code	Program Name
10368	Option (Cont S)		11142	School Community Budget Reg Sch
10446	A-G Intervention & Credit Recovery		11456	School Staffing Equity Grant
10552	TSP-Student Equity Needs Index		13027	General Fund School Program
10947	Academic Excellence		13723	Chrtr Sch Categorical Blk Grnt
10948	Joy and Wellness		13724	Chrtr Sch Alloc In Lieu of EIA
10949	Engagement and Collaboration		13938	SDEP-Donations
11141	Off Norm School		14242	SDEP-Proceeds Film/Photo Rental

Program Code	Program Name		Program Code	Program Name
7S046**	CE-NCLB T1 Schools		7T691**	ESSA-Comprehensive Sup & Improv

For questions regarding any of the information provided above, please contact your Region Pupil Services and Attendance Field Coordinator or Elsy Rosado, Director of Pupil Services at (213) 241-3844.

Region	PSA Field Coordinator	Telephone	Email	Fax
North	Dionne Ash	818-654-3716	dionne.ash@lausd.net	818-881-0772
East	Graciela Ortiz	323-224-5905	gxo9333@lausd.net	323-224-3105
West	Necko Ginyard-Taylor	310-235-3766	necko.ginyard-taylor@lausd.net	
South	Carolina Irias Laureano	310-354-3590	cfi3879@lausd.net	310-527-7763

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_____   _____

School Name   Location Code

is purchasing a **PUPIL SERVICES AND ATTENDANCE COUNSELOR** as follows:

Requested Staff: _____ or ☐ New Position: ☐ Request a change in PSA Counselor

Funding Program				
Number of Days				
Cost				
Percent if multi-funded				

Total Days: _____
My signature below approves and acknowledges that the School Site Council (SSC) and applicable advisory committees agreed to purchasing/funding the above position(s).

_____   _____   _____

Print Principal's Name   Principal's Signature   Date

Please mail this form no later than, **March 24, 2023** to:
   ✓ *Copy of both pages to the Region Pupil Services and Attendance (PSA) Field Coordinator (scan/email or fax to Region (PSA) Coordinator listed above).*