

INTER-OFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Early Childhood Education Division

**TO:** Elementary Principals

**DATE:** March 16, 2023

**FROM:** Michael Romero   
Chief of Transitional Programs

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**SUBJECT: TRANSITIONAL KINDERGARTEN RATIOS AND ASSIGNMENTS**

**Background**

The California Department of Education requires that all schools with transitional kindergarten students maintain an average of 24 students in any class containing Transitional Kindergarten (TK) students, with a staffing ratio of 12 students to 1 adult. This requirement is inclusive of all general education stand-alone TK classes or combination classes of TK and Kindergarten (K). Excluded are Special Day Classes. The state may penalize any school district for schools that exceed the maximum average class size.

**Guidance to Ensure Site Compliance with the New TK Laws**

For schools to be compliant with the staffing ratios for TK, the Los Angeles Unified School District (LAUSD) maintains a staffing ratio of 1 adult for every 12 students by allocating a TK Instructional Aide (TKIA) based on enrollment of TK students. For every 24 students in TK, the school is normed one (1) TKIA.

- Schools that have up to 24 TK students will be normed one (1) TKIA,
- schools with 25 TK students will be normed two (2) TKIA.

Schools will receive an allocation at budget development however, this allocation may be adjusted after Norm Day.

Note: In 2022-23, schools may have received additional aides to support TK students.

To remain compliant, schools may not create more than one (1) TK-K general education combination class per cost center. For example, if a school has a dual language center or a magnet center, each respective cost center may only have a maximum of one (1) TK-K general education combination class.

Schools that create more than one TK-K general education combination class in a cost center will be required to purchase additional aides with school funds to comply with the statutory staffing ratio of 1 adult for every 12 students. Should schools with more than one TK-K combination class fail to meet the ratio, the state may impose a penalty. The penalty will be charged to the respective school site's 13027 account.

Note: Special Day with TK students are exempt.

**Recommendations**

In accordance with Education Code (EC) Section 48000(g) all instructional staff supporting in TK classes must be assigned to the respective class in MiSiS. This includes all teachers, and TK aides allocated to the site to comply with the staffing requirement, as well as any other additional instructional personnel that the school may assign to these classes at their discretion.

School staff may refer to the MiSiS job aide *Adding Instructional Aides to TK sections*. This job aid provides instructions on how to assign staff to these classes. Failure to properly assign staff to classes in MiSiS may be subject to a state penalty for failing to comply with the statutory requirement. Any penalty incurred as a result will be charged to the respective school site's 13027 account.

For further information or questions, please see the attached job aide and/or contact your Community of Schools Administrator.

c: Region Superintendents  
Chief of Transitional Programs  
Administrators of Instruction  
Community of School Administrators  
Early Education Directors