

**Los Angeles Unified School District**  
INTER-OFFICE CORRESPONDENCE

TO: Principals

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

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Budget Planning is now taking place for Fiscal Year **2024-25**. District will fund 0.5 FTE for school with chronic absence rates of 35% or higher. 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 can 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)
12103	Itinerant Counselor PSA (33D-4) 12200543	C	\$ 160,606	\$ 128,485	\$ 96,364	\$ 64,242	\$ 32,121	\$ 16,061
11079	Itinerant Counselor PSA X-Time (weekly)*		\$3,320					

\* 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.

**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 (Con’t School)	11141	Off Norm School
10446	A-G Intervention & Credit Recovery	11142	School Community Budget Reg Sch
10947	Academic Excellence	13027	General Fund School Program
10948	Joy & Wellness	13723	Chrtr Sch Categorical Blk Grnt
10949	Engagement and Collaboration	13724	Chrtr Sch Alloc In Lieu of EIA
13938	SDEP-Donations	7S046**	CE-NCLB T1 Schools
14242	SDEP-Proceeds Film/Photo Rental	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 Administrative Coordinator	Telephone	Email
North	Lorena Vazquez	818-654-3718	lorena.vazquez@lausd.net
East	Graciela Ortiz	323-224-5905	gxo9333@lausd.net
South	Rudy Gomez	310-354-3453	rxg6404@lausd.net
West	Necko Ginyard-Taylor	310-235-3766	necko.ginyard-taylor@lausd.net

\_\_\_\_\_

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 **email** this form no later than, **March 22, 2024** to:

- ✓ *Copy of both pages to the Region Pupil Services and Attendance (PSA) Administrative Coordinator (scan/email or fax to Region (PSA) Administrative Coordinator listed above).*