

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Chief of Special Education, Equity and Specialized Programs
Division of Special Education

TO: All Principals
Region Superintendents

DATE: December 1, 2023

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

Jose Soto, Ed.D. 
Interim Executive Director of Special Education

**SUBJECT: 2024-25 BUDGET DEVELOPMENT FOR SPECIAL EDUCATION
TEACHERS AND ASSISTANTS**

This correspondence serves to notify Principals of the projected timelines for Special Education school resource allocations for the 2024-25 school year.

The Division of Special Education will utilize student-level data to forecast the establishment and closing of programs at each school site. This data will be based on student information sourced from MiSiS and Welligent systems.

Preliminary projections for program openings and closures will be communicated to Regional office support staff by the end of January 2024. Subsequently, these projections will undergo adjustments to align with the magnet and zone of choice applications, as well as Individualized Education Programs (IEPs), in order to ensure that resource allocation remains student-centered and responsive to their needs.

In the event that a school disagrees with the projections, they will have the opportunity to appeal the decision in cooperation with their Region Special Education Administrator. Furthermore, schools will also have the option to exercise purchasing flexibility to acquire additional positions.

Just a reminder, it is imperative that schools ensure the accuracy and currency of all programs, staffing, and student information in Classroom Management by January 12, 2024. Neglecting this task could potentially have consequences for school resource allocations during the Budget Development process. In accordance with REF – 6325.0, all schools are required to account for all Special Education teachers and assistants within the Classroom Management module. For your reference, the bulletin can be accessed here: <https://bit.ly/330DKux>.

Throughout the budget development process, a comprehensive review of all positions will take place to ensure that resource allocation aligns with student needs.

In cases where the review identifies surplus positions, such positions will be closed, and personnel will be reassigned to other available vacancies. School site administrators will be given an opportunity to offer input on positions identified for closure.

2024-25 Budget Development for Special Education
Teachers and Assistants
Page 2 of 2

At the start of the 2024-2025 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.

If you have any questions about the process or wish to discuss programs at specific school sites, please reach out to your Region Special Education Administrator.

c: Pedro Salcido
Karla V. Estrada
Frances Baez
Michael Romero
Robert Whitman
Patricia Chambers
Pia Sadaqatmal
Region Administrators of Operations
Region Special Education Administrators
Finance Division
School Fiscal Services
Personnel Commission
Human Resources