

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**INTER-OFFICE CORRESPONDENCE**

TO: Elementary Principals

Date: 12/20/2024

FROM: Maricela Sanchez Robles, Executive Director of Elementary Programs  
 Division of Instruction

SUBJECT: PURCHASE OF SUPPORT SERVICES PERSONNEL – ELEMENTARY COUNSELOR

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For fiscal year 2025-26, your school has the option to purchase the support services of an Elementary Counselor. Please refer to the section below for cost, funding options and requirements. As an itinerant position, this position must complete a monthly Personnel Activity Report, if any part of the assignment is funded with compensatory education funds.

**COST TO PURCHASE:**

Item #	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)
12110	Elementary Counselor (23/08) 12200502	C	\$128,784	\$103,027	\$77,271	\$51,514	\$25,758

**FUNDING OPTIONS AND REQUIREMENTS:**

At a minimum, schools may purchase one day (0.2 FTE) of the position using any of the programs listed below. Please note, federally funded positions must provide support to identified at-risk students based on data described in the Single Plan for Student Achievement. The minimum for funding supplemental itinerant support personnel when purchased with federal and state resources is half day (0.1 FTE). \*\* X-Time prior to the beginning of the school year may not be funded with non-compensatory education funds. Positions funded from Targeted Student Population Program must support the needs of Low Income, Foster Youth and English Learners.

***Budget Planning Programs*** –The school must include the position in the School Budget Signature form of the program(s) you choose to fund the position(s).

<u>Program</u>	<u>Program</u>
13027 - General Fund School Program	10947 – Academic Excellence
13723 - Charter School Categorical Block Grant	10948 – Joy and Wellness
13724 - Charter School Allocation-In Lieu of EIA	10949 – Engagement and Collaboration
7S046 – CE-NCLB T1 Schools	

**Schools shall set aside a 5% Potential Funding Variance (PFV) for the budgeted position in budget item #40239-Potential Funding Variance in anticipation of any salary or benefit changes during the year.**

Purchase(s) may only be canceled with the approval of the Division of Instruction – Counseling Support Services. Request(s) for cancelation, or questions regarding any of the information provided above may be sent to Shelly Alavez at sxa3900@lausd.net or to your Region Counseling Coordinator.

PURCHASE OF SUPPORT SERVICES PERSONNEL – ELEMENTARY COUNSELOR

Fund Center	School Name	Local District	School Phone No.

is purchasing **ELEMENTARY COUNSELOR(s)** as follows:

Number of Days						Total Days:
Cost						
Funding Program*						
% if multi-funded						

Requested Staff#: \_\_\_\_\_ or New Position:

*\*-The minimum for funding supplemental itinerant support personnel when purchased with federal resources is ½ day or (0.1 FTE).*

*# - Schools may submit a request for specific staff, but due to the District’s Reduction in Force, personnel are not guaranteed.*

**Please email this form with the copy of the School Budget Signature to Brenda Pensamiento, Division of Instruction – School Counseling Services by February 7, 2025:**

**bpensami@lausd.net**