

ABCs of Norm (Schools & Offices)

Updated 02/27/13

Who, What, Where, When, Why, and How?

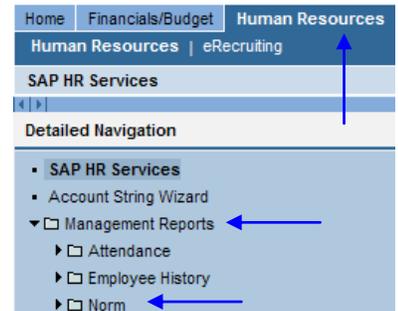
Available Reports:

- HR038 Off-Norm School Level
- HR039 Norm School Level Detail (Over/Under)
- HR046 Norm School Detail by Grade Group
- HR080 Norm Detail (Over/Under) w/ Enrollment
- HR081 Norm by Grade Group w/Enrollment

- **Who should have access to Norm reports?** School Site Administrators (Principals, APs, SAAs), Budget Services Division, Human Resources Division, Educational Service Center, and other Divisions in Central Office.
- **What Norm reports are available?**
 - **HR038 Off-Norm School Level:** Provides data on off-norm categorically funded positions that are currently available at the site, as well as the status of each position (full, partial, vacant, occupied).
 - **HR039 Norm School Level Detail (Over/Under):** Indicates the difference between the number of norm generated positions and positions budgeted at each school site (over/under) . It indicates positions earned by norm indicator (Gr. K-5/(6) Teachers, Gr. 6-12 Teachers, Gr. 9-10 Class Size Reduction Teachers, 6-9th Accelerated Acad. Literacy (AAL), etc.). An added feature displays total norm earned positions, sorted into whole positions and fractional auxiliary periods.
 - **HR046 Norm School Detail by Grade Group:** Shows the exact number of norm positions (whole and fractional) that have been earned at a site, based on ECAS/SIS enrollment data. Earned positions are categorized by norm indicator (e.g., Gr. K-5/(6) Teachers, Gr. 6-12 Teachers, AAL, etc.).
 - **HR080 Norm Detail (Over/Under) w/Enrollment :** A fixed layout report nearly identical to HR039 and contains enrollment figures.
 - **HR081 Norm by Grade Group w/Enrollment:** A fixed layout report nearly identical to HR046 and contains enrollment figures.

Where can I find Norm reports?

- Go to the SAP login page: <https://bts.lausd.net> (For Security Warning instruction, please see page 4.)
- Log in with your Single Sign-On (SSO).
- **Human Resources** tab → **Management Reports** folder → **Norm** folder



Sections Covered:

Who, What, Where, When, Why, & How	Pg 1
Getting Started With Report Basics	Pg 2
What MUST I know to run a staffing Report?	Pg 2
Getting Started With Report Basics (Cont'd)	Pg 3
Know your SAP Terms	Pg 5
Norm Funding Programs	Pg 6
Reference Material	Pg 6

Why should I use these reports?

- To view the projected norm position data (based on ECAS or Norm Day estimated enrollment) that was used to determine my site's staffing levels for teachers, administrators, counselors and clerical support.
- To determine if my school has too many or too few teachers, administrators, counselors and / or clerical support.

How do I request security access to SAP?

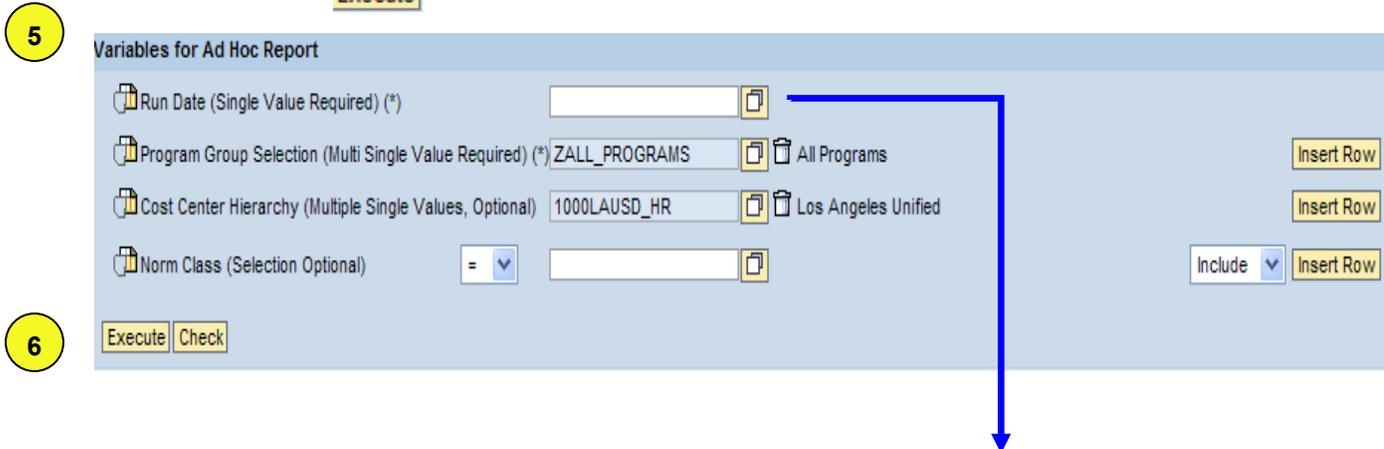
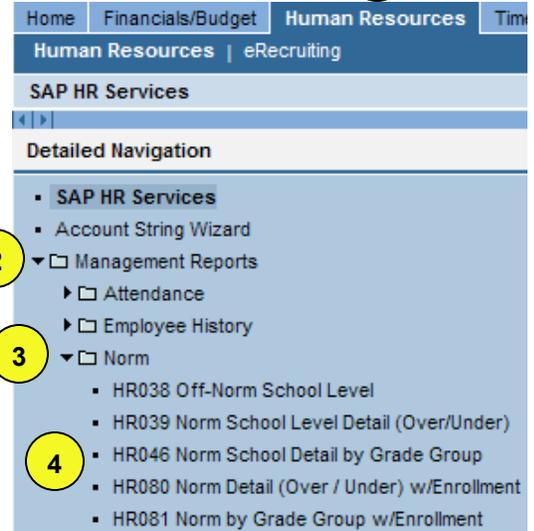
- Go to the **SAP Security Access** website: <http://btssecform-1p.lausd.net/app/SignIn>.
- Select either the **HR—Human Resources** → **HRNEX—Human Resources Non-Exclusive** or **SCH-School** → **SRPT—Reports**
- Select **BW—HR Norm Reporter** role



Getting Started With Report Basics

Accessing, Executing, and Printing the Reports:

1. After logging in, click the **Human Resources** tab.
2. Click the **Management Reports** folder to open.
3. Click the **Norm** folder to access the reports.
4. Click on the name of the desired report to launch the criteria entry screen.
5. The **Variables for Ad-Hoc Report** window is for users to enter selection criteria. All reports have at least one REQUIRED field. Use the **Selection Button**  to view available criteria. NOTE: Use as much search criteria as possible to narrow the report results and speed up execution time. Use the Program Group Selection Button and select "All Programs| ZALL PROGRAMS" to view norm data.
6. Click the Execute  button to run the report.



What **MUST** I know to run my staffing report using ECAST projected/estimated enrollment?

- Where do I find the **Run Date**? <http://www.lausd.net/sfs> SFS Announcements
- The run date for certificated/administrative and classified staffing based on ECAST projected enrollment for FY 2014 = 02/01/2013
- The run date for certificated/administrative and classified staffing based on Norm Day enrollment for FY 2013 = 9/14/2012

Getting Started With Report Basics (cont'd.)

Accessing, Executing, and Printing the Reports:

- To print, click the **Printing** tab, click **Print Preview with Internet Explorer**, and click the dropdown on the box below the Print Preview, and choose **Print Legal—Landscape—0.75 margins**
- From the menu bar, click **View**, choose **Text Size**, and choose **Smaller**

7

HR039 Norm Detail (Over/Under) (Run Dt 10/15/2010) Status of Data 11/05/2010 10:18:30

Print Preview with SmartForms | Print Preview with Internet Explorer

Print Legal - Landscape - 0.75 margins | Close Details

Choose One

- Print Letter - Portrait - 0.75 margins
- Print Letter - Landscape - 0.75 margins
- Print Legal - Landscape - 0.75 margins

Enrollment Report Type	Norm Indicator	(A)			(B-)		(B)		Cur Part
		Norm Earned Positions (FTE)	Norm Earned FULL Positions	Norm Earned Partial Positions	Current Actual Positions (FTE) Detail	Current Actual Positions (FTE) Summary	Current Actual FULL Positions		
1869301 Hollywood SH AP	Norm Day District	1.00	1	0.00	1.00	1.00	1		
AP_COUNSELOR	Norm Day District	1.00	1	0.00	1.00	1.00	1		
CLASS_SIZE_RED	Norm Day Integration CSR	4.00	4	0.00	3.00	3.00	3		
CLERK	Norm Day District	5.00	5	0.00	4.00	4.00	4		
PRINCIPAL	Norm Day District	1.00	1	0.00	1.00	1.00	1		
SEC_COUNSELOR	Norm Day Secondary Counselors	3.00	3	0.00	3.00	3.00	3		
TEACHER	Norm Day District	37.00	37	0.00	34.00	34.00	34		
	6-9th Accel Acad Lit	0.00	0	0.00		0.00	0		
Result		52.00	52	0.00	47.00	47.00	47		

8

HR039 Norm Detail (Over/Under) (Run Dt 10/15/2010) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: 007/sap(cz1TSUQIM2FBtk90JTNhc2FwcGIxLTJwYl9QqjFfMdcIM2FQVWVhWlXQTHVzSDRvNkxzQ2phYTBVeTBpbWFPyYlM2Wnp4SPBmN0FpLUFUVA==)/bx

HR039 Norm Detail (Run Dt 10/15/2010)

View > Text Size > Smaller

Enrollment Report Type	Norm Indicator	(A)			(B-)		(B)		Cur Part
		Norm Earned Pos/Bos (FTE)	Norm Earned FULL Pos/Bos	Norm Earned Partial Pos/Bos	Current Actual Pos/Bos (FTE) Detail	Current Actual Pos/Bos (FTE) Summary	Current Actual FULL Pos/Bos		
1869301 Hollywood SH AP	Norm Day District	1.00	1	0.00	1.00	1.00	1		
1869301 Hollywood SH AP_COUNSELOR	Norm Day District	1.00	1	0.00	1.00	1.00	1		
1869301 Hollywood SH CLASS_SIZE_RED	Norm Day Integration CSR	4.00	4	0.00	3.00	3.00	3		
1869301 Hollywood SH CLERK	Norm Day District	5.00	5	0.00	4.00	4.00	4		
1869301 Hollywood SH PRINCIPAL	Norm Day District	1.00	1	0.00	1.00	1.00	1		
1869301 Hollywood SH SEC_COUNSELOR	Norm Day Secondary Counselors	3.00	3	0.00	3.00	3.00	3		
1869301 Hollywood SH TEACHER	Norm Day District	37.00	37	0.00	34.00	34.00	34		
1869301 Hollywood SH TEACHER	Norm Day 6-9th Accel Acad Lit	0.00	0	0.00		0.00	0		
1869301 Hollywood SH Result		52.00	52	0.00	47.00	47.00	47		

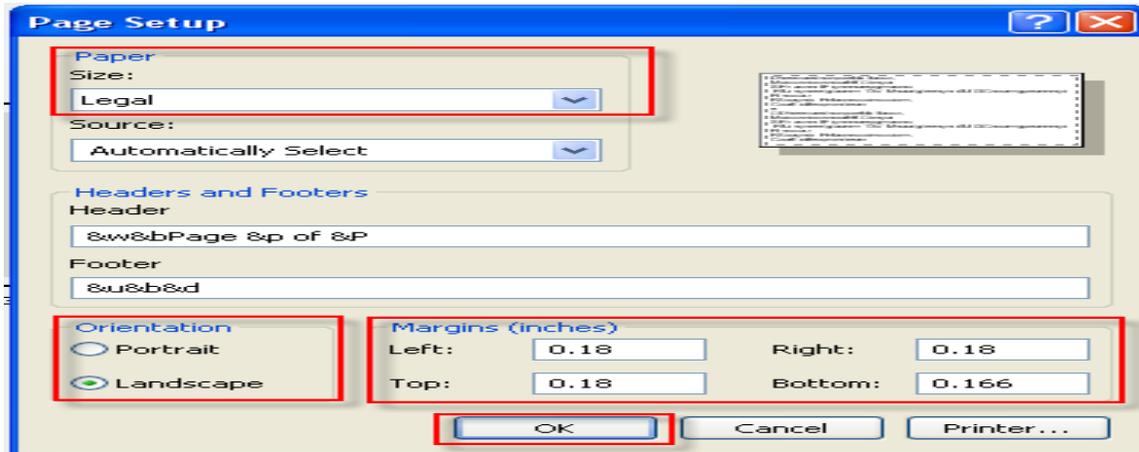
Prepared: Fri Nov 5 12:38:12 PDT 2010

Getting Started With Report Basics (cont'd.)

Accessing, Executing, and Printing the Reports:

9. From the Internet Explorer menu bar, click **File**, and choose **Page Set-up**.
10. From the Page Set-up dialog box, click **Legal** from the dropdown selection for Paper Size; click **Landscape** for button.

10



11. After completing the page set-up as shown above, click the **File** menu from the Internet Explorer menu bar and choose **Print** to print the BW Norm Report **HR039 Norm Detail (Over/Under)** shown below.

HR039 Norm Detail (Over/Under) (Run Dt 10/15/2010)

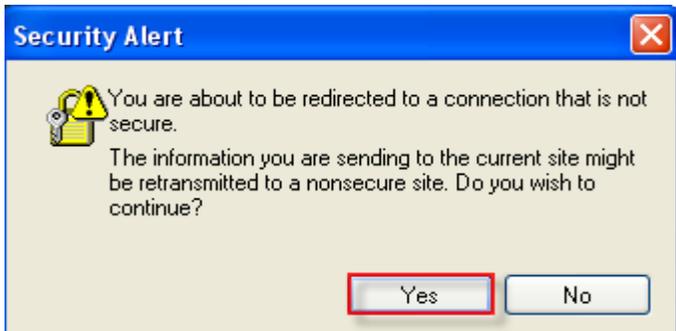
Cost Center	Norm Class	Exclusion Report Type	Norm Indicator	(F) Norm Earned Full Pos (FTE)	Norm Earned FULL Pos (FTE)	Norm Earned Partial Pos (FTE)	(E) Current Actual Pos (FTE) Detail	(E) Current Actual Pos (FTE) Summary	Current Actual FULL Pos (FTE)
1969301	Hollywood SH	AF	Norm Day	District	1.00	1	0.00	1.00	1.00
1969301	Hollywood SH	AF_COUNSELOR	Norm Day	District	1.00	1	0.00	1.00	1.00
1969301	Hollywood SH	CLASG_SEC_RED	Norm Day	Legislative CSR	4.00	4	0.00	3.00	3.00
1969301	Hollywood SH	CLERK	Norm Day	District	5.00	5	0.00	4.00	4.00
1969301	Hollywood SH	PRINCIPAL	Norm Day	District	1.00	1	0.00	1.00	1.00
1969301	Hollywood SH	SEC_COUNSELOR	Norm Day	Secondary Course hrs	3.00	3	0.00	3.00	3.00
1969301	Hollywood SH	TEACHER	Norm Day	District	37.00	37	0.00	34.00	34.00
1969301	Hollywood SH	TEACHER	Norm Day	6-99 Acad Acad LE	0.00	0	0.00	0.00	0.00
1969301	Hollywood SH	Total			52.00	52	0.00	47.00	47.00

Prepared: Fri Nov 5 12:38:12 PDT 2010

Security Warning/Alert Instruction:

In case a security warning/alert is displayed as shown below, please click **YES**

In case a security warning/alert is displayed as shown below, please click **NO**



Know your SAP and Norm Terms

- **Cost Center:** A school's LAUSD location code and site name.
- **Enrollment Report Type:** Identifies the type of National Consensus Standard (NCS) data being used in the report:
 - **E-CAST enrollment data:** ECAST estimated enrollment used to calculate # of positions for the new school year
 - **Pre-Norm:** Actual enrollment data before norm day. This is used to calculate and monitor over/under position (s).
 - **Norm Day:** Actual enrollment at designated norm dates (see reference guides issued by Attendance and Enrollment)
 - **Post Norm:** Actual enrollment data after norm day. This is for requests for growth positions after norm day.
- **Grade Group:** Number of students for specific grade levels (e.g. Grade 9-12) used as the basis to calculate the number of positions.
- **Job:** An 8-digit code equivalent to LAUSD's Job Class Code. The first 3 digits of the job (key) is the SACS CODE. The next digit is a place-holder for future expansion. The last 4 digits are equivalent to the legacy job class code.
- **Norm Category:** These categories (Desegregated Receiver, Predominantly Hispanic, Black, Asian and Other Non Anglo [PHBAO], and Magnet program) are used to determine a school's class size averages.
- **Norm Class:** Provides a grouping of jobs (AP, AP_COUNSELOR, CLASS_SIZE_RED, CLERK, PRINCIPAL, TEACHER, etc.)
- **Norm Earned Positions (Full Time Equivalent [FTE]):** The number of positions earned based on enrollment and norm tables of positions.
- **Norm Indicator:** Identifies Gr. K-5/(6) Teachers, Gr. 6-12 Teachers, Gr. 9-10 CSR Teachers, 6-9th Accelerated Acad. Literacy, Off-Norm, etc. For HR038, it identifies whether the position is Off-Norm.
- **Over/Under Positions: $Norm\ Earned\ Positions\ (FTE) - Current\ Actual\ Positions\ (FTE) = Over/Under\ Positions$.** If the result is a positive number then the schools should INCREASE the number of positions. If the result is a NEGATIVE number then the school should REDUCE the number of positions.
- **Personnel Area:** Defines the class of the employee: Classified (1), Certificated (2), Unclassified (3), and the appropriate Bargaining Unit.
- **Personnel Sub Area:** School basis and track.
- **Program Group:** For FY 13-14, there are 2 norm programs: 13027 (General Fund School Program) and 11448 (Accelerated Academic Literacy).
 - **All Programs:** Includes Programs 13027 and 11448.
- **Position:** An 8-character code that Budget Services assigns to the position. The Position text describes the position, similar to job description but for certain positions, has greater detail on the subject. Attached to Position are Full-Time Equivalent (FTE), Position Funding %1, and Position Funding %2. To be meaningful, FTE should be used with Position Funding % and Program.
- **Position Program 1-12:** Since positions can be multi-funded, Program 1 represents the first funding line for Program and should be used with Position Funding %1. Program 2 represents the second funding line and should be used with Position Funding %2, and so on. Program 3 through 12 is not in the default layout but can be added from the Free Characteristics.
- **Position Vacant:** An indicator that identifies whether the position is Filled or Vacant.
- **Run Date:** The date of the data. The date is to be typed directly into Run Date field using format MM/DD/YYYY,(eg. 02/01/2013)
- **School Type:** School Level. (i.e. elementary, middle, senior high, etc.)
- **Student Enrollment:** The number of students used as the basis to calculate the number of positions.

Norm Funding - Program Codes

	2012-13	2013-14
• Teacher positions	11020	13027
• Administrative positions	11010, 11046	13027
• Counselor positions	11068	13027
• Clerical position	11400	13027
• Teacher—Accelerated Acad. Literacy	11448	11448

* These Program Code changes do not apply to Options Schools

Reference Material

- **Staffing Ratios** for Certificated/Administrative Personnel and Classified Personnel for Fiscal Year 2013-14 are available at the School Fiscal Services website (sfs.lausd.net). They can be found in the Quicklinks section under the header 2013-14 School Budget Materials:
 - **Elementary Schools** (3/11/13)
Board Approved Staffing Ratios for 2013-14—Elementary Schools—March 11, 2013
 - **Middle Schools** (3/11/13)
Board Approved Staffing Ratios for 2013-14—Middle Schools—March 11, 2013
 - **Senior High Schools** (3/11/13)
Board Approved Staffing Ratios for 2013-14—Senior High Schools—March 11, 2013
 - **Magnet Schools** (3/11/13)
Board Approved Staffing Ratios for 2013-14—Magnet Schools—March 11, 2013
 - **Magnet Centers** (3/11/13)
Board Approved Staffing Ratios for 2013-14—Magnet Centers—March 11, 2013
 - **Options Schools** (3/11/13)
Board Approved Staffing Ratios for 2013-14—Options Schools—March 11, 2013
- **Reference Guides (Norm Dates):**
 - Norm Dates, Calendars of Classification & Statistical Reports for schools are published in Inside LAUSD.

Quicklinks

2013-2014 School Budget Materials

[Budget Development Timeline](#) 2/28/13
[Budget Development Checklist](#) 2/28/13
[Budget Development Material Memo](#) 03/13/13
[Budget Development Memo – Title I Clarification](#) 03/13/13

[Staffing Ratios - Elementary Schools](#) 03/11/13
[Staffing Ratios - Middle Schools](#) 03/11/13
[Staffing Ratios - Senior High Schools](#) 03/11/13
[Staffing Ratios - Options Schools](#) 03/11/13
[Staffing Ratios - Magnet Schools](#) 03/11/13
[Staffing Ratios - Magnet Centers](#) 03/11/13

[ABC's of Norm for Schools and Offices](#) 03/15/13