E-CAR 2025 Frequently Asked Questions – ACE Schools

Getting Ready for E-CAR 2025

What is E-CAR?

E-CAR is LAUSD's Capacity Assessment Review process for school facilities. Its purpose is to verify the number of classrooms at each school and how they are used, to calculate school operating capacities, and to identify available classrooms for future use. During E-CAR's annual review period in the fall, Principals, Assistant Principals and other authorized school-based administrators have the opportunity to review and update their schools' classroom inventories and capacity assessments. The information gathered during E-CAR will be shared with Facilities Division staff for its use in identifying potential planning and development opportunities, and with District offices for the evaluation of existing programs and the potential expansion of new programs.

Which schools participate in E-CAR 2025?

For E-CAR 2025, the list of participating E-CAR *Alternate Curriculum Environment* ("ACE") *Schools* includes Community Day Schools, Continuation High Schools, Opportunity Schools, Hospital Schools, Early Education Centers, Community Adult Schools, Skills Centers and Regional Occupational Centers. For a complete list of participating ACE schools, please see the "E-CAR ACE Schools List" posted on the E-CAR-ace website at https://www.laschools.org/new-site/my-school/ecar-ace/.

Does E-CAR 2025 have a website for ACE Schools?

YES! Type E-CAR-ace's web address, https://www.laschools.org/new-site/my-school/ecar-ace/, directly into your web browser's address bar, then press enter. You may also click on the **E-CAR ACE** link found in the Easy Access section of the Principal's Portal. Visit the E-CAR-ace website for up-to-the-minute information on the E-CAR-ace timetable, pre-requisite reference documents, important links, and to log in to the E-CAR online application. The E-CAR-ace website may be accessed from any computer or smart device with internet access, however in order to access the E-CAR online application, users must authenticate their LAUSD SSO User Accounts first.

How do I authenticate my LAUSD SSO User Account?

In order to access the E-CAR-ace online application to complete your school's Capacity Assessment Review, you must first authenticate your LAUSD SSO User Account. This is the email address that has been assigned to you by LAUSD that ends in "@lausd.net." To authenticate your LAUSD SSO User Account, simply navigate here and enter your username and password when prompted. When entering your LAUSD SSO credentials, do not include "@lausd.net" after your username (for example: jane.doe @lausd.net). After logging in, you will receive a "User Authenticated" confirmation message. You may now access the E-CAR-ace online application at https://www.laschools.org/new-site/my-school/ecar-ace/.

E-CAR 2025 Frequently Asked Questions – ACE Schools

If my school is on the E-CAR-ace 2025 Schools List, do I have to complete and submit an online E-CAR classroom inventory review?

YES. A capacity assessment must be completed for all schools on the E-CAR-ace 2025 schools list. During E-CAR 2025, the entire capacity assessment and review process for your school will be conducted online using the E-CAR 2025 web-based application.

Who can complete a school's E-CAR 2025 online classroom inventory review?

It is preferred that the Principal or Assistant Principal of the school complete the school's online E-CAR classroom inventory review. If they are not available, then an administrator knowledgeable about the space allocation, enrollment, and staffing of the school may complete the classroom inventory review in their place.

When does E-CAR 2025 take place?

The E-CAR 2025 online application opens to ACE Schools on Wednesday, November 5, 2025 at 12:00 noon. The deadline for submitting an E-CAR classroom inventory review is Wednesday, November 26, 2025 at 11:59pm. The complete E-CAR timetable for ACE schools is posted on the E-CAR-ace website at https://www.laschools.org/new-site/my-school/ecar-ace/.

My school participates in E-CAR. Does that mean that my school will be subject to Proposition 39?

No. ACE Schools are not subject to the Proposition 39 process, and their participation in E-CAR-ace does not affect their status in that regard.

How should I prepare for E-CAR 2025?

First, get some training. You are strongly encouraged to take the E-CAR 2025 general online training course on LAUSD's MyPLN, especially if you are a new Principal or if you are new to E-CAR. You are strongly encouraged to follow that up with the E-CAR ACE Schools User Manual, which is available on the E-CAR-ace website at https://www.laschools.org/new-site/my-school/ecar-ace/. Second, review all of the pre-requisite reference materials posted on the E-CAR-ace website. Third, when you are ready to start the Capacity Assessment Review process using the online E-CAR application, the information you should have on hand is a map of your school, a count of your school's enrollments, a count of the number of teaching positions at your school, and a count of the number of classrooms that are being used for instruction. For further information, please refer to the reference document "Preparing For E-CAR-ACE Schools," which is posted on the E-CAR-ace website at https://www.laschools.org/new-site/my-school/ecar-ace/.

How do I get to the E-CAR online application?

In order to access the E-CAR online application, you must first authenticate your LAUSD SSO User Account. To authenticate your LAUSD SSO User Account, simply navigate here and enter your username and password when prompted. When entering your LAUSD SSO credentials, do not include "@lausd.net" after your username (for example: jane.doe @lausd.net). After logging in, you will receive a "User Authenticated" confirmation

E-CAR 2025 Frequently Asked Questions – ACE Schools

message. You may now access the E-CAR online application at https://www.laschools.org/new-site/my-school/ecar-ace/ by using the "Click to Enter E-CAR" button. You will then be taken into the E-CAR online application.

Will someone with basic computer skills be able to use the E-CAR online application?

YES. E-CAR is designed to be easy to use for people with basic computer skills. Online training is available, and you may also drop into one of our live assistance sessions via Zoom where E-CAR-ace Customer Service Specialists can assist you with completing your E-CAR-ace Capacity Assessment Review. Just remember to complete your E-CAR general online training first and to review all of the reference materials posted on the E-CAR-ace website. For the most current Zoom drop-in assistance schedule, please check the E-CAR-ace website at https://www.laschools.org/new-site/my-school/ecar-ace/.

Will there be any training to help me prepare for E-CAR?

YES! You are strongly encouraged to take the general E-CAR 2025 online training course on LAUSD's MyPLN and to follow-up by reading the E-CAR ACE Schools User Manual and the comprehensive pre-requisite reference documents that are posted on the E-CAR-ace website. For complete information, visit the E-CAR-ace website at https://www.laschools.org/new-site/my-school/ecar-ace/.

What if I need more support while I'm working on my E-CAR classroom inventory review?

If you would like expert, hands-on assistance while you work on your school's E-CAR-ace 2025 classroom inventory review online, drop in to one of the live Zoom Preparation Assistance Sessions offered by E-CAR Customer Service Specialists. No appointment is needed. Remember to complete your E-CAR 2025 training and to review your E-CAR-ace prerequisite reference documents *first*, then drop in *within the first 10 minutes* of a session's start time. For the most current Zoom drop-in assistance schedule, please check the E-CAR-ace website at https://www.laschools.org/new-site/my-school/ecar-ace/.

Do I need a user account to use E-CAR?

YES. Everyone must have a user account in order to use the E-CAR application. For most Principals and Assistant Principals, your E-CAR user account will be established automatically and will be updated regularly so as to reflect your most current school assignment. User accounts for coordinators, directors, administrators and central office staff are established either automatically or by request, depending on your position. If you have any questions or concerns about your E-CAR user account, or if you need a new E-CAR account, contact Master Planning and Demographics at 213-241-8044 x9 or mpd@lausd.net, and staff will be happy to investigate your E-CAR account status and make any necessary updates.

E-CAR 2025 Frequently Asked Questions – ACE Schools

Can I use E-CAR from a computer outside of my school or from home?

NO. Remote access to the E-CAR online application from outside of the LAUSD network is currently not an option. Although the E-CAR website may be reached from any computer or smart device with internet access, The E-CAR online application may only be accessed from your school site or LAUSD work location. In order to access the E-CAR online application, you must first authenticate your LAUSD SSO User Account. To authenticate your LAUSD SSO User Account, simply navigate here and enter your username and password when prompted. When entering your LAUSD SSO credentials, do not include "@lausd.net" after your username (for example: jane.doe @lausd.net). After logging in, you will receive a "User Authenticated" confirmation message. You may now access the E-CAR-ace online application at https://www.laschools.org/new-site/my-school/ecar-ace/ by using the "Click to Enter E-CAR" button. You will then be taken into the E-CAR-ace online application.

Will I be able to make edits to my classrooms after E-CAR closes?

NO. After E-CAR closes to ACE Schools on November 26, 2025, you will still be able to access the E-CAR application and view all your screens, but your access will be read-only. If, during the year, you find that an update needs to be made to any of your classrooms, contact Master Planning and Demographics at 213-241-8044 x9 or mpd@lausd.net. We will be happy to discuss the situation with you, and, if it is determined that an update is necessary, we will unlock E-CAR for you so that you may make the changes that are needed.

Getting Access to E-CAR

Who will be able to view a school using the online E-CAR application?

Principals, Assistant Principals, and other school-based representatives will be limited to only viewing their own schools in E-CAR. Region Superintendents, Operations Coordinators, Community of Schools Administrators, Region Administrators, and designated LAUSD central office and programmatic staff and staff from partner organizations will be able to view all schools in E-CAR or schools from their specific Regions. Some school-based programmatic coordinators may be limited to only viewing their own schools in E-CAR.

How do I know whether my school will have E-CAR access?

All schools that are listed as participants in the "E-CAR ACE Schools List" should have representatives with E-CAR access. This list is posted on the E-CAR-ace website at https://www.laschools.org/new-site/my-school/ecar-ace/.

E-CAR 2025 Frequently Asked Questions – ACE Schools

I'm a new Principal, and I don't know whether or not I have an E-CAR account. How do I find out whether I'm listed as an E-CAR Principal for my school this year?

For most Principals and Assistant Principals, your E-CAR user account will be established automatically and will be updated regularly so as to reflect your most current school assignment. However, if you have any questions about whether your new school assignment has been made in E-CAR, contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will be happy to investigate your E-CAR account status and make any necessary updates.

I'm an LAUSD administrator and I need to use E-CAR. What do I do?

Contact Master Planning and Demographics at 213-241-8044 x9 or mpd@lausd.net, and staff will make the necessary arrangements to add you to the list of E-CAR users.

E-CAR is telling me that I don't have a valid account, and I can't log in. What should I do?

Invalid account problems reported by E-CAR usually mean that E-CAR doesn't have you on its internal user list. Please contact Master Planning and Demographics at 213-241-8044 x9 or mpd@lausd.net to make sure that your account is properly set up for E-CAR. If, however, you have problems accessing the E-CAR-ace website or logging in using your SSO credentials, please contact the Information Technology Services – Facilities Technology Services support hotline at 213-241-5200, ext. 4.

I'm a school-based employee and I don't know if I'm supposed to use E-CAR. What should I do?

Typically, a school's E-CAR representatives are only its Principal and/or the Assistant Principal, but, depending on its needs, a school may choose to have someone else serve as its official E-CAR representative. A school may also have programmatic coordinators or other staff who require read-only representative access to E-CAR. In some cases, school-based staff need access to E-CAR not as representatives, but as operators. Discuss your school's needs with your Principal. If it is decided that you should become an E-CAR operator or one of your school's representatives, or if you need read-only access, your Principal should contact Master Planning and Demographics in writing at mpd@lausd.net and request that an E-CAR account be opened for you. If you have questions, contact Master Planning and Demographics at 213-241-8044 x9 or mpd@lausd.net and staff will be happy to discuss your access needs with you.

I'm an Administrator, but I'm going to have to serve as an ACE school's Principal for E-CAR 2025 because there is no Principal assigned to it yet. What do I do?

Contact Master Planning and Demographics at 213-241-8044 x9 or mpd@lausd.net, and staff will create a Principal's account for you for that school. Once you have a Principal's account, you will be the official representative for that school. Please note that in order for a Principal's account to be created for you, you must have an @lausd.net email address. Also note that you may only have one role in E-CAR at a time. You cannot act as both a Principal and an Administrator at the same time.

E-CAR 2025 Frequently Asked Questions – ACE Schools

I need to serve as an E-CAR Principal for more than one school. Can that be arranged?

YES. Contact Master Planning and Demographics at 213-241-8044 x9 or mpd@lausd.net, and staff will create the necessary multiple accounts for you.

Can anyone participate as an online user of E-CAR?

NO. Only Principals and Assistant Principals of E-CAR schools, Region Administrators of Operations, Operations Coordinators, Community of Schools Administrators, Instructional Area Superintendents and Instructional Directors, and designated LAUSD administrative, central office and programmatic staff and staff from partner organizations will have access to E-CAR.

Are there exceptions to allow other staff members (aside from Principals, Assistant Principals and Administrators) to access E-CAR on my behalf?

NOT USUALLY. Due to limitations on authenticating the authority of individuals to act on behalf of the school Principal, access will usually only be supplied to Principals, Assistant Principals, Region Administrators of Operations, Operations Coordinators, Community of Schools Administrators, Instructional Area Superintendents, Instructional Directors or Program Administrators. If you believe that your situation requires special access permissions, please contact Master Planning and Demographics at 213-241-8044 x9 or mpd@lausd.net.

If I am reassigned to another school and/or position, will my E-CAR registration automatically change the kind of E-CAR information I'm able to access?

POSSIBLY. Your access to E-CAR will depend on the class code and cost center code associated with your new assignment. Please contact Master Planning and Demographics at 213-241-8044 x9 or mpd@lausd.net for help regarding your E-CAR access permissions.

Will I still be able to access E-CAR if I retire or leave district employment?

NO. Only active LAUSD employees currently associated with the schools on E-CAR's schools list will have school-representative-level access to E-CAR.

E-CAR Support

I've started to review my school's E-CAR information and I've got a question. Who do I call for assistance?

The E-CAR specialist contact list is posted on the E-CAR-ace website at https://www.laschools.org/new-site/my-school/ecar-ace/ to guide you to the right people who can help you and answer your questions. If your question is related to the process for reviewing, updating, and/or confirming any of the data that you see on one of the E-CAR screens, you can call our E-CAR Customer Service line at 213-241-8044 x9 during regular business hours or send an email to mpd@lausd.net anytime. Additionally, you

may attend one of E-CAR's Live Zoom Preparation Assistance Sessions offered by E-CAR Customer Service Specialists. No appointment is needed. The drop-in Zoom schedule is posted on the E-CAR-ace website at https://www.laschools.org/new-site/my-school/ecar-ace/.

What technical specifications should I follow to get the best E-CAR 2025 experience?

For the best E-CAR experience, LAUSD's Information Technology Services – Facilities Technology Services group recommends that users access the application using a computer that meets the following specifications:

- Runs on the Windows operating system
- Has the Chrome browser installed
- Is connected to the LAUSD network

For those users who wish to access the application from outside the District's network, the online E-CAR application may not be accessed remotely at this time.

Can I complete my E-CAR classroom inventory review using a Mac computer?

For the best E-CAR experience, LAUSD's Information Technology Services – Facilities Technology Services group recommends that users access the E-CAR application with a computer that runs on the Windows operating system. MacIntosh computer users are advised to access the E-CAR application with a Chrome browser if a Windows computer is not available.

Can I complete my E-CAR classroom inventory review using a Tablet or Smartphone?

During the E-CAR process you will need to navigate through your school's entire classroom inventory list as well as its campus map. You may have difficulty completing these tasks successfully on a Tablet or a Smartphone due to the small screen sizes of these devices.

Who should I contact if I have technical problems with logging on, accessing my E-CAR account, or network connections?

If you have network connection problems, contact the ITS help desk at 213-241-5200. If you have problems accessing the E-CAR website or the E-CAR application specifically, contact the Information Technology Services – Facilities Technology Services support hotline at 213-241-5200, ext. 4.

What should I do if I have problems accessing E-CAR from a computer that is outside of the LAUSD network?

Although the E-CAR website may be reached from any computer or smart device with internet access, the E-CAR online application may NOT be accessed remotely from outside of the LAUSD network at this time. Please access E-CAR from your school site or LAUSD work location using a Chrome browser on a Windows computer. If you have difficulty accessing E-CAR from your work location, please call the Information

Technology Services – Facilities Technology Service support hotline at 213-241-5200 ext. 4, between 7:30am and 5:00pm, Monday through Friday.

Who should I contact to get a new E-CAR account or to change my account settings?

Contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will be happy to discuss your account needs with you.

How secure is the E-CAR online system from hackers?

The laschools.org website supports user authentication to provide application security and access control for employees and contractors. The Single Sign-On (SSO) authentication system will be used to authenticate users against the LAUSD employee directory and link their laschools.org credentials to their assigned location code. Because the E-CAR application is housed on LAUSD's network, users can feel comfortable and safe when utilizing the E-CAR system.