



E-CAR^{ace}

2024

PRINCIPALS / ASSISTANT PRINCIPALS (ACE Schools)

WHAT IS E-CAR?

E-CAR is LAUSD's online capacity assessment review application, which is available to you 24 hours a day, 7 days a week, from any computer within the LAUSD network with an internet connection. E-CAR's screens include a campus map and a classroom inventory that allow you to verify the number of classrooms at your school and how they are used, to calculate your school's operating capacity, and to identify available classrooms for future use.

WHEN IS E-CAR?

For Alternate Curriculum Environment ("ACE") Schools, E-CAR 2024 opens on Wednesday, November 6th at 12:00 noon. The deadline for submitting information for your school is Wednesday, December 11th at 11:59 pm.

WHAT SCHOOLS ARE REQUIRED TO PARTICIPATE IN E-CAR?

ACE Schools, which include Community Day Schools, Continuation High Schools, Opportunity Schools, Hospital Schools, Early Education Centers, Community Adult Schools, Skills Centers and Regional Occupational Centers, will all participate in E-CAR 2024. The complete list of ACE schools that are required to participate in E-CAR can be found in the reference documents section of the E-CAR-ace website at <https://www.laschools.org/new-site/my-school/ecar-ace/>.

HOW DO I GET STARTED WITH E-CAR?

1. Visit the E-CAR-ace website at <https://www.laschools.org/new-site/my-school/ecar-ace/> and review the E-CAR pre-requisite reference materials that are designed to help get you started with E-CAR. These materials include timetables, FAQs, User Manuals, an E-CAR Specialist Contact list and MyPLN training information.
2. Get some training! Take the E-CAR 2024 general online training course on LAUSD's MyPLN, and follow that up with the ACE-school-specific *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/>.
3. Want expert help? Join our live, drop-in assistance sessions via Zoom. Remember to take the E-CAR 2024 online training course on MyPLN and to review your E-CAR-ace prerequisite reference documents **first**, then make sure to 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/>.
4. Ready to start? Simply log in to E-CAR at <https://www.laschools.org/new-site/my-school/ecar-ace/> using your LAUSD Single-Sign-On.

NEED HELP?

- For assistance with your E-CAR user account or the E-CAR capacity assessment review process, contact E-CAR Customer Service at 213-241-8044, extension 9 or mpd@lausd.net.
- For technical assistance accessing the online E-CAR application at <https://www.laschools.org/new-site/my-school/ecar-ace/>, contact the Information Technology Services – Facilities Technology Services Support Hotline at 213-241-5200, extension 4.