



# **E-CAR ACE 2024 User Manual**

## **For School-Based Representatives**



# **Alternate Curriculum Environment (ACE)**

## **Schools**

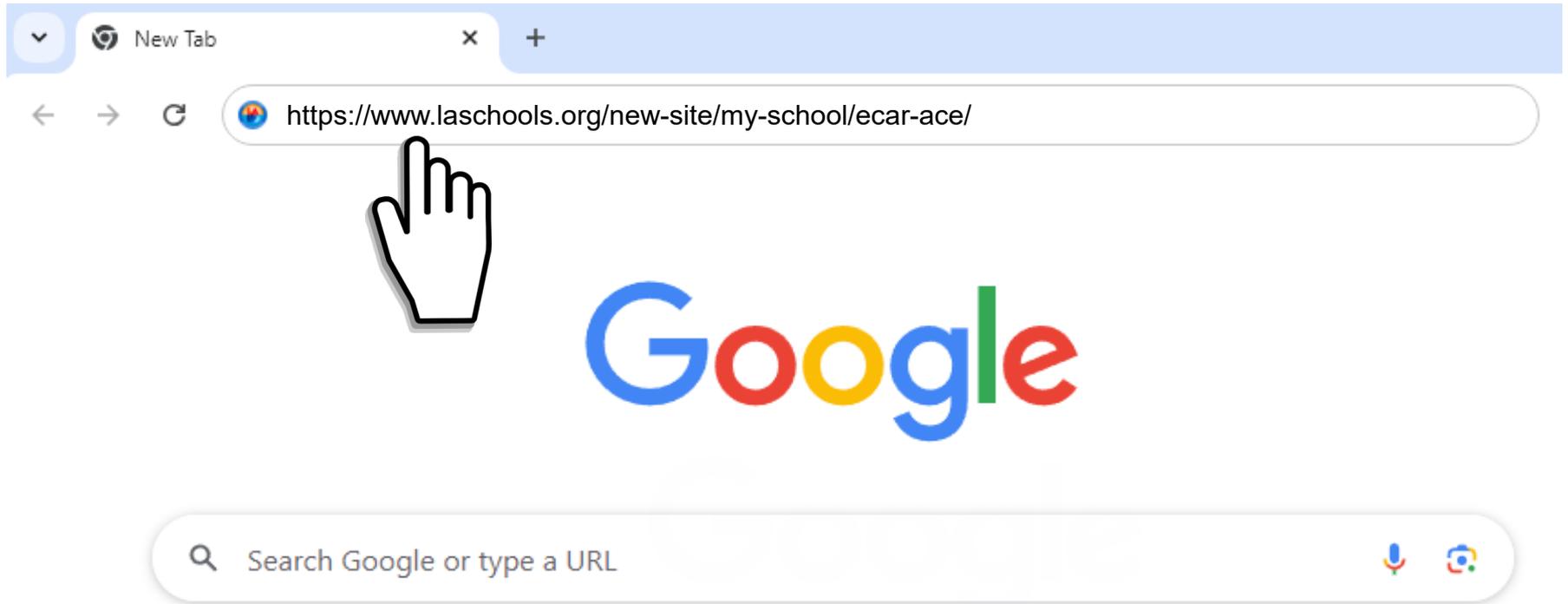
### ACE Schools Participating in E-CAR 2024:

#### **E-CAR Alternate Curriculum Environment (ACE) Schools**

1. Community Day Schools
2. Continuation High Schools
3. Opportunity Schools
4. Hospital Schools
5. Early Education Centers
6. Community Adult Schools
7. Skills Centers
8. Regional Occupational Centers

In 2024, the list of participating E-CAR Alternate Curriculum Environment (ACE) Schools will include Community Day Schools, Continuation High Schools, Opportunity Schools, Hospital Schools, Early Education Centers, Community Adult Schools, Skills Centers and Regional Occupational Centers.

## Navigate to E-CAR-ace Website



Navigate to the E-CAR-ace website by typing <https://www.laschools.org/new-site/my-school/ecar-ace/> directly into your web browser's address bar, then press enter.

# Navigate to E-CAR-ace Website



Principal's Portal

Search

<https://principalportal.lausd.net>

Home Job Aids Sign In

## What's Due ◀ Aug 2024 ▶

View all months

All Elementary Secondary

Class Organization  
Other

due 08/30

ELD Schedule  
Other

due 08/30

Williams Sufficiency  
Verification

Other

due 08/27

CAASPP and ELPAC  
Requirements

Data and Accountability

due 07/29

## What's New ◀ Aug 2024 ▶

View all months

Region Type Category

IOC COVID-19 Exposure  
Management Guidance SY  
2024-25

Office of the Chief Medical  
Director

posted 08/14

IOC Fall 2024: Key  
Dates/Timelines for  
Completion of The Tiered  
Fidelity Inventory (TFI)

Operations

modified 08/13

July/August 2024 -  
Monthly Update

Human Resources

posted 08/09

Student Participation in  
Recess/Lunch Activities  
Operations

posted 08/09

OSCR Title VI Fact Sheet  
General Counsel

posted 08/02

### Easy Access

Quick links to other resources

- Apply Portal
- Blackboard Connect
- BTS
- E-CAR ACE**
- E-CAR
- E-CAS
- E-Library
- Employee Self-Service
- ISTAR



You can also reach E-CAR-ace from the LAUSD Principal's Portal at <http://principalportal.lausd.net> and clicking on the E-CAR ACE link.

# E-CAR-ace Website

Community About My School Facilities Initiatives Facilities Branches Business With FSD My FSD

## Electronic Capacity Assessment Review Process - ACE Schools

**Log-In** [Click to Enter E-CAR](#)

### E-CAR ACE Reference Documents

- Accessing E-CAR Training
- Assisted Preparation Session Schedule
- Preparing for E-CAR
- E-CAR Contact List
- E-CAR Schools List
- E-CAR General FAQs
- Classroom Descriptions
- Quick-Start Manual
- Understanding E-CAR Reports

**Support** *Need Support?*  
[Click Here](#)

### E-CAR Timetable - Alternate Curriculum Environment Schools

Milestone	Date	Description
E-CAR Online Training Available	MON, OCT 7	Training is available on LAUSD's MyPLN. It is available for Assistant Principals and other authorized E-CAR school representatives, and takes approximately 20 minutes to complete. The training is highly recommended for all new ACE school E-CAR users. ACE schools will also have access to ACE-school-specific training manuals posted on the E-CAR-ace website.
E-CAR Opens for ACE Schools	WED, NOV 6 noon	The E-CAR online application opens for all ACE School Principals, Assistant Principals and other E-CAR authorized school representatives to review and revise their school classroom inventories as needed to reflect an accurate assessment of classroom allocations and school capacities.
E-CAR Deadline	WED, DEC 11	All E-CAR online capacity assessment submissions for ACE schools MUST be completed by this deadline.
General E-CAR ACE School Submission Review Begins	THU, DEC 12	E-CAR's completed online ACE school submissions are reviewed and revised as needed to reflect an accurate assessment of classroom allocations and school capacities.

**Timetable**

The E-CAR-ace website has four sections: Timetable, Support Link, Reference Documents and Log-in.

# ACE Timetable

## Electronic Capacity Assessment

**Timetable**

### E-CAR ACE Reference Documents

- Accessing E-CAR Training
- Assisted Preparation Session S
- Preparing for E-CAR
- E-CAR Contact List
- E-CAR Schools List
- E-CAR General FAQs
- Classroom Descriptions
- Quick-Start Manual
- Understanding E-CAR Reports

**Need Support**  
[Click Here](#)

Milestone	Date	Description
E-CAR Online Training Available	MON, OCT 7	E-CAR general online training is available on LAUSD's MyPLN. It is geared to Principals, Assistant Principals and other authorized E-CAR school representatives, and takes approximately 20 minutes to complete. The training is highly recommended for all new ACE school E-CAR users. ACE schools will also have access to ACE-school-specific training manuals posted on the E-CAR-ace website.
E-CAR Opens for ACE Schools	WED, NOV 6 noon	The E-CAR online application opens for all ACE School Principals, Assistant Principals and other E-CAR authorized school representatives to review and revise their school classroom inventories as needed to reflect an accurate assessment of classroom allocations and school capacities.
E-CAR Deadline	WED, DEC 11	All E-CAR online capacity assessment submissions for ACE schools MUST be completed by this deadline.
General E-CAR ACE School Submission Review Begins	THU, DEC 12	E-CAR's completed online ACE school submissions are reviewed and revised as needed to reflect an accurate assessment of classroom allocations and school capacities.

School Submission Review Begins	MON, NOV 22	and revised as needed to reflect an accurate assessment of classroom allocations and school capacities.
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The timetable lists the schedule of important milestones that occur during the E-CAR-ace Capacity Assessment Review process. You are encouraged to check the website regularly for the latest updates and announcements.

# ACE Reference Documents

Community About My School Facilities Initiatives Facilities Branches Business With FSD My FSD

## Electronic Capacity Assessment Review Process - ACE Schools

[Click to Enter E-CAR](#)

### E-CAR ACE Reference Documents

- [Accessing E-CAR Training on Learning Zone](#)
- [Assisted Preparation Session Schedule](#)
- [Preparing for E-CAR](#)
- [E-CAR Contact List](#)
- [E-CAR Schools List](#)
- [E-CAR General FAQs](#)
- [Classroom Descriptions](#)
- [Quick-Start Manual](#)
- [Understanding E-CAR Reports](#)

[Click Here](#)

### E-CAR Timetable - Alternate Curriculum Environment Schools

Milestone	Date	Description
E-CAR		E-CAR general online training is available on LAUSD's MyPLN. It is geared to Principals, Assistant Principals and other authorized representatives, and takes approximately 20 minutes to complete. The training is highly recommended for all ACE school E-CAR users. ACE schools will also have access to school-specific training manuals posted on the E-CAR-ace website.
E-CAR Online Application Opens for ACE Schools	Monday, Dec 10, 11:00am	The online application opens for all ACE School Principals, Assistant Principals and other E-CAR authorized school representatives to review and revise their school classroom inventories as needed to reflect an accurate assessment of classroom allocations and school capacities.
E-CAR Deadline	WED, DEC 11	All E-CAR online capacity assessment submissions for ACE schools MUST be completed by this deadline.
General E-CAR ACE School Submission Review Begins	THU, DEC 12	E-CAR's completed online ACE school submissions are reviewed and revised as needed to reflect an accurate assessment of classroom allocations and school capacities.

Reference Documents

The Reference Documents section contains pre-requisite information that will help you to prepare for the E-CAR-ace Capacity Assessment Review process. Included are Frequently Asked Questions, the E-CAR Specialist Contact List, and the official list of participating E-CAR-ace schools, among other documents. It is important that you become familiar with the contents of each document.

# ACE Reference Documents

The image shows a screenshot of the LAUSD website. On the left, a sidebar menu titled "E-CAR ACE Reference Documents" is highlighted with a yellow box. A hand cursor is pointing at the link "E-CAR General FAQs". A yellow arrow points from this link to a preview window on the right. The preview window shows the "E-CAR Frequently Asked Questions" document, which includes sections on "What is E-CAR?", "Does E-CAR have a website?", "Which schools participate in E-CAR?", "If my school is on the E-CAR list, do I have to complete and submit an online E-CAR application?", and "Who can complete a school's E-CAR online application?".

Community About My School

Electronic Capacity Assessment Review

Click to Enter E-CAR

### E-CAR ACE Reference Documents

- Accessing E-CAR Training
- Assisted Preparation Session Schedule
- Preparing for E-CAR
- E-CAR Contact List
- E-CAR Schools List
- E-CAR General FAQs**
- Classroom I...tions
- Quick-Start I...
- Underst...reports

## E-CAR Frequently Asked Questions

### 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 late summer/early, Principals, Assistant Principals and other authorized school-based administrators have the opportunity to review and update their schools' 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, options, and solutions, and with the Proposition 39 Manager for potential Proposition 39 offers for the upcoming school year.

### Does E-CAR have a website?

YES! Type E-CAR's web address, [www.laschools.org/ecar](http://www.laschools.org/ecar), directly into your web browser's address bar, then press enter. Visit the E-CAR website for daily appointment schedules, timetables, up-to-the-minute information, pre-requisite reference documents and important links. This is also where you login to the new E-CAR online Dashboard, which is where your school's prior-year E-CAR Classroom Inventory and Allocation Worksheet (CIAW) reports will be posted.

### Which schools participate in E-CAR?

Schools that serve a defined resident attendance area, stand-alone magnet schools, and selected special education schools will participate in E-CAR. For a complete list of participating schools, please see the "E-CAR Schools List" posted on the E-CAR website at [www.laschools.org/ecar](http://www.laschools.org/ecar).

### If my school is on the E-CAR list, do I have to complete and submit an online E-CAR application?

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

### Who can complete a school's E-CAR online application?

It is preferred that the Principal of the school complete the school's online E-CAR application. If she/he is not available, then an administrator knowledgeable about the space allocation, enrollment, and staffing of the school may attend complete the application in her/his place.

To read a document, simply click on its link and the document will open. These documents may be read online, downloaded or printed.

# Support

Community About My School Facilities Initiatives Facilities Branches Business With FSD My FSD

Electronic Capacity Assessment Review Process - ACE Schools

▶ Click to Enter E-CAR

**E-CAR<sup>ace</sup>** Electronic Capacity Assessment Review Process

**E-CAR ACE Reference Document**

- Accessing E-CAR Trainin
- Assisted Preparation Session Schedule
- for E-CAR
- Contact List
- Schools List
- General FAQs
- Descriptions
- Quick-Start Manual
- Understanding E-CAR Reports

**Support**

**Need Support?  
Click Here**

**E-CAR TECHNICAL SUPPORT**

**TECHNICAL RECOMMENDATIONS**  
For the best E-CAR experience, LAUSD's Information Technology Services - Facilities Technology Services (ITS-FTS) recommends that users access the E-CAR online application using a computer that meets the following specifications:

- Runs on the **Windows** operating system
- Has the **Chrome** browser installed
- Connected to the **District's Network** from your school site or work location

**NEED HELP?**  
For those users who are unable to access the E-CAR online application at [www.laschool.org/ecar](http://www.laschool.org/ecar), technical support is available.

If you need Technical Support, click the Need Support link, and the E-CAR Technical Support document will open. This document will provide you with technical recommendations for accessing the E-CAR-ace online application along with the contact information of the technical support specialists who can help you during the E-CAR-ace process. Like all E-CAR-ace reference documents, it may be read online, downloaded or printed.

# Log-In

The screenshot shows the E-CAR-ace website interface. At the top, there is a navigation bar with links: Community, About My School, Facilities Initiatives, Facilities Branches, Business With FSD, and My FSD. Below this is the title "Electronic Capacity Assessment Review Process - ACE Schools". A prominent yellow button with a play icon and the text "Click to Enter E-CAR" is highlighted. A hand cursor is pointing at this button. To the left of the button, a yellow callout box contains the text "Log-In". Below the button, there is a list of links including "E-CAR ACE Reference Document", "Accessing E-CAR Training", "E-CAR ACE Timetable - Alternate Curriculum Environment Schools", "E-CAR Contact List", "E-CAR Schools List", "E-CAR General FAQs", "Classroom Descriptions", "Quick-Start Manual", and "Understanding E-CAR Reports". A red and blue link "Need Support? Click Here" is also visible. On the right side, there is a table with the following data:

Milestone	Date	Description
E-CAR Online Training Available	MON, OCT 7	E-CAR general online training is available on LAUSD's MyPLN. It is geared to Principals, Assistant Principals and other authorized E-CAR school representatives, and takes approximately 20 minutes to complete. The training is highly recommended for all new ACE school E-CAR users. ACE schools will also have access to ACE-school-specific training manuals posted on the E-CAR-ace website.
E-CAR Opens for ACE Schools	WED, NOV 6 noon	The E-CAR online application opens for all ACE School Principals, Assistant Principals and other E-CAR authorized school representatives to review and revise their school classroom inventories as needed to reflect an accurate assessment of classroom allocations and school capacities.
E-CAR Deadline	WED, DEC 11	All E-CAR online capacity assessment submissions for ACE schools MUST be completed by this deadline.
General E-CAR ACE School Submission Review Begins	THU, DEC 12	E-CAR's completed online ACE school submissions are reviewed and revised as needed to reflect an accurate assessment of classroom allocations and school capacities.

Once E-CAR-ace opens to ACE schools, this is where you will log-in to the online application. Use the [Click to Enter E-CAR](#) link to log in. This link will not be visible until E-CAR-ace opens on November 6, 2024 at 12:00 noon.

# Log-In

About FSD	Board of Education	Bond Oversight	Site Map	Logout
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## Facilities Services Division

Los Angeles Unified School District  
All Youth Achieving

[FSD Home](#) | [LAUSD.net](#)

Community	About My School	Facilities Initiatives	Facilities Branches	Business With FSD	My FSD
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### Website Login

Enter email:

Enter password:

*Enter your SSO password*

Remember this address and password? [Help](#)

#### New Users?

- Please go to [Website Registration](#)

#### LAUSD Employees/Staff

- **Single Sign-On is here!**  
Email: first.last@lausd.net  
Password: same as for email
- If you are new to this website, and you have an lausd.net email account: **Do not register, use Single Sign-On!**

#### FSD Partners

- Enter your email address and password.

#### Login Problems?

- [Reset Your Password](#)
- Send Email: [webmaster@laschools.org](mailto:webmaster@laschools.org)

Facilities Services Division | 333 South Beaudry Ave., Los Angeles, California 90017

At the log-in screen, enter your full LAUSD email address (including the @lausd.net extension) and your single-sign-on password, then click Submit.

# Advisory

In order to ensure a successful experience with your school's Capacity Assessment Review, you are advised to familiarize yourself with the pre-requisites that you need to know in order to complete the online capacity assessment review correctly for your school. You are also advised to learn how to navigate the online E-CAR application properly.

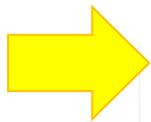
It is highly recommended that you take full advantage of the training and informational materials that are available to you for this purpose. References and instructional materials, contact numbers for technical support and customer service, and the official E-CAR timetable are posted on the E-CAR website. *These resources are available to you from any computer with internet access, 24 hours a day, 7 days a week.*

***If you have NOT yet become familiar with your pre-requisites or learned how to navigate the online E-CAR application, please do so before continuing further.***

I want to STOP and review my pre-requisite materials first.

If you are ready to proceed, please acknowledge the following:

1. ***I have been advised about the training available for using the online E-CAR application.*** If I don't take advantage of available E-CAR training opportunities, I may not understand how to use the online E-CAR application properly, and/or I may not know how to complete my school's Capacity Assessment Review Process correctly and in a manner that is most beneficial to my school.
2. ***I have been advised to familiarize myself with E-CAR's pre-requisite reference materials.*** If I don't familiarize myself with the recommended pre-requisite reference materials, I may not be fully prepared to use the online E-CAR application properly and/or to understand and complete the Capacity Assessment Review Process in a manner that is most beneficial to my school.
3. ***I have been advised to make myself aware of all E-CAR's web and phone help and technical support options that are available to me.*** If I don't make myself aware of all the support options available to me, I may not know how to get answers to my questions concerning using the online E-CAR application correctly and/or completing the Capacity Assessment Review Process properly and in a manner that is most beneficial to my school.
4. ***I have been advised to be aware of, and to adhere to, E-CAR's deadlines.*** If I don't adhere to E-CAR's deadlines, I may not be able to complete the Capacity Assessment Review Process on time, resulting in my school's operating capacity being based on information that is incomplete or inaccurate.



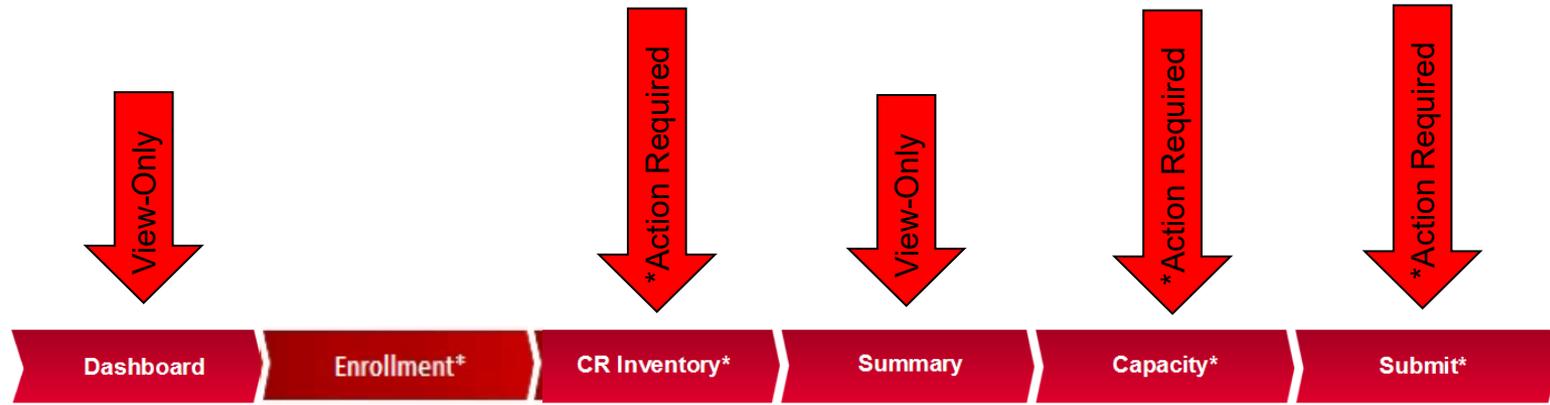
I acknowledge that I have been advised.

Continue

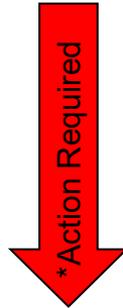


If it's the first time this season that you are logging in to E-CAR, you will be taken to the E-CAR Advisory page. Make sure that you've completed your training and reviewed all your pre-requisite materials, then click the radio button to acknowledge that you have been advised, and that you're ready to proceed.

# Navigation



You will navigate through E-CAR's screens using the tabs on the Navigation and Progress Bar. Some of the tabs contain important, view-only information. Other tabs, marked with an \* asterisk, have required activities, meaning they contain steps that must be completed for E-CAR.



**Hospital and Option Schools**



**Adult and Early Education Schools**



The Enrollment tab will have both versions. Hospital and Option Schools have some TK-12 enrollments, so the Enrollment tab for these schools will require a response, and will have an asterisk. Adult and Early Education Schools will not have TK-12 enrollments, so the Enrollment tab for these schools will not require a response, and will not have an asterisk.

# Navigation



Dashboard

Enrollment\*

CR Inventory\*

Summary

Capacity\*

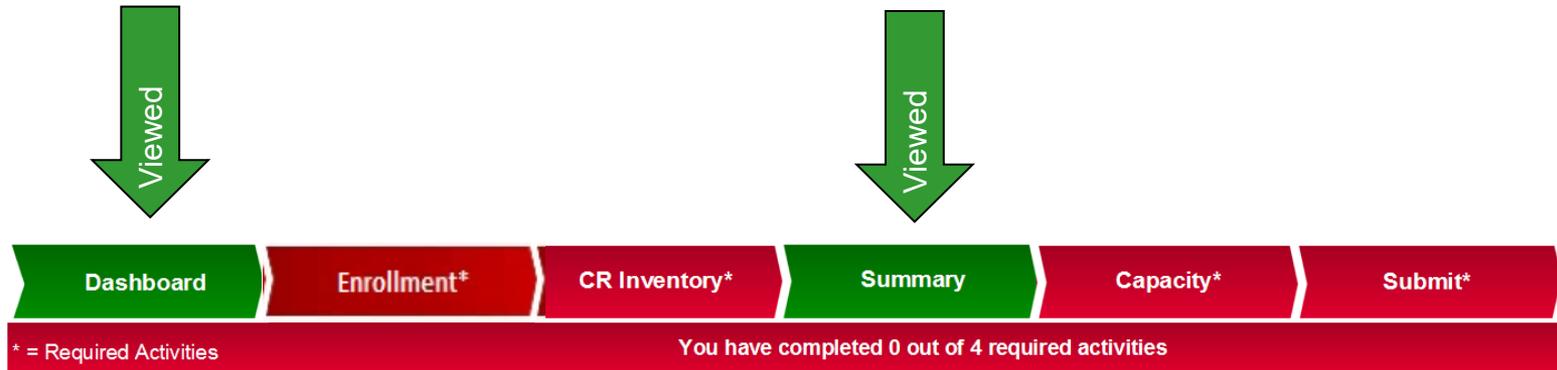
Submit\*

\* = Required Activities

You have completed 0 out of 4 required activities

Tabs are color coded. Each tab starts out red, which means that you haven't viewed the screen yet or that the screen's activities are incomplete.

# Navigation

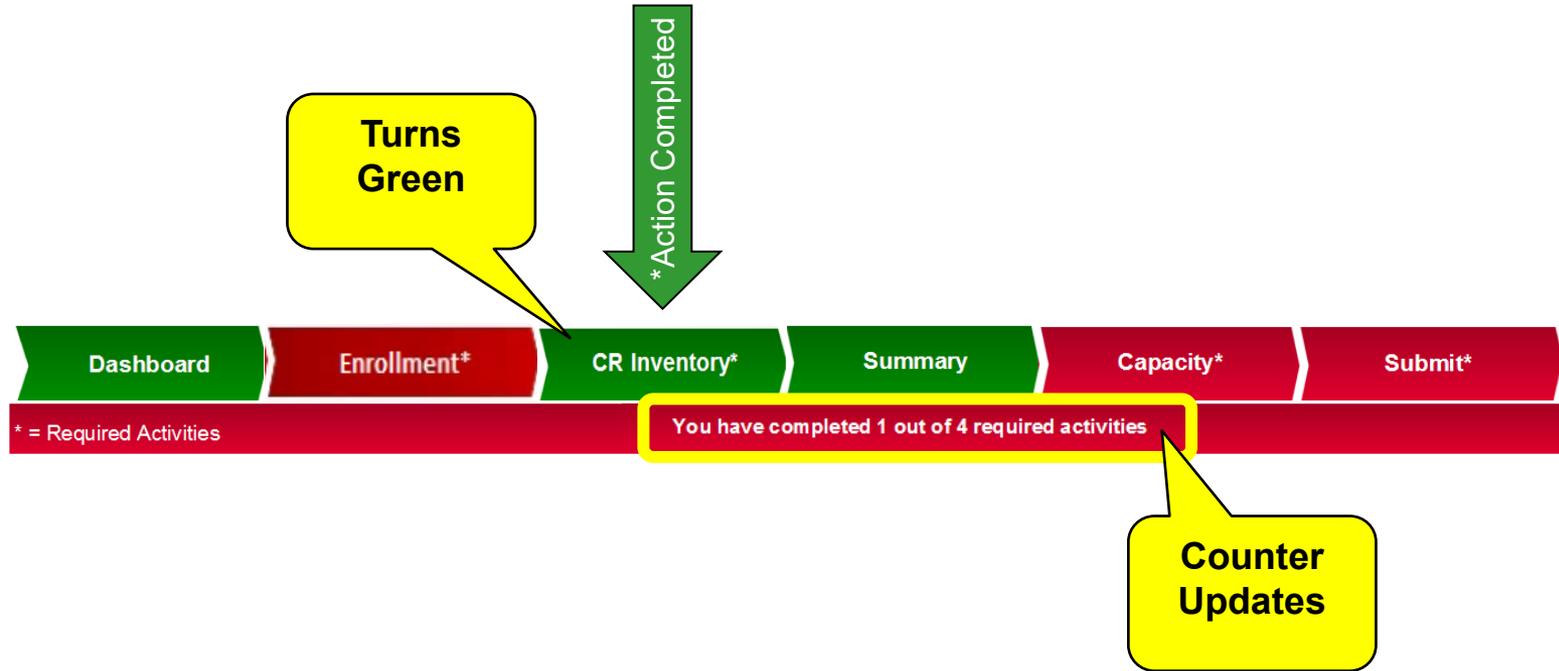


When you have completed every activity on a screen, its tab will turn green. View-only screens don't require any action on your part, so they will turn green as soon as you view them.

# Navigation



Action-required tabs will not turn green until you have completed every activity on their screens.



When you've completed all the required activities on an Action Required screen, its tab will turn green, and the required activities counter will update.

# Dashboard



## TAB 1 - THE DASHBOARD

# Dashboard

Dashboard   Enrollment\*   CR Inventory\*   Summary   Capacity\*   Signoff\*

\* = Required Activities   You have completed 0 out of 4 required activities

**OSWEGO AVENUE CONTINUATION HS**  
Cost Center: 1989801   School Type: C   LD: E   Grade Config: 9-12   HS Complex: Parsippany   CoS: Parsippany-Montvale COS

## Dashboard

[Oswego Ave Cont HS ECAR Report – Last Year](#)

Links to prior-year E-CAR Reports

## Message Inbox

Display : [Unread](#) | [Read](#) | [All](#)

### All Messages

	Type	Message	Created
✉	public	Dear Principal, Your E-CAR-ace review is.....	Wed, Nov 8

Message Inbox

The Dashboard contains your Message Inbox and links to your school's prior-year E-CAR Reports. After your review has been completed, it will also contain a link to your school's current-year E-CAR Report.

# Enrollment



## TAB 2 - THE ENROLLMENT SCREEN

# Enrollment – Hospital and Options Schools

Dashboard

Enrollment\*

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 0 out of 4 required activities

## OSWEGO AVENUE CONTINUATION HS

Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS

### Current Year Actual Enrollment

Grade	1989801 Oswego HS	Total Site Current
9	28	28
10	47	47
11	67	67
12	66	66
Secondary SDP	0	0
Total	208	208

These enrollment counts are:

Correct

Incorrect

**Review Enrollment  
and Choose a  
Response**

Submit

Cancel

Using MiSiS Classification Report as of run date September 15

Capture Code: ND

For Hospital and Options Schools with TK-12 Enrollments:

The Enrollment screen **Requires Principal Interaction**.

Review and confirm the MiSiS enrollment counts that have been automatically uploaded for your school as of the Report date indicated. If they are correct, click "Correct." If they are incorrect, click "Incorrect," and provide an explanation in the text box. When you are finished, click the Submit button.

# Enrollment – Adult and Early Education Schools

Dashboard

Enrollment

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 0 out of 3 required activities

## MT TABOR EEC

Cost Center: 1989701 School Type: Z LD: NW HS Complex: Tabor Hills CoS: Mt Tabor- Tabor Hills - Paramus COS

### Current Year Actual Enrollment

Grade	Total Site Current
Total	0

E-CAR's list of participating schools includes ACE (Alternate Curriculum Environment) schools, which are Community Adult Schools, Regional Occupation Centers, Skills Centers, Early Education Centers, and certain other non-K12 school facilities. Because these schools do not have any K-12 enrollments, your school's enrollment screen will show Total Site / Current Year Actual Enrollment as 0. No action is required by your school on this screen.

For Adult and Early Education Schools Without TK-12 Enrollments: The Enrollment screen will show your school's Current Year Actual Enrollment as 0. No action is required by your school on this screen.

# Classroom Inventory



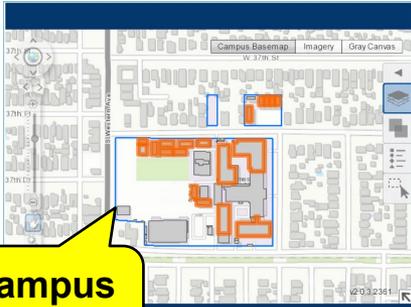
## TAB 3 - THE CLASSROOM INVENTORY SCREEN

# Classroom Inventory

Dashboard
Enrollment\*
CR Inventory\*
Summary
Capacity\*
Submit\*

\* = Required Activities You have completed 1 out of 4 required activities

**OSWEGO AVENUE CONTINUATION HS**  
 Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS



**Campus Map**

Allocation	Standard Classrooms	Small Classrooms
SPECIAL ED	0	0
PRE-K	0	0
CO-LOCATED CHARTER	0	0
DISTRICT_SET ASIDES	0	0
SCHOOL_SET ASIDES	0	0
OUT OF SERVICE	0	0
INSTRUCTION	0	0
<b>Unconfirmed</b>	<b>74</b>	<b>17</b>
<b>Challenged</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>74</b>	<b>17</b>

**Allocation Summary**

**Link to Map in Facilities Site Portal**

[View Map in Site Portal](#)

Floor 1
Floor 2
Floor 3
Floor B

Building	Room No.	Size Category	Allocation	Program	Assigned To	Status
A-1981	V3	STANDARD	INSTRUCTION	Instruction		<b>Confirm</b>
A-1982	V4	STANDARD	INSTRUCTION	Instruction		<b>Confirm</b>
A-1983	V5	STANDARD	INSTRUCTION	Instruction		<b>Confirm</b>
A-1984	V6	STANDARD	INSTRUCTION	Instruction		<b>Confirm</b>
AA-1742	V2	STANDARD	INSTRUCTION	Instruction		<b>Confirm</b>
AA-1742	V1	STANDARD	INSTRUCTION	Instruction		<b>Confirm</b>
AA-2548	FB4	SMALL	SPECIAL ED	RSP - Resource Specialist Program		<b>Confirm</b>
AA-2548	FB3	SMALL	INSTRUCTION	Instruction		<b>Confirm</b>

**Classroom Inventory Table**

The Classroom Inventory screen **Requires Principal Interaction**. The Classroom Inventory Table is the workspace where you review, update and confirm all the classrooms at your school. The Campus Map helps you identify the location of your classrooms. A link to a live, interactive map on the LAUSD Facilities Site Portal website is also available on this screen. To access the interactive map, click on the 'View Map in Site Portal' button. The Allocation Summary tallies your classrooms as you work.

# Classroom Inventory

EDIT

Floor 1 Floor 2 Floor 3 Floor B

Building	Room No.	Size Category	Allocation	Program	Assigned To	Status
A-1981	V3	STANDARD	INSTRUCTION	Instruction		Confirm
A-1982	V4	STANDARD	INSTRUCTION	Instru		Confirm
A-1983	V5	STANDARD	INS			Con
A-1984	V6	STANDARD	INS			Confirm
AA-1742	V2	STANDARD	INSTRUCTION	Instruction		Confirm
AA-1742	V1	STANDARD	INSTRUCTION	Instruction		Confirm
AA-2548	FB4	SMALL	SPECIAL ED	RSP - Resource Specialist Program		Confirm
AA-2548	FB3	SMALL	INSTRUCTION	Instruction		Confirm

**Verify Room Number, Size Category, Allocation, Program and Assigned-To**



In the Classroom Inventory Table, verify each classroom's Room Number, Size Category, Allocation, Program, and, for Co-Located Charters or District Set-Asides, Assigned-To. If everything is correct, click **Confirm**, and the classroom's status will change from a red **Confirm** button,

# Classroom Inventory – Edit Classroom

EDIT

Floor 1 Floor 2 Floor 3 Floor B

Building	Room No.	Size Category	Allocation	Program	Assigned To	Status
<input type="radio"/> A-1981	V3	STANDARD	INSTRUCTION	Instruction		Completed
<input type="radio"/> A-1982	V4	STANDARD	INSTRUCTION	Instruction		Confirm
<input type="radio"/> A-1983	V5	STANDARD	INSTRUCTION	Instruction		Confirm
<input type="radio"/> A-1984	V6	STANDARD	INSTRUCTION	Instruction		Confirm
<input type="radio"/> AA-1742	V2	STANDARD	INSTRUCTION	Instruction		Confirm
<input type="radio"/> AA-1742	V1	STANDARD	INSTRUCTION	Instruction		Confirm
<input type="radio"/> AA-2548	FB4	SMALL	SPECIAL ED	RSP - Resource Specialist Program		Confirm
<input type="radio"/> AA-2548	FB3	SMALL	INSTRUCTION	Instruction		Confirm

to a green **Completed** highlight.

# Classroom Inventory – Edit Classroom

**EDIT** Floor 1 Floor 2 Floor 3 Floor B

Building	Room No.	Size Category	Allocation	Program	Assigned To	Status
<input type="radio"/> A-1981	V3	STANDARD	INSTRUCTION	Instruction		Completed
<input type="radio"/> A-1982	V4	STANDARD	INSTRUCTION	Instruction		Completed
<input type="radio"/> A-1983	V5	STANDARD	INSTRUCTION	Instruction		Completed
<input type="radio"/> A-1984	V6	STANDARD	INSTRUCTION	Instruction		Completed
<input type="radio"/> AA-1742	V2	STANDARD	INSTRUCTION	Instruction		<b>Confirm</b>
<input type="radio"/> A-1742	V1	STANDARD	INSTRUCTION	Instruction		<b>Confirm</b>
<input type="radio"/> 2548	FB4	SMALL	SPECIAL ED	RSP - Resource Specialist Program		<b>Confirm</b>



If you come to a classroom that has any incorrect information, you must perform an edit. Click on the classroom's radio button to select the classroom's record,

# Classroom Inventory – Edit Classroom

**EDIT** Floor 1 Floor 2 Floor 3 Floor B

	Room No.	Size Category	Allocation	Program	Assigned To	Status
<input type="radio"/>	A-1982	V3	STANDARD	INSTRUCTION	Instruction	Completed
<input type="radio"/>	A-1982	V4	STANDARD	INSTRUCTION	Instruction	Completed
<input type="radio"/>	A-1983	V5	STANDARD	INSTRUCTION	Instruction	Completed
<input type="radio"/>	A-1984	V6	STANDARD	INSTRUCTION	Instruction	Completed
<input checked="" type="radio"/>	AA-1742	V2	STANDARD	INSTRUCTION	Instruction	<b>Confirm</b>
<input type="radio"/>	AA-1742	V1	STANDARD	INSTRUCTION	Instruction	<b>Confirm</b>
<input type="radio"/>	AA-2548	FB4	SMALL	SPECIAL ED	RSP - Resource Specialist Program	<b>Confirm</b>

then click the EDIT button.

# Classroom Inventory – Edit Classroom

**EDIT CLASSROOM** [X]

Building: **AA-1742**  Edit Building Name

Space Type: **Classroom** Size Category: **STANDARD**

Room No:

Allocation:

Program:

*This room is not a classroom/no longer exists/is not the size indicated*

*Release this classroom to another school/program on this site*

Comments? (optional)

Reset Finalize Cancel

Background: EDIT, Floor B, Status, Completed, Confirm

This will open the classroom's Edit Classroom window.

# Classroom Inventory – Edit Classroom

**EDIT CLASSROOM** [Close]

Building: **AA-1742**  Edit Building Name

Space Type: **Classroom** Size Category: **STANDARD**

Room No:

Allocation:

Program:

This room is not a classroom/room number exists/is not the size indicated

Release this classroom to another school/program on this site

Comments? (optional)

Reset Finalize Cancel

EDIT

Building ▲ Room

<input type="radio"/>	A-1981	V
<input type="radio"/>	A-1982	V
<input type="radio"/>	A-1983	V
<input type="radio"/>	A-1984	V
<input checked="" type="radio"/>	AA-1742	V
<input type="radio"/>	AA-1742	V
<input type="radio"/>	AA-2548	F

3 Floor B

Status

Completed

Completed

Completed

Completed

Confirm

Confirm

Confirm

Click in any of the fields to make the necessary edits. To edit the Room Number, enter text directly into the Room Number box.

# Classroom Inventory – Edit Classroom

**EDIT CLASSROOM** [Close]

Building: AA-1742  Edit Building Name

Space Type: Classroom Size Category: STANDARD

Room No: V-2

Allocation: **Instruction**

Program: **---select allocation---**

This room is not a classroom *the size indicated*

Release this classroom *am on this site*

Comments? (optional)

Reset Finalize Cancel

Building	Room
A-1981	V
A-1982	V
A-1983	V
A-1984	V
<b>AA-1742</b>	<b>V</b>
AA-1742	V
AA-2548	F

3 Floor B

Status

Completed

Completed

Completed

Completed

Confirm

Confirm

Confirm

To edit a classroom's Allocation...

# Classroom Inventory – Edit Classroom

**EDIT CLASSROOM** [X]

Building: **AA-1742**  Edit Building Name

Space Type: **Classroom** Size Category: **STANDARD**

Room No:

Allocation:

Program:

*This room is not a class*

*Release this classroom*

Comments? (optional)

Reset Finalize Cancel

Building	Room No
<input type="radio"/> A-1981	V
<input type="radio"/> A-1982	V
<input type="radio"/> A-1983	V
<input type="radio"/> A-1984	V
<input checked="" type="radio"/> AA-1742	V
<input type="radio"/> AA-1742	V
<input type="radio"/> AA-2548	F

3 Floor B

Status

Completed

Completed

Completed

Completed

Confirm

Confirm

Confirm

...or Program, click the drop-down menus and select the options you want.

If you change a classroom's Allocation, you must also select a corresponding Program for that classroom.

# Classroom Inventory – Edit Classroom

**EDIT CLASSROOM**

Building: AA-1742  Edit Building Name

Space Type: Classroom Size Category: STANDARD

Room No: V-2

Allocation: Instruction

Program: Instruction

This room is not a classroom/no longer exists/is not the size indicated

Use this classroom to another school/program on this site

Comments? (optional)

Reset Finalize Cancel

Building	Room No
A-1981	V-2
A-1982	V-2
A-1983	V-2
A-1984	V-2
<b>AA-1742</b>	V-2
AA-1742	V-2
AA-2548	F-2

3 Floor B

Status

Completed

Completed

Completed

Completed

Confirm

Confirm

Confirm

If you determine that a space is not a classroom, that it has been removed and should no longer appear in your school's classroom inventory, or that its recorded size category is incorrect, you may make a Challenge.

Click the challenge box,

# Classroom Inventory – Edit Classroom

**EDIT CLASSROOM**

Building: AA-1742  Edit Building Name

Space Type: Classroom Size Category: STANDARD

Room No: V-2

Allocation: Instruction

Program: Instruction

**This room is not a classroom/no longer exists/is not the size indicated**

- Not a classroom (Space Type Challenge)
- Has been/will be removed or no longer exists (Location Challenge)
- Not the size indicated (Size Category Challenge)

Comments (optional)

Finalize Cancel

and the Challenge option panel will open. Click on the radio button that indicates the kind of challenge you want to make.

# Classroom Inventory – Edit Classroom

**EDIT CLASSROOM**

Building: AA-1742  Edit Building Name

Space Type: Classroom Size Category: STANDARD

Room No: V-2

Allocation: Instruction

Program: Instruction

**This room is not a classroom/no longer exists/is not the size indicated**

- Not a classroom (Space Type Challenge)
- Has been/will be removed or no longer exists (Location Challenge)
- Not the size indicated (Size Category Challenge)

Please provide explanation here:

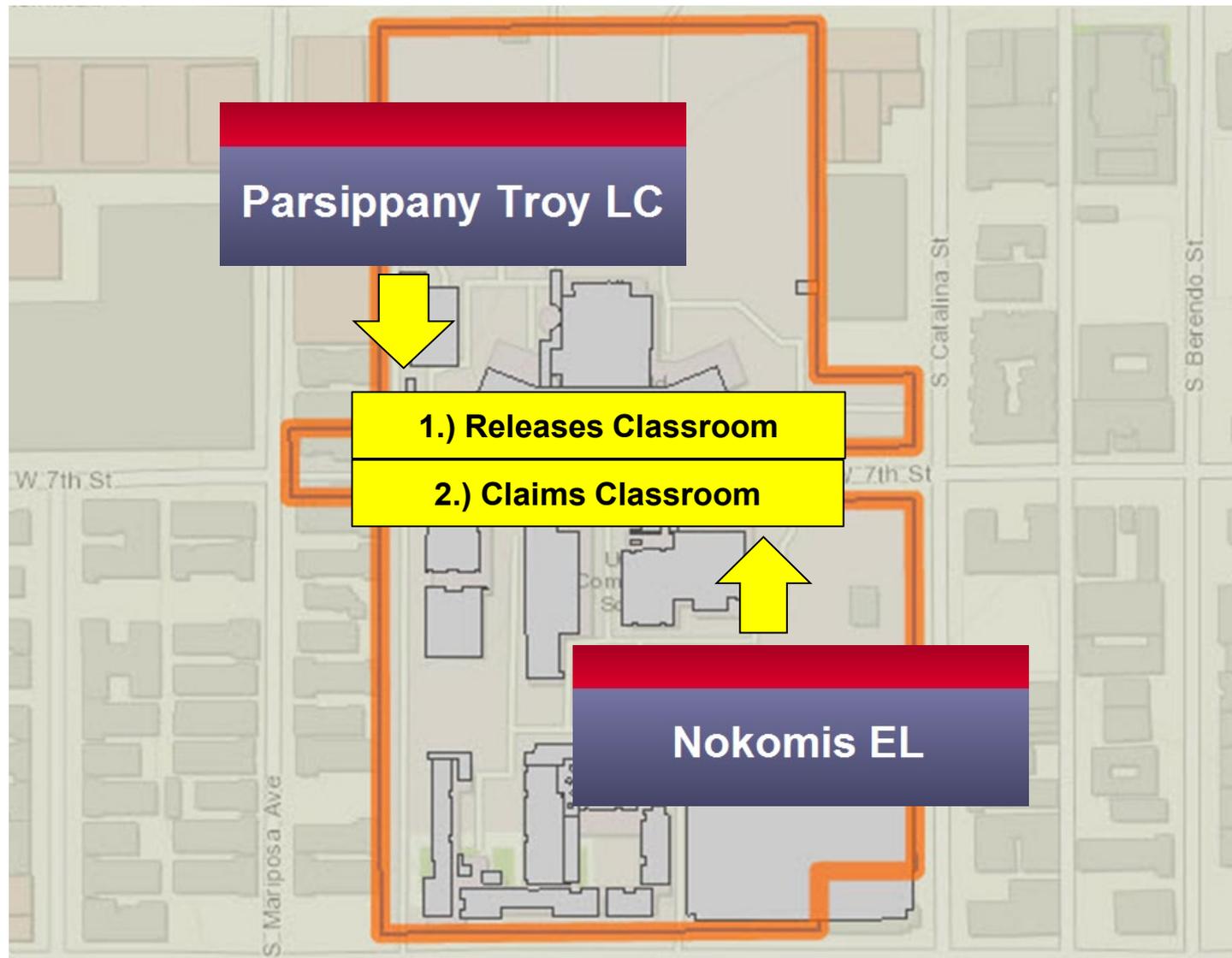
The classroom is only 557 square feet. It is not a standard-sized classroom.

Reset Finalize Cancel

In the text box, provide an explanation for why you believe the classroom's Space Type, Location or Size Category is incorrect.

Click Finalize when you are finished.

## Classroom Inventory – Release & Claim



Host schools located on the same campus may decide on a plan to reassign one or more classrooms between themselves. The host school releasing the classroom takes the first step in the transaction. The host school receiving the classroom finalizes the transaction by claiming the classroom.

# Classroom Inventory – Release & Claim

**Dashboard**

\* = Required Activities

**PARSIPPANY TRO**  
Cost Center: 1977601



**EDIT CLASSROOM** [X]

Building: **K3 - ADMINISTRATION & CLASSROOM BUILDING**  Edit Building Name

Space Type: **Classroom** Size Category: **STANDARD**

Room No:

Allocation:

Program:

This room is not a classroom/no longer exists/is not the size indicated

**Release this classroom to another school/program on this site**

Comments? (optional)



If yours is the host school that is RELEASING a classroom to another school on your campus, select the “Release this classroom” checkbox.

# Classroom Inventory – Release & Claim

**Dashboard**

\* = Required Activities

**PARSIPPANY TRO**  
Cost Center: 1977601

**EDIT CLASSROOM** [X]

Building: **K3 - ADMINISTRATION & CLASSROOM BUILDING**  Edit Building Name

Space Type: **Classroom** Size Category: **STANDARD**

Room No:

Allocation:

Program:

**Release this classroom to another school/program on this site**

Release To:

Comments? (optional)



The 'Release To' dropdown menu is open, showing a list of school/program options. The option '0001977801 NOKIMIS EL' is highlighted in blue. A hand cursor is pointing to this option.

Code	School/Program
---	select school/program---
---	select school/program---
0001972801	SHAUEL COMM SCHS – SCH VIS ARTS & HUM MS
0001974301	SHAUEL COMM SCHS – ECON & POL SCI MS
0001973201	SHAUEL COMM SCHS – WORLD HLTH MS
0001977801	NOKIMIS EL

Click the “Release To” drop-down, select the school you want to release the classroom to, and then click Finalize.

# Classroom Inventory – Release & Claim

Dashboard
Enrollment\*
CR Inventory\*
Summary
Capacity\*
Submit\*

\* = Required Activities You have completed 1 out of 4 required activities

## PARSIPPANY TROY LC

Cost Center: 1977601 School Type: EJ LD: E Grade Config: K-12 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany



	Standard Classrooms	Small Classrooms
<b>Allocation</b>		
SPECIAL ED	0	0
PRE-K	0	0
CO-LOCATED CHARTER	0	0
DISTRICT_SET ASIDES	0	0
SCHOOL_SET_ASIDES	0	0
OUT OF SERVICE	0	0
INSTRUCTION	0	0
<b>Unconfirmed</b>	<b>50</b>	<b>1</b>
<b>Total</b>	<b>50</b>	<b>1</b>

[View Map in Site Portal](#)

EDIT
Floor 1
Floor 2

Building	Room No.	Size Category	Allocation	Program	Assigned To	Status
K3 - ADMINISTRATION & CLASSROOM BUILDING	G142	STANDARD				Released
K3 - ADMINISTRATION & CLASSROOM BUILDING	G140	STANDARD	INSTRUCTION	Instruction		<span>Confirm</span>
K3 - ADMINISTRATION & CLASSROOM BUILDING	G132	STANDARD	INSTRUCTION	Instruction		<span>Confirm</span>
K3 - ADMINISTRATION & CLASSROOM BUILDING	G131	STANDARD	INSTRUCTION	Instruction		<span>Confirm</span>

The classroom's record is now grayed out on the releasing school's classroom inventory list, and shows as 'Released.' It will remain grayed-out but editable until the receiving school claims it.

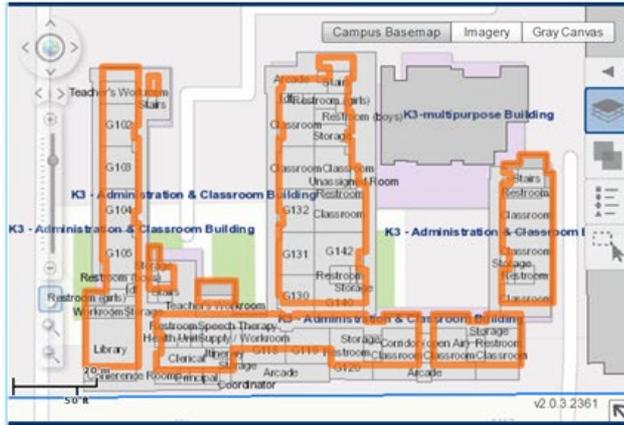
# Classroom Inventory – Release & Claim

Dashboard
Enrollment\*
CR Inventory\*
Summary
Capacity\*
Submit\*

\* = Required Activities You have completed 1 out of 4 required activities

## NOKOMIS EL

Cost Center: 1977801 School Type: E LD: E Grade Config: K-5 Tracks: 1 Norm Category: PHBAO HS Complex: Parsippany



	Standard Classrooms	Small Classrooms
<b>Allocation</b>		
SPECIAL ED	0	0
PRE-K	0	0
CO-LOCATED CHARTER	0	0
DISTRICT_SET ASIDES	0	0
SCHOOL_SET ASIDES	0	0
OUT OF SERVICE	0	0
INSTRUCTION	0	0
<b>Unconfirmed</b>	<b>21</b>	<b>2</b>
<b>Total</b>	<b>21</b>	<b>2</b>

[View Map in Site Portal](#)

EDIT
Floor 1
Floor 2

Building	Room No.	Size Category	Allocation	Program	Assigned To	Status
K3 - ADMINISTRATION & CLASSROOM BUILDING	G145	STANDARD	SPECIAL ED	AUT-C - Autism, Core Curriculum		<span>Confirm</span>
K3 - ADMINISTRATION & CLASSROOM BUILDING	G143	STANDARD	INSTRUCTION	Instruction		<span>Confirm</span>
K3 - ADMINISTRATION & CLASSROOM BUILDING	G142	STANDARD				<span>Claim</span>
K3 - ADMINISTRATION & CLASSROOM BUILDING	G134	STANDARD	INSTRUCTION	Instruction		<span>Conf</span>



If yours is the host school that is RECEIVING the classroom, you will now see the classroom appear in your classroom inventory list. Click on the classroom's Claim button.

# Classroom Inventory – Release & Claim

Dashboard Enrollment\* CR Inventory\* Summary Capacity\* Submit\*

\* = Required Activities

**CLAIM / EDIT CLASSROOM** ✕

Building: **K3 - ADMINISTRATION & CLASSROOM BUILDING**  Edit Building Name

Space Type: **Classroom** Size Category: **STANDARD**

This space is being released by: 1977601 PARSIPPANY TROY LC

Room No:

Allocation:

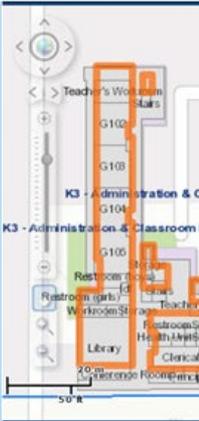
Program:

Comments? (optional)

**EDIT**

**Building**

- K3 - ADMINISTRATION & CLASSROOM BUILDING



This will open the Claim / Edit Classroom window. You must update the classroom's Allocation and Program. Clicking Finalize will permanently bring the classroom into the the receiving school's inventory, and will remove it from the releasing school's inventory.

# Classroom Inventory - Finalize

You have completed all classrooms. Click 'Finalize' to proceed

<input type="button" value="EDIT"/>							<input type="button" value="Finalize"/>	<input type="button" value="Floor 1"/> <input type="button" value="Floor 2"/> <input type="button" value="Floor 3"/> <input type="button" value="Floor B"/>			
Building	Room No.	Allocation	Program	Assigned To	Status						
<input type="radio"/> SOUTH BUILDING	S348	STANDARD	INSTRUCTION	Instruction	Completed						
<input type="radio"/> SOUTH BUILDING	S347	STANDARD	INSTRUCTION	Instruction	Completed						
<input type="radio"/> SOUTH BUILDING	S346	STANDARD	INSTRUCTION	Instruction	Completed						
<input type="radio"/> SOUTH BUILDING	S343	STANDARD	INSTRUCTION	Instruction	Completed						
<input type="radio"/> SOUTH BUILDING	S341	STANDARD	INSTRUCTION	Instruction	Completed						
<input type="radio"/> SOUTH BUILDING	S340	SMALL	SPECIAL ED	SLD - Specific Learning Disability	Completed						
<input type="radio"/> MAIN BUILDING	M328	STANDARD	SPECIAL ED	SLD - Specific Learning Disability	Completed						
<input type="radio"/> MAIN BUILDING	M325	STANDARD	INSTRUCTION	Instruction	Completed						

Once every classroom on every floor of your school has been completed, the Finalize button and message will appear. Click on the Finalize button to tell E-CAR that all the required activities on the Classroom Inventory screen are finished.

## Summary



## TAB 4- THE SUMMARY SCREEN

# Summary

Dashboard

Enrollment\*

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 2 out of 4 required activities

## OSWEGO AVENUE CONTINUATION HS

Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS



Classroom Inventory Summary Comparison:			
Allocation		2021-2022	
		Standard Classrooms	Small Classrooms
Allocation	+	0	0
	+	0	0
Co-Located Charter	+	0	0
District Set-Aside	+	0	0
School Set-Aside	+	0	0
Out Of Service	+	0	0
Instruction	+	8	0
<b>Unconfirmed</b>	+	<b>0</b>	<b>0</b>
<b>Total</b>	+	<b>8</b>	<b>0</b>

The Summary screen provides a running tally, by allocation, of the classrooms in your school's inventory. Clicking on the expansion icon...

# Summary

Dashboard

Enrollment\*

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 2 out of 4 required activities

## OSWEGO AVENUE CONTINUATION HS

Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS



Allocation	2021-2022	
	Standard Classrooms	Small Classrooms
-	8	0

Room No.	2021-2022			2020-2021			Change
	Allocation	Program	Size Category	Allocation	Program	Size Category	
SP-01	Instruction	Instruction	STANDARD	***	***	STANDARD	Allocation / Program
SP-02	Instruction	Instruction	STANDARD	***	***	STANDARD	Allocation / Program
SP-03	Instruction	Instruction	STANDARD	***	***	STANDARD	Allocation / Program
SP-13	Instruction	Instruction	STANDARD	***	***	STANDARD	Allocation / Program
SP-15	Instruction	Instruction	STANDARD	***	***	STANDARD	Allocation / Program
1	Instruction	Instruction	STANDARD	***	***	STANDARD	Allocation / Program
2	Instruction	Instruction	STANDARD	***	***	STANDARD	Allocation / Program
3	Instruction	Instruction	STANDARD	***	***	STANDARD	Allocation / Program

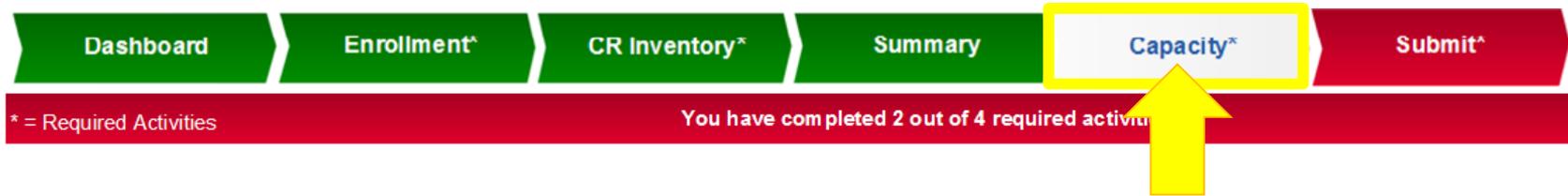
Allocation	2021-2022	
	Standard Classrooms	Small Classrooms
Unconfirmed	0	0

Room No.	2021-2022			2020-2021			Change
	Allocation	Program	Size Category	Allocation	Program	Size Category	

Allocation	2021-2022	
	Standard Classrooms	Small Classrooms
-	8	0

... toggles between collapsed and expanded views.

# Capacity



## TAB 5- THE CAPACITY SCREEN

# Capacity – Options Schools

Dashboard

Enrollment\*

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 2 out of 4 required activities

## OSWEGO AVENUE CONTINUATION HS

Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS

[Preliminary Questions Required Prior to Computing Capacity](#) ?

**Missing Classrooms?**

Please click on a button to begin

The Capacity screen **Requires Principal Interaction**. For Options Schools: You must complete the CR Inventory screen before you will be able to complete the Capacity screen. On the Capacity screen, you will need to answer one preliminary question about missing classrooms. Reporting on classrooms that are missing from your school's classroom inventory is required to correctly account for all existing classrooms at your school and to ensure that the resulting capacity calculation is as accurate as possible.

# Capacity – Options Schools

Dashboard

Enrollment\*

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 2 out of 4 required activities

OSWEGO AVENUE CONTINUATION HS

Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS

Preliminary Questions Required Prior to Computing Capacity [?](#)

Missing Classrooms?



Please click on a button to begin

Click on the Missing Classrooms button to answer the question.

# Capacity – Options Schools

Dashboard

Enrollment\*

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 2 out of 4 required activities

## OSWEGO AVENUE CONTINUATION HS

Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS

### 1.) Report of Missing Classrooms

Are there any additional classrooms at this school that were not listed in the Classroom Inventory?

Select an option ▼



On the Report of Missing Classrooms screen, answer Yes or No as to whether there were any classrooms missing from your school's E-CAR classroom inventory.

# Capacity – Options Schools

Dashboard

Enrollment\*

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 2 out of 4 required activities

## OSWEGO AVENUE CONTINUATION HS

Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS

### 1.) Report of Missing Classrooms

Are there any additional classrooms at this school that were not listed in the Classroom Inventory?

Yes



Delete	Room Number	Size Category	Explanation (eg., building name/floor/other details)
<input type="checkbox"/>	D-226	Standard	Amos Science Ctr - 1st Floor- Behind Studio

Add Another Classroom

Save

Return to Preliminary Questions



If YES, fill in all the required fields to identify the missing classroom(s).

# Capacity – Options Schools

Dashboard

Enrollment\*

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 2 out of 4 required activities

## OSWEGO AVENUE CONTINUATION HS

Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS

### 1.) Report of Missing Classrooms

Are there any additional classrooms at this school that were not listed in the Classroom Inventory?

Yes

Delete	Room Number	Size Category	Explanation (eg., building name/floor/other details)
<input type="checkbox"/>	D-226	Standard	Amos Science Ctr - 1st Floor- Behind Studio

Add Another Classroom

Save

Return to Preliminary Questionnaire



Click SAVE when you are finished.

# Capacity – Options Schools

Dashboard

Enrollment\*

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 2 out of 4 required activities

## OSWEGO AVENUE CONTINUATION HS

Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS

### 1.) Report of Missing Classrooms

Are there any additional classrooms at this school that were not listed in the Classroom Inventory?

Yes

Delete	Room Number	Size Category	Explanation (eg., building name/floor/other details)
<input type="checkbox"/>	D-226	Standard	Amos Science Ctr - 1st Floor- Behind Studio

Add Another Classroom

Edit

Return to Preliminary Questions



Then click Return to Preliminary Questions.

# Capacity – Options Schools

Dashboard

Enrollment\*

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 2 out of 4 required activities

OSWEGO AVENUE CONTINUATION HS

Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS

Preliminary Questions Required Prior to Computing Capacity [?](#)

Edit Missing Classrooms

Compute Capacity



Click the Compute Capacity button.

# Capacity – Options Schools

Dashboard

Enrollment\*

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 2 out of 4 required activities

## OSWEGO AVENUE CONTINUATION HS

Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS

[Edit Preliminary Questions](#)

### ALTERNATE CURRICULUM ENVIRONMENT SCHOOL CAPACITY SUMMARY

Allocation of Classrooms	Rooms Needed	Capacity in Rooms Needed
	5	145

School-Wide Capacity		
Total of Classrooms Available for Instruction	6	
Total of Classrooms Needed for Instruction	5	
Under/Over Allocated Classrooms	1	
Capacity in Special Day Classes (All Levels)	1	
Adjustment to Capacity for Rooms Under/Over	29	

	Total 2-Sem Capacity	Total Enrollment	Capacity Less Total Enrollment
2-Semester Capacity	175	129	46

E-CAR will compute your school's capacity and display the Capacity Summary.

# Capacity – Options Schools

[Dashboard](#)
[Enrollment\\*](#)
[CR Inventory\\*](#)
[Summary](#)
[Capacity\\*](#)
[Submit\\*](#)

\* = Required Activities You have completed 2 out of 4 required activities

**OSWEGO AVENUE CONTINUATION HS**  
 Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS

[Edit Preliminary Questions](#)

## ALTERNATE CURRICULUM ENVIRONMENT SCHOOL CAPACITY SUMMARY

Allocation of Classrooms	Rooms Needed	Capacity in Rooms Needed
	5	

School-Wide Capacity		
Total of Classrooms Available for Instruction	6	
Total of Classrooms Needed for Instruction	5	
Under/Over Allocated Classrooms	1	
Capacity in Special Day Classes (All Levels)	1	
Adjustment to Capacity for Rooms Under/Over	29	

	Total 2-Sem Capacity	Total Enrollment	Capacity Less Total Enrollment
2-Semester Capacity	175	129	46



Click on Edit Preliminary Questions to make edits or to return to the original Capacity screen.

# Capacity - Adult and Early Education Schools

Dashboard

Enrollment

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 1 out of 3 required activities

**MT TABOR EEC**

Cost Center: 1989701 School Type: Z LD: NW HS Complex: Tabor Hills CoS: Mt Tabor-Tabor Hills - Paramus COS

Preliminary Questions Required Prior to Computing Capacity [?](#)

Edit Missing Classrooms

**Instruction Rooms Utilized?**

Please click on 'Instruction Rooms Utilized?' button to continue

For Adult and Early Education Schools, the Capacity screen's process is the same, except that you will be asked to answer an **additional question** about the number of classrooms used for instruction at your school. This is required in order for E-CAR to compare the number of rooms in use against the total number of classrooms and to accurately compute the remaining rooms that may be available for instruction.

# Capacity - Adult and Early Education Schools

Dashboard

Enrollment

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 1 out of 3 required activities

## MT TABOR EEC

Cost Center: 1989701 School Type: Z LD: NW HS Complex: Tabor Hills CoS: Mt Tabor-Tabor Hills - Paramus COS

Preliminary Questions Required Prior to Computing Capacity [?](#)

Edit Missing Classrooms

Instruction Rooms Utilized?



Please click on 'Instruction Rooms Utilized?' button to continue

Click on the Instructional Rooms Utilized Button.

# Capacity - Adult and Early Education Schools

Dashboard

Enrollment

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 1 out of 3 required activities

## MT TABOR EEC

Cost Center: 1989701 School Type: Z LD: NW HS Complex: Tabor Hills CoS: Mt Tabor-Tabor Hills - Paramus COS

### Preliminary Questions Required Prior to Computing Capacity ?

#### 2.) Report of Classroom Utilization for Standard Classrooms

1. Total Standard Rooms Available (from Classroom Inventory tab)	7
2. Total Rooms Available for Non-Instruction (from Classroom Inventory tab)	0
3. Total Rooms Available for Instruction (from Classroom Inventory tab)	7
4. How many classrooms is your school <b>currently using</b> for instruction?	<input type="text" value="Enter the number"/>

Save

Return to Preliminary Questions

Using the data that you provided on the Classroom Inventory tab, E-CAR automatically computes 1.) the total number of Standard-Sized Rooms available at your school,

# Capacity - Adult and Early Education Schools

Dashboard

Enrollment

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 1 out of 3 required activities

## MT TABOR EEC

Cost Center: 1989701 School Type: Z LD: NW HS Complex: Tabor Hills CoS: Mt Tabor-Tabor Hills - Paramus COS

### Preliminary Questions Required Prior to Computing Capacity ?

#### 2.) Report of Classroom Utilization for Standard Classrooms

1. Total Standard Rooms Available (from Classroom Inventory tab)	7
2. Total Rooms Available for Non-Instruction (from Classroom Inventory tab)	0
3. Total Rooms Available for Instruction (from Classroom Inventory tab)	7
4. How many classrooms is your school <b>currently using</b> for instruction?	<input type="text" value="Enter the number"/>

Save

Return to Preliminary Questions

2.) the total number of rooms available for Non-Instructional purposes,

# Capacity - Adult and Early Education Schools

Dashboard

Enrollment

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 1 out of 3 required activities

## MT TABOR EEC

Cost Center: 1989701 School Type: Z LD: NW HS Complex: Tabor Hills CoS: Mt Tabor-Tabor Hills - Paramus COS

### Preliminary Questions Required Prior to Computing Capacity ?

#### 2.) Report of Classroom Utilization for Standard Classrooms

1. Total Standard Rooms Available (from Classroom Inventory tab)	7
2. Total Rooms Available for Non-Instruction (from Classroom Inventory tab)	0
3. Total Rooms Available for Instruction (from Classroom Inventory tab)	7
4. How many classrooms is your school <b>currently using</b> for instruction?	<input type="text" value="Enter the number"/>

Save

Return to Preliminary Questions

and 3.) the total number of rooms that are available for Instruction.

# Capacity - Adult and Early Education Schools

Dashboard

Enrollment

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 1 out of 3 required activities

## MT TABOR EEC

Cost Center: 1989701 School Type: Z LD: NW HS Complex: Tabor Hills CoS: Mt Tabor-Tabor Hills - Paramus COS

### Preliminary Questions Required Prior to Computing Capacity ?

#### 2.) Report of Classroom Utilization for Standard Classrooms

1. Total Standard Rooms Available (from Classroom Inventory tab)	7
2. Total Rooms Available for Non-Instruction (from Classroom Inventory tab)	0
3. Total Rooms Available for Instruction (from Classroom Inventory tab)	7
4. How many classrooms is your school <b>currently using</b> for instruction?	<input type="text" value="6"/>



Save

Return to Preliminary Questions

On line 4, enter the number of classrooms that your school is currently using for instruction,

# Capacity - Adult and Early Education Schools

Dashboard

Enrollment

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 1 out of 3 required activities

## MT TABOR EEC

Cost Center: 1989701 School Type: Z LD: NW HS Complex: Tabor Hills CoS: Mt Tabor-Tabor Hills - Paramus COS

### Preliminary Questions Required Prior to Computing Capacity ?

#### 2.) Report of Classroom Utilization for Standard Classrooms

1. Total Standard Rooms Available (from Classroom Inventory tab)	7
2. Total Rooms Available for Non-Instruction (from Classroom Inventory tab)	0
3. Total Rooms Available for Instruction (from Classroom Inventory tab)	7
4. How many classrooms is your school <b>currently using</b> for instruction?	<input type="text" value="6"/>

Save

Return to Preliminary Quest



then click Save.

# Capacity - Adult and Early Education Schools

Dashboard

Enrollment

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 1 out of 3 required activities

## MT TABOR EEC

Cost Center: 1989701 School Type: Z LD: NW HS Complex: Tabor Hills CoS: Mt Tabor-Tabor Hills - Paramus COS

### Preliminary Questions Required Prior to Computing Capacity <sup>?</sup>

#### 2.) Report of Classroom Utilization for Standard Classrooms

1. Total Standard Rooms Available (from Classroom Inventory tab)	7
2. Total Rooms Available for Non-Instruction (from Classroom Inventory tab)	0
3. Total Rooms Available for Instruction (from Classroom Inventory tab)	7
4. How many classrooms is your school <b>currently using</b> for instruction?	<input type="text" value="6"/>

Edit

Return to Preliminary Questions



Click Return to Preliminary Questions.

# Capacity - Adult and Early Education Schools

Dashboard

Enrollment

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 1 out of 3 required activities

## MT TABOR EEC

Cost Center: 1989701 School Type: Z LD: NW HS Complex: Tabor Hills CoS: Mt Tabor-Tabor Hills - Paramus COS

Preliminary Questions Required Prior to Computing Capacity ?

Edit Missing Classrooms

Edit Rooms Utilized

Compute Capacity



Click on Compute Capacity.

# Capacity - Adult and Early Education Schools

Dashboard

Enrollment

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 2 out of 3 required activities

## MT TABOR EEC

Cost Center: 1989701 School Type: Z LD: NW HS Complex: Tabor Hills CoS: Mt Tabor-Tabor Hills - Paramus COS

Edit Preliminary Questions

### ALTERNATE CURRICULUM ENVIRONMENT SCHOOL CAPACITY SUMMARY

Allocation of Classrooms	Rooms Needed	Capacity in Rooms Needed
	6	0

School-Wide Capacity		
Total of Classrooms Available for Instruction	7	
Total of Classrooms Needed for Instruction	6	
Under/Over Allocated Classrooms	1	
Capacity in Special Day Classes (All Levels)	0	
Adjustment to Capacity for Rooms Under/Over	0	

	Total 2-Sem Capacity	Total Enrollment	Capacity Less Total Enrollment
2-Semester Capacity	0	0	0

E-CAR will display the Capacity Summary. The counts of classrooms at your school will display. However, because Adult and Early Education schools do not have any TK-12 enrollment data included on the Enrollment tab, which E-CAR uses to compute capacity, your school's computed capacity will show as 0.

# Submit



## TAB 6 - THE SUBMIT SCREEN

# Submit

Dashboard

Enrollment\*

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 3 out of 4 required activities

## OSWEGO AVENUE CONTINUATION HS

Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS

### Submittal of Capacity Assessment Review

You have completed your Capacity Assessment Review activities.

Please click 'Signoff' to affix your e-signature and submit your E-CAR application for evaluation.

*"The classroom inventory for this school is complete and accurately reflects the allocation of those spaces at this time. I have reviewed and understand the assessment of this school's enrollment capacity. I am aware that this information will be shared with other LAUSD offices, to be used in the evaluation of future campus needs and in the assessment of potential utilization."*

Signoff



Optional: Please use this comment box if you would like to provide additional information about this school or feedback regarding E-CAR.

4000 characters remaining

The Submit screen **Requires Principal Interaction**. Once you have completed all your required E-CAR activities, click 'Signoff' to affix your e-signature and submit your E-CAR application for evaluation.

# Submit

Dashboard

Enrollment\*

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 3 out of 4 required activities

## OSWEGO AVENUE CONTINUATION HS

Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS

### Submittal of Capacity Assessment Review

You have completed your Capacity Assessment Review activities.

Please click 'Signoff' to affix your e-signature and submit your E-CAR application for evaluation.

**Confirm Submission** ✕

**⚠** Click OK to confirm your submission or Cancel to abort.

*"The clas  
reflects th  
and unde  
I am awar  
offices, to  
the asses*

Please use this comment box if you would  
provide additional information about this  
for feedback regarding E-CAR.

4000 characters remaining

Signoff



Click OK to proceed.

# Capacity

Dashboard Enrollment\* CR Inventory\* Summary Capacity\* Submit\*

\* = Required Activities

You have completed 4 out of 4 required activities

OSWEGO AVENUE CONTINUATION HS  
Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS

## Submittal of Capacity Assessment Review

Your E-CAR application has been submitted. You may now review your provisional E-CAR Report on your Dashboard. If you need to make further changes, clicking "Recall" will withdraw your application and bring it back into your 'court' for further revision. This function will be available to you until your case has been locked for processing by an E-CAR operator.

Recall

The required activities indicator bar will update and turn green.

# Capacity

Dashboard

Enrollment\*

CR Inventory\*

Summary

Capacity\*

Submit\*

\* = Required Activities

You have completed 4 out of 4 required activities

## OSWEGO AVENUE CONTINUATION HS

Cost Center: 1989801 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS

### Submittal of Capacity Assessment Review

Your E-CAR application has been submitted. You may now review your provisional E-CAR Report on your Dashboard. If you need to make further changes, clicking "Recall" will withdraw your application and bring it back into your 'court' for further revision. This function will be available to you until your case has been locked for processing by an E-CAR operator.

Recall

If you wish to make any further changes to your E-CAR-ace application, clicking 'Recall' will withdraw your application and bring it back into your 'court' for further revision. The 'Recall' function will be available until your case has been locked for processing by an E-CAR operator.

# Capacity

Dashboard Enrollment\* CR Inventory\* Summary Capacity\* Submit\*

\* = Required Activities You have completed 4 out of 4 required activities

OSW DUPLICATE CONTINUATION HS

Cost C 301 School Type: C LD: E Grade Config: 9-12 HS Complex: Parsippany CoS: Parsippany-Montvale COS



## Submittal of Capacity Assessment Review

Your E-CAR application has been submitted. You may now review your provisional E-CAR Report on your Dashboard. If you need to make further changes, clicking "Recall" will withdraw your application and bring it back into your 'court' for further revision. This function will be available to you until your case has been locked for processing by an E-CAR operator.

Recall

Navigate back to your Dashboard.

# Dashboard After Submit

Dashboard   Enrollment\*   CR Inventory\*   Summary   Capacity\*   Submit\*

\* = Required Activities   You have completed 4 out of 4 required activities

**OSWEGO AVENUE CONTINUATION HS**  
Cost Center: 1989801   School Type: C   LD: E   Grade Config: 9-12   HS Complex: Parsippany   CoS: Parsippany-Montvale COS

## Dashboard

[Oswego Ave Cont HS ECAR Provisional Report – Current Year](#)

[Oswego Ave Cont HS ECAR Report – Last Year](#)

**Link to current-year  
E-CAR Report  
(Provisional or Final)**

## Message Inbox

Display : [Unread](#) | [Read](#) | [All](#)

### All Messages

	Type	Message	Created
	public	<a href="#">Dear Principal, Your E-CAR review is now.....</a>	Wed, Nov 8

On your Dashboard you will now see a link to your provisional E-CAR-ace Report. Simply click the link to view the report. Once your school's Capacity Assessment Review has been finalized by School Management Services-Master Planning and Demographics, your report will become Final. E-CAR-ace Reports can be viewed, downloaded or printed.



Questions About E-CAR-ace 2024?

**Call E-CAR Customer Service at 213-241-8044 x 9**

**or email [mpd@lausd.net](mailto:mpd@lausd.net)**

***Thank You For Your Participation!***

