

## **Preparing For E-CAR 2024 - Alternate Curriculum Environment (“ACE”) Schools**

**E-CAR-ace 2024 opens *Wednesday, November 6, 2024 at 12:00noon*  
and closes *Wednesday, December 11, 2024 at 11:59pm***

Welcome to E-CAR! In 2024, the list of participating 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.

E-CAR’s 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. Information gathered during E-CAR from ACE Schools will be shared with Facilities Division staff for its use in identifying potential planning and development opportunities, as well as options and solutions for program expansions.

As your school’s Principal, Assistant Principal, or authorized representative, you will review and update your school’s classroom inventory during the E-CAR process.

***E-CAR Customer Service staff from Master Planning and Demographics are available to provide your school with the support you will need to successfully complete the annual E-CAR review process. Contact E-CAR Customer Service at 213-241-8044 x9 or email [mpd@lausd.net](mailto:mpd@lausd.net) for assistance.***

**To prepare for E-CAR 2024, please follow these guidelines:**

1. **PRE-REQUISITES:** Review all of the pre-requisite reference documents posted on the E-CAR-ace website at <https://www.laschools.org/new-site/my-school/ecar-ace/>.
2. **TRAINING:** You are ***strongly encouraged*** to take the general E-CAR online training class via LAUSD’s MyPLN. Instructions for accessing the training are posted on the E-CAR-ace website at <https://www.laschools.org/new-site/my-school/ecar-ace/>. You are also ***strongly encouraged*** to follow that up by reading the ACE-specific E-CAR 2024 User Manual posted at <https://www.laschools.org/new-site/my-school/ecar-ace/>.
3. **LIVE ZOOM PREPARATION ASSISTANCE SESSIONS:** Drop in to one of the live Zoom Preparation Assistance Sessions offered by E-CAR Customer Service Specialists. No appointment is needed. Get your E-CAR 2024 training and review your E-CAR-ace prerequisite reference documents ***first***, then drop in *within the first 10 minutes* of a session’s start time. Visit <https://www.laschools.org/new-site/my-school/ecar-ace/> for the most current Zoom drop-in assistance schedule.
4. **MATERIALS TO HAVE ON HAND:** When you are ready to start E-CAR, please have available:
  - a. Your Prior-Year E-CAR Report - For most schools, this will be the 2023 E-CAR Report, available by clicking the link on your E-CAR Dashboard tab after you log in. It may be downloaded or printed out for your convenience.
  - b. Your School Map - Your own paper copy, or an e-copy.
  - c. Enrollment Report - Have available current enrollment counts for each of your cost centers.
  - a. Count of Teachers & Rooms Utilized - Have ready a count of the number of teaching positions at your school plus the number of classrooms being used for instruction.
5. **LOG-IN:** Log in to E-CAR ACE at <https://www.laschools.org/new-site/my-school/ecar-ace/> using your LAUSD Single Sign-On.