



E-CAST 2026 Quick Start Manual

For K-12 School-Based Representatives



E-CAST Technical Specifications

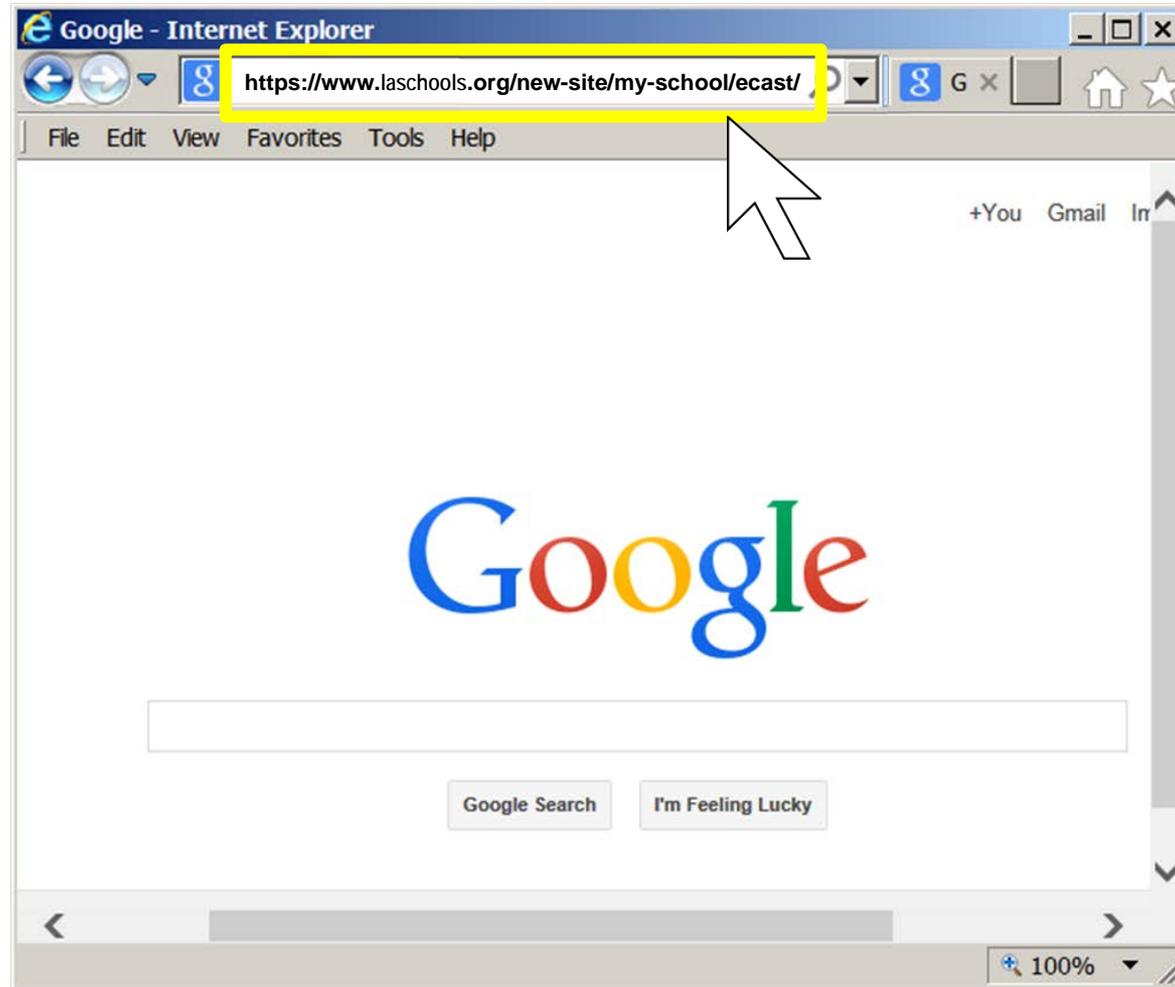
For the best E-CAST experience, LAUSD's Facilities Technology Services recommends using a Chrome browser on a Windows computer.

If you have difficulty accessing E-CAST from your work location or have any technical questions about your computer's specifications, contact the Information Technology Services (ITS) support hotline at 213-241-5200, ext. 4 between 7:30am and 5:00pm, Monday through Friday.

NOTE: The online E-CAST application may NOT be accessed remotely from outside of the LAUSD network at this time.



Navigate to E-CAST Website



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

E-CAST Website

Welcome Back to E-CAST! 

In order to access the E-CAST online application, you must first authenticate your LAUSD SSO User Account. To do so, [click here](#). When prompted to log in, enter your LAUSD SSO credentials. Do not enter '@lausd.net' after your username. Once you have authenticated your LAUSD SSO User Account, return to this website and click on the "Click to Enter E-CAST" button below.

LOG-IN (*)

 [Click to Enter E-CAST](#)

TIMETABLE

REFERENCE DOCUMENTS

- Reference Documents
- **K-12 Open Enrollment Transfers Timeline SY22-23
- *Enrollment Projection Brief -E-CAST 2023
- E-CAST 2020 vs Norm Day Comparison
- E-CAST 2021 vs Norm Day Comparison
- E-CAST 2023 Contact List
- E-CAST 2023 Schools List
- FAQs - About E-CAST
- FAQs - About Option Schools
- FAQs - About Staffing Appeals
- Programmatic Enrollment Definitions
- Quick Start Manual - For K-12 Schools
- Quick Start Manual - For Option Schools

 **E-CAST** Electronic School Enrollment Forecast Process [Go to E-CAR](#)

E-CAST Timetable

Milestone	2024/25 Date	Description
E-CAST Quick Start Training Manual Available	MON, NOV 25	The E-CAST 2025 Quick Start Training Manual becomes available on the E-CAST website. The Quick Start Training Manual is designed to show Principals, Assistant Principals and other authorized E-CAST school representatives how to use the E-CAST application.
E-CAST Opens	THU, DEC 5, 12:00 noon	E-CAST 2025 opens for all Principals, Assistant Principals and other E-CAST authorized school representatives to review and respond to their SY2025-26 enrollment forecasts.
E-CAST Online Staffing Appeals Deadline	FRI, DEC 13, 11:59 pm	E-CAST 2025's online Staffing Appeals process is available to Principals who believe they have a justification for requesting additional staff. The appeals process includes Magnet forecast appeals*. For any appeal to receive consideration, it must meet specific criteria, and must be submitted online using the E-CAST 2025 Staffing Appeals Module by this deadline. *(Any school's Magnet application not submitted by this deadline may be subject to having their Magnet forecasts set for them by Student Integration Services.)
Notification of Final Determination on Staffing Appeals	FRI, JAN 10	Region administrators make final determinations on Staffing Appeals. Fiscal Services Managers notify Principals of their schools' final determinations. Contact your Region for exact details
E-CAST OE Declaration Process Finalizes	FRI, FEB 26	The E-CAST 2025 declaration and review process for Open Enrollment. No declarations will be accepted after this date.

SUPPORT

Need Support?
[Click Here](#)

(*) Important: Authenticate your user the first time you access E-CAST by using the link on the Welcome ribbon at the top of the page.

The E-CAST website has four sections: Timetable, Support Link, Reference Documents and Log-in. Make sure you are familiar with the contents of all the pre-requisite Reference Documents before starting your work in E-CAST. To log-in to E-CAST, use the [Click to Enter E-CAST](#) link.

Log-In

FSD Home LAUSD.net Board of Education Bond Oversight Site Map Login Register



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Website Login

Enter email address

Enter password

Website Login Information

- Login sessions expire after 30 minutes of inactivity.
- Passwords are case-sensitive.

New User?

- Non-LAUSD users, please [create a account](#).
- LAUSD Employee/Staff
If your email extension ends with [@lausd.net](#), do not register. Use your Single Sign-On access to log in.

Login Problems?

- Forgotten Password: Request a [Password Reset](#)
- Send Email: webmaster@laschools.org

Facilities Services Division • 333 South Beaudry Ave. • Los Angeles, CA 90017
Website Accessibility | Nondiscrimination

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

E-CAST Pre-requisite Advisory

In order to ensure a successful E-CAST experience, you are advised to familiarize yourself with the pre-requisites that you need to know in order to complete the E-CAST Enrollment Forecast Review Process correctly for your school. You are also advised to learn how to navigate the online E-CAST application properly.

It is highly recommended that you take full advantage of all 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-CAST timetable are posted on the E-CAST website at www.laschools.org/ecast. 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-CAST application, please do so before continuing further.

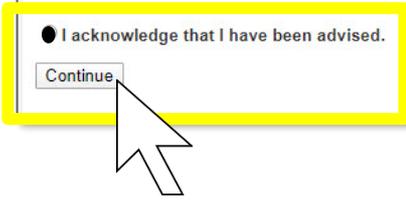
- I want to STOP and review my pre-requisite materials first.

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

1. ***I have been advised about the training available for using the online E-CAST application.*** If I don't complete any available E-CAST training, I may not understand how to use the online E-CAST application properly, and/or I may not know how to complete my school's E-CAST Enrollment Forecast Review Process correctly and in a manner that is most beneficial to my school.
2. ***I have been advised to familiarize myself with E-CAST'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-CAST application properly and/or to understand and complete the E-CAST Enrollment Forecast Review Process in a manner that is most beneficial to my school.
3. ***I have been advised to make myself aware of all E-CAST'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-CAST application correctly and/or completing the E-CAST Enrollment Forecast 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-CAST's deadlines.*** If I don't adhere to E-CAST's deadlines, I may not be able to complete the E-CAST Enrollment Forecast Review Process on time, resulting in my school's resources being based on a forecast decided for me without my input into the E-CAST Enrollment Forecast Review Process.

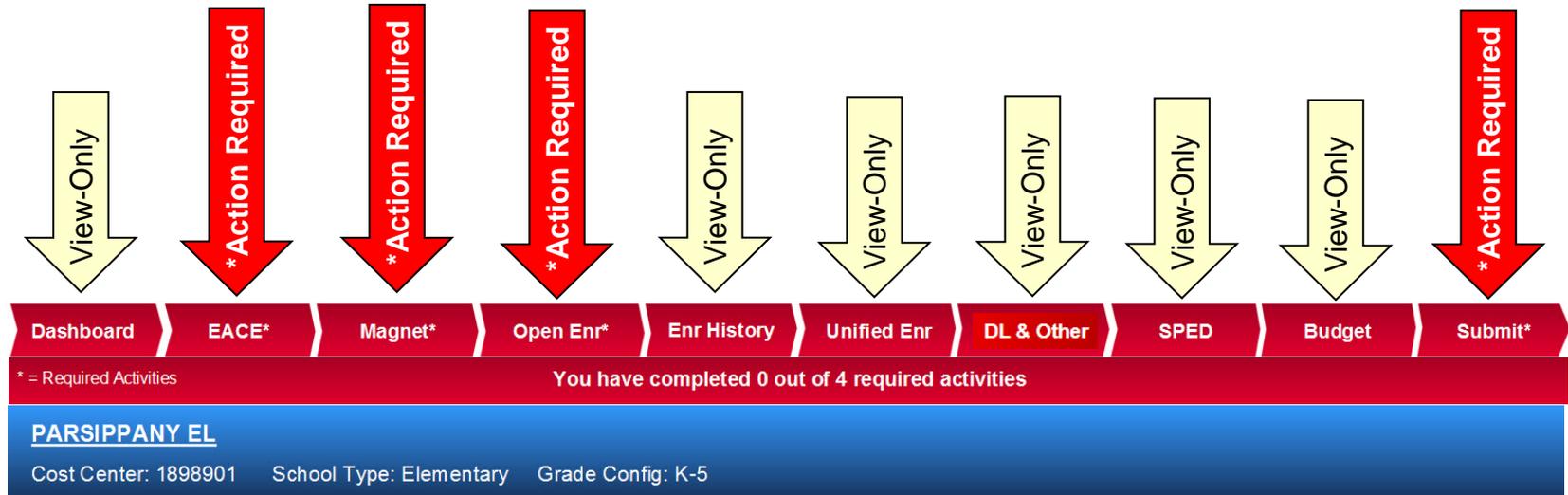
- I acknowledge that I have been advised.

Continue



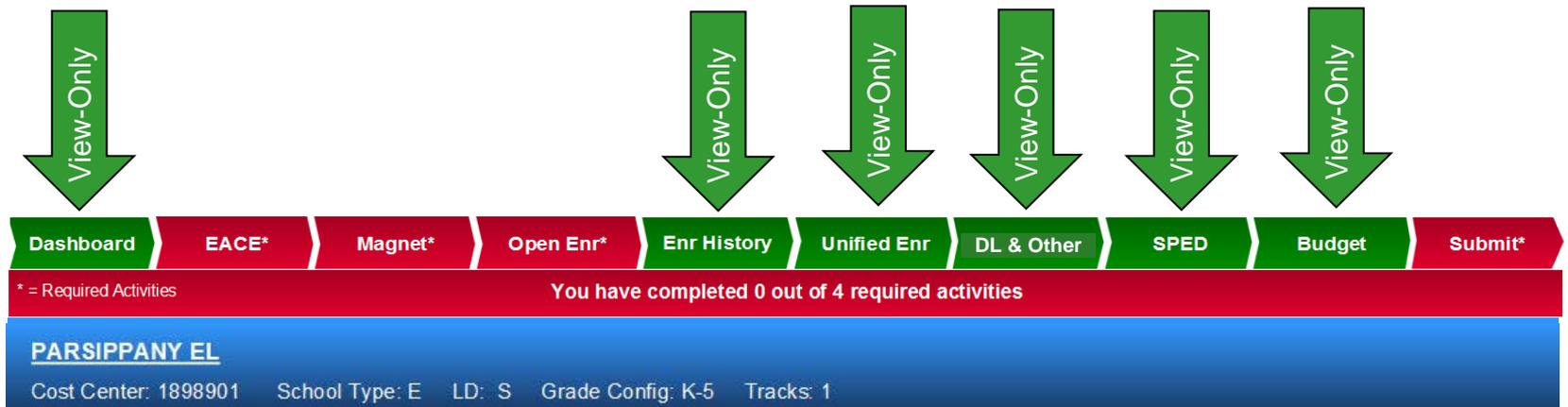
If it's the first time this season that you are logging in to E-CAST, you will be taken to the E-CAST pre-requisite advisory page. Make sure that you've reviewed all the pre-requisite reference materials on the E-CAST website before starting your review in the E-CAST application. Then click the radio button to acknowledge that you have been advised, and that you're ready to proceed.

Navigation



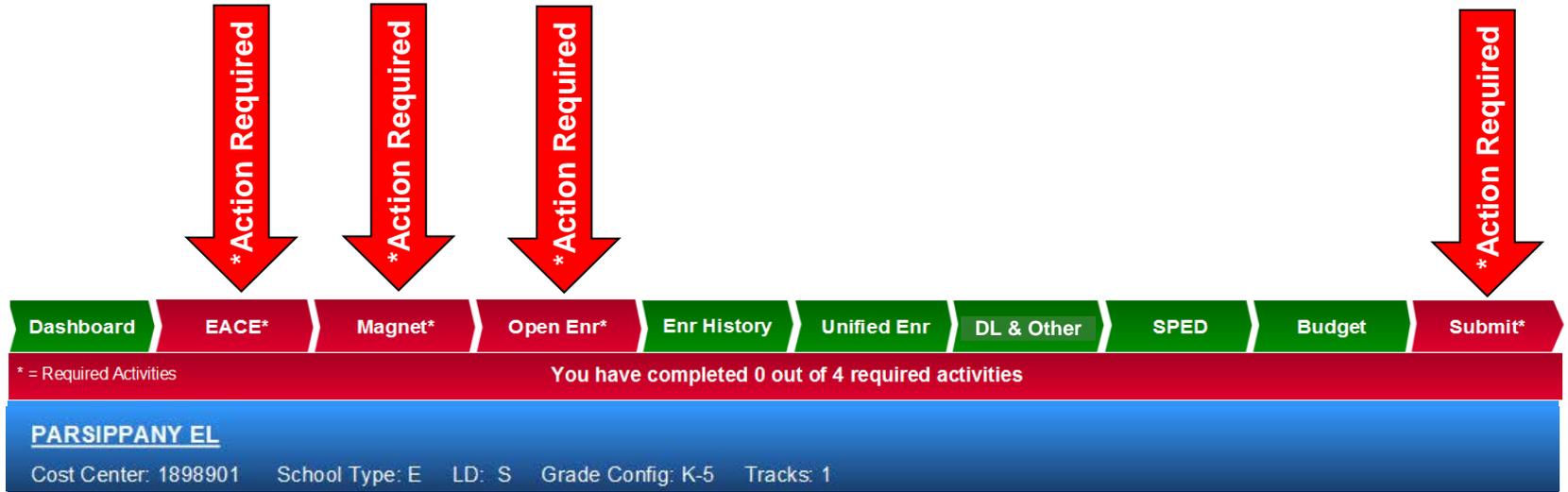
You will navigate through E-CAST's screens using the tabs on the Navigation and Progress Bar. Six screens contain important, view-only information. Four screens, marked with an * asterisk, have required activities, meaning they contain steps that you must complete for E-CAST. Tabs are color coded. Each tab starts out red, which means that you haven't viewed the screen yet or that the screen's activities are incomplete.

Navigation



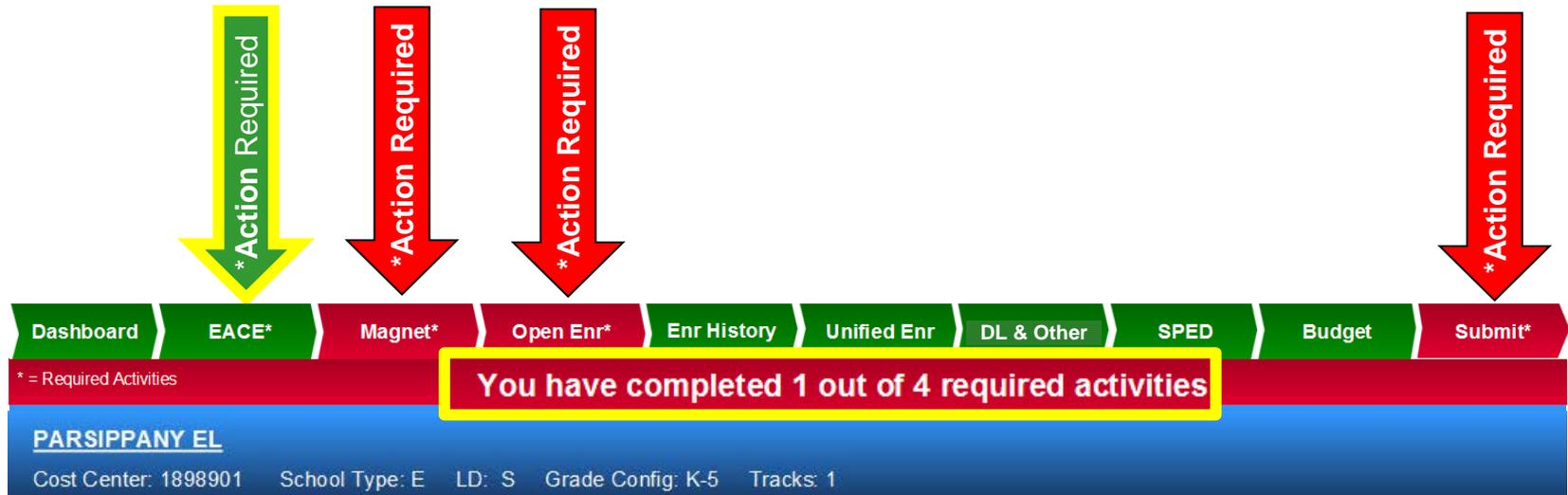
When you have completed every activity on a screen, its tab will turn green. View-only screens don't require any action on your part, and their tabs will turn green as soon as you view them.

Navigation



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

Navigation



When you've completed all the required activities for one of these screens, its tab will turn green, and the required activities counter will update.

Dashboard



Dashboard

EACE*

Magnet*

Open Enr*

Enr History

Unified Enr

DL & Other

SPED

Budget

Submit*

* = Required Activities

You have completed 0 out of 4 required activities

P. PPANY EL

Cost Center: 1898901 School Type: Elementary Grade Config: K-5

Message Inbox

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

All Messages

	Type	Message	Created
	public	Dear Principal, You may now review....	Fri, Jan 30

Message Inbox

Reference Documents

- [E-CAST vs. Norm Day – Comparison](#)
- [E-CAST Contact List](#)
- [E-CAST Schools List](#)
- [FAQs – About E-CAST](#)
- [Programmatic Enrollment Dictionary](#)
- [Quick Start Manual](#)

Reference Documents

The Dashboard contains your Message Inbox. This is where you will view your messages from E-CAST operators. This screen also contains links to E-CAST Reference Documents.

Dashboard



Dashboard | EACE* | Magnet* | Open Enr* | Enr History | Unified Enr | DL & Other | SPED | Budget | Submit*

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

[PARSIPPANY EL](#) | Cost Center: 1898901 | Mode Config: K-5

Staffing Appeals Status Indicator

Enter

Navigation Link Available

Staffing Appeals Module

Revision	Status	Action by
Principal	Not Created	
MPD / Magnet		
LD		

Reference Documents

- E-CAST vs. Norm Day – Comparison
- E-CAST Contact List
- E-CAST Schools List
- FAQs – About E-CAST
- Programmatic Enrollment Dictionary
- Quick Start Manual

Message Inbox

Display : Unread | Read | All

All Messages

Type	Message	Created
public	Dear Principal, You may now review....	Fri, Jan 30

The Dashboard is also where you will go if you wish to make a Staffing Appeal. You must complete and submit your regular E-CAST application before you may make a Staffing Appeal. Once you've completed and submitted your regular E-CAST application, the Staffing Appeals Module status indicator and navigation link will become available.

EACE



Dashboard

EACE*

Magnet*

Open Enr*

Enr History

Unified Enr

DL & Other

SPED

Budget

Submit*

* = Required Activities

You have completed 0 out of 4 required activities

PARSIPPANY E

Cost Center: 1898901 School Type: Elementary Grade Config: K-5

Enrollment And Capacity Estimate

Grade	Non-OE/Non-Trav	Open	Subtotal	PWT	CAP	SAT	PSC	Trav Subtotal	Total
TK	16	7	23	1	0	0	0	1	24
KG	84	10	94	2	0	0	0	2	96
1	73	12	85	1	0	0	0	1	86
2	41	4	45	0	0	0	0	0	45
3	69	5	74	3	0	0	0	3	77
4	64	5	69	0	0	0	0	0	69
5	82	0	82	1	0	0	0	1	83
Total	429	43	472	8	0	0	0	8	480

I CONFIRM that I have viewed all the categories of enrollment forecasts for this school, as shown on this screen. I understand that my confirmation does not necessarily constitute my agreement with these forecasts.

Submit

Confirmation Required

FORECAST ENROLLMENT vs. OPERATING CAPACITY

	<u>Total</u>	480
Special Day Program Enrollment (Forecast)		28
PARSIPPANY STeM MAG (Forecast)		202
ELITE G/HG/HA HUM MAG (Forecast)		311
<u>Total On-Site Enrollment Forecast</u>		1021
Estimated Operating Capacity		1047
Estimated Available Space*		26

The Enrollment and Capacity Estimate (EACE) screen **Requires Principal Interaction**. This screen displays your school's complete on-site enrollment forecast and compares it against operating capacity, returning your school's estimated available space. You will be required to confirm that you have viewed this screen before you will be allowed to submit your application. Your confirmation does not necessarily constitute your agreement.

Magnet



Dashboard | EACE* | **Magnet*** | Open Enr* | Enr History | Unified Enr | DL & Other | SPED | Budget | Submit*

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

PARSIPPANY EL
 Center: 1898901 School Type: Elementary Grade Config: K-5

Toggle Between Magnet Programs

	Status	Mag Cost Center	Program/School Name	Norm Category	Norm Enrollment	Capacity
<input type="radio"/>	PENDING	1898905	PARSIPPANY STeM MAG	(Mag 1) 70:30	202	214
<input checked="" type="radio"/>	PENDING	1898903	ELITE G/HG/HA HUM MAG	(Mag 1) 70:30	311	334

Magnet Forecast Review

Program Enrollment Projections

Cost Center	School Name	Norm Enrollment	Capacity
1898903	ELITE G/HG/HA HUM MAG	311	334

Grade	Type	New Applications	(A)		(B)		(C)
			Total Already Enrolled	Openings	Total	Openings	
KG	HBAO	42	0	47	64		
	OW	9	0	17			
1	HBAO	6	47	11	74		
	OW	1	11	5			
2	HBAO	3	31	20	62		
	OW	0	9	2			
3	HBAO	0	38	13	60		
	OW	3	6	3			
4	HBAO	2	34	10	52		
	OW	3	7	1			
5	HBAO	1	30	5	42		
	OW	1	5	2			
Total		71	218	136	354		

Forecast Enrollment

Grade	Magnet Enrollment
K	60
1	57
2	54
3	58
4	40
5	42

Operator Communication: None

I AGREE with the magnet Forecast

I DISAGREE with the magnet Forecast

Agree / Disagree Required for Each Magnet

The Magnet screen **Requires Principal Interaction**. It displays your school's Magnet forecasts. Review the information on the screen, indicate whether you AGREE or DISAGREE with the forecast, then follow the screen prompts until your Magnet response has been completed. You must repeat this process for each magnet program at your school.

Open Enrollment



- Dashboard
- EACE*
- Magnet*
- Open Enr*
- Enr History
- Unified Enr
- DL & Other
- SPED
- Budget
- Submit*

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

PARSIPPANY EL

Cost Center: 1898901 School Type: Elementary Grade Config: K-5

Grade	Non-OE/Non-Trav	Open	Subtotal	PWT	CAP	SAT	PSC	Trav Subtotal	Total
TK	16	7	23	1	0	0	0	1	24
KG	84	10	94	2	0	0	0	2	96
1	73	12	85	1	0	0	0	1	86
2	41	4	45	0	0	0	0	0	45
3	69	5	74	3	0	0	0	3	77
4	64	5	69	0	0	0	0	0	69
5	82	0	82	1	0	0	0	1	83
Total	429	43	472	8	0	0	0	8	480

Grade	Orig	Prin	Mod	Final
TK	7			
KG	10			
1	12			
Additional				
Total				

Open Enrollment Item	Value
School Capacity*	1047
Total Enrollment Forecast**	1021
Estimated Available Space	26
Total MPD Open Enrollment	43
Continuing OE	33
Students Needed to Replace Outgoing OE	10
Principal's Proposed Total OE	43
Continuing OE	33
Students Needed to Replace Outgoing OE	10
New Additional Declared OE	
Principal's Final Declaration	10
Estimated Space Available	16

- I AGREE with MPD's Estimate of Open Enrollment Students
- I DISAGREE with MPD's Estimate

Agree / Disagree Required

The Open Enrollment screen **Requires Principal Interaction**. It displays your school's Open Enrollment forecast. Review the information on the screen, indicate whether you AGREE or DISAGREE with the forecast, then follow the prompts until your Open Enrollment response has been completed. You are required to complete the Open Enrollment screen even if you do not have any current Open Enrollment or not intend to declare any new Open Enrollment at your school.

Comparative Enrollment History



[Dashboard](#)
[EACE*](#)
[Magnet*](#)
[Open Enr*](#)
[Enr History](#)
[Unified Enr](#)
[DL & Other](#)
[SPED](#)
[Budget](#)
[Submit*](#)

* = Required Activities

You have completed 3 out of 4 required activities

PARSIPPANY EL

Cost Center: 1898901 School Type: Elementary Grade Config: K-5

Switch Report:

Forecast vs. Norm Day
 Norm Day (history) vs. Norm Day
 Historical Traveler Tables
 Month-to-Month Enrollment Comparison

Table A: Fall Norm Day Enrollment

Grade	RPO			RPO Subtotal	PWT	CAP	SAT	PSC	TRAV Subtotal	UNK	Total
	Resident	Permit	Open								
TK	9	12	1	22	0	0	0	0	0	0	0
KG	30	30	8	68	0	0	0	0	0	0	90
1	38	38	2	78	0	0	0	0	0	0	78
2	34	35	1	70	0	0	0	0	0	0	0
3	22	46	5	73	0	0	0	0	0	0	0
4	32	29	4	65	0	0	0	0	0	0	0
5	31	22	1	54	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0
Total	196	212	22	430	0	0	0	0	0	0	430

Choose Report View

Table B: Forecast for Fall Norm Day Enrollment

Grade	Non-OE/Non-Trav	Open	Subtotal	PWT	CAP	SAT	PSC	TRAV Subtotal	UNK	Total
TK	16	7	23	0	0	0	0	0	0	23
KG	84	10	94	0	0	0	0	0	0	94
1	73	12	85	0	0	0	0	0	0	85
2	41	4	45	0	0	0	0	0	0	45
3	69	5	74	0	0	0	0	0	0	74
4	64	5	69	0	0	0	0	0	0	69
5	82	0	82	0	0	0	0	0	0	82
6	0	0	0	0	0	0	0	0	0	0

The Enrollment History screen provides different comparative views of your school's historical data. The views compare Forecasts to Norm Day and display Historical Traveler Tables and Month-to-Month Enrollment. You may switch between views by using the drop-down list and clicking on the report you want to see.

Comparative Enrollment History



Dashboard
EACE*
Magnet*
Open Enr*
Enr History
Unified Enr
DL & Other
SPED
Budget
Submit*

* = Required Activities You have completed 3 out of 4 required activities

PARSIPPANY EL
 Cost Center: 1898901 School Type: Elementary Grade Config: K-5

Switch Report: Forecast vs Norm Day

Table A: Fall Norm Day Enrollment

Grade	RPO			RPO Subtotal	TRAVELER				TRAV Subtotal	UNK	Total
	Resident	Permit	Open		PWT	CAP	SAT	PSC			
TK	9	12	1	22	0	0	0	0	0	-22	0
KG	30	30	8	68	0	0	0	0	0	22	90
1	38	38	2	78	0	0	0	0	0	0	78
2	34	35	1	70							70
3	22	46	5	73							73
4	32	29	4	65							65
5	31	22	1	54							54
6	0	0	0	0							0
Total	196	212	22	430	0	0	0	0	0	0	430

Non-resident students attending the school through the Permits With Transportation program, which transports students into integrated school settings to provide them with integrated learning experiences.

Table B: Forecast for Fall Norm Day Enrollment

Grade	Non-OE/Non-Trav	Open	Subtotal	PWT	CAP	SAT	P	al
TK	16	7	23	0	0	0		
KG	84	10	94	0	0	0		
1	73	12	85	0	0	0	0	0
2	41	4	45	0	0	0	0	0
3	69	5	74	0	0	0	0	0
4	64	5	69	0	0	0	0	0
5	82	0	82	0	0	0	0	0
6	0	0	0	0	0	0	0	0

Hover your mouse over any ? icon to see explanatory texts

Help texts are available throughout the E-CAST application, wherever you see the ? blue help icon. Hover your mouse over any of the blue help icons and an explanatory hover text box will display.

Unified Enrollment



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[EACE*](#)
[Magnet*](#)
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[Unified Enr](#)
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[SPED](#)
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[Submit*](#)

* = Required Activities

You have completed 3 out of 4 required activities

PARSIPPANY EL

Cost Center: 1898901 School Type: Elementary Grade Config: K-5

Unified Enrollment Application Results

1898902 Spanish Dual Language Program

- 1898902 Spanish Dual Language Program
- 1898902 Spanish Dual Language Program**
- 1898902 Spanish Maintenance Bilingual Program
- 1898904 Korean Transitional Bilingual Program

Choose Program

Grade	Language Classification	Residency Indicator	New				
TK	IFEP or EO	NonResident	0	0	13	30	
		Resident	0	0			
	LEP or RFEP	NonResident	0	0	13		
		Resident	0	0			
KG	IFEP or EO	NonResident	1	0	13	24	
		Resident	0	0			
	LEP or RFEP	NonResident	3	1	13		
		Resident	2	0			
1	IFEP or EO	NonResident	0	5	5	24	
		Resident	4	4			
	LEP or RFEP	NonResident	2	2	4		
		Resident	0	1			
2	IFEP or EO	NonResident	1	1	1	24	
		Resident	2	9			
	LEP or RFEP	NonResident	1	8	1		
		Resident	3	6			

The Unified Enrollment Screen provides a breakout of the applications received for programs of choice, as applicable to your school. You may switch between views of your school's choice applications by using the drop-down list and clicking on the program of choice that you want to see.

Dual Language



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[SPED](#)
[Budget](#)
[Submit*](#)

* = Required Activities

You have completed 3 out of 4 required activities



PARSIPPANY EL

Cost Center: 1898901 School Type: Elementary Grade Config: K-5

Dual Language and Other Programs Forecast Summary

Norm Day - School Total

Grade	Parsippany EI 1898901	Parsippany EI Dual Language Korean 1898902	Parsippany EI Dual Language Spanish 1898903	UNK	School Total
TK	17	0	0	-15	2
KG	43	28	33	17	121
1	70	29	33	0	132
2	85	30	54	0	169
3	91	28	54	0	173
4	109	32	39	0	180
5	93	30	40	0	163
Total	508	177	253	2	940

Forecast - School Total

Grade	Parsippany EI 1898901	Parsippany EI Dual Language Korean 1898902	Parsippany EI Dual Language Spanish 1898903	School Total
TK	25	0	0	25
KG	109	28	34	171
1	108	26	33	167
2	86	28	56	170
3	109	27	53	189
4	145	33	40	218
5	93	27	38	158
Total	675	169	254	1098



The Dual Language / Other Programs Screen provides a breakout of current year and forecasted enrollments by language or other program, as applicable to your school.

Special Day



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[Unified Enr](#)
[DL & Other](#)
[SPED](#)
[Budget](#)
[Submit*](#)

* = Required Activities

You have completed 3 out of 4 required activities



PARSIPPANY EL

Cost Center: 1898901 School Type: Elementary Grade Config: K-5

	Sped Cost Center	Sped School Name
<input checked="" type="radio"/>	1898901	PARSIPPANY EL

Special Education

Special Education Program Change Projections

SD Programs	Current On-Site Programs	Program Changes	Projected On-Site Programs	Comments*
	Norm	E-CAST	Projected	
SLD	2	0	2	
TEL	0	0	0	
VI	0	0	0	

RS Programs	Current On-Site Programs	Program Changes	Projected On-Site Programs	Comments*
RSP	1.5	0	1.5	

Program Change Summary	SD Programs	RS Programs
Total Current Programs	2	1.5
Total Opens	0	0
Total Closes	0	0
Total Projected Programs	2	1.5



The Special Education (SPED) screen displays the Special Day program change forecasts that have been developed for your school by your Special Education Support Units.

Budget



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 [EACE*](#) |
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 [Open Enr*](#) |
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 [Unified Enr](#) |
 [DL & Other](#) |
 [SPED](#) |
 Budget |
 [Submit*](#)

* = Required Activities

You have completed 3 out of 4 required activities



PARSIPPANY EL

Cost Center: 1898901 School Type: Elementary Grade Config: K-5

Actual Norm Day Enrollment For Your School Site

Cost Center 1898901 School Name Parsippany EL ADA 0.9342		1898902 Parsippany Dual Language Spanish 0.9342	1898903 Parsippany Dual Language Korean 0.9342	1898904 Parsippany STeM Magnet 0.9342	1898905 Elite G/HG/HA HUM Magnet 0.9342	
Grade Level	Norm Enrollment	Dual Language Enrollment Projection	Dual Language Enrollment Projection	Magnet Enrollment Projection	Magnet Enrollment Projection	School Total
KG	94	33	26	30	48	231
1	77	32	27	31	50	217
2	76	30	26	30	48	210
3	74	31	25	29	46	205
4	63	29	24	33	51	200
5	61	30	23	30	52	196
SDP ELEM	26	0	0	0	0	26
Total	471	185	151	183	295	1285

Actual Norm Day

E-CAST Projected Enrollment For Your School Site

Cost Center 1898901 School Name Parsippany EL ADA 0.9342		1898902 Parsippany Dual Language Spanish 0.9342	1898903 Parsippany Dual Language Korean 0.9342	1898904 Parsippany STeM Magnet 0.9342	1898905 Elite G/HG/HA HUM Magnet 0.9342	
Grade Level	Enrollment Projection	Dual Language Enrollment Projection	Dual Language Enrollment Projection	Magnet Enrollment Projection	Magnet Enrollment Projection	School Total
KG	99	31	28	35	52	245
1	85	30	26	35	52	228
2	79	29	25	32	50	215
3	74	30	26	30	50	210
4	63	29	27	35	50	204
5	60	31	24	32	50	197
SDP ELEM	28	0	0	0	0	28
Total	488	180	156	199	304	1327

Budget Forecast



The Budget Screen displays Budget Services' selected E-CAST enrollment projection for your site. After Norm Day in the fall, the Budget Screen will also display your site's actual Norm Day enrollment.

Submit



- Dashboard
- EACE*
- Magnet*
- Open Enr*
- Enr History
- Unified Enr
- DL & Other
- SPED
- Budget
- Submit*

* = Required Activities You have completed 3 out of 4 required activities



PARSIPPANY EL
Cost Center: 1898901 School Type: Elementary Grade Config: K-5

Submit Applications

Open Enrollment

You have completed your Open Enrollment forecast review activity.
Please click "Submit OE Application" to complete your Open Enrollment review process.

Submit OE Application

Submission of Application(s) Required

Magnet Forecast

You have completed your Magnet forecast review activity.
Please click "Submit Magnet Application" to complete your Magnet review process.

Submit Magnet Application



The Submit screen **Requires Principal Interaction**. Once you have completed your Open Enrollment and Magnet screens, the Submit screen is where you will complete the E-CAST process by submitting your Open Enrollment and Magnet applications. This lets E-CAST know that you've finished all your required activities and that you are ready to have your application reviewed by an E-CAST operator.

Staffing Appeal



Dashboard | EACE* | Magnet* | Open Enr* | Enr History | Unified Enr | DL & Other | SPED | Budget | Submit*

* = Required Activities

You have completed 4 out of 4 required activities

PARSIPPANY EL

Cost Center: 1898901 | School Type: Elementary | Grade Config: K-5

School Dashboard

Staffing Appeals Module

Revision	Status	Action By
Principal		Sandy Saunders
MPD / Magnet		
Admin		

Enter

Enter Staffing Appeal Module

Reference Documents

- [E-CAST vs. Norm Day – Comparison](#)
- [E-CAST Contact List](#)
- [E-CAST Schools List](#)
- [FAQs – About E-CAST](#)
- [Programmatic Enrollment Dictionary](#)
- [Quick Start Manual](#)

Message Inbox

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

All Messages

Type	Message	Created
system	Dear Principal, Thank you for your support a ...	Fri, Jan 30

After you've completed and submitted your regular E-CAST application, if you believe that there is a significant error or omission to your school's forecast, and if your case meets specific criteria, you may make a Staffing Appeal for additional FTEs to be allocated to your school in advance of receiving your school's final resource allocations on Norm Day. At your Dashboard, click Enter to enter the E-CAST Staffing Appeals module.

Staffing Appeal - Rationale



Dashboard

Rationale*

Submit*

* = Required Activities

You have completed 0 out of 2 required activities

PARSIPPANY EL

Cost Center: 1898901

School Type: Elementary

Grade Config: K-5

Rationale

Rationale Help

-- Select Cost Center for Staffing Appeal --

- 1898901 Parsippany EL
- 1898902 Parsippany DL SP
- 1898903 Parsippany ELITE G/HG/HA VMAG
- 1898904 Parsippany DL KOR
- 1898905 Parsippany STeM MAG

Select Cost Center

The Rationale screen **Requires Principal Interaction**. At the Rationale screen, select the first cost center you want to make a Staffing Appeal for.

Staffing Appeal - Rationale



Dashboard

Rationale*

Submit*

* = Required Activities

You have completed 0 out of 2 required activities

PARSIPPANY EL

Cost Center: 1898901 School Type: Elementary Grade Config: K-5

Rationale

Rationale Help

1898901 Parsippany EL

--Select Rationale--

- A. ENROLLMENT FORECASTS ARE TOO LOW
- B. NEW SCHOOL
- C. BOUNDARY CHANGE
- D. RESIDENTIAL HOUSING CHANGE
- E. NON-LAUSD SCHOOL CLOSURE
- F. DATA ERROR
- G. PROGRAMMING POLICY, LEGISLATIVE CHANGES
- H. CONFIGURATION CALENDAR CHANGES

Select Rationale

Next, choose the one rationale that best explains why you want to make a Staffing Appeal for this cost center. The drop-down box provides the list of rationales that are allowable for this specific cost center. Each rationale has its own required criteria that must be met.

Staffing Appeal - Rationale



Dashboard

Rationale*

Submit*

* = Required Activities

You have completed 0 out of 2 required activities

PARSIPPANY EL

Cost Center: 1898901 School Type: Elementary Grade Config: K-5

Rationale

1898901 Parsippany EL

--Select Rationale--

- A. ENROLLMENT FORECASTS ARE TOO LOW
- B. NEW SCHOOL
- C. BOUNDARY CHANGE
- D. RESIDENTIAL HOUSING CHANGE
- E. NON-LAUSD SCHOOL CLOSURE
- F. DATA ERROR
- G. PROGRAMMING, POLICY, LEGISLATIVE CHANGES
- H. CONFIGURATION / CALENDAR CHANGES

Rationale Help

Click 'Rationale Help' button for detailed explanations

For more information about specific rationales and their required criteria, click the Rationale Help button on this screen, and a new webpage will open with a complete list of Rationales and their explanatory texts. You may also refer to the Staffing Appeal resource documents that are posted on the E-CAST website at <https://www.laschools.org/new-site/my-school/ecast/>.

Staffing Appeal - Rationale

Dashboard

Rationale*

Submit*

* = Required Activities

You have completed 0 out of 2 required activities

PARSIPPANY EL

Cost Center: 1898901

School Type: Elementary

Grade Config: K-5

Rationale

Rationale Help

1898901 Parsippany EL

F - DATA ERROR

F- DATA ERROR - Indicated on your classification report.

Required Criteria:

Evidence, via enrollment counts from your school's classification report, indicates that a serious error in data preparation, data collection, data coding, and/or an underlying analytical assumption has been made that can reasonably be expected to compromise the accuracy of Master Planning and Demographics' resident forecast for your school. Please provide detailed counts from your school's classification report, along with any other supporting information that you wish to include, in the text box below.

Enter Details in the Text Box: (0 of 4000 Characters Used)

Classification Report shows enrollment as grade K – 124; grade 1 – 134; grade 9 – 108; grade 12 – 97. E-CAST enrollment forecast for grade K is 92, grade 1 is 118; grade 9 is 101, grade 12 is 84. This suggests a data error

Provide
Required
Details

Enter Number of Additional FTEs Requested:

(Beyond the Total Number of Teaching Positions Earned by Your School's Enrollment Forecast)

Job Code	Job Description	Additional FTEs Requested
11100731	Elementary Teacher	<input type="text"/>
11100736	Secondary Teacher	<input type="text"/>

Submit

Cancel

For whatever rationale you choose, follow the instructions for that rationale. Enter the required information into the text box, along with any explanatory comments that you want to be considered as part of your appeal.

Staffing Appeal - Rationale

Dashboard

Rationale*

Submit*

* = Required Activities

You have completed 0 out of 2 required activities

PARSIPPANY EL

Cost Center: 1898901

School Type: Elementary

Grade Config: K-5

Rationale

Rationale Help

1898901 Parsippany EL

F - DATA ERROR

F- DATA ERROR - Indicated on your classification report.

Required Criteria:

Evidence, via enrollment counts from your school's classification report, indicates that a serious error in data preparation, data collection, data coding, and/or an underlying analytical assumption has been made that can reasonably be expected to compromise the accuracy of Master Planning and Demographics' resident forecast for your school. Please provide detailed counts from your school's classification report, along with any other supporting information that you wish to include, in the text box below.

Enter Details in the Text Box: (0 of 4000 Characters Used)

Classification Report shows enrollment as grade K – 124; grade 1 – 134; grade 9 – 108; grade 12 – 97. E-CAST enrollment forecast for grade K is 92, grade 1 is 118; grade 9 is 101, grade 12 is 84. This suggests a data error

Enter Number of Additional FTEs Requested:

(Beyond the Total Number of Teaching Positions Estimated by Your School's Enrollment Forecast)

Job Code	Job Description	Additional FTEs Requested
11100731	Elementary Teacher	1
11100736	Secondary Teacher	1

Submit

Cancel

Enter Additional FTEs Requested

Enter the number of additional elementary and/or secondary FTEs that you are requesting, then click Submit.

Staffing Appeal - Rationale



Dashboard Rationale* Submit*

* = Required Activities You have completed 1 out of 2 required activities

PARSIPPANY EL
Cost Center: 1898901 School Type: Elementary Grade Config: K-5

Rationale

Rationale Help

-- Select Cost Center for Staffing Appeal

Add Cost Center [X]

i Add Another Cost Center?

NO YES

Selected Rationale

Cost Center	Program Name
1989801	Parsippany

FTEs ted	Action
<input type="checkbox"/>	View/Edit Remove

You may continue to make Staffing Appeals for other cost centers at your school if you wish. For each appeal you make, however, you must choose an appropriate rationale and provide all the required information that is specified for that rationale.

Staffing Appeal - Rationale



Dashboard

Rationale*

Submit*

* = Required Activities

You have completed 1 out of 2 required activities

PARSIPPANY EL

Cost Center: 1898901 School Type: Elementary Grade Config: K-5

Rationale

Rationale Help

-- Select Cost Center for Staffing Appeal --

Selected Rationale

Cost Center	Program Name	Rationale	Job Code	Job Description	Additional FTEs Requested	Action
1989801	Parsippany EL	F-DATA ERROR- Indicated on your classification report.	11100731	Elementary Teacher	1	View/Edit Remove
			11100736	Secondary Teacher	1	
1989805	Parsippany STeM_MAG	J-MAGNET FORECAST TOO LOW- For Magnet Centers / Magnet Schools Only.	11100731	Elementary Teacher	1	View/Edit Remove
			11100736	Secondary Teacher	0	

Once you have finished, the summary will show all the cost centers for which you made Staffing Appeals.

Staffing Appeal - Rationale



Dashboard

Rationale*

Submit*

* = Required Activities

You have completed 1 out of 2 required activities

PARSIPPANY EL

Cost Center: 1898901 School Type: Elementary Grade Con

Navigate to Submit Tab to Complete Application

Rationale Help

Rationale

-- Select Cost Center for Staffing Appeal --

Selected Rationale

Cost Center	Program Name	Full FTEs Requested	Action
1989801	Parsippany EL		View/Edit Remove
1989805	Parsippany STeM_MAG		View/Edit Remove

Reminder!

Your Staffing Appeal is not yet complete! To complete your Staffing Appeal, go to the SUBMIT tab and click the 'Submit' button.

OK

You will be reminded to navigate to the 'Submit' tab to complete your application.

Staffing Appeal - Submit



Dashboard

Rationale*

Submit*

* = Required Activities

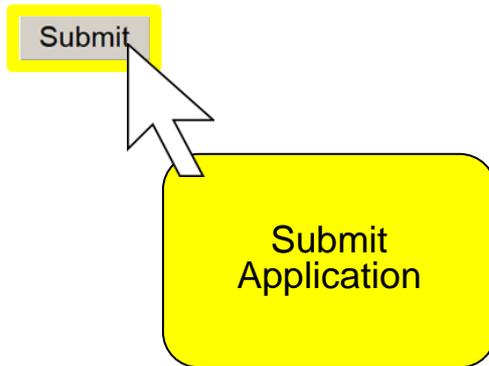
You have completed 1 out of 2 required activities

PARSIPPANY EL

Cost Center: 1898901 School Type: Elementary Grade Config: K-5

Submit Staffing Appeal

Click Submit to complete the Staffing Appeal process.



The Submit screen **Requires Principal Interaction**. Click on 'Submit' to tell E-CAST that you are ready for your Staffing Appeal application to be reviewed by E-CAST Specialists.

Staffing Appeal – Evaluation and Outcome Determination



Once your school's Staffing Appeal application has been submitted, its rationales and justifications will be assessed by E-CAST specialists, who will make their recommendations to Operations Administrators.

Staffing Appeal – Evaluation and Outcome Determination



Staffing Appeals for magnet centers and magnet schools will be reviewed and evaluated by specialists from Student Integration Services.

Staffing Appeal – Evaluation and Outcome Determination



Non-magnet staffing appeals will be reviewed and evaluated by specialists from School Management Services - Master Planning and Demographics (SMS-MPD).

Staffing Appeal – Evaluation and Outcome Determination



After considering the recommendations made by E-CAST specialists, Operations Administrators will make the final decision on whether or not to approve your Staffing Appeal, and how many additional FTEs, if any, to authorize.

Staffing Appeal – Evaluation and Outcome Determination



Your Budget Fiscal Services Manager will notify you about the decision made on your Staffing Appeal by Operations Administrators.

Staffing Appeal – Evaluation and Outcome Determination



Notification of Staffing Appeal Determination

They will send an E-CAST system message to your LAUSD email address.

Staffing Appeal – Evaluation and Outcome Determination



Dashboard | EACE* | Magnet* | Open Enr* | Enr History | Unified Enr | DL & Other | SPED | Budget | Submit*

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

PARSIPPANY EL
Cost Center: 1898901 School Type: Elementary Grade Config: K-5

School Dashboard

Staffing Appeals Module

Revision	Status	Action
Principal	Submitted	Sandy S
MPD / Magnet	Completed	Susan Ros
Admin	1 FTE Approved	Ber

Message Inbox

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

All Messages

Type	Message
public	Dear Principal, Your school's E-CAST...
system	Dear Principal, Your Staffing Appeal has bee...
system	Your Staffing Appeal has been approved...

Reference Documents

- [E-CAST vs Norm Day – Comparison](#)
- [List](#)
- [List](#)
- [E-CAST](#)
- [Enrollment Dictionary](#)
- [al](#)

Message

Dear Principal,

Your E-CAST Staffing Appeal request has been approved. The following position will be created at your school site:

HOST: 1989801 EVERGREEN LS
1989801,Parsippany EL 2 FTEs Requested / 1 FTE Approved
TOTAL FTEs APPROVED: 1

This position is intended to provide resources in the form of an extended substitute or contracted pool teacher assignment. The final teacher allocation will be made based on actual Norm Day enrollment counts.

Sincerely,
Monica Trediarri, Fiscal Services Manager

Staffing Appeal Determination Message

The same message will be posted to the Message Inbox on your E-CAST Dashboard.

Staffing Appeal – Evaluation and Outcome Determination



[Dashboard](#)
[EACE*](#)
[Magnet*](#)
[Open Enr*](#)
[Enr History](#)
[Unified Enr](#)
[DL & Other](#)
[SPED](#)
[Budget](#)
[Submit*](#)

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

PARSIPPANY EL

Cost Center: 1898901 School Type: Elementary Grade Config: K-5

School Dashboard

Staffing Appeals Module

Enter

Revision	Status	Action By
Principal	Submitted	Sandy Saunders
MPD / Magnet	Completed	Susan Rosa / Hugo Medina
Admin	1 FTE Approved	Ben Stanley

Message Inbox

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

All Messages

Type	Message	Created
public	Dear Principal, Your school's E-CAST...	Fri, Jan 30
system	Dear Principal, Your Staffing Appeal has bee...	Tue, Feb 18
system	Your Staffing Appeal has been approved...	Fri, Feb 21

Total FTEs Approved

Reference Documents

- [E-CAST vs. Norm Day – Comparison](#)
- [E-CAST Contact List](#)
- [E-CAST Schools List](#)
- [FAQs – About E-CAST](#)
- [Programmatic Enrollment Dictionary](#)
- [Quick Start Manual](#)

The total number of additional FTEs that were approved for your school, if any, will be displayed in the status section. Please note that even if your Staffing Appeal is approved during E-CAST, your school's final resource allocations for the coming school year will be made by Budget Services based on your school's actual Norm Day enrollment.

Have Questions? Need Assistance?

Contact E-CAST Customer Service

213-241-8044

mpd@lausd.net

LAUSD School Management Services – Master Planning and Demographics

