



Option Schools Quick Start Manual E-CAST



E-CAST Technical Specifications

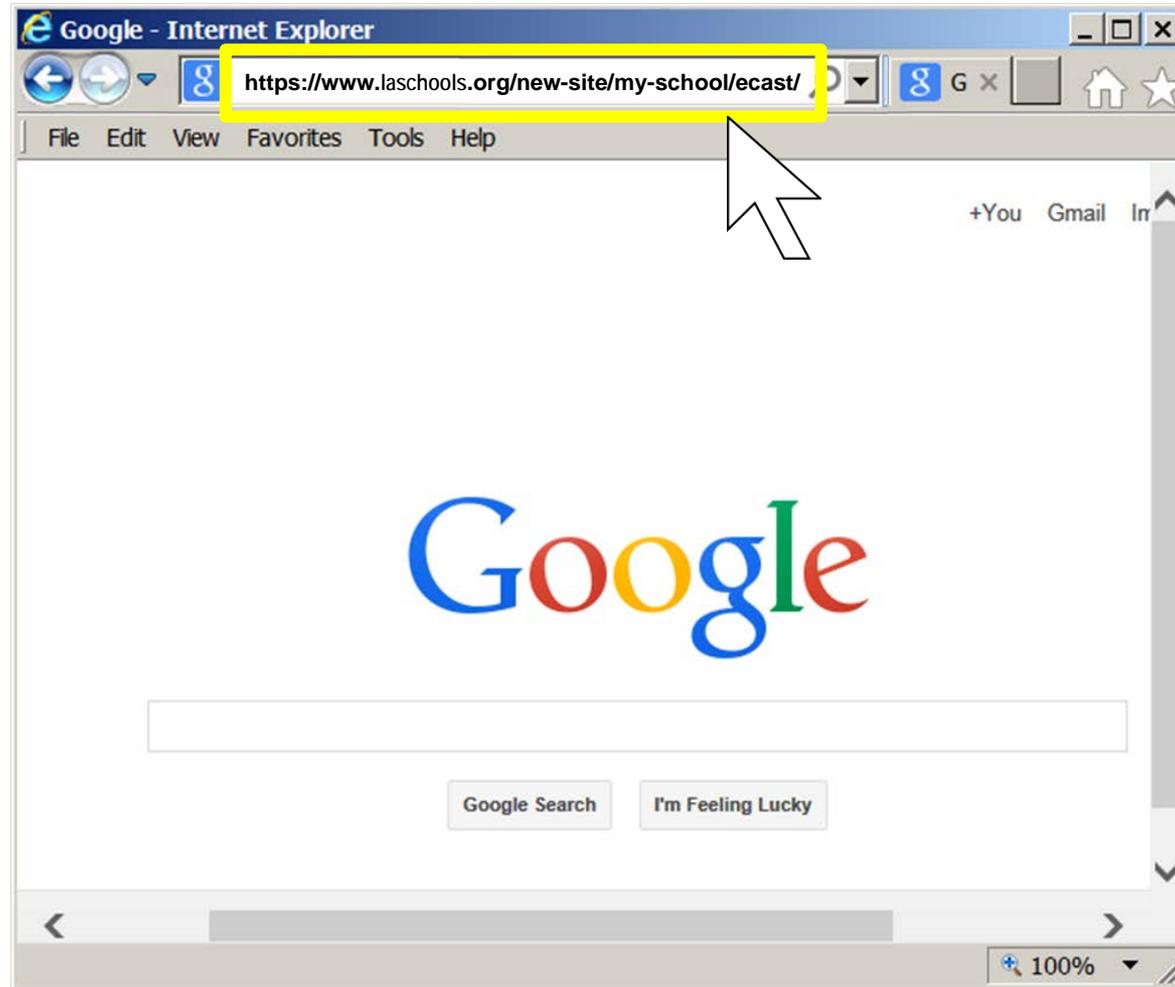
For the best E-CAST experience, LAUSD's Facilities Technology Services recommends using a Chrome browser on a Windows computer.

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

E-CAST Electronic School Enrollment Forecast Process

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 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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Los Angeles Unified School District
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[Home](#) / [Login](#)

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.

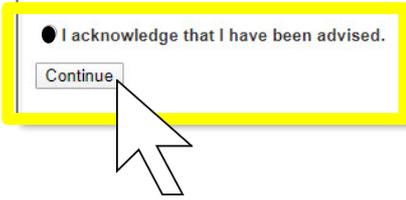
- I want to STOP and review my pre-requisite materials first.

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.

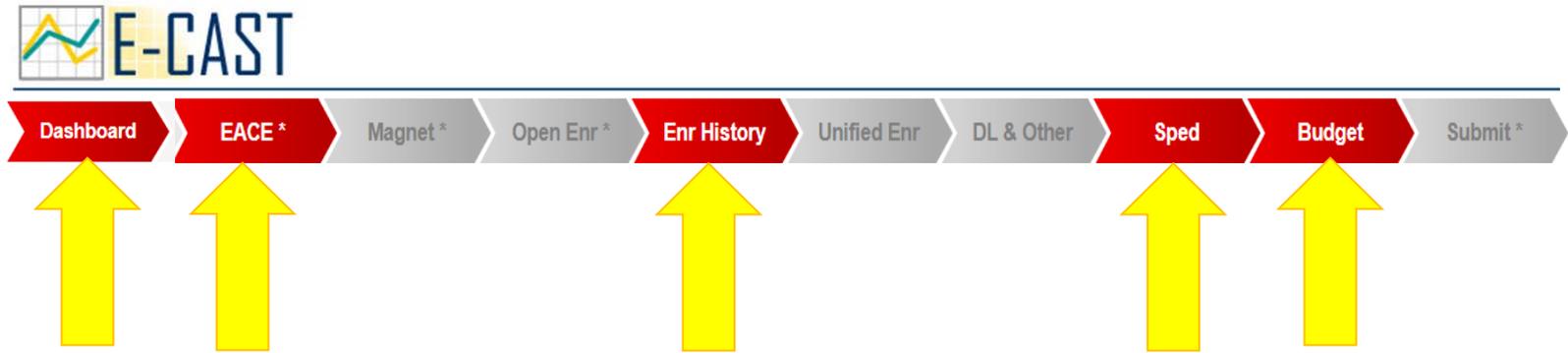
- I acknowledge that I have been advised.

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.

Navigate



You will navigate through E-CAST's screens using the tabs on the Navigation and Progress Bar. Option Schools will find their E-CAST content on the Dashboard, EACE (Enrollment and Capacity Estimate), Enrollment History, SPED (Special Day) and Budget screens.

Dashboard

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

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

KELLY HOSPITAL SCHOOL
Cost Center: 1676701 School Type: Opportunity School Grade Config: K-12

Message Inbox
Display : Unread | Read | All

All Messages

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

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 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.

EACE

[Dashboard](#)
[EACE *](#)
[Magnet *](#)
[Open Enr *](#)
[Enr History](#)
[Unified Enr](#)
[Dual Lang](#)
[Sped](#)
[Budget](#)
[Submit *](#)

* = Required Activities

You have completed 0 out of 0 required activities

KELTON HOSPITAL SCHOOL

Cost Center: 16767 School Type: Opportunity School Grade Config: K-12

Enrollment and Capacity Estimate

Grade	Non-OE/Non-TRAV	Options	RPO Subtotal	TRAVELER				Trav Subtotal	TOTAL
				PWT	CAP	SAT	PSC		
TK	0	0	0	0	0	0	0	0	0
K	0	0	0	0	0	0	0	0	0
1	0	3	3	0	0	0	0	0	3
2	0	2	2	0	0	0	0	0	2
3	0	3	3	0	0	0	0	0	3
4	0	3	3	0	0	0	0	0	3
5	0	5	5	0	0	0	0	0	5
6	0	16	16	0	0	0	0	0	16
7	0	20	20	0	0	0	0	0	20
8	0	31	31	0	0	0	0	0	31
9	0	99	99	0	0	0	0	0	99
10	0	155	155	0	0	0	0	0	155
11	0	187	187	0	0	0	0	0	187
12	0	145	145	0	0	0	0	0	145
Total	0	669	669	0	0	0	0	0	669

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

FORECAST ENROLLMENT vs. OPERATING CAPACITY

	Total
Special Day Program Enrollment (2020 Forecast)	14

The EACE (Enrollment and Capacity Estimate) screen displays your school's complete on-site enrollment forecast and compares it against operating capacity, returning your school's estimated available space.

EACE

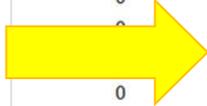
Dashboard
EACE *
Magnet *
Open Enr *
Enr History
Unified Enr
Dual Lang
Sped
Budget
Submit *

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

KELTON HOSPITAL SCHOOL
 Cost Center: 1676701 School Type: Opportunity School Grade Config: K-12

Enrollment And Capacity Estimate

Grade	Non-OE/Non-TRAV	Options	RPO Subtotal	TRAVELER				Trav Subtotal	TOTAL
				PWT	CAP	SAT	PSC		
TK	0	0	0	0	0	0	0	0	0
K	0	0	0	0	0	0	0	0	0
1	0	3	3	0	0	0	0	0	3
2	0	2	2	0	0	0	0	0	2
3	0	3	3	0	0	0	0	0	3
4	0	3	3	0	0	0	0	0	3
5	0	5	5	0	0	0	0	0	5
6	0	16	16	0	0	0	0	0	16
7	0	20	20	0	0	0	0	0	20
8	0	31	31	0	0	0	0	0	31
9	0	99	99	0	0	0	0	0	99
10	0	155	155	0	0	0	0	0	155
11	0	187	187	0	0	0	0	0	187
12	0	145	145	0	0	0	0	0	145
Total	0	669	669	0	0	0	0	0	669



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

FORECAST ENROLLMENT vs. OPERATING CAPACITY	
<u>Total</u>	669
Special Day Program Enrollment (2020 Forecast)	14

Option Schools with graded enrollments will see their forecast enrollment displayed in field "Options."

EACE

[Dashboard](#)
[EACE *](#)
[Magnet *](#)
[Open Enr *](#)
[Enr History](#)
[Unified Enr](#)
[Dual Lang](#)
[Sped](#)
[Budget](#)
[Submit *](#)

* = Required Activities

You have completed 0 out of 0 required activities

MT LAKES INDEPENDENT HS

Cost Center: 1455701 School Type: Community Day School Grade Config: 7-12

Enrollment And Capacity Estimate

Grade	Non-OE/Non-TRAV	Open	RPO Subtotal	TRAVELER				Trav Subtotal	TOTAL
				PWT	CAP	SAT	PSC		
7	0	0	0	0	0	0	0	0	
8	0	0	0	0	0	0	0	0	
9	0	0	0	0	0	0	0	0	
10	0	0	0	0	0	0	0	0	
11	0	0	0	0	0	0	0	0	
12	0	0	0	0	0	0	0	0	
Total	0	0	0	0	0	0	0	0	

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 necessitate my agreement with these forecasts.

Submit



FORECAST ENROLLMENT vs. OPERATING CAPACITY	
TOTAL	0
Option School Program Enrollment (Forecast)	100
Total On-Site Enrollment Forecast	100
Estimated Operating Capacity	141
Estimated Available Space*	41

Option Schools with ungraded enrollments will see their forecast enrollment displayed under “Option School Program Enrollment Forecast” in the Forecast Enrollment vs. Operating Capacity summary panel.

EACE

Dashboard
EACE *
Magnet *
Open Enr *
Enr History
Unified Enr
Dual Lang
Sped
Budget
Submit *

* = Required Activities

You have completed 0 out of 0 required activities

MT LAKES INDEPENDENT HS

Cost Center: 1455701 School Type: Community Day School Grade Config: 7-12

Enrollment And Capacity Estimate

Grade	Non-OE/Non-TRAV	Open	RPO Subtotal	TRAVELER				Trav Subtotal	TOTAL
				PWT	CAP	SAT	PSC		
7	0	0	0	0	0	0	0	0	
8	0	0	0	0	0	0	0	0	
9	0	0	0	0	0	0	0	0	
10	0	0	0	0	0	0	0	0	
11	0	0	0	0	0	0	0	0	
12	0	0	0	0	0	0	0	0	
Total	0	0	0	0	0	0	0	0	

FORECAST ENROLLMENT vs. OPERATING CAPACITY	
TOTAL	0
	0
Option School Program Enrollment (Forecast)	100
Total On-Site Enrollment Forecast	100
Estimated Operating Capacity	141
Estimated Available Space*	41

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



You may be asked to confirm that you have viewed this screen. Your confirmation does not necessarily constitute your agreement with your forecasts, simply that you have viewed them.

Comparative Enrollment History

[Dashboard](#)
[EACE *](#)
[Magnet *](#)
[Open Enr *](#)
[Enr History](#)
[Unified Enr](#)
[Dual Lang](#)
[Sped](#)
[Budget](#)
[Submit *](#)

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

MT LAKES INDEPENDENT HS
 Cost Center: 1455701 School Type: Community Day School Grade Config: 7-12

Comparative Enrollment History

Table A: Norm Day Enrollment

Grade	RPO				TRAVELER						UNK	Total
	Resident	Permit	Options	RPO Subtotal	PWT	CAP	SAT	PSC	TRAV Subtotal			
7	0	0	0	0	0	0	0	0	0	0	0	0
8	0	0	2	2	0	0	0	0	0	0	0	0
9	0	0	17	17	0	0	0	0	0	0	0	0
10	0	0	29	29	0	0	0	0	0	0	0	0
11	0	0	12	12	0	0	0	0	0	0	0	0
12	0	0	12	12	0	0	0	0	0	0	-12	0
Total	0	0	72	72	0	0	0	0	0	0	-72	0

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

Choose Report View

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](#)
[Dual Lang](#)
[Sped](#)
[Budget](#)
[Submit *](#)

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

MT LAKES INDEPENDENT HS
 Cost Center: 1455701 School Type: Community Day School Grade Config: 7-12

Comparative Enrollment History

Switch Report:

Table A: Norm Day Enrollment

Grade	RPO			RPO Subtotal	TRAVELER				TRAV Subtotal	UNK	Total
	Resident	Permit	Options		PWT	CAP	SAT	PSC			
7	0	0	0	0	0	0	0	0	0	0	0
8	0	0	2	2	0	0	0	0	0	-2	0
9	0	0	17	17	0	0	0	0	0	-17	0
10	0	0	29	29	0	0	0	0	0	-29	0
11	0	0	12	12	0	0	0	0	0	-12	0
12	0	0	12	12	0	0	0	0	0	-12	0
Total	0	0	72	72	0	0	0	0	0	-72	0



Option Schools will see their historical data displayed in the “Options” field of each historical table.

Comparative Enrollment History

Dashboard
EACE *
Magnet *
Open Enr *
Enr History
Unified Enr
Dual Lang
Sped
Budget
Submit *

* = Required Activities

You have completed 0 out of 0 required activities

MT LAKES INDEPENDENT HS

Cost Center: 1455701 School Type: Community Day School Grade Config: 7-12

Comparative Enrollment History

Switch Report: Forecast vs. Norm Day

Table A: Norm Day Enrollment

Grade	RPO			RPO Subtotal	TRAVELER				TRAV Subtotal	UNK	Total
	Resident	Permit	Options		PWT	CAP	SAT	PSC			
7	0	0	0	0	0	0	0	0	0	0	0
8	0	0	2	2	0	0	0	0	0	-2	0
9	0	0	17	17	0	0	0	0	0	-17	0
10	0	0	29	29							0
11	0	0	12	12							0
12	0	0	12	12							0
Total	0	0	72	72							0

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.

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.

SPED

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

* = Required Activities

You have completed 0 out of 0 required activities

MT LAKES INDEPENDENT HS

Cost Center: 1455701 School Type: Community Day School Grade Config: 7-12

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	19

RS Programs	Current On-Site Programs	Program Changes	Projected On-Site Programs	Comments*

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

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

Budget

Dashboard | EACE * | Magnet * | Open Enr * | **Enr History** | Unified Enr | Dual Lang | Sped | **Budget** | Submit *

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

KELTON HOSPITAL SCHOOL
Cost Center: 1676701 School Type: Opportunity School Grade Config: K-12



ECAST Projected Enrollment For Your Site

Grade Level	Enrollment Projection	School Total
K	0	0
1	0	0
2	3	3
3	2	2
4	3	3
5	3	3
6	5	5
7	16	16
8	20	20
9	31	31
10	99	99
11	155	155
12	187	187
12	145	145
CONTINUATION 9-12	0	0
OPPORTUNITY 6-8	0	0
OPPORTUNITY 9-12	0	0
SDP ELEM	0	0
SDP 6-8	0	0
SDP 9-12	0	0
Total	669	669

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.

Additional Option Schools Information

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Site Map

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My FSD

Electronic School Enrollment Forecast Process

▶ Click to Enter E-CAST



Electronic School Enrollment
Forecast Process

Reference Documents

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

E-CAST Timetable

Milestone	Date	Description
E-CAST Quick Start Training Manual Available	FRI, JAN 8	The E-CAST 2021 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, JAN 14, 12:00 noon	E-CAST 2021 opens for all Principals, Assistant Principals and other E-CAST authorized school representatives to review and respond to their SY2021-22 enrollment forecasts.
E-CAST Budget Screen	FRI, JAN 22	E-CAST 2021 Budget Screen opens for all Principals, Assistant Principals and other E-CAST authorized school representatives to

Additional information for Option Schools is posted on the E-CAST website at www.laschools.org/ecast.

Have Questions? Need Assistance?

**Budget Services Position Management
213-241-1850**

**E-CAST Customer Service
213-241-8044 or mpd@lausd.net**

**E-CAST Website
www.laschools.org/new-site/my-school/ecast**

LAUSD School Management Services – Master Planning and Demographics

