

Local District Central

Friday's Brief

January 25, 2019

Volume 6, Issue 2



Attendance Accounting-Post Strike

Impact of Absences during the Strike

Absences, during the period of **January 14 – 21, 2019**, will not have an impact on the following:

- ◆ Graduation and related activities
- ◆ School's perfect attendance recognition and incentive programs
- ◆ Magnet enrollment
- ◆ Intra/Inter-District permits
- ◆ Notification of Truancy letters

Clearing Absences

Parents who provide a note explaining child was not sent to school due to circumstances related to “the strike” (an exigent circumstance) or for any reason including safety, etc., principals may code absences as **Reason Code 5**, Principal Approval. Principals must sign the actual note or complete the Administrator Approval of Student Absence Form (REF-5464.7, Attachment F). All parent notes and “Attachment F” forms must be retained by the school for auditing purposes. Please refer to attached sample letter of Administrator Approval of Student Absence Form, which can be adapted to include a school's letterhead in English and Spanish.

If a note is not provided or parents do not provide a verbal reason, students should be coded as **Reason Code 0** (No note/No Explanation) which count as unexcused.

Refer to the attached FAQ for additional information.

Consolidated Charitable Campaign

Congratulations, Local District Central! Due to your concerted efforts, Local District Central was recognized as the #1 Local District to raise funds for the 2018 Consolidated Charitable Campaign. All in all, Local District Central collected over \$44,474.

A HUGE thank you and congratulations to our top two schools.

Winner	Donations Raised
Delevan Drive Elementary	\$2,818.93
RFK—Global Education	\$1,881.63



This year's Consolidated Charitable Campaign will take place between **February 5th and April 5th**. School leaders are highly encouraged to identify this year's CCC Coordinator to prepare them for our upcoming CCC Coordinator Kick Off meeting!

By working together, we can make our community a better place to live for everyone.

Remember, sharing brings hope!

What's Due

Administrator Assurances-	1/31

Reminders

Tax Season is Right Around the Corner!

Distribution of W-2's will occur at the end of January. Please notify your employees to make any necessary address changes in the Employee Self Service (ESS) as soon as possible. Attached is a job aid detailing how to access the ESS ([Attachment 1](#)).

School Administrative Assistants' Meeting

Our scheduled mandatory SAA meeting scheduled for January 17, 2019 has been postponed to March 28, 2019 ([Attachment 2](#))

Classified Personnel Performance

It's never too early to start preparing for classified employees annual performance evaluations due **May 3, 2019**. It is recommended that classified employees receive a warning prior to receiving a performance evaluation with ratings lower than "meets standards" and be given an opportunity to improve. The warning should be issued no later than **March 29, 2019** to give at least 30 days to improve.

Reviewing time cards for attendance and obtaining feedback regarding employee performance now will provide information to assist you in counseling problem employees prior to their end-of-year evaluations. Providing a midyear evaluation can allow employees the opportunities to improve their performances or to acknowledge your high performers. Please contact Chrys Nguyen, Senior Human Resources Representative for assistance at c.nguyen@lausd.net.

Campus Aide Training

Please refer to [Attachment 3](#) for the upcoming Campus Aide Training in March. This training is only required for Campus Aides who work more than 20 hours per week in their assignment and have not previously completed the training.

Teacher of the Year Nominations

Nominations for the Teacher of the year will be accepted beginning January 28, 2019. The deadline for nominations is February 15, 2019 by 5:00pm.

To submit a nomination, go to [HTTP://TINYURL.COM/LAUSDTOY](http://tinyurl.com/lausdtoy). Please see [Attachment 4](#) for details and please print flier to post at your school site. For any questions feel free contact Brandi Brookens, LD Central Teacher Quality Specialist, by email at Brandi.Brookens@LAUSD.NET.



Training

E-CAST 2019 online training opens on LAUSD's MyPLN on Friday, January 25, 2019. It is geared to Principals, Assistant Principals and other authorized E-CAST school representatives, and takes approximately 20 minutes to complete. The training is optional, but highly recommended, especially for new E-CAST users.

E-Cast Opens

E-CAST 2019 opens Wednesday, January 30, 2019 for all Principals, Assistant Principals and other E-CAST authorized school representatives to review and respond to their SY2019-20 enrollment forecasts. All screens except Budget become available.