Norm Day enrollment and staffing Dashboard

The Norm Day Enrollment and Staffing Dashboard in Focus displays enrollment counts and norm staffing for schools. The dashboard is available to schools to help monitor student enrollment from the first day of school to norm day to resolve data issues in a timely manner.

It also displays norm teacher, administrator, counselor, and clerical staffing levels which is calculated based on the school's adjusted enrollment count and District norm staffing ratios.

The dashboard can be found at https://achieve.lausd.net/focus.

The norm staffing bulletins can be found in the School Fiscal Services website at

Monitoring student Enrollment

Submitting accurate enrollment data at the school level ensures that LAUSD will receive revenue apportionments from the state and can allocate resources (staffing and materials) appropriately to schools, as well as make reliable forecasts for the future.

Aside from the Norm Dashboard, enrollment data is reported on the Classification reports, available in MiSiS under State Reports. This data is captured at various times during the school year: daily (pre-norm), norm, and monthly.

Schools must properly review enrollment data for accuracy of student grade level and course assignment, teacher/room assignment, and SDP designation. No Show students should be processed/removed from the counts, and students' class schedules need to be completed and updated in MiSiS, etc.

Schools must also resolve data issues as soon as possible, utilizing exception reports, the Norm Dashboard, or communications from the Local District to identify data errors.

The control sheet

A hyperlink control sheet is a tool created by School Fiscal Services to help schools keep track of their expenditures and available balances. We highly recommend schools to set up a system of internal controls to manage their budgets rather than solely relying on the budget availability report for balances.

The hyperlink control sheet can be found on the SFS website at https://achieve.lausd.net/Page/18411.

Reviewing Staff Assignments

Principals are encouraged to review their school staff assignments on regular basis. Reviewing staffing assignments regularly can help schools avoid over or underspending their budgets. The Position with Incumbent Report is a tool that can be used to review staffing rosters.

When reviewing your staffing report, please make sure:

- All staff members are assigned to funded position control numbers
- Positions are funded for the hours and the basis the employees are assigned for
- Positions are funded at the employee's actual salary, if applicable
- Multiple employees are not assigned to one position control number

What's New

We aim to provide timely, accurate, and useful fiscal information for school staff in an accessible format.

1st Quarter Best Practices

- Review carryover balances
- Set up control sheets
- Check zero-basis requests
- Review Budget Availability Report
- Review POs and contracts
- Process PO receivers
- Reconcile imprest fund
- Review programs with end dates

Calendar

8/15/22	First Day of Instruction
9/2/22	Admission Day
9/5/22	Labor Day
9/16/22	Norm Day

Contact Us

For questions on school budgets, please contact your Fiscal Specialist. List available on https://achieve.lausd.net/Page/18257.

Other School Fiscal representatives may also be contacted. Details are available on https://achieve.lausd.net/Page/18257.

CUSTOMER SERVICE SURVEY
Budget Services and Financial Planning