



LAUSD SCHOOL FISCAL SERVICES BRANCH BUDGET UPDATES FOR SCHOOL STAFF

SEPTEMBER 2022

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.

For questions or assistance, please send an e-mail to AttendanceEnrollmentSection@lausd.net.

NORM DAY ENROLLMENT CAPTURE

- ◇ Due to the impact of the cyber attack on District systems, Norm Day has been extended from 9/16/22 to 9/23/22. The District will capture Norm Day enrollment for all schools on 9/23/22.
- ◇ The technical issues impacting the MiSiS Enrollment, Special Ed Placement Portal, Immunization, Linked Learning/CTE, and Address History screens have been resolved. These screens are now available for data input.
- ◇ For accurate Norm Day enrollment capture, please ensure all applicable enrollments, withdrawals, and no shows are processed before Norm Day, 9/23/22.

GENERAL EDUCATION NORM DAY STAFFING ADJUSTMENT TIMELINE

- ◇ After Norm Day, 9/23/22, if a correction to the Norm Day classification report is necessary, please send an email to AttendanceEnrollmentSection@lausd.net, copy the LD Administrator of Operations, and provide the following information: student's District ID, name, grade level, and details of the error. In the subject line, enter "Request for Norm Day Enrollment Correction."
- ◇ The deadline to submit a Norm Day enrollment appeal is Friday, September 30, 2022.
- ◇ Budget Services will notify the Principal and LD Administrator of Operations once a decision is made.

WHAT'S NEW

Due to the recent system outages, Norm Day has been extended to September 23, 2022 for all schools.

1ST QUARTER BEST PRACTICES

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

CALENDAR

- 9/2/22 Admission Day
- 9/5/22 Labor Day
- 9/9/22 Special Ed. Staffing Appeals Deadline
- 9/23/22 Norm Day
- 9/30/22 Norm Enrollment Appeals Deadline

UPCOMING TRAININGS

- New Principals Training
- Schools Front End Training
- ESSER Time & Effort Documentations for non-Title I



CUSTOMER SERVICE SURVEY
Budget Services and Financial Planning



LAUSD SCHOOL FISCAL SERVICES BRANCH

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SPECIAL EDUCATION NORM DAY STAFFING ADJUSTMENT TIMELINE

- ◇ LD Support staff have begun notifying schools of any potential closures
- ◇ The LD SEAs will be responsible for notifying schools and following up on any conversations with a written notice and a link to the appeal form. The appeal link is <https://bit.ly/3aEI9Nq>.
- ◇ All appeals must be submitted by Friday 9/9/22. If there is no appeal submitted for a proposed closure, then HR will be notified on September 19th and any incumbents in those programs will be displaced.
- ◇ The SPED Division will respond to all appeals no later than Friday 9/23/22. Immediately thereafter, any identified program closures whose appeals were denied will be submitted to HR and those corresponding incumbents will be displaced.

Schools will have until October 7 to complete HR displacement forms. Failure to displace by the October 7 deadline will result in expenditures being moved to their school site general fund program.

For questions, please contact the local district SEAs.

ESSER UPDATES

The purpose of ESSER funds is to address the social, emotional, mental health and academic needs of students. Schools must use their assessment to determine the students' needs before proceeding with any purchases.

ESSER SENI II - Program 15583 is an allocation in FY 2021-22. The remaining balances from FY 2021-22 is set to carryover to FY 2022-23. However, these funds will not carryover to next Fiscal Year 2023-24, so schools must plan accordingly to utilize the funds in the current fiscal year.

- ◇ Prioritize filling vacancies in the ESSER SENI II program. If vacancies cannot be filled, schools must close and repurpose funds to meet other instructional needs.
- ◇ Procure goods and services now so that the students enrolled this year can benefit from the services. Goods receipts must be entered in a timely manner before June 30, 2023.

ESSER SENI III - Program 15649 is an allocation for FY 2022-23. Funds are intended to benefit students this year. The carryover status for this program is unknown at this time.

For questions or assistance, please send an e-mail to esserhelp@lausd.net

ACTUAL CARRYOVER FROM FY 2022

The actual carryover amounts for programs that are identified in the carryover memo [MEM-2464.18](#) dated March 14, 2022 are available to schools on September 14, 2022.

- ◇ Please note that the final carryover amounts are adjusted for any advance carryover schools received during budget development.
- ◇ Zero basis positions requested during budget development will be funded from the final carryover amounts.
- ◇ Please work with your Fiscal Specialist to clear programs with any negative carryover amounts.

QUICK LINKS

[School Fiscal Services](#)

[SFS Training Site](#)

[Student Body Finance Support](#)

[Norm Enrollment & Staffing Dashboards](#)

[MiSiS](#)

BULLETINS AND MEMOS

[MEM-2464.18 - Carryover for School Account Balances](#)

[REF-058498.4 - Title I Intervention Program \(TIIP\) Grades K-8](#)

[REF-058898 - Title I Intervention Program \(TIIP\) Grades 9-12](#)

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>.



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