

CHARTER SCHOOLS DIVISION PROP 39 – ONLINE FACILITIES REQUEST PROCESS GUIDE

If you have any additional questions please contact:
prop39@lausd.net

STEP 1: Request Access

NOTE: If you still have access from a prior year, and your school and contact information has not changed, you can go to Step 2.

- To request access to a school, go to <https://www.laschools.org/prop39-online-facilities-request/>.
- Once there, choose "Request Access to School" (Fig 1.1). Now you can complete the Request Access Form (Fig 1.2).
- Ensure that the school name and contact information are added accurately. If you find any errors after submitting the request, you may revise using the "Edit School Information" button (Fig 1.3).
- Be sure to use an email address that is checked regularly, because all official communications about this facilities request will be sent to that email address throughout the year.
- For "School Entity Name" and "School Entity Number," a link to the California Business Search has been provided to assist you in confirming that information (Fig 1.2).
- Once completed, select "I agree" and submit the form.
- The Prop 39 Office will review and approve your request for access. You will receive an email once your access request has been reviewed.



STEP 2: Required and Supporting Documents

Before you begin your facilities request, gather supporting documentation:

- Charter School's Operational Calendar for the request school year (Required).
- Meaningfully Interested Student Form (Suggested).
- Intent to Re/Enroll Forms (Suggested).
- Current list of students with special education needs, as well as the schedule for providing these services. This may be the Prop 39 Report in Welligent or a report from your current student information system.



STEP 3: Complete the Facilities Request Form

- To create a new facilities request, go to <https://www.laschools.org/prop39-online-facilities-request/> and select "New Facilities Request Form" (Fig 3.1).
- For organizational purposes, the online form is subdivided into sub-sections (see Fig 3.2). Please be sure to review each sub-section, complete all questions, and attach the required files.
- For your convenience, the form can be saved and continued later.
- Once submitted, you cannot make changes to the Facilities Request Form.



STEP 4: Submit the Facilities Request Form

This form **must** be submitted on or before November 1st.

- Please review carefully to ensure that the form is complete and accurate.
- Please note: **No changes can be made to a facilities request that has already been submitted.**
- In the last section, "Submit Online Facilities Request Form" (Fig 4.1), carefully read the disclaimer, click on the "I Agree" box to confirm, and press the "Submit" button.
- You will receive a confirmation email that your application has been successfully submitted.

Fig 4.1

Fig 1.1

Fig 1.2

Fig 1.3

Fig 3.1

Fig 3.2