

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Budget Services and Financial Planning Division

TO: K-12 Principals

DATE: August 26, 2019

FROM: Tony Atienza *TA*
Director, Budget Services and Financial Planning Division

SUBJECT: PRE-NORM TEACHER GROWTH PROCEDURES

For the 2019-20 school year, Norm Day is Friday, September 20, 2019.

Continuing this school year, the District will allocate pre-norm growth positions for general education teachers to support the instructional program prior to the finalization of Norm Day enrollment counts. Norm Day enrollment counts will be used to determine whether pre-norm growth positions will remain open or be closed. Pre-norm growth positions are not allocated for clerical, counseling, administrative, or any other enrollment-based allocations that are, by standard District practice, allocated after Norm Day enrollment counts are validated.

Pre-norm growth teacher positions will be allocated to schools based on Week 4 enrollment data. Prior to Week 4, if a school has confirmed growth, the school may use their General Fund School Program dollars in Program 13027 to pay for a contracted pool teacher. If growth is later substantiated based on Week 4 or Norm Day enrollment counts, the school will be reimbursed for the growth position.

Pre-Norm Growth Based On Week 4

Week 4 enrollment data from the Norm Enrollment Dashboard will be vetted for adjustments before pre-norm growth criteria is applied to determine growth.

Manual Adjustments

A manual review is required to implement adjustments to enrollment counts for the following items:

- Special Day Program (SDP)
 - Elementary section assignments as SDP versus General Education
 - Secondary attendance category as SDP versus General Education
- Students with duplicate enrollment records
- Students without academic schedules
- Retroactive no-shows processed after the scheduled enrollment capture dates
- Any other data issues which would change the enrollment numbers once corrected

Pre-Norm Growth Criteria

- To allow for a margin of error, enrollment growth must be exceeded by at least five (5) students for the applicable grade group (e.g., for grade group K-3, the first teacher position would require 29 students, five (5) students above the minimum threshold of 24).
- For each school, net growth must be demonstrated across grade groups. A growth in one grade group (e.g., K-3) that is offset by a decline in another grade group (e.g., 4-6) would not warrant a growth position.

- For schools with multiple funds centers (i.e., home school, magnet center, other learning center, and/or dual language center), net growth must be demonstrated across funds centers. A growth in one funds center (e.g., home school) that is offset by a decline in another funds center (e.g., magnet center) would not warrant a growth position.
- Pre-norm growth positions will be reduced by the number of ECAST appeals or off-norm teacher positions previously granted that are contingent upon Norm Day (e.g., growth of two (2) teachers minus one (1) ECAST appeal would net to one (1) additional position only).

Reminders

1. If the enrollment count captured for Norm Day is incorrect, schools may submit a corrected enrollment count for review and approval. The request must be submitted by **Friday, September 27, 2019**. See Reference Guide REF-1819.17, Norm Day and Classification Reports-Instructions and Schedules of Electronic Capture, for details.
2. **Schools may be one (1) teacher over on Week 4. However, schools must be on norm by Norm Day.**
3. Norm Day enrollment may be captured several times after September 20, resulting in multiple versions of the schools' Norm report (e.g., capture code N, N1, N2, or N3). Schools are reminded that retroactive changes may impact their final norm enrollment counts.

For questions regarding these procedures, please contact your Fiscal Specialist or Fiscal Services Manager.

c: Austin Beutner
 Megan Reilly
 Scott Price
 Pedro Salcido
 Alison Yoshimoto-Towery
 Jose Cantu
 Karla Gould
 Local District Superintendents
 Administrators of Instruction
 Administrators of Operations
 Fiscal Services Managers (at the Local Districts)
 Fiscal Specialists