



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Norm Day and Classification Reports –
Instructions and Schedules of Electronic
Capture

NUMBER: REF-1819.17

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ROUTING:
LD Superintendents
LD Administrators of Instruction
LD Administrators of Operations
LD Directors
LD Operations Coordinators
School Operations
Office of School Choice
Office of Educational Options
School Administrators
School Administrative Assistants
Central Office Administrators
and Staff

DATE: August 26, 2019

PURPOSE: The purpose of this Reference Guide is to:
 1) inform school administrators of the norm date for school year 2019-20;
 2) provide the schedules of electronic capture of classification report data;
 3) provide instructions on the review of the classification report.

MAJOR CHANGES: This Reference Guide replaces REF-1819.16, dated August 22, 2018.

INSTRUCTIONS: This reference guide applies to all District schools, except fiscally-independent charter schools.

I. NORM DAY

Norm Day, which is generally the fifth Friday of the school year, has been designated by the District as the official count day for the allocation of resources. Norm day enrollment is the count of actively-enrolled students as of norm day. Norming is the process of using the validated norm day enrollment as the basis for the allocation of various school resources.

For school year 2019-20, Norm Day is Friday, September 20, 2019.
All schools, except Options, must be on norm by Norm Day.

For current policies and norm tables for staffing, refer to the appropriate bulletins on staffing recommendations.

II. IMPORTANCE OF CLASSIFICATION REPORTS

Enrollment data is reported in the Classification report. This report is available in MiSiS under State Reports.



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The California Department of Education (CDE) uses enrollment data as the basis for school district revenue apportionments, such as the Local Control Funding Formula (LCFF). For this reason, submission of accurate enrollment data is important.

In addition, the District uses norm day enrollment to allocate school operational resources such as administrators, teachers, counselors, librarians, clerical staff, custodians, financial managers, and instructional materials. The District also uses enrollment data for revenue and expenditure projections.

There are three main types of classification reports: daily (pre-norm), norm, and monthly.

A. Daily Enrollment (Pre-Norm)

The classification report data is captured daily from August 20 through September 19 (one day before Norm Day) for all schools. Data from these daily capture is available to schools through the Classification Report, as well as through the Norm Day Enrollment Dashboard, which is a tool to help schools monitor their norm enrollment counts.

The daily classification report data serves as the base enrollment for the Norm Day Enrollment dashboard. The adjusted norm enrollment displayed on the Dashboard is preliminary data only. Budget Services & Financial Planning will issue the official norm enrollment counts once final validations are completed.

Options schools (i.e., Continuation schools, Opportunity schools, Community Day Schools, City of Angels, Carlson Home, and Carlson Hospital) norm on a different day. However, these schools may still use the Dashboard to review their enrollment data for possible issues pertaining to scheduling (students enrolled in one course only), no show students, students with 13 or more absences, special day program (SDP) classification, etc., since student level details are provided for these.

To access the Norm Enrollment Dashboard, log into <https://focus.lausd.net/>, click on the “Operations” tile, click on “Norm Enrollment and Staffing” to see the various Norm dashboards, then click on the specific dashboard.



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B. Norm Day Classification Report

Per District policy, a school's validated enrollment count on the designated norm day is used as the basis for school staffing. It is important to note that Norm Day enrollment may be captured several times after September 20, resulting in multiple versions of the schools' Norm Day report (i.e., N, N1, N2, etc.).

Classification report data captured for norm day is preliminary only; data is subject to review by Central Office staff before resources are allocated.

C. Monthly Classification Reports

The monthly classification reports provide the counts of students enrolled as of the last instructional day of the school month.

The monthly enrollment counts are the basis for the Class Size Penalties Report required by the California Department of Education (CDE). This report determines whether or not the District has complied with the Education Codes on mandated Grades K-3 class size limits and Grades 4-8 teacher-pupil ratio. Fiscal penalties are assessed for each class that exceeds the maximum allowed class size.

CDE's K-3 Grade Span Adjustment (GSA) also requires the use of monthly enrollment counts. The District is required to track the monthly enrollment counts of all Kindergarten (K/TK/TE) to Third Grade classes and ensure that no school exceed an average of 24 students. If one school exceeds this average class size, the District would lose the entire funding for K-3 GSA.

The monthly enrollment counts are used by elementary principals to support requests for additional teachers based on enrollment growth, if any. They also provide the basis for trend analysis in projecting the total District enrollment.

III. SUBMISSION OF CLASSIFICATION REPORTS AND DOCUMENT RETENTION

Refer to Attachment C.



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IV. DISTRICT'S REVIEW OF THE ELECTRONICALLY-CAPTURED ENROLLMENT DATA

Budget Services & Financial Planning will review the electronically-captured enrollment data. If corrections are necessary, school staff is responsible for making the corrections in MiSiS.

V. CORRECTION TO NORM DAY CLASSIFICATION REPORT

After the September 20 capture, if a correction to the Norm Day Classification Report is necessary, the principal should send via e-mail a request to submit a corrected or revised norm enrollment. The request should be submitted by Friday, September 27, and should include the student's name, grade level, ID number, and details of the error. E-mail the request to AttendanceEnrollmentSection@lausd.net with a copy to the LD Administrator of Operations. In the Subject line, enter "Request for Norm Day Correction."

The request will be reviewed, and supporting documents may be requested from school staff, if necessary. Subsequently, the request will be sent to the Director of Budget Services & Financial Planning for consideration. If approved, the corrected data will be used as the basis for teacher allocation. The Principal and the LD Administrator of Operations will be informed of the status of the request.

VI. SCHOOL STAFF'S RESPONSIBILITIES

- A. The classification report is an official document and it is the principal's responsibility to ensure the accuracy of the enrollment data.
- B. To be counted as enrolled on the classification report, a student must be enrolled at the school and appropriately scheduled in classes. Therefore, it is important for school staff to enter each student's class schedule in MiSiS promptly and completely.
- C. School staff must keep MiSiS information current by promptly updating the system for new enrollees ("E"), students' class schedules, student withdrawals ("L"), "no shows," SDP designation, etc. according to District policies and MiSiS guidelines.

Note: 1. A "no show" is a student who fails to attend school on his/her enrollment (E) date. If a "no show" student attends school subsequently, the student's E code should be changed to the date of attendance.



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2. A student’s withdrawal (“L”) date is a day of enrollment. Therefore, if a student “L’d” out on a scheduled capture date, this student would be counted as enrolled on the classification report.

D. Elementary school staff must be cognizant of the maximum class sizes when organizing the classes and enrolling students into classes. The State imposes fiscal penalty upon a district for class(es) that exceed the maximum class sizes. To avoid subjecting the District to substantial fiscal penalty, do not exceed the class sizes in the chart below at any time during the school year. A combination class with at least one student in grades 1, 2, or 3 may not exceed 32 students at any time.

| Grade Level | Maximum Class Size |
|-------------|--------------------|
| K | 33 |
| 1 – 3 | 32 |
| 4 – 6 | 36 |

In addition, school staff must monitor their class sizes so as not to exceed the average class size of 24 school-wide for all their K-3 classes, including combination classes with grades 1-3 students. To assist schools in monitoring their K-3 averages, the K-3 Class Size Average dashboard is available to schools.

To access the K-3 Class Size Average dashboard, log into <https://focus.lausd.net/>, click on the “Operations” tile, click on “Norm Enrollment and Staffing,” then click on “K-3 Class Size Average” tab.

E. Secondary Schools (excluding Continuation schools and students in full-time independent study program): A District student who is scheduled for one class only or less than minimum day for the entire school year or a non-District student who enrolls for one or two classes only at a District school while enrolled full-time at a non-District school such as a private school or a non-public school (NPS) should be coded as Non-ADA. This student’s enrollment record should have an Attendance Category of Non-ADA.

F. School staff must review the enrollment data for accuracy of student grade level and course assignment, teacher/room assignment, SDP designation, etc. Staff should also ensure that No Show students are processed/removed from enrollment counts, that students’ complete class schedules are updated in MiSiS, etc. To aid in the review of enrollment data, see Attachment D for information.



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- G. School staff should resolve data issues as soon as possible. Schools are alerted of possible data issues several ways:
1. Exception reports – This report lists students and the applicable exceptions. Refer to Attachment D for information on exception codes.
 2. Norm Day Enrollment Dashboard – the Dashboard provides student-level detail on possible data issues pertaining to age-ineligible students and secondary students assigned to one class only, as well as possible No Show students and students with 13 or more absences.
 3. Certify – Certify is a tool that alerts schools of data issues pertaining to enrollment and demographics, scheduling, attendance, English Learners, etc. School staff designated by Principals will receive e-mails twice a week detailing the possible data issues.
 4. Through the Local District – Each week leading up to Norm Day, a school may receive a list of students with specific data errors through their Local District. School should promptly resolve those errors.
- H. Norm Day Classification Report and all Monthly Classification Reports should be printed at the school site on the first instructional day after the capture date. These reports must be reviewed and signed by the principal or designee and retained in school files for audit purposes in accordance with District policies.
- I. When scheduling students into classes, school staff are to maintain class sizes in accordance with the *January 22, 2019 Class Size Reduction Phase-In MOU between LAUSD and UTLA*. See attachment E for Class Size Averages and Class Size Maximums for types of schools, grade spans and academic/non-academic classes.

RELATED RESOURCES:

ASSISTANCE: For assistance with MiSiS, call the HelpDesk at (213) 241-5200.

For further information, contact Attendance and Enrollment Section at (213) 241-2196 or AttendanceEnrollmentSection@lausd.net.



**2019-20 Schedule of Monthly Classification Report
 Data and Capture Codes**

Single Track

| <u>Capture Code</u> | <u>Capture Date</u> | <u>Captured Data</u> |
|---------------------|----------------------|----------------------|
| 1 | 09/13/19 | Month 1 |
| N | 09/20/19 | Norm |
| 2 | 10/11/19 | Month 2 |
| 3 | 11/08/19 | Month 3 |
| 4 | 12/06/19 | Month 4 |
| 5 | 01/24/20 | Month 5 |
| 6 | 02/21/20 | Month 6 |
| 7 | 03/20/20 | Month 7 |
| 8 | 04/17/20 | Month 8 |
| 9 | 05/15/20 | Month 9 |
| 10 | 06/12/20 or 06/15/20 | Month 10 |

Classification report data will be captured after 5:00 pm on the designated dates. Classification reports for the captured data will be available to schools on the first instructional day after each scheduled capture date.

Note: This schedule applies to all District schools except Early Start schools (see Attachment A-2 and A-3).

**When printing the Norm and Monthly Classification reports for Principal's signature, select the code corresponding to the captured data you wish to print. Follow printing instructions in Attachment C.*



**2019-20 Schedule of Monthly Classification Report
 Data and Capture Codes**

**Early Start 1
 (Chavez Learning Academy Schools)**

| <u>Capture Code</u> | <u>Capture Date</u> | <u>Captured Data</u> |
|---------------------|---------------------|----------------------|
| 1 | 08/29/19 | Month 1 |
| N | 09/20/19 | Norm |
| 2 | 09/27/19 | Month 2 |
| 3 | 10/25/19 | Month 3 |
| 4 | 11/22/19 | Month 4 |
| 5 | 12/20/19 | Month 5 |
| 6 | 02/07/20 | Month 6 |
| 7 | 03/06/20 | Month 7 |
| 8 | 04/02/20 | Month 8 |
| 9 | 05/01/20 | Month 9 |
| 10 | 05/29/20 | Month 10 |

Classification report data will be captured after 5:00 pm on the designated dates. Classification reports for the captured data will be available to schools on the first instructional day after each scheduled capture date.

Note: This schedule applies to the following Cesar E. Chavez Learning Academy schools:
 Academy of Scientific Exploration (loc 7717)
 Arts/Theatre/Entertainment Magnet (loc 7715)
 Social Justice Humanitas Academy (loc 7716)

**When printing the Norm and Monthly Classification reports for Principal's signature, select the code corresponding to the captured data you wish to print. Follow printing instructions in Attachment C.*



**2019-20 Schedule of Monthly Classification Report
 Data and Capture Codes**

**Early Start 2
 (for Locations 8518, 8636, 8710, 8809, 8838)**

| <u>Capture Code</u> | <u>Capture Date</u> | <u>Captured Data</u> |
|---------------------|---------------------|-----------------------|
| 1 | 09/06/19 | Month 1 |
| N | 09/20/19 | Norm |
| 2 | 10/04/19 | Month 2 |
| 3 | 11/01/19 | Month 3 |
| 4 | 11/22/19 | Month 4 ¹ |
| 5 | 01/17/20 | Month 5 |
| 6 | 02/13/20 | Month 6 ² |
| 7 | 03/13/20 | Month 7 |
| 8 | 04/02/20 | Month 8 ³ |
| 9 | 05/08/20 | Month 9 |
| 10 | 06/05/20 | Month 10 ⁴ |

Classification report data will be captured after 5:00 pm on the designated dates. Classification reports for the captured data will be available to schools on the first instructional day after each scheduled capture date.

This schedule applies to the following schools only: Early College Academy (loc 8710), Vladovic Harbor Teacher Prep (loc 8518), HArts Academy (loc 8838), and Polytechnic SH and Magnet (locs 8636 and 8809).

- Notes: ¹ Month 4 capture date is 11/26/19 for Early College Academy.
² Month 6 capture date is 02/14/20 for HArts Academy and Polytechnic SH/Magnet.
³ Month 8 capture date is 04/03/20 for Early College Academy.
⁴ Month 10 capture date is 06/08/20 for Early College Academy and 06/10/20 for HArts Academy.

**When printing the Norm and Monthly Classification reports for Principal's signature, select the code corresponding to the captured data you wish to print. Follow printing instructions in Attachment C.*



NORM DAY ENROLLMENT DASHBOARD

**2019-20 Schedule of Daily Classification Reports
Data and Capture Codes (8/20 through 9/20)**

ALL DISTRICT SCHOOLS

| <u>Capture Code</u> | <u>Capture Date</u> | <u>Captured Data</u> |
|---------------------|---------------------|----------------------|
| D1 | 08/20/19 | Daily |
| D2 | 08/21/19 | Daily |
| D3 | 08/22/19 | Daily |
| W1 | 08/23/19 | Week 1 |
| D5 | 08/26/19 | Daily |
| D6 | 08/27/19 | Daily |
| D7 | 08/28/19 | Daily |
| D8 | 08/29/19 | Daily |
| W2 | 08/30/19 | Week 2 |
| D10 | 09/03/19 | Daily |
| D11 | 09/04/19 | Daily |
| D12 | 09/05/19 | Daily |
| W3 | 09/06/19 | Week 3 |
| D14 | 09/09/19 | Daily |
| D15 | 09/10/19 | Daily |
| D16 | 09/11/19 | Daily |
| D17 | 09/12/19 | Daily |
| W4 | 09/13/19 | Week 4 |
| D19 | 09/16/19 | Daily |
| D20 | 09/17/19 | Daily |
| D21 | 09/18/19 | Daily |
| D22 | 09/19/19 | Daily |
| N | 09/20/19 | Norm |

Classification report data will be captured after 5:00 pm on the designated dates. Classification reports for the captured data will be available to schools on the first instructional day after each scheduled capture date.



SUBMISSION OF CLASSIFICATION REPORTS AND DOCUMENT RETENTION

MiSiS is the system of record for schools’ enrollment data. Constant updates to MiSiS with regards to new enrollments and class schedules, withdrawals, no show students, enrollment data corrections, Special Day Program (SDP) and Non-ADA designations, etc. would help ensure complete and accurate enrollment data on the classification reports.

Schools are not required to submit printed classification reports to Attendance & Enrollment Section. However, for accountability and audit purposes, schools are required to print the *norm day* and *monthly* classification reports for principal’s review and signature, then retain signed reports in school file.

District schools will have their classification report data electronically captured according to the schedules indicated Attachments A-1 through A-3, and Attachment B. After 5:00 p.m. of each scheduled capture date, central office will capture the schools’ enrollment data from MiSiS and provide this information to Attendance & Enrollment Section, as well as to other District information systems. Schools will have access to the captured data in MiSiS the following school day.

In addition, the daily enrollment data captured according to Attachment B will also be available in the Norm Day Enrollment Dashboard. To access the Norm Enrollment Dashboard, log into <https://focus.lausd.net/>, click on the “Operations” tile, click on “Norm Enrollment and Staffing” to see the various Norm dashboards, then click on the specific dashboard.

Viewing/Printing the Classification Report

- A. To access the Classification Report, sign in to MiSiS using an Office Manager or Principal role. The path to the report is: Reports > State Reports > Classification - Elementary or Classification - Secondary or Classification – Continuation, etc.
- B. Complete the parameter screen. See below for samples of the parameter screens.

Sample Elementary

The screenshot shows a web-based parameter screen titled "Classification - Elemen...". It contains several input fields:

- Local District: C
- Campus: St El
- School Year: 2019-2020
- School: 1 01 - Street Elementary
- Date Option: Capture Date
- Capture Code: W1
- As Of Date: 8/23/2019



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Sample Secondary

The screenshot shows a web form with the following fields and values:

| | | | |
|-----------------|------------|-------------------------------|----------------------|
| Local District: | C | Campus: | MS |
| School Year: | 2019-2020 | School: | 1 01 - Middle School |
| Date Type: | As Of Date | Date Captured / School Month: | NA |
| As Of Date: | 8/20/2019 | | |

The *Date Option or Date Type* field has two options:

1. **Date Captured** – Use this option to access the enrollment data captured by central office on designated capture dates. When this option is selected, the *As of Date* field does not apply.
2. **As of Date** – Use this option to review enrollment data as of the date selected in the *As of Date* field. When this option is selected, the *Date Captured or Capture Code* does not apply.

The *Capture Code or Date Captured/School Month* field contains the codes of the electronically captured data. Refer to Attachments A-1 through A-3 and Attachment B for the description of the codes. Use this field in conjunction with the *Date Captured* option of the *Date Option or Date Type* field.

The *As of Date* field enables user to select a specific date to see the enrollment data as of that date. User may select any school day from the beginning of the school year to the current date. Use this field in conjunction with the *As of Date* option of the *Date Option or Date Type* field.

- C. Click the **View Report** button, then download the report to PDF, Excel, or other useful format. For ease of viewing the data, it is recommended to download the report in PDF format. The downloaded file may be saved in the user's computer for faster access to the report at a later time.

There are 3 parts to the report:

1. **Classification Report** – For secondary schools, this is the first page of the report. For elementary schools, this report could be the first two pages of the report, depending on the number of teachers at the school site.
2. **Exception Report** – This second part of the report lists students with exceptions (possible data issues). There are two types of exceptions—ER and W. School staff



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should resolve the ER exceptions as these could negatively impact their norm enrollment counts.

- List of Students (Classification Roster) – These lists provide student-level detail for the enrollment counts reported on the classification report. For elementary schools, the students are listed by teacher. For secondary schools, students are listed by grade level; then within each grade level, the General Education students first, then SDP students. It also lists General Education and SDP students who are taking Accelerated Academic Literacy (AAL) courses in middle and senior high schools.

D. Samples of Classification Reports

Sample of elementary report generated using Date Captured as the option, and W2 as the captured data requested.

| COST CENTER CODE: | | ELEMENTARY CLASSIFICATION REPORT | | | | | LAUSD Budget Services Div | | | |
|--|------|----------------------------------|-----|-----|-----|-----|---------------------------|-----|-----|-------|
| Location Code: | | Primary Center | | | | | Local District: | | | |
| Capture Code: W2 | | | | | | | Run Date and Time: | | | |
| NUMBER OF STUDENTS ENROLLED IN GRADES AND CLASSES | | | | | | | | | | |
| Teacher Name | Room | K/FD | GR1 | GR2 | GR3 | GR4 | GR5 | GR6 | SDP | Total |
| B | 28 | 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 24 |
| E | 27 | 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 24 |
| L | 24 | 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 24 |
| VI | 06 | 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 24 |
| S | 23 | 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 21 |
| A | 02 | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20 |
| G | 22 | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20 |
| A | 20 | 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 19 |
| M | 25 | 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 19 |
| S | 03 | 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 19 |
| D | 05 | 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18 |
| M | 04 | 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18 |
| GRAND TOTALS | | 250 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 250 |
| Total K-3: | | 250 | | | | | | | | |
| Total 4-6: | | 0 | | | | | | | | |
| | | Pre-K: | | 0 | | | | | | |
| | | Pre-K SP ED: | | 5 | | | | | | |
| | | TE ADA: | | 0 | | | | | | |
| | | TE Non-ADA: | | 15 | | | | | | |
| I certify that the above figures are a true and correct compilation of individual student attendance records and that supporting worksheets are available for audit. | | | | | | | | | | |
| Signature of Principal or authorized designee _____ | | | | | | | | | | |



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Sample of secondary report generated using As of Date option, and August 23, 2019 as the date requested.

| | | | |
|---|---------|--------------------------------|-----|
|  Los Angeles Unified School District <small>Today's Learners, Tomorrow's Leaders</small> | | Middle School - 1234501 | |
| Secondary Classification Report | | | |
| Date Type: As of Date | | | |
| Date Captured/Reported: 8/23/2019 | | | |
| Executed By: | | | |
| Run Date and Time : | | | |
| Regular Active Enrollment (Inactive not included) | | | |
| 6th | 251 | | |
| 7th | 270 | | |
| 8th | 249 | | |
| | | Sr. High Total | 770 |
| Special Ed. Active Enrollment | | | |
| SDP | 58 | | |
| | | Total SDP | 58 |
| Other Active Enrollment | | | |
| ROP/CTE | 0 | | |
| | | Total Other | 0 |
| | | Grand Total | 828 |
| Accelerated Academic Literacy | | | |
| 6th | 7 | | |
| 7th | 8 | | |
| 8th | 6 | | |
| | | Middle School AAL Total | 21 |
| 9th | 0 | | |
| | | Senior High AAL Total | 0 |
| | | Total AAL | 21 |
| I certify that the above figures are true and correct | | | |
| _____ Signature of Principal or authorized designee | | | |
| Executed On: | Page: 1 | Executed By: | |



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Sample of continuation school report generated using As of Date option, and August 23, 2019 as the date requested.

Continuation High - 1567801
Continuation Classification Report

Date Type: As of Date
As of Date: 8/23/2019

Executed By:
Run Date and Time:

Regular Active Enrollment

| | |
|---------------------|-----|
| 9th Reg | 65 |
| 10th Reg | 111 |
| 11th Reg | 120 |
| 12th Reg | 85 |
| Continuation Total: | 381 |

Special Ed Active Enrollment

| | |
|----------------|----|
| 9th - 12th SDP | 77 |
|----------------|----|

Grand Total: 458

Enrollment Distribution By Program

| Program Type | Grade 9 | Grade 10 | Grade 11 | Grade 12 | Total By Program Type |
|-----------------------|-----------|------------|------------|------------|-----------------------|
| Regular | 65 | 111 | 120 | 85 | 381 |
| Special Education | 13 | 20 | 25 | 19 | 77 |
| Work Experience | 0 | 0 | 0 | 0 | 0 |
| Independent Study | 0 | 0 | 0 | 0 | 0 |
| Total By Grade | 78 | 131 | 145 | 104 | 458 |

I certify that the above figures are true and correct.

Signature of Principal or Authorized Designee

Document Retention:

Principals must ensure that signed documents are retained to ensure availability for audit purposes. According to policy bulletin BUL-4926.2 which contains the attendance policy and procedures for elementary and secondary schools, “All auditable documents shall be retained and stored in a place known to the principal and custodial staff. The documents shall be securely placed, clearly marked with a “destroy date” visible on the box as appropriate.” For more details on the period of retention, refer to the Attendance Manual of BUL-4926.2, *Attendance Manual: Policy and Procedures for Elementary, Secondary and Options Schools*.



**REVIEWING CLASSIFICATION REPORTS
AND OTHER ENROLLMENT-RELATED REPORTS**

This document is provided to assist schools in reviewing their enrollment data in order to help ensure the accuracy and completeness of their enrollment counts. Separate instructions are provided for elementary and secondary schools. Secondary school instructions begin on page 6.

Note:

1. The Classification Report as well as other enrollment-related reports may be generated at any time and as frequently as necessary.
2. Changes to enrollment records are reflected almost immediately onto classification reports.

Elementary Schools

- A. Generate a classification report using the “As of Date” option or the capture codes (see Attachments A and B). The report will generate the classification report, the exception report, and the classification roster which provides student level detail for the counts reported on the classification report. Review the classification report and its sub reports for the following:
1. Exceptions. Review the Exception Report and make necessary corrections to the students’ records. Resolve the following exceptions as soon as possible: ER1, ER2, ER3, ER4, ER8, W4, W8, and W10. See page 10 of this document for more information on the exception codes.
 2. Dual Language Program – Dual Language, Maintenance Bilingual Education, Transitional Bilingual Education, Foreign Language Immersion, etc. at elementary schools will be normed separately from non-dual language classes. New location codes were established for each elementary program language (e.g., Spanish, Korean, Mandarin, etc.) to facilitate the collection and validation of enrollment counts. Review the class rosters to make sure that students are enrolled appropriately according to their master plan program, and at the correct dual language center location.
 3. Check that Kindergarten (K), Transitional Kindergarten (TK), Expanded Transitional Kindergarten (TE) and Pre-K (PK) students are in the correct grade level.
 - a. To be enrolled in Kindergarten (K) or Transitional Kindergarten (TK), a child must meet the minimum age requirement.
 - K students must turn 5 by September 1 of the current school year. Therefore, for 2019-20, a student may be enrolled in K if their birthdate is on or before 9/1/2014. A Kindergarten-age student may be enrolled in K or TK, but not 1st grade.



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- TK students must turn 5 between September 2 and December 2 of the current school year. Therefore, for 2019-20, a student whose birthdate is between 9/2/2014 and 12/2/2014, inclusive, may be enrolled in TK but not K.
 - b. Expanded Transitional Kindergarten (ETK) – In 2019-20, there are 284 locations that have been authorized to offer the ETK program. Only these locations may enroll a student in the TE grade level. To be enrolled in TE, a student must turn 5 years old between 12/3/19 and 6/30/20, inclusive. Therefore, student's birthdate should be between 12/3/14 and 6/30/15, inclusive.
 - c. Scheduling of grade TE students – The ETK program is a General Education program. A TE student must be scheduled into a TE class with course #110102. TE students may not be placed in a class with students in other grade levels. In an ETK/PCC class, all students, including the PCC students, must be TE-age eligible and assigned to TE grade level and course #110102 under the General Education teacher assigned to the class.
 - d. For an enrolled student who does not meet the age requirement for TE or Pre-K SDP, school should withdraw the student as soon as possible. Central Office may need to do a data clean-up to fully correct these issues.
 - e. The only Pre-K-aged students that may be enrolled are those whose program placement is Pre-K SDP. These students should be enrolled in grade level PK and course number 110101.
 - f. Schools that are not authorized to offer the ETK program or the Pre-K SDP program should not enroll students who turn 5 years old on or after December 3, 2019. These students may be referred to a school that offers ETK or Pre-K SDP or to an Early Education program, as appropriate.
 - g. A K or TK student who does not meet the age requirement for his/her assigned grade level will have an exception code of either ER4 (Ineligible) or W4 (Age-Ineligible). See page 10 for information on exception codes.
 - h. For a student with incorrect grade level assignment but correct course assignment, follow MiSiS procedures to do a grade level correction. For a student in the wrong grade level and course assignment, do a grade level change and assign student to the correct course and section.
3. Check that the students are in the correct teacher/class.
- a. The classification report lists teachers and the counts of students in their class by grade level. Review the report to make sure that each teacher's students reflect the correct grade level(s).



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- b. Review the report for unusual combination classes (e.g., a class with 2nd and 4th graders, a class with 3 or more grade levels, a class with graded and SDP counts, a class with Independent Study and graded counts, etc.). This could be due to incorrect grade level assignment or class placement of the students.
- c. Review for unusually low or high class sizes. Unusually low or high class sizes may result from incorrect section start/end dates for students transferred from one class to another.

Note: The State imposes fiscal penalty upon a district for class(es) that exceed the maximum class sizes. To avoid subjecting the District to substantial fiscal penalty, do not exceed the class sizes in the chart below at any time during the school year.

| Grade Level * | Maximum Class Size |
|---------------|--------------------|
| K | 33 |
| 1 – 3 | 32 |

** A combination class with at least 1 student in grades 1, 2, or 3 may not exceed 32 students at any time.*

- 4. Review the list of students assigned to the teachers. Ensure that students who have been withdrawn are no longer enrolled, and new enrollees are reflected in the lists. Also review for duplicated students. These are students who are listed more than once on the teacher’s list of students or students assigned to more than one class. A student assigned to more than one class is displayed in the Exception report with an exception code of W10. Contact MiSiS HelpDesk for assistance in resolving this issue.
- 5. For teachers assigned to Special Day Program classes, the student count should be reflected in the SDP column of the report. If their students are shown in the graded columns, then update the class’ section attribute to the appropriate SDP type for each of the SDP teacher’s assigned class sections. Follow MiSiS instructions on section attributes.
- 6. Each teacher line should reflect a valid class. A class is valid if students assigned to the class are in attendance and daily instruction is provided by a teacher. On the classification report, check for classes with “Unfilled” or blank for the teacher name or blank for the room assignment. If these are not valid classes, contact MiSiS HelpDesk for assistance in removing the class.

B. Check that No Show students are processed as no shows.

Schools are able to flag students who have not been in attendance as “No Show.” By flagging the student as No Show, schools will not need to withdraw the student. No Show students will be deleted from the school’s current year enrollment through a nightly process.

- 1. Follow the instructions for the No Show Process.



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- To see the list of students whose records were deleted through the No Show process, run the No Show Report.

The path to this report is Reports > Enrollment > No Show Report.

Complete the parameter screen, then click on View to open the report. Click on the export icon to download report to PDF, Excel, or other format.

No Show Report

| 10th Street Elementary | | | | | | | | | | | |
|------------------------|--------------|-------|---------|----------------|--------------|----------------|------------------|-------------|------------|--------------|-----------------|
| Student ID | Student Name | Grade | Address | Contact Number | No Show Date | Processed Date | Processing Error | Next School | Entry Date | Foster Youth | Withdrawal Date |

- If student record was processed as No Show, there will be a date in the Processed Date for the student. If student record was not processed as No show, the Processed Date for the student will be blank, and a message will be displayed under Processing Error.
- A student will not be processed as No Show if student has been marked “present” at least once or if teacher did not submit attendance for the student. For these students, confirm that the student is a No Show by doing the following:
 - Verify student’s attendance with the teacher. If student was incorrectly marked as present, change the record to absent for all applicable days.
 - If teacher did not submit attendance, but confirms that student has not been in attendance, update student record to absent for all applicable days.
 - Process the student again as a No Show. To do this, delete the student’s first No Show record by clicking on the delete icon of the No Show record, then follow the No Show Process.

| School Name | School Year | Grade Level | No Show Date | Created By | Created Date | Processed Date | Delete |
|-------------------|-------------|-------------|--------------|------------|--------------|----------------|--------|
| Street Elementary | 2015-2016 | 2 | 08/18/2015 | m620 | 08/31/2015 | | X |



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- Run the No Show report the following day and ensure that all students marked as No Show are processed (i.e., all students should have a date in the Processed Date column).

C. Check that students are scheduled.

- A student who is not assigned to a class is excluded from the school’s enrollment count. To see a list of students who are enrolled but are not scheduled into a class, check the exception report. These students will have an exception code of W8 (No Schedule) or W14 (Students with No Schedule Ever). A student whose section enrollment starts after his/her cohort enrollment date will display with a W8 for each date that the student is enrolled without a schedule.

School may also run the Students Without Schedules Report. The path to this report is: Reports > Master Scheduling > Other > Students Without Schedules Report.

Complete the parameter screen, then click on View Report to open the report.

| ESC | School Name | Location | Total Students |
|-----|-------------------|----------|----------------|
| C | Street Elementary | 1 | 2 |

- The number of students without schedules will display in the Total Students box. To see the list, click on the number of students (in the example above, click on 2). Then click on the export icon to download report to PDF, Excel, or other format (see below).

| District ID | Last Name | First Name | Middle Initial | Grade Level | School Term | Entry Date | Exit Date |
|-------------|-----------|------------|----------------|-------------|-------------|------------|-----------|
|-------------|-----------|------------|----------------|-------------|-------------|------------|-----------|

- Determine why students on the list are not scheduled to a class, then make the necessary corrections to the students’ records. For example, if student has not been in school, process student as a No Show.

D. The following tools are available to assist schools in reviewing their enrollment data to increase accuracy:

- Norm Day Enrollment Dashboard – review the records of students presented in the following Adjustment tiles: Age Ineligible, Absences (possible No Show students), and Duplicates. In



addition, review the student records in the Special Day tile and Expanded TK tile to make sure that students in these categories are correctly placed. Correct information in MiSiS, as necessary.

2. Certify – review the records of students identified in each of the Rules, and resolve accordingly by updating records in MiSiS.

Secondary Schools

A. Generate a classification report using the “As of Date” option or the capture codes (see Attachments A and B). The report will generate the 1-page classification report, the exception report, and the classification roster. Review the classification report for the following:

1. Exceptions. Review the Exception Report and make the necessary corrections to the students’ records. Resolve the following exceptions as soon as possible: ER1, ER5, ER7, ER8, W7, and W8. See page 10 of this document for more information on the exception codes.
2. Reasonableness of counts. See if the enrollment counts, which are displayed by grade level and SDP, reflect expected counts. If not, review the classification roster, which provides student level detail for the counts reported on the classification report. On the classification roster, the students are grouped by grade level, then listed by instructional program (i.e., General Education vs. Special Day Program).
3. Special Day Program (SDP) students. The students counted as SDP are those whose attendance category is “SDP” for the current school year. Attendance Category is one of the selections in the Enrollment tab of a student’s record. Students will be automatically assigned an Attendance Category of “SDP” if, according to the Welligent system, the student’s “Percent Outside General Education” is 50% or more. In MiSiS, this percentage is in the field labeled “Percent Time in SPED” which is under Services, then Special Education (see screen shot below). If the percentage is incorrect, contact your LRE Specialist.

The screenshot shows a student record in MiSiS. The 'Services' dropdown menu is open, highlighting 'Special Education'. In the 'Special Education Summary' section, the 'Percent Time in SPED' field is highlighted with a red box and contains the value '59'.

| Special Education Pertinent Dates | |
|---|-----------|
| Eligible for Special Education Services: | YES |
| Date of Initial IEP Team Meeting: | 6/10/2009 |
| Date of Present Meeting: | 2/16/2017 |
| Annual Review to be Conducted by: | 2/16/2018 |
| Three year Review or Evaluation was Conducted on: | 2/28/2015 |
| Next Scheduled IEP: | 2/16/2017 |
| IEP Exit Reason: | |

| Special Education Summary | |
|---------------------------|-----|
| IEP Case Manager: | |
| Eligibility: | SLD |
| RSP Service: | NO |
| Percent Time in SPED: | 59 |
| Behavior Support Plan: | No |
| Future School per IEP: | |



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4. Non-ADA students. A District student who is scheduled for 1 class only (e.g., student who only needs 1 class to graduate), as well as a non-District student who enrolls for one or two classes only at a District school while enrolled full-time at a non-District school (e.g., private school, NPS school, etc.) should be designated as “Non-ADA” in their Attendance Category. This does not apply to Continuation school students or students in full-time independent study program.

To reflect Non-ADA as the attendance category for a student, contact Attendance and Enrollment Section at 213-241-2155.

5. Student with grade level outside grade configuration. Review record of student reported on a grade level outside the school’s grade configuration. For example: an 8th grader reported on a high school classification report. Correct the student’s record, as necessary.

B. Check that No Show students are processed as no shows.

School staff should flag students who have not been in attendance as No Show. By flagging the student as No Show, schools will not need to withdraw the student. No Show students will be deleted from the school’s current year enrollment through a nightly process.

1. Follow the instructions for the No Show Process.
2. To see the list of students whose records were deleted through the No Show process, run the No Show Report.

The path to this report is Reports > Enrollment > No Show Report.

Complete the parameter screen, then click on View to open the report. Click on the export icon to download report to PDF, Excel, or other format.

3. If student record was processed as No Show, there will be a date in the Processed Date for the student. If student record was not processed as No show, the Processed Date for the student will be blank, and a message will be displayed under Processing Error.



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4. A student will not be processed as No Show if student has been marked “present” at least once or if teacher did not submit attendance for the student. For these students, confirm that the student is a No Show by doing the following:
 - a. Verify student’s attendance with the teachers. If student was incorrectly marked as present, change the record to absent for all applicable days and periods.
 - b. If teacher did not submit attendance, but confirms that student has not been in attendance, update student record to absent for all applicable days and periods.
 - c. Process the student again as a No Show. To do this, delete the student’s first No Show record by clicking on the delete icon of the No Show record, then follow the No Show Process.

| View No Show | | | | | | | |
|---|-------------|-------------|--------------|------------|--------------|----------------|--------|
| + Add new record Refresh | | | | | | | |
| School Name | School Year | Grade Level | No Show Date | Created By | Created Date | Processed Date | Delete |
| Street Elementary | 2015-2016 | 2 | 08/18/2015 | m620 | 08/31/2015 | | ✕ |

5. Run the No Show report the following day and ensure that all students marked as No Show are processed (i.e., all students should have a date in the Processed Date column).

C. Check that students are scheduled.

1. A student who is not assigned to a class is excluded from the school’s enrollment count. To see a list of students who are enrolled but are not scheduled into a class, check the exception report. These students will have an exception code of W8 (No Schedule) or W14 (Students with No Schedule Ever). A student whose section enrollment starts after his/her cohort enrollment date will display with a W8 for each date that the student is enrolled without a schedule.

School may also run the Students Without Schedules Report. The path to this report is: Reports > Master Scheduling > Other > Students Without Schedules Report.

Complete the parameter screen, then click on View Report to open the report.

The screenshot shows the MSS interface with the following configuration and results:

- Navigation Path:** Reports > Master Scheduling > Other > Students Without Schedules Report
- Parameters:**
 - Educational Service Center: E
 - Campus: SH
 - Schools: Senior High - 1 01
 - As of Date: 8/18/2015
- Report Title:** Students Without Schedules Summary Report
- Data as of:** 8/29/2015 4:10:43 PM
- Report Table:**

| ESC | School Name | Location | Total Students |
|-----|-------------|----------|----------------|
| E | Senior High | 8871 | 11 |



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2. The number of students without schedules will display in the Total Students box. To see the list, click on the number of students (in the example above, click on 11). Then click on the export icon to download report to PDF, Excel, or other format.

| District ID | Last Name | First Name | Middle Initial | Grade Level | School Term | Entry Date | Exit Date |
|-------------|-----------|------------|----------------|-------------|-------------|------------|-----------|
|-------------|-----------|------------|----------------|-------------|-------------|------------|-----------|

3. Determine why students on the list are not scheduled to a class, then make the necessary corrections to the students' records. For example, if student has not been in school, process student as a No Show.

D. The following tools are available to assist schools in reviewing their enrollment data to increase accuracy:

1. Norm Day Enrollment Dashboard – review the records of students presented in the following Adjustment tiles: Absences (possible No Show students), Enrolled in One Course (possible scheduling issues), and Duplicates. In addition, review the student records in the Special Day tile to make sure that students in this category are correctly placed. Correct information in MiSiS, as necessary.
2. Certify – review the records of students identified in each of the Rules, and resolve accordingly by updating records in MiSiS.



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Exception Report

The Exception Report serves to alert school staff of student records with possible data issues which may need to be addressed in order for the classification report to have accurate data. The classification exception report is generated automatically with the classification report.

This report lists each student with possible data issues and the applicable exception(s). For certain exceptions, the report will list each day to which the exception applies in the Date Range column. Below is a sample of the elementary classification Exception Report.

| COST CENTER CODE: 1 01 | | ELEMENTARY CLASSIFICATION REPORT | | | LAUSD Budget Services Div | | | |
|-------------------------------------|-------------------------------|----------------------------------|--|----------|---------------------------|-----------|------------|------------------|
| Location Code: M | | Elementary | | | Local District: W | | | |
| As Of Date: 8/15/2017 | | | | | Run Date and Time: | | | |
| EXCEPTION REPORT | | | | | | | | |
| LOS ANGELES UNIFIED SCHOOL DISTRICT | | | | | | | | |
| School Year: 2017-2018 | | | | | | | | |
| Student ID | Student Name | Grade | Enrollment Date | End Date | Teacher | Exception | Date Range | Duplicate School |
| 08 13M D | | PK | 8/15/2017 | 6/7/2018 | C | ER2 | | |
| 12 12F J | | TK | | | | ER4 | | |
| 08 09M H | | 3 | | | | W14 | | |
| Exception codes | | | | | | | | |
| Code | Description | Code | Description | | | | | |
| ER2 | Pre-K in Non-Pre-K Courses | W5 | Teacher assigned to an SDP & a regular section | | | | | |
| ER3 | TK, K-6 in Non-TK, K-6 course | W6 | No Show | | | | | |
| ER4 | Ineligible, TK K-6 | W8 | No Schedule | | | | | |

There are 2 types of exception codes—ER and W. Both of these types of exception codes may require action from school staff to resolve. The difference between these two codes lies in the manner in which student data is treated for the Classification Report or the Statistical Report. The exception code ER generally results in the exclusion of the student from the reports. The exception code W, on the other hand, generally does not.

Below is the list of Exception Codes—7 ERs and 14 Ws. Note that not all exceptions apply to both Elementary and Secondary schools.

| Exception Code | Description <i>Remarks</i> | Effect on Classification Counts |
|----------------|---|------------------------------------|
| ER1 | Attendance Category is Non-ADA <i>If student is designated correctly as Non-ADA, ignore exception code. It is displayed for information purpose only; no action is required.</i> | excluded from counts |
| ER2 | Grade level PK assigned to non-Pre-K course <i>Determine which is incorrect—the grade level or the course—then correct record accordingly. Contact MiSiS HelpDesk to remove/invalidate the incorrect section enrollment.</i> | excluded from counts |
| ER3 | Elementary grade levels (TK-6) assigned to non-elementary course(s) <i>Check section assignments. Student may have been enrolled in a Pre-K course, a Homeroom, or other non-elementary course. Assign student to the correct course, then contact HelpDesk to remove/ invalidate the incorrect section.</i> | excluded from counts |



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| Exception Code | Description Remarks | Effect on Classification Counts |
|-----------------------|--|---|
| ER4 | Ineligible – student whose 5 th birthday is between December 3 and June 30, and is enrolled in grade level higher than TE. It is also a student whose 5 th birthday is after June 30. <i>Determine which is incorrect—date of birth or grade level—then correct record accordingly.</i> | included in counts |
| ER5 | Continuation HS student enrolled in multiple programs <i>A student may be in one attendance-generating program only. A student may only be in Regular Education or Work Experience or Independent Study at any given date.</i> | excluded from counts |
| ER7 | Grade level outside school’s grade configuration <i>For example, a middle school with a student assigned to 9th grade, or a high school with a student assigned to 8th grade.</i> | excluded from counts |
| ER8 | 6 th grader of span schools assigned to incorrect course <i>Span schools decide whether to report their 6th grade cohort as elementary or secondary. If a 6th grade student is scheduled contrary to school’s decision, the exception is assigned. For example: School decides that 6th graders are secondary students. If a group of 6th graders are scheduled as elementary with elementary course, these students will have an exception.</i> | excluded from counts |
| W1 | Attendance outside allowed boundary of section enrollment <i>Attendance record exists before section enrollment start date or after section end date. This usually occurs when there is a retroactive correction of section enrollment. This requires invalidation of the attendance record. Contact MiSiS HelpDesk for assistance.</i> | included in counts within section enrollment dates |
| W2 | More than one school <i>Student has section enrollment(s) at the school of enrollment as well as at another school. Student is counted only at the school of enrollment.</i> | included in counts |
| W3 | Student is scheduled for less than minimum day. <i>This exception is applied to each day that a secondary student’s class schedule does not meet the minimum day requirement.</i> | excluded from counts on days when exception applies |
| W4 | Age-ineligible <i>TK-aged student enrolled in higher grade level.</i> | included in counts |
| W5 | Teacher’s class is assigned to SDP and non-SDP sections. <i>This is a scheduling error which needs to be corrected immediately as it results in the double counting of students.</i> | included in counts |
| W6 | First Record of Attendance is After Enrollment Date <i>Student’s E date is before first day of actual attendance. The exception applies to the absences before the actual first day of attendance.</i> | included in counts |



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| Exception Code | Description Remarks | Effect on Classification Counts |
|-----------------------|---|--|
| W7 | Secondary grade level with elementary course number. <i>Student's schedule includes a section assigned to an elementary course. Contact MiSiS HelpDesk to remove/invalidate incorrect section enrollment.</i> | included in counts |
| W8 | No Schedule <i>Exception applies to the days when student is enrolled but has no assigned schedule in MiSiS.</i> | excluded in counts |
| W9 | Schedule outside home school <i>Student does not have a schedule assigned at the school of enrollment, but section enrollment exists at another school.</i> | excluded in counts |
| W10 | Student has overlapping enrollments in multiple sections <i>Elementary student may have one section enrollment only at any given time. Exception applies when begin and/or end dates of at least 2 sections overlap.</i> | included in counts |
| W11 | Sections outside E and L dates <i>Section enrollment date(s) is before student's cohort enrollment (E) date or after withdrawal (L) date.</i> | included in counts only on days within cohort enrollment dates |
| W12 | ANS, Tardy, Left Early or State Excluded Absence <i>Applies to students in independent study. Exception applies when an instructional day is coded with the above.</i> | included in counts |
| W13 | Independent Study Student Missing Academic Courses <i>Applies to students in full time independent study program but are not scheduled in academic course sections.</i> | included in counts |
| W14 | No schedule ever <i>Student has no section enrollment at all within the cohort enrollment start and end dates.</i> | excluded in counts |



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ATTACHMENT E

2019-2020 Class Size Table ¹

| Type of School | Grade Levels | Class Size Average | Class Size Maximums |
|--|--------------|--------------------|---------------------|
| PHBAO (Predominately Hispanic, Black, Asian, & Other Non-Anglo) | TK-3 | 24.00 | 27 |
| PHBAO | 4-5 (6) | 29.50 | 33 |
| PHBAO Academic | (6) 7-8 | 33.00 | 36 |
| PHBAO Academic | 9-10 | 33.00 | 36 |
| PHBAO Non-Academic | (6) 7-8 | 41.50 | 45 |
| PHBAO Non-Academic | 9-10 | 41.50 | 45 |
| PHBAO Academic & Non-Academic ² | 11-12 | 41.50 | 45 |
| Desegregated/Receiver | TK-3 | 24.00 | 27 |
| Desegregated/Receiver | 4-5 (6) | 35.00 | 38 |
| Desegregated/Receiver Academic ² | (6) 7-8 | 38.50 | 42 |
| Desegregated/Receiver Academic ² | 9-10 | 38.50 | 42 |
| Desegregated/Receiver Non-Academic | (6) 7-8 | 41.5 | 45 |
| Desegregated/Receiver Non-Academic | 9-10 | 41.5 | 45 |
| Desegregated/Receiver Academic & Non-Academic ² | 11-12 | 41.5 | 45 |

**Per Article XVIII, Section 2.4, non-elective secondary PE classes are to have a maximum class size of 55.*

| Type of School | Grade Levels | Class Size Maximums ³ |
|--|--------------|----------------------------------|
| PHBAO Magnet | TK-3 | 24 |
| PHBAO Magnet | 4-5 (6) | 30 |
| PHBAO Magnet (Academic & Non-Academic) | (6) 7-8 | 33 |
| PHBAO Magnet (Academic & Non-Academic) | 9-12 | 33 |
| Desegregated Receiver Magnet | TK-3 | 24 |
| Desegregated Receiver Magnet | 4-5 (6) | 33 |
| Desegregated Receiver Magnet (Academic & Non-Academic) | (6) 7-8 | 36 |
| Desegregated Receiver Magnet (Academic & Non-Academic) | 9-12 | 36 |

1. For 75 targeted high needs elementary and 15 middle schools, class sizes in grades 4-8 shall be reduced by an additional 2 in the above chart, until the class sizes set forth in Article XVIII are reached in these schools.
2. ELA/Math classes in these categories (PHBAO 11-12; Deseg/Receiver 6-12) may not exceed 39 students
3. While there remains a dispute between the District and UTLA as to the implementation of magnet averages and maximums, without giving up its position, the District will attempt to achieve these maximums for 2019-2020