Dear Principals,

As we go into College Awareness Month, I would like to encourage everyone to promote the idea of going to college with students. We are working with our college partners to find new ways to increase college enrollment, particularly among underrepresented minorities. I recently addressed the UC Regents to share ideas, including the opportunity to exchange information to ensure students are successful once they are enrolled in college. My full remarks can be found [here](#). We are committed to doing everything we can to prepare our students for success in college, career and life.

Sincerely,

Austin Beutner

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**What's Due At A Glance**

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Action</th>
<th>Information Link</th>
<th>Contact</th>
</tr>
</thead>
</table>
| 10/1     | E-CAR 2019 online application due Oct. 1  
- For more information and resources about your school’s E-CAR 2019 online application, please click [here](#). | E-CAR Process | E-CAR Customer Service  
213-241-8044  
Press #9 |
| 10/2     | Language Census  
- For more information, refer to [Reference Guide 6906.2, Fall Census for Elementary and Secondary Schools](#), dated August 12, 2019.  
- Contact your Local District EL Programs Coordinator or Central Office EL Programs staff, 213-241-5582. | Reference Guide 6906.2 | LD EL Programs Coordinator or Central Offices, 213-241-5582 |
Due Date | Action | Information Link | Contact
---|---|---|---
10/1 | Semi-Monthly Payroll due for 9/16-9/30 | [https://achieve.lausd.net/Page/440](https://achieve.lausd.net/Page/440) | Payroll Customer Services at (213) 241-2570 Mon-Fri, 8:00am – 4:30pm
10/4 | CE & CL Off-cycle payroll due | [https://achieve.lausd.net/Page/440](https://achieve.lausd.net/Page/440) | Payroll Customer Services (213) 241-2570 Mon-Fri, 8:00am – 4:30pm
10/14 | Review & Update Open POs and outstanding GRs | [https://psd.lausd.net/lrp_shopping_cart/](https://psd.lausd.net/lrp_shopping_cart/) | Accounts Payable Customer Service (213) 241-4800
10/30 | Fun At Bat Curriculum (Elementary Schools Only) | [FunAtBatLAUSD.com](http://FunAtBatLAUSD.com) | John Kruse, Specialist, DOI Physical Education, 213-241-4556

### Payroll Certification Due Dates

**Business and Finance**

**Accounts Payable**
- **Good Receipts (GRs)** – Please review your list of open Purchase Orders and update any open Purchase Orders and outstanding GRs by October 14, 2019.
- To see list of open Purchase Orders, click on link - [https://psd.lausd.net/lrp_shopping_cart/](https://psd.lausd.net/lrp_shopping_cart/). It is critical that invoices are paid timely to prevent vendors from placing your account “on hold” or from sending your account to a collection agency.
- If you need assistance with Goods Receipt, please contact your Local LRP Shopping Cart Support Center. Contact information: [https://achieve.lausd.net/Page/3553](https://achieve.lausd.net/Page/3553).
- For Accounts Payable related questions, please call Accounts Payable Customer Service at (213) 241-4800.

**Grant, Scholarship, and Partnership Opportunities**
- The “Dollars and Sense” Digital program with Everfi teaches, assesses and certifies students in critical financial concepts.
  - For more information, see [here](http://here).
  - To bring the curriculum to your students, please fill out this [form](http://form). In this form, you will also have the opportunity to sign up for informational webinars on September 26th. You can view a previous webinar [here](http://here).
  - If you have any questions, please feel free to reach Nancy Ceballos via email or phone at 213-241-4840.
- **Junior Achievement of SoCal** wants to help schools reach their goals of preparing students for the real world using our unique 13 lesson in-classroom curriculum & culminating budget simulation at the only financial literacy lab of its kind in Southern California—**JA Finance Park**.
  - Join the 8,000 middle and high school students that will pass through our doors this year and leave with an understanding of how their choices in education, career, spending and saving will impact the goals they have for themselves.
  - Contact JA Program Manager, Paige Snider Kennedy at psnider@jasocal.org | 323-785-3517, or by visiting our website [www.jasocal.org](http://www.jasocal.org), to sign up.
Information Technology

Update

- **My Integrated Student Information System (MiSiS):**
  - The planned releases for MiSiS are scheduled for Tuesday, October 8 and Tuesday, November 5.
  - The secondary grade entry window opens on Thursday, October 3 and closes Friday, October 11.
  - For more information, please visit: [http://achieve.lausd.net/misis](http://achieve.lausd.net/misis)

- **Whole Child Integrated Data**
  - The new Teacher and Student Support Workbenches will be available in the platform to teachers, counselors, and principals this week. Go to the [Whole Child Integrated Data website](http://achieve.lausd.net/misis) for information about accessing and using the platform.
  - If you are interested in providing your feedback and helping to guide the development of the Principal Workbench – a new tool that will provide the data you need to support the whole child as a principal – sign up by October 1, 2019 to participate in the upcoming Principal Pilot: [http://bit.ly/principalworkbench](http://bit.ly/principalworkbench)

Instruction

**What’s New**

- **ALL: October Instructional Update**
  - [Elementary Instructional Update](http://achieve.lausd.net/misis)
  - [Secondary Instructional Update](http://achieve.lausd.net/misis)

- **ALL: Policy with Purpose: Refresher on Celebrating #DigCitWeek**
  - The District is committed to cultivating a culture of digital citizenship across the instructional program to help staff and students thrive in an increasingly digital world. Please join us in celebrating [Digital Citizenship Week](http://achieve.lausd.net/misis) on October 14-18, 2019.
  - **Contact:** Allison Jonas, Readiness & Integration Coordinator, 213-241-5532, allison.jonas@lausd.net

- **ALL: Dyslexia Awareness**
  - The [LAUSD dyslexia website](http://achieve.lausd.net/misis) provides information on the characteristics of dyslexia, strategies to support students, and resources for parents. REF-077102, *Dyslexia Awareness Experience for Schools During the Month of October*, provides recommendations for planning dyslexia awareness activities. Posters will be sent to every school during the month of October to raise awareness.
  - **Contact:** Alison Pickering, Elem Literacy Coordinator, 213-241-2494, alison.pickering@lausd.net

- **ALL: TK-12 English Learner Micro-Credential**
  - This micro-credential program will be delivered using a blended learning approach over the span of this academic year. Teachers will engage as a part of a community of practice and produce Evidence of Learning Artifacts. Upon completion participants are eligible for 3 salary points. Applications are now being accepted at: [http://bit.ly/19-20-english-learner-micro-info-application](http://bit.ly/19-20-english-learner-micro-info-application). Please see the Micro-credential flyer on the MMED website: [http://mmed.lausd.net](http://mmed.lausd.net)
  - **Contact:** Carla Gutierrez, Elementary EL Coordinator, 213-241-5582, carla.gutierrez@lausd.net

- **ALL: Existing Dual Language Education (DLE) Administrator Professional Development**
  - Administrators will learn about information, updates, and instructional strategies to support the Dual Language Education Program.
    - **Date:** Friday, 10/14/19; **Time:** 1:30 a.m. - 4:00 p.m.
    - **Two Locations Available:** LD East Office or LD Northeast, Roscoe PD Center
OR

- Date: 10/21/19; Time: 1:30 a.m. - 4:00 p.m.
- Two Locations Available: LD South Sellery PD Center or Queen Anne Elementary
  - Contact: Dalys Stewart, Dual Language Director, 213-241-5582, dalys.stewart@lausd.net.

- **ALL:** Establishing New Dual Language Education Programs Informational Meetings
  - This informational meeting is for principals, designees, and/or teachers of schools that are interested in starting Dual Language Programs in the 2020-2021 school year. Please check the [mmed.lausd.net](http://mmed.lausd.net) website for flyer and MEM-055497.1 (Secondary) and MEM-6425.4 (Elementary).
  - Contact: Dalys Stewart, Dual Language Director, 213-241-5582, dalys.stewart@lausd.net.

- **ALL:** New Dual Education Programs Proposal Writing Support Meeting (Prospective DLE Programs)
  - Principals and support staff who have submitted a letter of intent are welcome to attend this meeting, (Attachment C-1), MEM-055497.1 (Secondary) and MEM-6425.4 (Elementary).
  - Date: Friday, 10/11/19; Time: 9:00 a.m. - 3:00 p.m. Location: L.A. Unified Headquarters, Beaudry, Floor 25, Room 25-121 ELA Workroom OR Date: 10/25/19; Time: 9:00 a.m. - 3:00 p.m. Location: L.A. Unified Headquarters, Beaudry, Floor 25, Room 25-171
  - Contact: Dalys Stewart, Dual Language Director, 213-241-5582, dalys.stewart@lausd.net.

- **ALL:** New Updated Version of RFEP Monitoring Policy
  - Reference Guide 073510, Monitoring the Academic Progress of Reclassified to Fluent English Proficient (RFEP) Students K-12, is now available in the eLibrary. The guide provides guidance on the RFEP monitoring procedures, RFEP students need to be monitored for a minimum of 4 years after reclassification to ensure appropriate classification, placement and academic supports
  - Contact: Local District EL Programs Coordinator or Central Office EL Programs staff, 213-241-5582.

- **ALL:** New Updated Version of Reclassification Policy
  - Bulletin 5619.8, Reclassification of English Learners, K-12 is now available on eLibrary. It includes utilizing the Overall Performance Level 4 for reclassification purposes, as set by the State Board of Education. Beginning 2019-20 school year, elementary schools can use the DIBELS 8 BOY assessment for reclassification, starting on Thursday, October 24, 2019.
  - Contact: Local District EL Programs Coordinator or Central Office EL Programs staff, 213-241-5582.

- **ALL:** Computer-based Summative ELPAC Administration, Spring 2020
  - Beginning with the 2019–20 administration, the Summative English Language Proficiency Assessments for California (ELPAC) will be delivered via a computer-based test delivery platform. The four domains (Listening, Speaking, Reading, and Writing) will be administered on computer except for the Writing domain for kindergarten through grade two, which will remain as a paper-based test. For preliminary information, refer to [REF-072101, State and National Testing Calendars](http://www.elpac.org/test-administration/summative/) and [https://www.elpac.org/test-administration/summative/](https://www.elpac.org/test-administration/summative/). More information will be shared as it becomes available.

- **ALL:** World Languages and Cultures - Biliteracy Awards Point of Contact 2019-2020
  - The L.A. Unified Biliteracy Pathway and Seals of Biliteracy Awards are presented to graduating students in Grade 5/6, 8 and 12 annually. The state of California has made the State Seal of Biliteracy an accountability measure that is part of the College and Career Readiness Indicator. Schools are encouraged to support students in achieving this distinction by designating a point of contact who will serve as the Principal’s designee, visit [http://bit.ly/1920BILITERACYAWARDS](http://bit.ly/1920BILITERACYAWARDS) to identify your designee.
  - Contact: Michael Berger, World Languages and Cultures Specialist, mberger@lausd.net, 213-241-5582, or Nada Shaath, World Languages and Cultures Specialist, 213-241-5582, nada.shaath@lausd.net.
• **ES: Dual Language Education - Policy Change (to MEM-051137.1) and Practice for the Elementary Literacy Assessments - DIBELS 8**
  - Grade 1 students in Spanish Dual Language Education Programs, regardless of program model, shall be assessed with DIBELS 8 to measure English proficiency in addition to a Spanish proficiency assessment: IDEL or TRC Spanish.
  - **Contact:** Dalys Stewart, *Dual Language Director*, 213-241-5582, dalys.stewart@lausd.net.

• **MS & HS: (6th -12th grade): Fall Reading Inventory (RI) and Spring Bridge to Reclassification (BTR)**
  - All Principals of schools administering the RI and BTR for English Learners (ELs) during the 2019-2020 school year should have already assigned a new or returning school site RI Designee. If there is a change in RI Designee, please use the bit.ly link to provide an update: [http://bit.ly/2019-2020_RI_Designee](http://bit.ly/2019-2020_RI_Designee). If there are no updates, there is no need to resubmit.
  - **Contact:** Lisa Hernandez, *Secondary EL Specialist*, 213-241-5582, lisa.p.hernandez@lausd.net.

• **ES: TK History/Social Studies Williams Sufficiency**
  - For the 2019-20 school year, schools may use either of Houghton Mifflin History/Social Science Kindergarten Kit, Scott Foresman Social Science CA Content Readers, World of Wonders ELA Big Book package, or Benchmark’s Ready to Advance ELA Big Book package for Williams Sufficiency.
  - **Contact:** Carlen Powell, *Administrator, Elementary Instruction*, 213-241-6444, carlen.powell@lausd.net.

• **ES: History-Social Science Banked Time Modules**
  - Both the McGraw Hill Impact and Teacher's Curriculum Institute (TCI) Banked Time Modules are available [here](http://bit.ly/RIBTRDATES) and on MyPLN. Additional information is available in the Schoology Group for Elementary HSS. Access Code: MD2GC-8F8DK.
  - **Contact:** Jakell Bell, *Elementary Literacy Specialist*, 213-241-5686, jnb1898@lausd.net.

• **ES: Elementary Literacy Assessment Windows 2019-2020**
  - The BOY assessment window has been extended:
    - **BOY:** August 12-October 11
    - **MOY:** December 2-February 7
    - **EOY:** May 4-June 12
  - Please go to the [Literacy and Language webpage](http://bit.ly/RIBTRDATES) for literacy assessment policy and additional resources to support the use of the enhanced DIBELS assessment.
  - **Contact:** Jakell Bell, *Elementary Literacy Specialist*, 213-241-5686, jnb1898@lausd.net.

• **ES: TK and Kindergarten Placement**
  - After completing the ETK and TK year, students advance to kindergarten. ETK and TK students cannot be retained. TK and ETK are both considered the first year of a 2-year K program. Kindergarten students who are retained must have a signed K-Continuance form in their cum. See [REF-6756 Attachment A](http://bit.ly/RIBTRDATES).
  - **Contact:** Leti Puyol, *K-Readiness Specialist*, 213-241-5631, lourdes.puyol@lausd.net.

• **ES: DIBELS 8 Composite Scores**
  - As of September 16th, updated the DIBELS 8th Edition Composite Scores K-5 are available. Sub-measure results have remained the same and there is no need to re-test any students. Teachers will need to sync devices to see the updated composite scores.
  - **Contact:** Jakell Bell, *Elementary Literacy Specialist*, 213-241-5686, jnb1898@lausd.net.

• **ES: DIBELS Home Connect**
  - *Home Connect* is now available and reflects updated the DIBELS 8th Edition Composite Scores K-5. *Home Connect* letters that have been issued, will need to be re-issued.
  - **Contact:** Jakell Bell, *Elementary Literacy Specialist*, 213-241-5686, jnb1898@lausd.net.
● **ES: DIBELS Assessment Materials**
  - DIBELS 8 materials for student assessment have been delivered to schools. If you require additional materials please email Alison Pickering at alison.pickering@lausd.net.
  - **Contact:** Alison Pickering, *Elementary Literacy Coordinator*, 213-241-2494, alison.pickering@lausd.net.

● **ES: DIBELS Professional Learning Opportunities**
  - Fall 2019 Enhancements to DIBELS Assessment Module is available to elementary administrators and teachers who have not previously completed the module. Search keywords: *Fall DIBELS on MyPLN*. The module is a voluntary e-learning opportunity compensated at 3-hours training rate.
  - **Contact:** Jakell Bell, *Elementary Literacy Specialist*, 213-241-5686, jnb1898@lausd.net.

● **ES: Cursive Handwriting Instructional Practices**
  - We are gathering feedback about current practices and instructional needs in the area of Cursive Writing. Please take the brief 5 minute survey at tinyurl.com/Admin-CursiveSurvey to share your thoughts around cursive writing instructional practices.
  - **Contact:** Jakell Bell, *Elementary Literacy Specialist*, 213-241-5686, jnb1898@lausd.net.

● **ES: BURST Licenses**
  - District-purchased licenses for BURST (now called DIBELS Intervention) are available by request. Activation enables all teachers to download cycles of lessons to address student needs as determined by their DIBELS scores. Schools can request licenses at tinyurl.com/request-Burst.
  - **Contact:** Alison Pickering, *Elementary Literacy Coordinator*, 213-241-2494, alison.pickering@lausd.net.

● **ES: Amplify Reading Available K-5 for School-wide Title I Sites**
  - The online resource Amplify Reading is now available K-5 for all School-wide Title I sites. Support booklets were delivered to school sites from Amplify. Additional resources and information can be found at amplify.com/lausd.
  - **Contact:** Alison Pickering, *Elem Literacy Coordinator*, 213-241-2494, alison.pickering@lausd.net.

● **HS: Calling All High School Principals!**
  - **WB First Cut**, a partnership between Warner Bros., the L.A. Unified Arts Education Branch, and Ghetto Film School, is back for its third season to provide a filmmaking curriculum for HS Film and Video, Theatre, Visual Arts and Digital Media classrooms. Applications are due by Thursday, October 31.
  - **Contact:** Jantré Christian, *K-12 Arts Specialist*, 213-241-2532, jantre.christian@lausd.net

**What's Due**

- **ALL: Reclassification (Ongoing)**
  - Ensure all 2nd year Kindergarten ELs who have met the reclassification criteria and profile B ELs in grades 1-12 (*ELs who met the 2019 ELPAC and basic grade level skills criteria for reclassification but not the 2018-19 end-of-year ELA marks/grades*) are referred to the Student Support and Progress Team (SSPT) for a possible reclassification recommendation. For more information, refer to *Bulletin 5619.8, Reclassification of English Learners, K-12*.
  - Contact your Local District EL Programs Coordinator or Central Office EL Programs staff, 213-241-5582.

- **ALL: Initial ELPAC Administration (Ongoing)**
  - All newly enrolled potential ELs are to be assessed with the Initial ELPAC within 30 days of enrollment or within 2 weeks if entering after the beginning of the academic year. Once the Initial ELPAC has been administered, the school must load the raw scores and test date into the TOMS Local Scoring Tool (LST) for all students on the Initial Eligible Student List. For more information, refer to *2019-20 Initial ELPAC Administration Instructions*.
- Contact your Local District EL Programs Coordinator or Central Office EL Programs staff, 213-241-5582.

**MS & HS: ELD/LTEL Course Placement (Ongoing)**
- All English Learners, including ELs with disabilities, are to have an appropriate ELD/LTEL course scheduled. For more information, please refer to:
  - **MEM-6866.1, Placement, Scheduling, and Staffing for Middle School for 2018-19**
  - **MEM-6909.1, Placement, Scheduling, and Staffing for High School for 2018-19**
  - **REF-5994.2, Scheduling Appropriate English Language Development for Secondary English Learners with Disabilities**
- EL students who are scheduled to repeat an ELD/LTEL course are to be documented by the Student Support and Progress Team (SSPT)
- Contact your Local District EL Programs Coordinator or Central Office EL Programs staff, 213-241-5582.

**ES: Fun At Bat Curriculum**
- The Division of Instruction is excited to offer Fun At Bat, a free bat and ball entry-level program that can be implemented in physical education. Access curriculum and equipment by signing up at FunAtBatLAUSD.com or by e-mailing John Kruse.
- Contact: John Kruse, Physical Education Specialist, 213-241-4556, ilk6641@lausd.net.

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**Operations**

**What's Due**
  - The resolution reaffirms that all dress codes are non-discriminatory and must abide by **BUL-6494.1 Student Dress Codes/Uniforms**.
  - For full text of the resolution, please click here.
  - For further information, please contact Zsuzsanna Vincze, Interim Administrator of Operations, Division of District Operations, at (213) 241-5337 or zsuzsanna.vincze@lausd.net.

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**Parent / Community Services**

- Parents who have been officially elected as the English Learners Advisory Committee (ELAC) Chairpersons at their respective school sites are invited and should attend their Local District ELAC Convenings.
- These meetings provide an opportunity for school-site ELAC Chairpersons to participate in the election process of formally nominating and selecting members to serve on the District English Language Advisory Committee (DELAC).
- Convening meetings are on the following dates from 9:00 a.m. to 12:00 p.m.
  - 10/8/19   LD Northeast at Beachy ES
  - 10/10/19  LD West at Pio Pico MS
  - 10/11/19  LD Northwest at Valley Academy of Arts and Sciences
  - 10/15/19  LD East at the Local District East Office - Phil Saldivar Room
  - 10/17/19  LD South at White MS
  - 10/18/19  LD Central at White ES
- Please contact your Local District Parent and Community Engagement (PACE) Unit if you have any questions.
Personnel Commission

What’s Due
- **Reduction-in-Force Notices for Community Representatives and School Supervision Aides**
  - Community Representatives and School Supervision Aides whose positions were unfunded for 2019-20 are scheduled to receive sixty-day (60) notices on October 2, 2019; with an anticipated implementation date of December 2, 2019.
  - While every effort was made to assign employees to available positions at their current location, some employees will receive reassignment notices to other locations, or in some cases, notifications of layoff or separation. Organizational Excellence staff will be available to assist displaced employees with career advisement for training and other LAUSD jobs.
  - If you have any questions regarding the notices, please contact Donna Barrow at (213) 241-7830.

School Design Options

What’s New
- Unified Enrollment (UE) Fairs begin in October 2019. See below chart for locations, dates, local districts and project leaders. Contact project leaders or Dunia Fernandez at dunia.fernandez@lausd.net for additional information.

<table>
<thead>
<tr>
<th>LD</th>
<th>Day/Date</th>
<th>Time</th>
<th>Location</th>
<th>Lead/UE Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>NE</td>
<td>Saturday, 10/5/19</td>
<td>9 AM – 12 PM</td>
<td>Byrd MS 8501 Arleta Avenue Sun Valley, CA 91352</td>
<td>Patrizia Puccio (PACE Administrator) (818) 252-5400</td>
</tr>
<tr>
<td>South</td>
<td>Tuesday, 10/8/19</td>
<td>4 PM – 7 PM</td>
<td>Peary MS 1415 W. Gardena Blvd. Gardena, CA 90247</td>
<td>Debbie Siriwardene (PACE) (310) 354-3230</td>
</tr>
<tr>
<td>NW</td>
<td>Saturday, 10/12/19</td>
<td>8:30 AM – 12 PM</td>
<td>Mulholland MS 17120 Vanowen Street Lake Balboa, CA 91406</td>
<td>Ramon Mela (Director) (818) 654-3600</td>
</tr>
<tr>
<td>East</td>
<td>Saturday, 10/12/19</td>
<td>10 AM – 1 PM</td>
<td>Hamasaki ES 4865 E. 1st Street Los Angeles, CA 90022</td>
<td>Dr. Lourdes Ramirez (COS Administrator) (323) 224-3190</td>
</tr>
<tr>
<td>West</td>
<td>Saturday, 10/19/19</td>
<td>9 AM – 12 PM</td>
<td>Baldwin Hills ES 5421 Rodeo Rd. Los Angeles, CA 90016</td>
<td>Traci Calhoun (PACE Administrator) (310) 914-2124</td>
</tr>
<tr>
<td>East</td>
<td>Saturday, 10/19/19</td>
<td>10 AM – 1 PM</td>
<td>Nueva Vista ES 4412 Randolph Street Bell, CA 90201</td>
<td>Ruben Valles (COS Administrator) (213) 302-3029</td>
</tr>
<tr>
<td>Central</td>
<td>Wednesday, 10/23/19</td>
<td>4 PM – 7 PM</td>
<td>Virgil MS 152 N. Vermont Ave. Los Angeles, CA 90004</td>
<td>Tony Cortez (Operations Coordinator) (213) 241-0167</td>
</tr>
<tr>
<td>West</td>
<td>Saturday, 10/26/19</td>
<td>9 AM – 12 PM</td>
<td>Marina Del Rey MS 12500 Braddock Dr. Los Angeles, CA 90066</td>
<td>Traci Calhoun (PACE Administrator) (310) 914-2124</td>
</tr>
</tbody>
</table>
• **Modified Consent Decree Disengagement (MCD)**
  
  ○ *Reminder:* The areas we continue to monitor include:
    ■ Timeliness of IEPs
    ■ 60-Day Timeline of Evaluations/Assessments
    ■ Service Tracking
  
  ○ Please log onto [FOCUS](https://achieve.lausd.net/Page/14526) to view your school’s Timelines and Service tracking data. In analyzing the data, we have a high number of students showing missing services and/or a provider. Service providers should be reminded of their requirement to document services they have provided within five days of service delivery.
  
  ○ For support regarding these items, please visit our Schoology group (access code 6FC2D-FTF32), the *Supports for Substantial Compliance* section of the District’s Special Education Electronic Policies and Procedures Manual (e-PPM). This section of the website contains information regarding the special education indicators including related policies, practices for success, and considerations for addressing issues of noncompliance.

  [https://achieve.lausd.net/Page/14526](https://achieve.lausd.net/Page/14526) or contact your Local District Special Education Support team.