Dear Principals,

Last month, we learned that our students made progress on the 2019 California Assessment of Student Performance and Progress, with across-the-board gains at every grade level. Scores increased in English-language arts and math for nearly all subgroups, with reclassified English-learners posting the greatest gains. Congratulations.

Because of your leadership, for the first time in many years, Los Angeles Unified is making progress across all education indicators, including graduation rates; a decade-high reclassification rate of English-learners; 80% of high school juniors taking the SAT; and decreases in both chronic absences and suspension rates.

Because of the dedication and hard work of our teachers, school leaders, support staff and families, our students are making real progress. Our challenge is to continue to build on this foundation and accelerate the rate of progress to make sure all students reach their full potential. Thank you for your leadership.

Sincerely,

Austin Beutner
### What's Due At A Glance

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Information Link</th>
<th>Contact Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/15</td>
<td>CHOICES Application Window Closes</td>
<td><a href="https://goto.lausd.net/">https://goto.lausd.net/</a></td>
<td>For assistance, call (213) 241-4177 or visit <a href="https://goto.lausd.net">GoTo.LAUSD.net</a>.</td>
</tr>
<tr>
<td>11/15</td>
<td>LAUSD/AALA Master Program Institute (MPI) Cohort 19 (Spring 2020) Application Deadline</td>
<td><a href="https://www.gothenburg.org">MPI</a></td>
<td>Sally Vandenburg, <em>Office of Academic and Counseling Services</em>, 213-241-7510, <a href="mailto:sally.vandenburg@lausd.net">sally.vandenburg@lausd.net</a>.</td>
</tr>
<tr>
<td>11/29</td>
<td>Online English Learner (EL) Program Accountabilities</td>
<td><a href="https://www.gothenburg.org">Principals’ Portal</a></td>
<td>Local District EL Programs Coordinator or Elizabeth Shnorhokian, <em>EL Specialist</em>, 213-241-5582.</td>
</tr>
<tr>
<td>12/6</td>
<td>School Experience Survey</td>
<td><a href="https://achieve.lausd.net/Page/8397">https://achieve.lausd.net/Page/8397</a></td>
<td>School Experience Survey, 213-241-5600 or <a href="mailto:SchoolExperienceSurvey@lausd.net">SchoolExperienceSurvey@lausd.net</a></td>
</tr>
<tr>
<td>1/31/20</td>
<td>70th Annual Los Angeles County Science And Engineering Fair</td>
<td>Secondary Schools must complete the online enrollment by January 31, 2020. <a href="http://lascifair.org">http://lascifair.org</a></td>
<td>Ayham Dahi, <em>Secondary Science Coordinator</em>, 213-241-6876, <a href="mailto:ayham.dahi@lausd.net">ayham.dahi@lausd.net</a></td>
</tr>
</tbody>
</table>

### Business and Finance

#### PAYROLL

**What’s Due**

**Payroll Cut-Off Dates**
- For time reporting or time approval assistance, contact Payroll Customer Services at (213) 241-2570, Monday-Friday, 8:00am – 4:30pm or email [payrollsupport@lausd.net](mailto:payrollsupport@lausd.net)
Data and Accountability

What’s Due

- Students in grades 4-12, parents and school staff to complete the online School Experience Survey (select appropriate link) by 4:00 PM, Friday, December 6th, 2019. For parents completing the paper version of the survey instead of the online version, please ensure they are aware that they must also return completed surveys by this date.
- Local District Superintendents will receive a weekly SES participation rate report for each school. Schools can access the weekly response rate file by going to http://achieve.lausd.net/schoolexperiencesurvey or by contacting their LD Data Coordinator.
- Schools must hand deliver completed, paper-based parent surveys to their Local Testing Center on December 11 and 12, 2019. Please do NOT use school mail. Refer to the Reference Guide for details.
- If you have any questions about the School Experience Survey, please call 213-241-5600 or send an email to SchoolExperienceSurvey@lausd.net and someone will assist you.

Health and Human Services

What’s New

Immunizations

- As a reminder, conditional admission is a provisional admission for a student who has received some but not all required immunizations and is not yet due for any vaccine dose(s) at the time of admission. Visit the District Nursing Toolkit for Shots webpage and https://www.shotsforschool.org for current immunization requirements.

The immunization records of students conditionally admitted should be reviewed on a regular basis. The parent/guardian should be notified when the next vaccine dose(s) are due and asked to present documentation of their child having received the necessary vaccinations. Those who are out of compliance must be excluded from school attendance until they are up-to-date for their age and/or grade. All immunization data and documentation including valid medical exemption information must be entered into MiSiS at the time of enrollment as well as when updated information is received.

For additional information, please contact Sosse Bedrossian, Director, District Nursing Services, sosse.bedrossian@lausd.net, (213)202-7580, or visit the District Nursing School Toolkit for Shots webpage.

Sponsor-a-Family 2019

- As the holiday season approaches, the Homeless Education Office’s Sponsor-a-Family 2019 initiative is now accepting referrals for our students and families who are experiencing homelessness. The first 50 completed referrals per Local District will be considered for sponsorship. Please email ALL COMPLETED documents (current SHQ/SRQ, the Sponsor-a-
Family Referral Form, Sponsor-a-Family Participant Form and Publicity Authorization and Release for Minor and/or Adults) to homelesseducation@lausd.net.

If you have any questions, please contact Letisia Alvarado, District PSA Counselor, Student Support Programs, letisia.alvarado@lausd.net, (213) 330-9252 or, homelesseducation@lausd.net.

Resources: Dangers of Vaping
- A VAPING toolkit published by LA County Department of Public Health is available to download on the Student Health and Human Services website to support schools.

Health Insurance Enrollment is Open Now!
- Children’s Health Access and Medi-Cal Programs (CHAMP) Healthcare Advocates are available to assist families to enroll in health coverage. If you or someone you know needs assistance enrolling into healthcare coverage, contact our CHAMP office Monday through Friday, from 8:00 a.m. to 4:30 p.m. at 1-866-742-2273. Open Enrollment ends on January 31, 2020, don’t be left uncovered.

For additional information, please contact Jaime Ducreux, Specialist, CHAMP at jaime.ducreux@lausd.net.

Instruction

What’s New

- ALL: November Instructional Update
  - Elementary Instructional Update
  - Secondary Instructional Update

- ALL: Curriculum Map PD Modules
  - The second in a three-part series on the use of the curriculum maps is now available in MyPLN. Search keyword: Curriculum Maps: Part 2.
  - Contact: Caroline Walden, Coordinator, 213-241-6444, caroline.walden@lausd.net.

- ALL: Celebrate Computer Science Education Week 2019
  - Computer Science Education Week (CSEdWeek) is an annual program dedicated to inspiring K-12 students to take interest in computer science. This year’s theme is #CSforGood and will be held the week of December 9-15, 2019.
  - Contact: Allison Jonas, Readiness and Integration Coordinator, 213-241-5532, allison.jonas@lausd.net.

- ALL: Reduced-Cost Internet for Families from California Emerging Technology Fund
  - Download and share resources on the California Emerging Technology Fund (CETF) website for reduced-cost internet offers for families.
  - Contact: Francisco Canche, Program and Policy Specialist, 213-241-5532, francisco.canche@lausd.net.
• **ALL: Individual Reclassification Plan MiSiS Job Aid**
  - All schools must establish an Individual Reclassification Plan (IRP) for every Potential Long-Term (PLTEL) English Learner and Long-Term English Learner (LTEL) per Reference Guide 070901. An IRP job aid on how to document IRPs in MiSiS are available on the MMED website.
  - **Contact:** Local District EL Programs Coordinator or Elizabeth Shnorhokian, *EL Specialist*, 213-241-5582, emald4@lausd.net.

• **TK-ES: Tier 3 Intervention for Mathematics**
  - Targeted Strategic Intervention in My Math, available through the digital platform.
  - Administrators access all grades digitally with the My Math demo account: www.my.mheducation.com.
  - User Name: MHECAMATH / Password: CA18math
  - Scroll to My Math. Go to the TE, click the Menu icon, click Resources, select Response to Intervention, click on Targeted Strategic Intervention and/or RTI Roadmap.
  - **Contact:** Lisa Ward, *Coordinator, Elementary Mathematics*, 213-241-6444, elizabeth.ward@lausd.net.

• **TK-ES: Elementary Grade Passback – Availability at All Schools**
  - All elementary schools now have access to the Elementary Grade Passback (EGP) screen in Schoology.
  - Roster carrying teachers can now submit Schoology grades back to MiSiS during an open grading window.
  - The entry of grades/marks in MiSiS will also remain available for the 2019-20 school year.
  - **Contact:** Antonio Hernandez, *Change Management Coordinator*, 213-241-3017, antonio.hernandez@lausd.net.

• **MS and HS: Graduation Requirements for the Class of 2020-2023**
  - BUL 076308, Graduation Requirements for the Classes of 2020-2023, dated October 7, 2019 is now available in E-library.
  - This bulletin outlines the graduation requirements for the Classes of 2020-2023 and how they relate to the California State University (CSU) a-g minimum requirements.
  - **Contact:** Sally Vandenburg, *Office of Academic and Counseling Services*, 213-241-7510, sally.vandenburg@lausd.net.

• **MS and HS: Master Schedule Rollover Timeline**
  - In consultation with the counseling stakeholders and to ensure that students have an appropriate class schedule for the spring term, secondary schools are to follow the Master Schedule Rollover Timeline.
  - **Contact:** Sally Vandenburg, *Office of Academic and Counseling Services*, 213-241-7510, sally.vandenburg@lausd.net.

• **HS: Replacing Integrated Coordinated Science Courses with NGSS Aligned Courses**
  - Please review correspondence regarding replacing the Integrated Coordinated Science I, II, and III (ICS I, II, and III) with California Next Generation Science Standards (CA NGSS) approved courses for the 2020 – 2021 school year.
  - **Contact:** Ayham Dahi, *Secondary Science Coordinator*, 213-241-6876, ayham.dahi@lausd.net.
What’s New

- **Local District LCAP Study Groups:** The following are the November Local District LCAP Study Group Meetings for parents. These meetings prepare parents to learn about LCFF services for English Learners, Foster and low-income students. During these meetings participants offer recommendations to the District.
  
  ○ 1/15     LD East at LD East, Saldivar Room  
  ○ 1/31     LD Northwest at LD Northwest, Conference Room South  
  ○ 12/1    LD West at Johnnie Cochran Middle School, Multipurpose Room  
  ○ 2/11    LD Central at Lanterman High School  

  Please contact your Local District PACE Unit for more information.

- **Local District Title I Study Groups:** Two parents from each school should be elected by other parents to attend the Local District Title I Study Groups, which evaluate the content and effectiveness of the District’s Title I Parent and Family Engagement Policy. Please connect with your representatives and promote their consistent attendance.
  
  ○ 12/3    9:00 am to 12:00 pm    LD Central at Lanterman HS  
  ○ 1/24    9:00 am to 12:00 pm    LD Northeast at Romer MS  
  ○ 1/30    9:00 am to 12:00 pm    LD South at LD South, Sellery Auditorium  
  ○ 1/27    9:00 am to 12:00 pm    LD East at LD East Offices  
  ○ 12/10   9:00 am to 12:00 pm    LD Northwest at LD Northwest Office  
  ○ 1/31    9:00 am to 12:00 pm    LD West at Webster MS  

  For more information, please contact your Local District PACE Unit.

- **Volunteer Program:** Continue to process your volunteer applications and assist parents with determining if they wish to be Tier I, Tier II or Tier III applicants. Fill out online applications at [http://volunteerapp.lausd.net](http://volunteerapp.lausd.net). We encourage school leaders to host volunteer orientations that review volunteer guidelines and specific roles available for volunteers at the school site. Training resources may be accessed via the PCS website: [https://achieve.lausd.net/Page/9647](https://achieve.lausd.net/Page/9647). The Office of Parent & Community Services is working expeditiously to process the large volume of applications received at the start of the school year.

  For questions, please contact your Local District PACE Unit.
What's New

- The CHOICES application window closes at the end of the day Friday, November 15, 2019. Online CHOICES applications can be accessed by going to GoTo.LAUSD.net. Paper applications and brochures can be found at your Local District, all L.A. Unified Schools, Parent and Community Services Office, L.A. Unified Central Headquarters, and Los Angeles City Public Libraries. For assistance, call (213) 241-4177 or visit GoTo.LAUSD.net.