Dear Principals,

With the start of the school year just around the corner, we are excited to welcome our students and families back to class. Over the summer, we have been busy working to facilitate your work and ensure students get the most out of this school year.

Attendance will continue to be a key focus as we want students safe and learning in schools. In order to support these efforts, we have partnered with the City of Los Angeles to provide free rides on LADOT DASH buses for all Los Angeles students with a Student Reduced Fare TAP card. We will also build on the progress we’ve made to cut the paperwork and bureaucracy so that you can focus on the teachers and students in your school. The new principal portal is one step in that effort.

I look forward to seeing you at the State of Schools address. Thank you for your service to the students, families and communities of Los Angeles Unified.

Sincerely,

Austin Beutner

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>
<tbody>
<tr>
<td>8/9</td>
<td>Communicate all reassignment requests</td>
<td><a href="https://drive.google.com/file/d/1-hLj4OfRfg1hGBMworH8a22vkA-e4lXv/view">https://drive.google.com/file/d/1-hLj4OfRfg1hGBMworH8a22vkA-e4lXv/view</a></td>
<td>Donna Barrow Personnel Commission (213) 241-7830</td>
</tr>
<tr>
<td>8/16</td>
<td>Semi-Monthly payroll due August 1 – August 15th</td>
<td><a href="https://achieve.lausd.net/Page/440">https://achieve.lausd.net/Page/440</a></td>
<td>Payroll Customer Services at (213) 241-2570 Monday-Friday, 8:00am – 4:30pm.</td>
</tr>
<tr>
<td>8/22</td>
<td>Classified payroll due August 1 – August 31st</td>
<td><a href="https://achieve.lausd.net/Page/440">https://achieve.lausd.net/Page/440</a></td>
<td>Payroll Customer Services at (213) 241-2570 Monday-Friday, 8:00am – 4:30pm.</td>
</tr>
</tbody>
</table>
Due Date | Action | Information Link | Contact |
---|---|---|---|
8/26 | Certificated payroll due August 1 – August 31st | [https://achieve.lausd.net/Page/440](https://achieve.lausd.net/Page/440) | Payroll Customer Services at (213) 241-2570 Monday-Friday, 8:00am – 4:30pm. |
8/28 | Semi-Monthly payroll due August 16 – August 31st | [https://achieve.lausd.net/Page/440](https://achieve.lausd.net/Page/440) | Payroll Customer Services at (213) 241-2570 Monday-Friday, 8:00am – 4:30pm. |
8/28 | Student graduation requirement data due | REF-055699.1 Adjusted Cohort Graduation Rate (ACGR) | State Reporting Services Branch (213) 241-2450. |

**Business and Finance**

**Payroll**

**What’s Due**

- **Periodic Certifications, Multi-Funded Time Reports (MFTR)**
  
  As we begin the 2019-20 fiscal year, it is important to remember that Periodic Certifications, Multi-Funded Time Reports (MFTR), or other time and effort documentation are required for those employees who have received compensation from federal or state categorical programs. Policy bulletin BUL-2643.9 issued on July 9, 2019, entitled “Documentation for Employees Paid from Federal and State Categorical Programs” has been updated. Major changes include: 1) the consolidation of some previously issued forms, and 2) MFTR form now requires BOTH employee AND supervisor signature. The bulletin and applicable fillable forms can be found in MyLAUSD.

- **Payroll Cut-Off Dates** - In order to assist Time Keepers and Time Approvers in time reporting and approving accurately and timely, the upcoming Payroll due dates are listed below.

  
<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16:</td>
<td>Semi-Monthly payroll due August 1 – August 15th</td>
</tr>
<tr>
<td>August 22:</td>
<td>Classified payroll due August 1 – August 31st</td>
</tr>
<tr>
<td>August 26:</td>
<td>Certificated payroll due August 1 – August 31st</td>
</tr>
<tr>
<td>August 28:</td>
<td>Semi-Monthly payroll due August 16 – August 31st</td>
</tr>
</tbody>
</table>

  
  For time reporting or time approval assistance, please contact Payroll Customer Services at (213) 241-2570 Monday-Friday, 8:00am – 4:30pm.

**Accounts Payable**

**What’s Due**

- **Imprest – New Principals** - To establish the Imprest account under your name, the previous account must be closed. For instructions, please refer to Imprest Fund Reference Guide 1706.4 at [https://achieve.lausd.net/Page/1962](https://achieve.lausd.net/Page/1962).

- **Imprest Claims** – All imprest claims are submitted online. For the Imprest Video Tutorial, please visit the Accounts Payable website at [https://achieve.lausd.net/Page/14791](https://achieve.lausd.net/Page/14791).

- **Travel Policies/Procedures** – For instructions on how to submit travel claims, please go to the Procurement website at [https://achieve.lausd.net/Page/862](https://achieve.lausd.net/Page/862).
Budget Services

What’s New

- **2019-2020 ALLOCATION OF 3-HOUR LIBRARY AIDE POSITION**

- Norm Day for 2019-20
  Norm Day for the 2019-20 school year is Friday, September 20. See reference guide REF-1819.17 for information on the enrollment capture dates and codes and other information on classification reports. This reference guide should be available to schools in E-Library by the beginning of the school year.

  Beginning in the 2019-20 school year, there will be changes to the norm staffing tables as a result of the latest bargaining agreements with UTLA. These changes are included in the following norm staffing bulletins which should be available to schools in E-Library by the beginning of the school year.
  - BUL-5977.6, Staffing Recommendations for Certificated and Clerical Personnel at Elementary Schools
  - BUL-5978.6, Staffing Recommendations for Certificated and Clerical Personnel at Middle Schools
  - BUL-5979.6, Staffing Recommendations for Certificated and Clerical Personnel at Senior High Schools
  - BUL-5980.6, Staffing Recommendations for Certificated and Clerical Personnel at Options Schools
  - BUL-5981.6, Staffing Recommendations for Certificated and Clerical Personnel at Magnet Centers and Magnet Schools

Risk Management

What’s New

- **The George Hills Company (3rd Party Liability Claims Administrator)**
  Please be advised that George Hills Company (“GHC”) has been retained as the third-party liability claims administrator for the Los Angeles Unified School District (“District”). GHC is responsible for the review, investigation, settling and, as appropriate, payment of liability claims brought by third-parties against the District. You may be contacted by GHC representatives during the course of their investigation into a particular liability claim. Please cooperate with their investigation and provide any assistance as requested. Should you have any questions or concerns regarding GHC and/or their association with the District, please contact the Division of Risk Management and Insurance Services at (213) 241-3139.

Transportation

What’s New

- Free rides on LADOT DASH buses will be provided to all Los Angeles students with a Student Reduced Fare TAP card through a one-year pilot program. Information about the pilot program and the application can be found in the documents below:
  - DASH to Class Inter-Office Correspondence
  - DASH to Class Tap Card Application
  - DASH to Class Flyer English
  - DASH to Class Flyer Spanish

Data and Accountability

What’s New

- **Spring 2019 California Assessment of Student Performance and Progress (CAASPP) test results and reports**
  - Preliminary Smarter Balanced Summative scores for English-Language Arts (ELA) and Mathematics are available in the Online Reporting System (ORS). Keep in mind that these preliminary scores are for school use only.
  - Until all scoring and processing for 2019 CAASPP testing is completed, the data available in the Test Operations Management System (TOMS) and ORS represents partial and preliminary results that are not appropriate for sharing with parents or for public release.
CAASPP Test Site Coordinators who completed all their required trainings and security requirements have access to Smarter Balanced Summative results in TOMS and ORS. Principals who have completed the required trainings and security requirements to have a TOMS account are also able to access results. Note that all 2018-19 TOMS accounts will be deactivated on August 30, 2019 when the state transitions to the 2019-20 school year.

California Science Test (CAST) and California Spanish Assessment (CSA) results will be available in late fall 2019.

School staff will be able to access ELA and math scores in MiSiS, FOCUS, and MyData in early fall 2019. CAST and CSA scores will be available in late fall 2019 or early winter 2020.

Parents can access their students’ ELA and math Student Score Reports (SSR) in the Parent Portal. CAST and CSA scores will be available in the Parent Portal in late fall 2019 or early winter 2020.

2018-19 English Language Proficiency Assessment (ELPAC) scores and Delivery of Initial ELPAC materials

- Spring 2019 Summative ELPAC results are now posted in MiSiS.
- Starting with spring 2019 Summative ELPAC results, the California Department of Education (CDE) will not print Student Score Reports (SSR) for schools or parents. During this first transition year, the Office of Data and Accountability will support schools by mailing Summative ELPAC SSRs to parents/guardians by U.S. Mail. Reports will be mailed to parents in August and September 2019. In 2019-20, test scores and SSRs are available to schools and parents exclusively online. For this reason, it is critical that schools make every effort to increase Parent Portal enrollment and train parents on how to access student score reports in the Parent Portal.

Initial ELPAC materials will be delivered to schools where the school principal and ELPAC coordinator have completed their respective requirements. Please see REF-074501, 2019-20 Initial English Language Proficiency Assessments for California (ELPAC) Requirements for Principals, Coordinators, and Support Staff, for instructions and requirements.

Electronic Score Reporting for the California Assessment of Student Performance and Progress (CAASPP) and the English Language Proficiency Assessment (ELPAC) Systems

- Parents can access their students’ CAASPP and ELPAC Student Score Report (SSR) in the Parent Portal. California Science Test (CAST) and California Spanish Assessment (CSA) results will be available in the Parent Portal in late fall 2019 or early winter 2020.
- Starting with spring 2019 CAASPP and ELPAC results, the California Department of Education (CDE) will not print Student Score Reports (SSR) for schools or parents. However, schools are still responsible for providing SSRs to parents. During this first transition year, the Office of Data and Accountability will support schools by mailing SSRs to parents/guardians by U.S. Mail. Reports will be mailed to parents in August and September 2019. In 2019-20, test scores and SSRs will be available to schools and parents exclusively online. For this reason, it is critical that schools make every effort to increase Parent Portal enrollment and train parents on how to access student score reports in the Parent Portal.

The CAASPP and ELPAC coordinators at each school are responsible for printing a copy of the SSR for parents who are unable to access or print their students’ SSR from the Parent Portal and for parents who do not get their children’s CAASPP or ELPAC SSR by mail.


California Alternate Assessment (CAA) for Science Version Assignment and Administration Planning Guides Posted!

- The summative California Alternate Assessments (CAAs) are administered to eligible students in grades 5, 8, and 11 with the most significant cognitive disabilities and whose individualized education program (IEP) team has designated the use of an alternate assessment on statewide summative assessments. The CAA for Science is administered as four separate embedded performance tasks (PTs) and each PT should be administered when the related content is taught. Embedded PTs are available for administration at any time, in any order, between September 3, 2019, and June 12, 2020.

- Teachers should use the CAA for Science Administration Planning Guide to help them schedule the administration of each PT within the instructional calendar. Please note that each school is assigned one of four test versions. All grade levels within a school will have the same version assignment. See specific School Version Assignments. A school that does not appear on the list will be assigned version 1 by the test delivery system at the time of administration. Schools must ensure that teachers use the administration planning guide that correspond to their assigned version.
The Administration Planning Guides provide information about the Science Connectors being assessed, what to consider when deciding the best time to administer a CAA for Science PT, and a schedule planner template to assist in deciding when to administer each PT within the LAUSD instructional calendar.

Before the CAA for Science PTs are administered to students, teachers are required to complete the CAA tutorial on the CAASPP Website at [http://www.caaspp.org/](http://www.caaspp.org/) and complete the MyPLN requirements. Completing these requirements will allow teachers giving the CAA for Science to obtain a TOMS account needed for accessing test documents and recording scores.

- **Principal Portal**
  - The 2019-20 testing requirements for principals are now available for completion in the Principal Portal, under the [State Testing Requirements](#) page.

- **Adjusted Cohort Graduation Rate (ACGR)**
  - The Updated 2018-2019 Adjusted cohort Graduation Rate (ACGR) *Reference Guide (REF 055699.1)* is now available online in [eLibrary](#).
  - The Updated 2019-2020 Fall Census For Elementary and Secondary Schools *Reference Guide (REF 6906.2)* will be available online by the end of August 2019 in [eLibrary](#).

### What’s Due

- The principal at each school must electronically certify the Test Security Affidavit and Test Security Agreement for the following programs:
  - California Assessment of Student Performance and Progress (CAASPP)
  - English Language Proficiency Assessment (ELPAC)

- Principals must also designate a testing coordinator for the following programs:
  - CAASPP Coordinator
  - ELPAC Coordinator
  - Physical Fitness Test (PFT)—Fitnessgram Coordinator
  - Point-of-Contact for Testing
  - Technology Coordinator

- **Adjusted Cohort Graduation Rate (ACGR)**
  - Updates for all student completer information for the 2018-2019 cohort are due in MiSiS by August 28, 2019 in order to have cohort completers included in the graduation rate calculation.

### Health and Human Services

### What’s New

Board Resolution (Res-032-18/19) Supporting an Expanded and Identity-Affirming Dress Code Policy for all Schools calls for schools to continue to ensure that dress codes do not discriminate on the basis of race, ethnicity, culture, sex, gender identity, gender expression, sexual orientation, religion, class, opinions, body size, income, disabilities, and/or immigration status. This Board resolution calls for the District to remind schools of the dress code policy’s nondiscrimination provisions at the beginning of this school year. In addition, the Resolution requires that the District review dress code policies this semester to ensure that it is affirming of sexual and gender diversity and religious expression, and that it allows for protected expression, urban styles, and students’ preferences for attire, within the safety guidelines of the schools at-large. School dress codes must be consistent with District policy, as outlined in Bulletin 6494.1 Student Dress Codes/Uniforms (June 22, 2015). All dress codes must be non-discriminatory and gender-neutral. In general, the only restrictions that may be placed on attire involve cases where there is a disruption to the educational program or the restriction is necessary for the health and safety of the school environment.

The Resolution further notes that schools partner with students representing the broad school community to ensure that the enforcement of their current dress code is restorative and not punitive and has appropriate restrictions for bona fide safety reasons including gang affiliation and intergroup conflicts.
Please review your school dress code and the District bulletin with these considerations in mind.

If you have any questions regarding the compliance of your dress-code policy with District and legal requirements, please contact:

- Your Local District Operations Coordinator
- Educational Equity Compliance Office (213) 241-7682

If you would like to provide input in the dress-code policy review process, please contact Dr. Judy Chiasson, Coordinator, Human Relations, Diversity & Equity Office (judy.chiasson@lausd.net)

Information Technology

What’s New

- My Integrated Student Information System (MiSiS) Upcoming Dates
  - The MiSiS team is working with other Divisions to prepare for the opening of the school year.
  - The next planned releases for MiSiS are scheduled for Tuesday, September 10 and Tuesday, October 8.

Please visit the MiSiS website (http://achieve.lausd.net/misis) for more information.

PRINCIPAL PORTAL
A new version of the Principal Portal was launched on July 23, 2019. The new version provides the following enhanced features:

- Action Items organized by due date
- Ability to see the “Year-at-a-Glance”
- Green check marks indicate completion of upcoming actions
- Reduced “clicks” on Administrator Certification by over 50%
- Reduced most certifications from twice a year to once a year
- Consolidated report to view the status of each school, local district, and district-wide certification/action item submission results
- Removed principal portal designees no longer working at school site. School administrators will need to review and update existing certification designees

Please visit the Principal Portal website (http://principalportal.lausd.net) for more information.

ONE ACCESS – ACCOUNT MANAGEMENT AND ACCESS
Application role request functionality has been migrated from EZ Access system to the OneAccess platform. The following functionalities are now available in OneAccess:

- Added Welligent role request to OneAccess for Non Public Agency, Non Public School and Charter schools to be able to submit Welligent role request.
- Added new MISIS role request to OneAccess
- Added Schoology role request to OneAccess for LAUSD schools. The Schoology role request will no longer be requested through EZ Access.

Please visit the OneAccess website (http://Oneaccess.lausd.net) for more information.

SCHOOL FUNDRAISING APPLICATION
The School Fundraising Application has been integrated with Parent Portal for user authentication. PTA, PTO and Booster Club parents and community members can log into the School Fundraising Application using their LAUSD Parent/Volunteer account information to submit fundraising requests and attach authorized approval forms online.

Please visit the School Fundraising website (http://fundraising.lausd.net) for more information.
What’s Due

**IT Asset Management**
As a new school year begins, we would like to ensure that all the devices at your site are updated in the IT Asset Management System and ready for your students’ learning and academic success. Here are a few helpful tips to achieve this goal:

- Designate a staff member to fulfill the role of site Instructional Device Manager (IDM). The IDM will be responsible for the management of all IT computing devices at your school;
- Follow the defined process to issue devices to students and employees;
- In Remedy, check back in any devices that were not checked back in last school year, in order to update the devices’ statuses;
- Report those devices that are no longer at your school as lost or stolen.

Instructions for these tips may be found on the IT Asset Management (ITAM) website: https://achieve.lausd.net/itam

If you have any questions, please email ITAssetMgmt@lausd.net or call (213) 241-3023.

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Instruction

What’s New

- **ALL: August Instructional Update**
  - Elementary Instructional Update
  - Secondary Instructional Update

- **ALL: Content Curriculum Maps Overview (Module 1) Now Available**
  - Found in MyPLN under courses, Module 1 in a series provides an overview of the District’s online Curriculum Maps. The overview highlights the history of the development of the maps, the design and purposes of the maps, and the types of maps available. For questions, contact Katherine Stehr, Innovation Office, at kathy.stehr@lausd.net.

- **ALL: New Schoology Features and Updates for Fall 2019**
  - There will be several major updates within the learning management system (LMS), Schoology, including: changes to grade entry for both elementary and secondary schools, new Schoology roles for classified staff via OneAccess, and the availability of new digital content options and other features for teachers. For the latest LMS information, visit the Personalized Learning Systems website at http://achieve.lausd.net/lmsupdates or contact (213) 241-3017.

- **ES: DIBELS Enhancement**
  - To help administer the DIBELS Enhancement (DIBELS 8), student materials and a booklet of benchmark and progress monitoring resources will be delivered to school sites by August 19, 2019. The materials can also be downloaded from the University of Oregon’s website at: https://dibels.uoregon.edu/assessment/index/material/. The DIBELS Enhancements online module is now available on MyPLN as an unpaid resource (Keyword: Enhancement). Additional support resources can be downloaded for PD at school sites. For more information, visit: https://literacy.lausd.net/.

- **ES: TK History/Social-Studies Materials**
  - The McGraw-Hill History/Social-Studies materials received in June included the Wonders comprehensive English Language Arts program for TK classes. Schools may use these additional literacy materials as a supplemental resource or return the materials to textbook services. In 2020-2021, TK teachers will receive the newly developed TK McGraw-Hill History/Social-Studies Impact program.

- **ES: Elementary Math CGI Resources**
  - Videos and materials from the online courses “Growing Our CGI Math Practice” and “Growing Our CGI Math Practice for Administrators,” featuring UCLA’s Dr. Megan Franke, are now available on the LA Unified Math PD website: https://achieve.lausd.net/Page/7028
● For more information, contact Elementary Math Coordinator Lisa Ward, elizabeth.ward@lausd.net, (213) 241-6444.

● MS & HS: CA Healthy Youth Act
  ○ There is a new requirement that all High School Health Education courses include 'Hands-Only' CPR. Health Education Programs offer training which includes a free 'Hands-only' CPR tool kit through a partnership with the American Heart Association. Registration is available through MyPLN (Keyword: Health).
  ○ NOTE: The 'Hands-only' CPR requirement must be completed for the Edgenuity online Health course as well. Schools are required to go into the system for each individual student to upload the verification that the student has completed the requirement.

● MS & HS: PSAT 8/9
  ○ The PSAT 8/9 will be administered to 8th and 9th graders at no cost to the students or their families on Wednesday, October 16, 2019. By August 9, 2019, each secondary principal will receive information from the local district regarding upcoming PSAT 8/9 Coordinators Work Sessions, which are designed to support each PSAT 8/9 coordinator’s timely ordering of the test and the school site’s effective administration of the test.

● ES: Elementary Bank Time Professional Development on iELD, ADL, and CLR for ELs and SELs
  ○ The elementary banked time professional development module, “Culturally and Linguistically Responsive Pedagogy (CLRP): Deepening and Applying Content Knowledge in Integrated ELD (iELD) for English Learners (ELs) and Academic Language Development (ALD) for Standard English Learners (SELS)”, is now available on the MMED & AEA website. The professional development module is intended to provide educators with an understanding of how to implement highly effective instructional practices for ELs and SELs. Click on the following link to download the bank time PD module: http://bit.ly/2019BankTimeES
  ○ For more information, contact Carla Gutierrez, Elementary EL Coordinator, at carla.gutierrez@lausd.net or (213) 241-5582.

● MS & HS: Secondary Bank Time Professional Development on Integrated English Language Development (iELD)
  ○ The secondary banked time professional development module, “Secondary Integrated English Language Development”, will be available on the MMED website. This professional development module is intended to provide educators with an introduction to integrated English Language Development instruction in the secondary classroom (all disciplines), Grades 6-12. Click on the following link to download the bank time PD module: http://mmed.lausd.net or http://bit.ly/SECONDARYPD.
  ○ For more information, contact Dharma Hernandez, ELA Coordinator, at dth3022@lausd.net, or Bernie Carrasco, Secondary EL Expert, at bcarrasc@lausd.net or (213) 241-5582.

● ES: Dual Language Schools with K-5 Programs
  ○ Spanish Dual Language schools with K-5 Programs will be receiving a new set of Atlas Spanish TRC books, designed to be used with mCLASS: Reading 3D. This set consists of 16 books, Levels A-P. Dual-language schools will receive one set per grade during the first week of school.
  ○ For more information, contact Dalys Stewart, Dual Language Director, at dalys.stewart@lausd.net or (213) 241-5582.

● ALL: 2019-2020 Seal of Biliteracy Campaign
  ○ All local districts and schools will be receiving Seal of Biliteracy Campaign posters and brochures. Materials will ship on the week of August 26, 2019.
  ○ For more information, contact the World Languages and Cultures Specialists, Michael Berger at mberger@lausd.net, Nada Shaath at nada.shaath@lausd.net, or call (213) 241-5582.

● HS: Junior and Senior Booklets
  ○ Junior: New this year, the Junior Booklet focuses on 11th graders’ effective planning for college and inspires thinking about postsecondary futures. Booklets also include information on college systems, entrance exams, and financial planning.
Senior: The Senior Booklet has been updated for the Class of 2020. It focuses on information and resources that support a smooth and timely transition to college, including admissions guides for UC, CSU, and LACCD; timelines and due dates; FAFSA/CADAA; Cal Grant and scholarship application tips, and more.

- Both booklets should be used to complement the student’s annual Individualized Graduation Plan (IGP) meeting and tasks in Naviance.
- For more information, contact Cindy Lin, College Counseling Coordinator, cml22671@lausd.net.

- HS: College and Career Readiness Guide (CCRG)
  - In Fall 2019, a personalized online document for students and families will be released (stay tuned for the exact date). The CCRG comprises information on students’ on-track data, standardized test scores, and college readiness status.
  - For more information, contact Mickie Vazquez-Hahn, College Counseling Coordinator, mjv1705@lausd.net.

- HS: Math Intervention Programs
  - The A-G team created intervention programs for high school math. Professional development on interventions for high school math is provided by request to school sites and/or local district offices.
    - Algebra 1 Intervention Pathway Program
    - Geometry Intervention Pathway Program
    - Algebra 2 Intervention Pathway Program
  - Materials are available in Schoology to print or access online. Grades earned for intervention assignments are linked in Schoology to the students’ class grade for real-time impact.
  - For more information, contact Sian Eddington, College Readiness Specialist, sian.eddington@lausd.net.

- HS: Online Blended Learning Licenses
  - The Division of Instruction has continued to make a bulk purchase of 1,500 Blended Learning licenses with Edgenuity for the 2019-2020 school year. All local districts are free to design their own process for allocating Blended licenses to school sites. The local district or individual sites must purchase Virtual licenses and may utilize A-G funding given to the local district. Schools should contact their local district IT designee for instructions on how to purchase Virtual licenses and to make any additional purchases from Edgenuity or APEX.
  - License pricing information for APEX is found at https://achieve.lausd.net/Page/11381 and for Edgenuity at https://achieve.lausd.net/Page11382.
  - For more information, contact Raul Romo, College Counseling Coordinator, rrx4262@lausd.net.

- ALL: Mastery Learning and Grading (MLG) Support
  - Ongoing professional development and school-based resources are offered in all Local Districts by dedicated MLG Instructional Coaches. Teachers, departments, grade levels, and schools can receive personalized support with redesigning teaching units around grade-level learning targets and creating Schoology gradebooks that use mastery-based rubrics.
  - For more information, contact Chris Grounds, Mastery Learning and Grading Instructional Coach, christopher.grounds@lausd.net.

- MS & HS: Naviance Access
  - All secondary schools will have continuous Naviance access for the 2019-2020 school year. It is recommended that schools assign at least another staff member (in addition to the principal) as the School Site Manager designee. The job aide for assigning the School Site Manager designee is available on the GPS website https://achieve.lausd.net/Page/15320.
  - For more information, contact Cindy Lin, College Counseling Coordinator, cml22671@lausd.net.

- ALL: Supports to Create Personalized Learning Environments
  - Professional learning opportunities at https://achieve.lausd.net/Page/8052 focused on the ITI Task Force Recommendations, the International Society of Technology in Education (ISTE) Standards and Computer Science Framework.
  - See the ITI Newsletter at https://achieve.lausd.net/Page/5927 for updates and highlights on leveraging digital resources for 21st century teaching and learning.
○ The ITI Leading with Instruction Progress Report at https://tinyurl.com/LWIPR provides instructional recommendations developed around three core principles: learner agency, academic rigor, and learner-centered learning environment.

○ If you have any questions regarding device reconciliation, contact IT Asset Management at (213) 241-3023.

○ For more information, contact Allison Jonas, Readiness and Integration Coordinator, at (213) 241-5532 or visit: https://achieve.lausd.net/iti#spn-content.

● ALL: Subscribe to the ITI Newsletter
  ○ The Instructional Technology Initiative (ITI) August Newsletter is now available featuring a spotlight story on the ITI Practitioner School Program. The newsletter provides monthly highlights the upcoming ITI professional learning sessions, resources to support 21st Century Learning, Computer Science, and Digital Citizenship. Subscribe today to automatically receive the monthly ITI Newsletter. For more information, contact Dominic Caguioa, Readiness and Integration Specialist, at dbc4785@lausd.net or (213) 241-4658.

What’s Due

● MS & HS: Teacher Librarian Positions – Due Friday, Aug. 9, 2019
  ○ Per the agreement with UTLA, almost all secondary schools received funding for a 1.0 FTE Teacher Librarian (TL) position under program code 10989. This funding may not be repurposed. Schools that received this funding but have not hired a Teacher Librarian must do so by August 9, 2019, to give new TLs time to prepare. For assistance, please contact your LD Certificated Personnel Specialist.

● ES: Kindergarten Continuance (Retention) Form – Due prior to enrollment
  ○ For any child repeating Kindergarten or for a Kindergarten-age student enrolling into TK, the California Kindergarten Continuance Form is required. This form must be signed by the student’s parent/guardian before enrollment into the desired grade and placed in the student’s CUM folder. Schools will be required to return ADA in the amount $10,000 per student for each student without a completed kindergarten continuance form.
  ○ See TK Implementation Ref. Guide 5777.5 Attachment D or Kindergarten Continuance Ref. Guide 6756.0 on Kindergarten Continuance.

● MS & HS: Application for the LAUSD/AALA Master Program Institute Cohort 19, Fall 2019 – Due Friday, Aug. 16, 2019
  ○ For any administrators or personnel in charge of the Master Schedule, the Fall 2019 10-week professional development series is now available. Please refer to MEM-6725.6, Application for the LAUSD/AALA Master Program Institute Cohort 19- Fall 2019, dated May 7, 2019.
  ○ For more information, contact Academic and Counseling Services, Rosanna Carosa at rcarosa@lausd.net or (213) 241-4658.

● HS: Revision of the UCOP A-G Approved Course List – Due Friday, Aug. 23, 2019
  ○ Please refer to REF-5833.7, Revision of the UCOP A-G Approved Course List, dated March 5, 2019, for instructions on submitting final revisions to your school's UCOP A-G Approved Course List. For assistance or questions, contact your Local District Counseling Coordinator or Academic Counseling Services, Burgandie Montoya, at burgandie.montoya@lausd.net or (213) 241-6689.

● HS: STEM/STEAM Certification – Due Friday, Sept. 6, 2019
  ○ L.A. Unified is now accepting applications for schools that are interested in participating in the STEM/STEAM Certification Process. Apply at: https://bit.ly/LAUSDSTEAMCert2019
  ○ For more information regarding the STEM/STEAM certification process, contact: Jaspree Sandha, STEAM Coordinator P-12 Instruction, at jaspree.sandha@lausd.net
    Amy Pedersen, STEAM Coordinator P-12 Instruction, at aka7154@lausd.net

● MS & HS: Bridge to Reclassification (BTR) & Reading Inventory (RI) – Due Friday, Aug. 23, 2019
  ○ All Principals of schools administering the Fall BTR and Fall RI for English Learners (ELs) during the 2019-20 school year must assign a new or returning school site RI Designee on or before Friday, August 23, 2019, using the following link: http://bit.ly/2019-2020_RI_Designee.
Upcoming BTR and RI dates are as follows:

<table>
<thead>
<tr>
<th>Fall Bridge to Reclassification (BTR)*</th>
<th>Fall Reading Inventory (RI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10, 2019 – September 13, 2019</td>
<td>October 28, 2019 - November 22, 2019</td>
</tr>
</tbody>
</table>

*Optional assessment opportunity

- Please reference the following link for the 2019-2020 RI/BTR calendar: [http://bit.ly/RIBTRDATES](http://bit.ly/RIBTRDATES). All ELs on Profile C and D who are also receiving targeted intervention will be eligible for the Fall BTR.
- For more information, please contact Lisa Hernandez, Secondary EL Specialist, at lisa.p.hernandez@lausd.net or (213) 241-5582.

**ALL**: Initial Notification Requirements for Parents of ELs - Due Date: Wednesday, September 18, 2019
- All parents of newly enrolled potential English Learners must be provided the following notifications within 30 calendar days of enrollment:
  - 1) Initial Notification of Enrollment and Placement in an Elementary/Secondary Instructional Program for English Learners
  - 2) Initial Parent Notification of Language Test Results and Confirmation of Program Placement
- For more information on procedures, refer to [Reference Guide 4380.2](#).
- For questions, contact the Local District EL Programs Coordinator or Rafael Escamilla, EL Programs Coordinator, at rafael.escamilla@lausd.net or (213) 241-5582.

**ALL**: Initial English Language Assessment Requirements - Due Date: Wednesday, September 18, 2019
- All newly enrolled students with a language other than English in the first three questions of the initial Home Language Survey must be assessed with the Initial ELPAC within 30 calendar days of enrollment.
- For more information on procedures, refer to the [2019-2020 Initial ELPAC Administration Instructions](#).
- For questions, contact the Local District EL Programs Coordinator or Rafael Escamilla, EL Programs Coordinator, at rafael.escamilla@lausd.net or (213) 241-5582.

**ALL**: Annual Notification Requirements for Parents of ELs - Due Date: Wednesday, September 18, 2019
- All parents of English Learners must be provided the Annual Assessment Results and Program Placement for ELs Notification within 30 calendar days from the beginning of the academic year. This notification needs to be run from MiSiS. For more information on procedures, refer to [Reference Guide 4872.1](#).
- For more information, please contact the Local District EL Programs Coordinator or Rafael Escamilla, EL Programs Coordinator, at rafael.escamilla@lausd.net or (213) 241-5582.

**ALL**: Reclassification - Due Date: Friday, September 20, 2019
- All schools need to establish the Student Support and Progress Team (SSPT) early in the academic year to review English Learners who could be recommended for reclassification (Kindergarten students and profile B students [ELs who met ELPAC and grade level skills measures for reclassification]).
- All SSPT reclassification recommendations must be submitted to the Local District for approval by Friday, September 20, 2019.
- For more information, please contact Reina Diaz, EL Programs Specialist, at reina.diazcruz@lausd.net or (213) 241-5582.

**ALL**: 1:1 Fall Readiness Checklist – Due Thursday, Oct. 31, 2019
- Pre-distribution procedures to complete your Fall Readiness Checklist will help you successfully fulfill the Principal’s Distribution Certification by Oct 31, 2019. Confirm that your school is in compliance for device distribution: [http://tinyurl.com/DistributionCertification](http://tinyurl.com/DistributionCertification).
- For more information, contact Allison Jonas, Readiness and Integration Coordinator at (213) 241-5532.

**ALL**: Title III Immigrant Program Questionnaire Form
- As a result of Assembly Bill 699, all schools must now ensure they include the Title III Immigrant Program Questionnaire Form in the enrollment packet to collect the following information for the Title III Immigrant Education Program:
  - 1) Place of Birth (City, State/Provide, and Country)
2) Date of First U.S. School Enrollment
   - This information is no longer collected as part of the enrollment form. For more information on these procedures, refer to Reference Guide 062703.
   - For more information, contact the Local District EL Programs Coordinator or Rafael Escamilla, EL Programs Coordinator, at rafael.escamilla@lausd.net or (213) 241-5582.

Personnel Commission

What’s New

- PREPARATION FOR REDUCTION-IN-FORCE FOR COMMUNITY REPRESENTATIVES AND SCHOOL SUPERVISION AIDES
  A static picture is needed of positions for reassignment purposes. Subsequently, our office will end the reassignment process for employees in these job classifications on Friday, August 9th. Please communicate all requests by 3:00 pm. The remaining vacancies will be needed for displaced employees. Although every effort will be made to place impacted employees into vacant positions, if reductions are major, a sufficient number of vacancies may not exist to prevent layoffs. In preparation for the reassignment or reduction of staff, please read further: Memo RIF Community Reps and Supervision Aides

What’s Due

- Please communicate all reassignment requests for Community Representatives and School Supervision Aides to your Assignment Technician by 3:00 p.m. on Friday, August 9th.

Special Education

- What’s New

  2019-20 Norm Day Allocations For Special Education Teachers And Assistants