Dear Principals,

The start of a new school year brings a sense of excitement as we welcome students, their families and our colleagues back to school. With two weeks of school under our belts, I hope you’re off to a good start.

One of my personal goals for this year is to spend more time in schools, as I continue to learn how we can better support your work.

Thanks again for your commitment.

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>
<tbody>
<tr>
<td>ASAP</td>
<td>ES: Ensure Kindergarten Continuance Form is signed and dated by the parent</td>
<td>REF-6756</td>
<td>Lourdes Puyol, Specialist, DOI Kindergarten Readiness, <a href="mailto:lourdes.puyol@lausd.net">lourdes.puyol@lausd.net</a>, 213-241-5631</td>
</tr>
<tr>
<td>9/9</td>
<td>MS &amp; HS: Fall Bridge to Reclassification (BTR) and Fall Reading Inventory (RI) - Assign a new or returning school site RI Designee</td>
<td><a href="http://bit.ly/2019-2020_RI_Designee">http://bit.ly/2019-2020_RI_Designee</a></td>
<td>Lisa Hernandez, Secondary EL Specialist, <a href="mailto:lisa.p.hernandez@lausd.net">lisa.p.hernandez@lausd.net</a>, 213-241-5582</td>
</tr>
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<tr>
<td>9/13</td>
<td>ALL: Complete changes and additions to your school profile in the Content Management System (CMS) for the Unified Enrollment school search tool</td>
<td><a href="https://my.lausd.net/webcenter/content/conn/WCCConn/uuid/dDocName:ID050115?rendition=web">https://my.lausd.net/webcenter/content/conn/WCCConn/uuid/dDocName:ID050115?rendition=web</a></td>
<td>Dunia Fernandez, <a href="mailto:dunia.fernandez@lausd.net">dunia.fernandez@lausd.net</a></td>
</tr>
<tr>
<td>9/18</td>
<td>ALL: Apply to participate in the STEM/STEAM Certification process</td>
<td><a href="https://bit.ly/LAUSDSTEAMCert2019">https://bit.ly/LAUSDSTEAMCert2019</a></td>
<td>P-12 Instruction Jaspreet Sandha, <a href="mailto:jaspreet.sandha@lausd.net">jaspreet.sandha@lausd.net</a>, P-12 Instruction Amy Pedersen, <a href="mailto:aka7154@lausd.net">aka7154@lausd.net</a></td>
</tr>
<tr>
<td>9/18</td>
<td>ALL: Initial Notification Requirements for Parents of ELs</td>
<td>REF-4380.2</td>
<td>Rafael Escamilla, EL Programs Coordinator, <a href="mailto:rafael.escamilla@lausd.net">rafael.escamilla@lausd.net</a>, 213-241-5582</td>
</tr>
<tr>
<td>9/18</td>
<td>ALL: Initial English Language Assessment of all newly enrolled students with a language other than English</td>
<td><a href="https://www.lausd.net/Administration/ELPAC">2019-2020 Initial ELPAC Administration Instructions</a></td>
<td>Rafael Escamilla, EL Programs Coordinator, <a href="mailto:rafael.escamilla@lausd.net">rafael.escamilla@lausd.net</a>, 213-241-5582</td>
</tr>
<tr>
<td>9/18</td>
<td>ALL: Annual Notification Requirements for Parents the Assessment Results and Program Placement for ELs Notification</td>
<td>REF-4872.1</td>
<td>Rafael Escamilla, EL Programs Coordinator, <a href="mailto:rafael.escamilla@lausd.net">rafael.escamilla@lausd.net</a>, 213-241-5582</td>
</tr>
<tr>
<td>9/20</td>
<td>ALL: Submit SSPT recommendations for reclassification</td>
<td></td>
<td>Reina Diaz, EL Programs Specialist, <a href="mailto:reina.diazcruz@lausd.net">reina.diazcruz@lausd.net</a>, 213-241-5582</td>
</tr>
<tr>
<td>9/27</td>
<td>ES: Complete BOY Elementary Literacy Assessment</td>
<td>literacy.lausd.net</td>
<td>Alison Pickering, Coord, Elem Literacy, (213) 241-2494, <a href="mailto:alison.pickering@lausd.net">alison.pickering@lausd.net</a></td>
</tr>
<tr>
<td>10/4</td>
<td>ALL: Conduct educational activities in observance of Constitution Day 2019 around September 17</td>
<td><a href="http://achieve.lausd.net/hss">http://achieve.lausd.net/hss</a></td>
<td>Kieley Jackson, Coordinator, ES/SS, <a href="mailto:kjack2@lausd.net">kjack2@lausd.net</a>, (213) 241-4506</td>
</tr>
<tr>
<td>10/14</td>
<td>Identify a staff member to serve as the School Experience Survey Coordinator and add designee information in the Principal Portal</td>
<td><a href="https://achieve.lausd.net/Page/8397">https://achieve.lausd.net/Page/8397</a></td>
<td>213-241-5600 or <a href="mailto:SchoolExperienceSurvey@lausd.net">SchoolExperienceSurvey@lausd.net</a></td>
</tr>
<tr>
<td>10/31</td>
<td>ALL: Complete your 1:1 Fall Readiness Checklist</td>
<td><a href="https://www.lausd.net/1:1Readiness">More info</a></td>
<td>Allison Jonas, Readiness and Integration Coordinator, <a href="mailto:allison.jonas@lausd.net">allison.jonas@lausd.net</a>, (213) 241-5532</td>
</tr>
</tbody>
</table>
Chief Strategy Officer

Data and Accountability

- School Experience Survey (SES) administration window this year will be Mon., October 28th through Fri., December 6th, 2019; identify a SES Coordinator in the Principal Portal by October 14
- For more info, see https://achieve.lausd.net/Page/8397 and SES Reference Guide REF-5714.8
- If materials do not arrive by Oct. 23, call 213-241-5600 or email SchoolExperienceSurvey@lausd.net

Unified Enrollment Content Management System (CMS)

- The deadline to make changes and additions to your school profile on the Unified Enrollment school search tool has been extended
- The new deadline for Schools (Principals) is Friday, September 13, 2019
- The new deadline for Approvers (Directors) is Friday, September 27, 2019
- For more info, contact Dunia Fernandez at dunia.fernandez@lausd.net

Whole Child Data Integration

- The new platform will be available to teachers, counselors, administrators, and others mid-Fall 2019.
- To participate in the development of the Principal Workbench, sign up for the Principal Pilot Testing Program by October 1 at http://bit.ly/wholechildprincipal
- For more info, go to https://achieve.lausd.net/wholechild or contact Dina Sim at dina.sim@lausd.net

Facilities

E-CAR

- E-CAR 2019 opens Monday, September 9 at noon. The list of participating schools has been expanded to include Community Day Schools, Continuation High Schools, Regional Occupational Centers and Programs, Skills Centers, Early Education Centers, and Opportunity Schools
- For more info and to see if your school is required to participate, visit www.laschools.org/ecar
- For info about the optional training on Monday, August 26, visit https://achieve.lausd.net/mypln
- For questions, contact E-CAR Customer Service at 213-241-8044 x9

HEROES for ZERO Contest

- The deadline for teams to register for the 2019-20 HEROES for ZERO Contest is October 4, 2019
- For more information, visit the HEROES for ZERO website

Grants

MS & HS: UCLA Health Sound Body Sound Mind (SBSM) Grants

- UCLA Health SBSM provides support for existing SBSM fitness centers; if you believe you have an SBSM fitness center, you can contact their staff at sbsminfo@mednet.ucla.edu
- For more info, visit: https://www.uclahealth.org/soundbodysoundmind/ or contact John Kruse at jlk6641@lausd.net or 213-241-4556

ES: Free Fun At Bat Curriculum and Equipment

- Fun At Bat is an in-school, entry-level bat and ball program for students
- Sign up at https://tinyurl.com/FunAtBatLAUSD by October 15, 2019
- For more info, contact John Kruse at jlk6641@lausd.net or 213-241-4556.
**Information Technology**

**Classified Evaluation**
- The Classified Growth & Development Cycle (CGDC) went LIVE the week of July 5, 2019
- For more information, please visit: [http://myapp.lausd.net/eval](http://myapp.lausd.net/eval)

**Home Internet Access for Students**
- The human-I-T Connect program will enable qualified individuals to access hard-to-find, low-cost internet plans and a free laptop; a memorandum with more info will be forthcoming soon
- The 1Million Project provides free high-speed internet to certain high school students; for more info, visit: [https://achieve.lausd.net/Page/14122](https://achieve.lausd.net/Page/14122)

**My Integrated Student Information System (MiSiS)**
- The next planned releases for MiSiS are scheduled for Tue., September 10 and Tue., October 8
- For more info, visit: [http://achieve.lausd.net/misis](http://achieve.lausd.net/misis)

**Principal Portal**
- New features include an “Upcoming Important Actions” banner, a new “Status Report,” and the ability for dedicated school staff to have access to school site security surveillance
- For additional info, visit: [https://principalportal.lausd.net](https://principalportal.lausd.net)

**Quarterly IT Maintenance Shutdown**
- The next Quarterly Shutdown will occur from 6pm on Fri., October 11 to 6pm on Sun., October 13
- For additional info, contact the Data Center Team at (213) 241-1857

**School Fundraising Application**
- PTA, PTO and Booster Club members can now log into the School Fundraising Application using their Parent Portal account info to submit fundraising request and attach authorized approval forms
- For additional information, please visit: [http://fundraising.lausd.net](http://fundraising.lausd.net)

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**Instruction**

**What’s New**

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

**ALL: Monitoring EL Progress**
- [REF-070901](http://achieve.lausd.net) provides guidance on monitoring English Learners’ academic progress
- For more info, contact Rafael Escamilla at [rafael.escamilla@lausd.net](mailto:rafael.escamilla@lausd.net) or 213-241-5582

**ALL: Master Plan Instructional Program Options Videos and Brochures - Now Updated!**
- Click [here](http://achieve.lausd.net) for updated videos and brochures to conduct Master Plan program options meetings
- For more info, contact Rafael Escamilla at [rafael.escamilla@lausd.net](mailto:rafael.escamilla@lausd.net) or 213-241-5582

**ALL: LMS Champions**
- For more info, contact Beth Billett at [ebillett@lausd.net](mailto:ebillett@lausd.net) or 213-241-3017
ALL: Establishing New Dual Language Education (DLE) Programs Informational Meetings
- For more info, contact Helen Yu at helen.yu@lausd.net or 213-241-5582

ALL: 2019-2020 Seal of Biliteracy and Pathway Awards Campaign - Please Post!
- All schools will receive posters and brochures about the Pathway to Biliteracy Award (5/6th, 8th Grade) and Seals of Biliteracy (12th); digital copies available at: http://bit.ly/BILITERACYSEAL
- To register teachers for additional training on this, visit: http://bit.ly/SSBTRAIN
- For more info and support with identifying eligible students, contact Nada Shaath at nada.shaath@lausd.net / 213-241-5582 (Seals of Biliteracy) or Michael Berger at mberger@lasud.net / 213-241-5582 (Pathway Awards)

SOME: Low Performing Student Block Grant
- In Fall 2019, some schools will receive a one-time per pupil allocation based on the approximate number of under performing students that are not economically disadvantaged, EL, SWD or Foster
- By Dec. 6, 2019, principals and staff must develop a plan, signed by the LD director and superintendent/designee, for how they will support identified under performing students
- For more info, contact Andre Spicer at andre.spicer@lausd.net or 213-241-3340

ES: History-Social Science Materials
- A "visual packing slip" is available to support unpacking and orientation to the new elementary HSS McGraw-Hill IMPACT program
- Additional info is available at literacy.lausd.net and in the Schoology Group for Elementary HSS (join code for groups: Access Code: MD2GC-8F8DK)
- For more info, contact Alison Pickering at alison.pickering@lausd.net, or 213-241-2494

ES: Amplify Reading Available K-5 for School-wide Title I sites
- Information about Amplify Reading can be found at amplify.com/lausd
- For more info, contact Alison Pickering at alison.pickering@lausd.net or 213-241-2494

ES: DIBELS 8 Materials for Assessing Students
- Additional DIBELS 8 benchmark and progress monitoring materials, if needed, can be downloaded at https://dibels.uoregon.edu/assessment/index/material/
- For more info, contact Alison Pickering at alison.pickering@lausd.net or 213-241-2494

ES: Pocket Professional Developments
- For materials on Benchmark ELA-ELD implementation, visit https://achieve.lausd.net/Page/5223
- For more info, contact Jakell Bell at jnb1898@lausd.net or 213-241-5686

ES: Looking for My Math support to start off the year?
- My Math digital access for TK-5 teachers is available at: https://connected.mcgraw-hill.com/lausd; short modules on using the assessments can be found at https://achieve.lausd.net/Page/7028
- My Math digital access for Admin/non-roster-carrying personnel is through the McGraw-Hill Education demo site: https://my.mheducation.com/login, UN: MHECAMATH, PW: CA18math
- For more info, contact Lisa Ward at elizabeth.ward@lausd.net or 213-241-6444

ES: Dual Language Schools with K-5 Programs Text Reading & Comprehension (TRC) in Spanish
- Spanish Dual Language schools with K-5 Programs will receive new Atlas Spanish TRC books, designed to be used with mCLASS: Reading 3D
- For more info, contact Helen Yu at helen.yu@lausd.net or 213-241-5582

ES: Dual Language Classroom Set-up and Instructional Materials
- Reminder for classroom observations: posted materials should be separated by language in Dual Language classrooms, and daily schedules should reflect both Target Language Development and English Language Development blocks, as well as content areas in both languages
- Lead teachers should help Dual Language teachers access resources on Schoology Groups
- For more info, contact Helen Yu at helen.yu@lausd.net or 213-241-5582
HS: Senior College Booklet for the Class of 2020
- The Senior College Booklet should be delivered between September 7th to 20th and this is to be distributed to counselors to assist them with helping all students apply to colleges/universities
- For more info, contact Cindy Lin at cml22671@lausd.net or 213-241-2537

What’s Due

MS & HS: Fall Bridge to Reclassification (BTR) and Fall Reading Inventory (RI) - Due Mon., Sept. 9, 2019
- Schools administering the BTR and RI for English Learners must assign a new or returning school site RI Designee on or before Monday, September 9, 2019 (extension of original due date) by visiting http://bit.ly/2019-2020_RI_Designee; if you have not yet done so, please do so immediately
- For more info, contact Lisa Hernandez at lisa.p.hernandez@lausd.net or 213-241-5582

ALL: STEM/STEAM Certification – Due Friday, Sept. 18, 2019
- To apply to participate in the STEM/STEAM Certification process, visit https://bit.ly/LAUSDSTEAMCert2019
- For more info, contact Jaspreet Sandha at jaspreet.sandha@lausd.net or Amy Pedersen at aka7154@lausd.net

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 info, see REF-4380.2 or contact the Local District EL Programs Coordinator or Rafael Escamilla 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; see the 2019-2020 Initial ELPAC Administration Instructions
- For more info, or contact the Local District EL Programs Coordinator or Rafael Escamilla 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, which must be run from MiSiS, within 30 calendar days from the beginning of the academic year; see REF-4872.1
- For more info, or contact the Local District EL Programs Coordinator or Rafael Escamilla 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 in order to identify English Learners who can be recommended for reclassification (2nd year kindergarten students and ELs who met ELPAC and grade level skills measures for reclassification); recommendations must be submitted to the Local District for approval
- For more info, contact Reina Diaz at reina.diazcruz@lausd.net or 213-241-5582

ES: Elementary Literacy Assessment Windows 2018-19 - Due Date: September 27, 2019
- Every elementary student needs a literacy assessment 3x/year, (Beginning of Year Aug 12 – Sept 27; Middle of Year Dec 2 - Feb 7; and End of Year May 4 to June 12)
- This assessment must be DIBELS 8 for all K-2 students, all English Learners, and all students with disabilities; non-EO and non-SWD students in Gr 3-5 may be assessed with TRC in lieu of DIBELS 8
- For more info, visit literacy.lausd.net or contact Alison Pickering at alison.pickering@lausd.net or 213-241-2494
**ALL: Constitution Day 2019 - Due Date: October 4, 2019**
- Principals must certify on the [Principals' Portal](#) that educational programs were conducted in observance of this day during the two weeks surrounding September 17, as required by federal law
- Click [here](#) for additional resources
- For more info, contact Kieley Jackson at kjack2@lausd.net or 213-241-4506

**ES: Kindergarten Continuance - Due Date: ASAP**
- Any student repeating kindergarten must have a Kindergarten Continuance Form signed and dated by the parent; kindergarten students who previously attended TK or ETK are not eligible for retention
- For more info, see [REF-6756](#) or contact Lourdes Puyol at lourdes.puyol@lausd.net or 213-241-5631

**ALL: 1:1 Fall Readiness Checklist and Pre-Distribution Resources - Due Date: October 31, 2019**
- For pre-distribution procedures to complete your Fall Readiness Checklist, click [here](#)
- Other ITI supports include professional learning opportunities focused on the ISTE Standards and Computer Science Framework, and the ITI Newsletter (see [https://achieve.lausd.net/Page/5927](https://achieve.lausd.net/Page/5927))
- For more info, contact Allison Jonas at allison.jonas@lausd.net or 213-241-5532

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**Parent / Community Services**

**Study Groups**
- Schools must send 1-2 parent leaders to each of the 2019-20 Local District Study Groups:
  - **LCAP Study Group**, where parents participate in the development of the new LCAP
  - **Title I Study Group**, about LAUSD Title I Parent and Family Engagement Policy (1-2 parents should be elected by Title I parents during Title I Annual Meeting, Coffee with Principal, etc.)
  - **ELAC Study Group**: about English Learner supports (1-2 ELAC members selected by school's ELAC)
- Schools should submit the parent names to the Local District PACE teams
- The schedules for the Study Groups can be found at: [Local District Study Groups](#)

**Committee/Council Formation**
- All SSCs and ELACs must be formed by September 27, 2019.
- For more info, see updated BUL. 6745.2 at [BUL 6745.2](#) or visit the [PCS Website](#).

**School Applications for Bond-Funded Parent and Family Center Improvement Program – Phase 7**
- Schools have an extended opportunity to apply; now due September 27, 2019
- To apply, download the application [here](#) and send, along with photos and a school map identifying the location of the Parent and Family Center, to risa.rose@lausd.net
- For more info, contact Dr. Heidi Mahmud at hkm3059@lausd.net or 213-481-3350

**Monthly Parent Newsletters**
- Monthly parent newsletters are available for schools to distribute to parents around various subjects
- For more info and to access the monthly newsletters, visit: [Monthly Parent Newsletters](#).

**Parent Involvement Library**
- Booklets through the Parent Involvement Library can be shared with parents around various subjects
- To access, visit: [Parent Involvement Library](#)

**Parent Volunteer Training**
- Updated PCS Parent/Community Volunteer training materials can be accessed [here](#).
Partnership Opportunities

Baby2Baby Backpack Donation
- Baby2Baby is donating a backpack with the Clippers logo for every student with the Clippers logo; shipment details will be forthcoming from Amanda Peterson, Baby2Baby Warehouse Director
- For more info, see the informative sent to Local Districts by clicking here
- For questions regarding shipments, email LAUSD@baby2baby.org; for questions regarding the donation, email Nancy Ceballos at nancy.ceballos@lausd.net

Districtwide Financial Literacy Initiative for Students and Families
- “Dollars and Sense” is an interactive, web-based financial literacy education for high school seniors in Economics
- To complement the curriculum students are learning, families will receive complimentary financial literacy education after school and on weekends
- For more information, click here. To sign up, click here. For any questions, email Nancy Ceballos at nancy.ceballos@lausd.net

Red Cross’s Pillowscase Project
- The Red Cross offers a classroom-based presentation on preparedness for grades 3-5
- For more info, visit the Red Cross’s Pillowcase Project
- If interested, contact Guillermo Sanchez at Guillermo.Sanchez@redcross.org or 562-277-4267

Red Cross’s Prepare with Pedro Project
- The Red Cross offers a classroom-based presentation on preparedness for grades K-2
- For more info, visit the Red Cross’ Prepare with Pedro
- If interested, contract Guillermo Sanchez at Guillermo.Sanchez@redcross.org or 562-277-4267

Student Opportunities and Resources

Spotlight Academy & Spotlight Scholarship Program
- There are two great (and free) opportunities for high school students interested in the performing arts.
- The deadline to apply for the Spotlight Academy is Sunday, September 15th.
- The deadline to apply for the Spotlight Scholarship Program is October 14th.