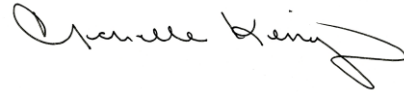


INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Superintendent

TO: Principals

DATE: March 12, 2015

FROM: Michelle King, Chief Deputy Superintendent



SUBJECT: REVISED ESTIMATED BUDGET DEVELOPMENT TIMELINE FOR FISCAL YEAR 2015-2016

The purpose of this memorandum is to inform schools and offices of the revised tentative budget development timeline. The opening of Budget Development is dependent on the unduplicated count coming from the California Longitudinal Pupil Achievement Data System (CALPADS). The final CALPADS data is expected the week of March 16, 2015. At this time, the budget system, Schools Front End is scheduled to open on April 7, 2015 and close May 4, 2015 at 5:00pm. Allocation notification letters are tentatively scheduled to be released on April 7, 2015. Estimated Rates Sheets (Shopping Lists) are scheduled to be released on March 23, 2015.

Due to this limited timeline, it is imperative that all school personnel and education service center staff involved in the budget development process be available during this period. In other words, budget development must be a high priority for all participants. Personnel usually required for the budget development process are; Principals, Categorical Program Advisers, Instructional Leaders, Administrator of Operations, Educational Service Centers Categorical Program Coordinators, Educational Service Centers Superintendents, or Designee and Fiscal Staff.

Principals must schedule the applicable advisory committee(s) and School Site Council meetings to ensure input prior to the budget session appointment.

Thank you for your understanding and patience with this matter.

c: Megan Reilly
Thelma Melendez
Michael Romero
Ruth Perez
Rowena Lagrosa
Earl Perkins
Cynthia Lim
Janalyn Glymph
Vivian Ekchian
Justo Avila
Instructional Area Superintendent
Administrators of Operations
Tony Atienza
Cheryl Simpson