

**Los Angeles Unified School District**  
INTER-OFFICE CORRESPONDENCE

TO: Principals

RE: PURCHASE OF SUPPORT SERVICES PERSONNEL – PUPIL SERVICES AND ATTENDANCE (PSA) COUNSELOR

Budget Planning is now taking place for Fiscal Year **2021-22**. Your school has the option of purchasing a **PUPIL SERVICES AND ATTENDANCE (PSA) COUNSELOR** as Support Services Personnel. Categorically funded positions must provide support to identified at-risk students and English Learners based on data described in the Single Plan for Student Achievement. In addition, all positions funded with categorical resources are subject to federal and state time-reporting requirements. Schools must maintain a monthly Personnel Activity Report, if any part of the assignment is funded with compensatory education funds. **All school purchases must be reflected in the budget system during budget development.** Schools have the opportunity to purchase support services in the new year on a first come first serve basis. Please inform us of your school's intent to purchase Pupil Services and Attendance Counselor time by completing this form. **Purchases may not be canceled after Budget Development.**

Budget Item No.	Position	Basis	5 Days (1.0 fte)	4 Days (0.8 fte)	3 Days (0.6 fte)	2 Days (0.4 fte)	1 Day (0.2 fte)	1/2 Day (0.1 fte)
12107	Itinerant Counselor PSA (33D-5) 12200543	A	\$ 156,005	Must be purchased full time (5 days)				
12108	Itinerant Counselor PSA (33D-5) 12200543	B	\$ 134,948	Must be purchased full time (5 days)				
12103	Itinerant Counselor PSA (33D-5) 12200543	C	\$ 125,996	\$ 100,797	\$ 75,598	\$ 50,398	\$ 25,199	\$ 12,600
12116	Itinerant Counselor PSA (33D-5) 12200543	E	\$141,790	Must be purchased full time (5 days)				
11079	Itinerant Counselor PSA X-Time (weekly)*		\$2,633					

\* X-Time prior to the beginning of the school year may not be funded with compensatory education funds.  
Use Budget Item Number when processing budget adjustments.

**FUNDING OPTIONS AND REQUIREMENTS:**

Your school may purchase Pupil Services and Attendance Counselor time from school-based budget programs. Purchases **other than C Basis** must be full time (5 days a week).

**Budget Planning Programs** – The most common school-based budget programs for Budget Planning are listed in Table 1 below. Purchases from these programs must be included on your School Budget Signature Form. Minimum purchase is ½ day per categorical program.

Table 1 – Budget Planning Programs

(\*\*minimum purchase is ½ day per categorical program)  
(\*\*allowable to purchase is C Basis only)

Program Code	Program Name	Program Code	Program Name
10397	TSP - Per Pupil Schools	10985	TSP-SENI Goal 3 100% Attendance
10446	A-G Intervention & Credit Recovery	10987	TSP-SENI Goal 4 Parent & Community
10983	TSP-SENI Goal 1 100% Graduation	10988	TSP-SENI Goal 5 School Safety
10984	TSP-SENI Goal 2 Proficiency for All	13027	General Fund School Program
13723	Charter Sch Categorical Blk Grant	14242	SDEP-Proceeds Film/Photo Rental
13724	Charter Sch Allocation In Lieu Of EIA	13938	SDEP-Donations
11142	School Community Budget-Reg Sc	7S046**	CE-NCLB T1 Schools

Program Code	Program Name	Program Code	Program Name
7T505**	CE-ESSA-TI-CSI-S	7T691**	ESSA-Comprehensive Sup & Improv
7T547**	School Improvement Grant C4-3		

For questions regarding any of the information provided above, please contact your Local District Pupil Services and Attendance Field Coordinator or Elsy Rosado, Director of Pupil Services at (213) 241-3844.

Local District	PSA Field Coordinator	Telephone	Email	Fax
Northeast	Pat Jimenez	818-686-4444	<a href="mailto:patricia.x.jimenez@lausd.net">patricia.x.jimenez@lausd.net</a>	818-686-4450
Northwest	Dionne Ash	818-654-3716	<a href="mailto:dionne.ash@lausd.net">dionne.ash@lausd.net</a>	818-881-0772
East	Jennifer Lopez	323-224-5902	<a href="mailto:Jel9093@lausd.net">Jel9093@lausd.net</a>	323-224-3105
Central	Rudy Gomez	213-766-7330	<a href="mailto:Rxg6404@lausd.net">Rxg6404@lausd.net</a>	213-766-7461
West	Necko Ginyard-Taylor	310-235-3766	<a href="mailto:Necko.ginyard-taylor@lausd.net">Necko.ginyard-taylor@lausd.net</a>	310-235-3733
South	Carolina Irias Laureano	310-354-3590	<a href="mailto:Cfi3879@lausd.net">Cfi3879@lausd.net</a>	310-527-7763

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\_\_\_\_\_ School Name \_\_\_\_\_ Location Code

is purchasing a **PUPIL SERVICES AND ATTENDANCE COUNSELOR** as follows:

Requested Staff: \_\_\_\_\_ or  New Position:  Request a change in PSA Counselor

Funding Program					
Number of Days					
Cost					
Percent if multi-funded					

Total Days: \_\_\_\_\_

My signature below approves and acknowledges that the School Site Council (SSC) and applicable advisory committees agreed to purchasing/funding the above position(s).

\_\_\_\_\_ Print Principal's Name \_\_\_\_\_ Principal's Signature \_\_\_\_\_ Date

Please mail this form no later than, **April 05, 2021** to:

- ✓ Copy of both pages to the Local District Pupil Services and Attendance (PSA) Field Coordinator (scan/email or fax to LD (PSA) Coordinator listed above).