



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

ATTACHMENT D

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District

TO: _____, Local District Superintendent DATE: _____

FROM: _____, Principal Name, _____ Initials
_____, Elementary School, _____ Location Code

SUBJECT: REQUEST FOR ALTERNATE BANKED TIME TUESDAY DATE(S)

The purpose of this interoffice correspondence is to request a change of date(s) for Banked Time Tuesday(s) professional development that neither increases nor decreases the number of banked time Tuesdays. These requested changes will not change the contractual workday for teachers. Our school is aware that schools may be required to pay transportation costs for dates other than those listed on the approved schedule of dates when requested by the school.*

*For schools that either wish to increase or decrease the number of banked time professional development days, please reference MEM-6680.2 for the instructions and waiver application form.

TUESDAY DATE(S) SUBJECT TO CHANGE (separated by commas):

ALTERNATE TUESDAY DATE(S) (separated by commas):

JUSTIFICATION FOR CHANGE OF DATES (attach additional page, if needed):

If approved, our school will notify these parties and make necessary arrangements:

- Transportation Services Division (800) 522-8737
Food Services Division (213) 241-6419
Beyond the Bell Branch, Youth Services (213) 241-7900
Other after-school programs
Neighboring schools
Parents and guardians of enrolled students

-----Office Use Only-----

Local District Response: [] Approved [] Denied

Signature of Superintendent or designee: _____ Date: _____

Print name: _____

After approval, return the original to the school; file a copy at the Local District.