

FREQUENTLY ASKED QUESTIONS PROPOSITION 39 2014-15 CYCLE

The Los Angeles Unified School District (“District” or “LAUSD”) has undertaken extensive efforts for the 2014-2015 school year cycle to continue its collaboration with charter schools regarding the Proposition 39 process, including the recent introduction of a streamlined online Facilities Request Form. These “*Frequently Asked Questions*” are provided as part of the District’s ongoing efforts to help charter schools satisfy the requirements for requesting use of District facilities pursuant to Education Code section 47614 (“Proposition 39”).

Q: Who do I contact with questions about the Proposition 39 process?

A: The District has established a dedicated e-mail address (prop39@lausd.net) for charter schools to use.

Q: Is there a specified form that the District requires a charter school to use when submitting its facilities request?

A: Yes. A charter school must submit an LAUSD Proposition 39 Facilities Request Form by no later than November 1. Recently introduced for charter schools seeking use of District space in the 2014-15 school year, the Facilities Request Form is now an online tool available at the LAUSD Charter Schools Division website [here](#). The above link was also previously e-mailed to representatives of all existing LAUSD charter schools. No requests for facilities submitted on other forms will be considered.

Q: Can I talk to somebody about the LAUSD Proposition 39 Facilities Request Form?

A: Yes. The District has hosted numerous voluntary in-person Proposition 39 Facilities Request Form orientation sessions. During each session, the contents of the Facilities Request Form are explained, and charter school representatives have an opportunity to ask questions directly to District staff. The final orientation sessions will be held on October 28th and October 29th. E-mail invitations were previously sent to representatives of all existing LAUSD charter schools, but all other interested proposed (new) and existing charter schools are welcome to attend. Although attendance to the workshops is optional, your participation is highly recommended.

LOCATION:

Los Angeles Unified School District Headquarters
333 S. Beaudry Avenue
Los Angeles, CA 90017

REMAINING DATES: (You only need to attend one session)
Monday, October 28, 9am – 3pm
Tuesday, October 29, 12 - 3pm

PARKING: will be validated.

In order to attend one of these sessions you must RSVP at (213) 241-0399. Upon doing so, you will be informed of the exact room location.

Q: Are the Meaningfully Interested Students Information Form and the Intent to Re/Enroll Form required for each in-district student meaningfully interested in attending the charter school, or can I submit other additional documentation?

A: The Proposition 39 implementing regulations govern the requirements for documentation that must be provided by a charter school regarding the number of in-district students meaningfully interested in attending the charter school that is sufficient for the District to determine the reasonableness of the projection. Please refer to section 11969.9 of the Proposition 39 implementing regulations (a copy is available on the District’s website at the Proposition 39 page - link above) for additional information. The Meaningfully Interested Students Information Form and Intent to Re/Enroll Form are available to support the charter school in demonstrating the reasonableness of in-district and total average daily attendance (“ADA”) and in-district and total classroom ADA projections.

The Intent to Re/Enroll Form was modeled after a template “intent to re/enroll” form created by the California Charter Schools Association. This form is substantively identical to the template form CCSA has recommended that its charter school members use in support of their facilities requests. As such, the District will accept intent to re/enroll forms that a charter school has collected on CCSA’s template form. A charter school may also include additional/other documentation of the number of in-district students meaningfully interested in attending the charter school that is sufficient for the District to determine the reasonableness of the projection.

Q: We are a charter management organization, and are applying for multiple charter schools. Does each charter school need to submit a facilities request?

A: Yes. Each charter school must submit its own separate facilities request. Please submit only one (1) application for each charter school.

Q: I am unable to correct/enter information in Questions 9 and 10 (Organization Name/Entity Number). How can I correct/enter my response to these questions?

A: The information in questions 9 and 10 is pre-populated based on the information entered during the charter school’s registration process. If no information was

entered by the charter school during its registration, the fields will be empty. Similarly, if the information was entered incorrectly, it will appear as entered. No new data may be entered. If no information was entered, or if it was entered incorrectly, you may email Prop39@lausd.net with the correct Organization Name/Entity Number so that this information may be updated. You will continue to see the incorrect information used during the registration process and facilities request submission process, but the District will add/update the information based on your emails.

Q: On Question 11, how can I enter “None” and save the information?

A: When you begin typing “None,” a drop down list will appear to provide you with a “None” option. Click the “None” option, then click the “Add” button. The following will now appear:

Campus Name

 None

You will be able to save this information.



Q: How do I enter a specific District campus and/or other notes regarding a charter school’s Area of Geographic Interest?

A: When you start typing a District campus’s name, a drop down list will appear from which you may select the location (e.g., if you type “112” the option “112th St EL” will appear). You may click on the name of the campus that appears on the drop down list. Click the “Add” button and your selection will appear (see example below).

You may also wish to add other notes. Begin typing “Other,” and a drop down list will appear from which you may select “Other”. Click the “Other” option. You will then be able to add notes in the available box. After you include your desired notes, click the “Add” button. You will be able to save your information.

For example:

17. Type _____ in _____ campus _____ name
(or Other and describe area in the Notes field): Notes: Add

Area	Notes
 112TH ST EL	
 Other	Additional notes regarding general geographic area

Q: The District school our charter school students would otherwise attend, had they elected to participate in a District program, does not populate in Table 16.5. What can I do?

A1: Please check all school spelling using the District School Finder (link below): (<http://notebook.lausd.net/schoolsearch/selector.jsp>).

A2: If, after using the correct spelling, the school still does not populate, please include the in-District classroom ADA information (broken down by grade level and school) in the methodology section of your facilities request.

Q: How many documents can I attach to my facilities request? Is there a size limit?

A: When attaching any supporting documentation to your facilities request, please ensure that the document size does not exceed 20 MB per document attached. You may attach an unlimited number of documents, provided they do not exceed 20MB per file.

Q: I received a warning that the totals for Table 16.3 and 16.5 do not match. Why am I getting this warning?

A1: The warning regarding projected in-District classroom ADA for 2014-15 is intended to alert a charter school to apparent inconsistencies in its data reporting that could undermine the accuracy and/or reasonableness of its enrollment projections. A charter school that receives this warning may want to review its total in-District classroom ADA projections in tables 16.3 and 16.5 for consistency before submitting its Proposition 39 Online Facilities Request.

A2: The general warning regarding incomplete fields is intended to alert a charter school to possible material omissions that could impact the legal sufficiency of its Proposition 39 Online Facilities Request. A charter school's submission of an incomplete or inaccurate Proposition 39 Online Facilities Request may result in a determination that it is ineligible to receive an offer to occupy District facilities for the 2014-15 school year.