



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Norm Dates and Submission of Classification and Statistical Reports – School Year 2013-14

NUMBER: REF-1074.13

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DATE: August 5, 2013

PURPOSE: The purpose of this Reference Guide is to inform school administrators of:

- 1) the norm dates for school year 2013-14;
- 2) the due dates for submission of the Classification Reports (enrollment data) and Statistical Reports (attendance data) to Attendance and Enrollment Section; and
- 3) the importance of submission of enrollment and attendance data as it relates to the District’s revenue sources and the schools’ operational resources.

MAJOR CHANGES: This Reference Guide replaces REF-1074.12, “Revised Norm Dates and Submission of Classification and Statistical Reports – School Year 2012-13,” issued on January 7, 2013. Information was updated to reflect norm dates, school months, and report due dates for the 2013-14 school year.

INSTRUCTIONS: These instructions apply to all elementary and secondary schools, except Options schools, i.e., Continuation High Schools, Opportunity Schools, Community Day Schools, City of Angels, and Carlson Home/Hospital. Options schools should refer to reference guide REF-1818.11, “Submission of Classification and Statistical Reports for Options Schools- School Year 2013-14.”

I. NORM DATES

Norm day is a date established by the District which is generally the fifth Friday of the school year. **Norm day enrollment** is the count of actively-enrolled students as of norm day. The symbol ∇ on the attached calendars indicates norm day, which means that the classification report data as of this day will be used for norming purposes. **Norming** is the process of using the norm day enrollment as the basis for allocation of various school resources.

ROUTING:
 ESC Instructional Area Superintendents
 ESC Administrators of Operations
 ESC Operations Coordinators
 School Administrators
 School Administrative Assistants
 Central Office Administrators and Staff



In 2013-14, **all K-12 schools**, except Bell SH and certain Options schools, will follow the Single Track calendar. See below for the applicable norm dates.

NORM DATES

Calendar/Track	Elementary	Secondary
Single Track	09/13/13	09/13/13
Bell SH Track A		09/13/13
Bell SH Tracks B,C,D		08/02/13

All schools must be **on norm** by the scheduled norm day. For more details on norming information, refer to the appropriate norm bulletins mentioned in this reference guide under “Related Resources”.

II. PURPOSE OF SUBMISSION OF CLASSIFICATION REPORTS (ENROLLMENT DATA)

For the District, the California Department of Education (CDE) uses enrollment data as the basis of school district revenue apportionments for programs such as K-3 Class Size Reduction, Quality Education Incentive Act (QEIA), and Economic Impact Aid (EIA) to name a few. For this reason, submission of accurate enrollment data is important.

On the other hand, the District uses norm day enrollment to allocate school operational resources such as administrators, teachers, counselors, librarians, clerical staff, custodians, financial managers, and instructional materials. The allocation of these resources to schools is called “norming”. Aside from school resource allocation, the District also uses enrollment data for revenue and expenditure projections.

Enrollment data is reported in **Classification Reports**. For the majority of District schools, the report of enrollment data is electronically generated from the schools’ Elementary SIS or Secondary SIS systems. However, a few schools prepare the classification reports manually for submission to Attendance and Enrollment Section. See **Attachment A** for guidelines on the submission of various types of classification reports, and **Attachments C and D** for the calendars of due dates for submission.

III. PURPOSE OF SUBMISSION OF STATISTICAL REPORTS (ATTENDANCE DATA)

CDE apportions school district revenue sources at various points in time during each fiscal year, i.e., advance apportionment, P-1 apportionment,



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

P-2 apportionment, and annual apportionment. CDE uses attendance data as the basis to apportion school district revenue sources such as the Revenue Limit, Lottery, and various categorical programs. Revenue Limit is the single largest State revenue source that a school district receives for unrestricted spending. For Los Angeles Unified School District, it is approximately 50% of the total General Fund. Therefore, it is of utmost importance that schools submit accurate attendance data. Non-submission of statistical reports translates to lower revenues for the District which may therefore impact the schools' operational resources.

Attendance data is reported in monthly **Statistical Reports**. **Attachments B and C/D** detail the submission guidelines and the due dates when schools are required to submit these monthly reports.

IV. GUIDELINES AND DUE DATES FOR SUBMISSION

Attachment A details the guidelines and due dates for submission of the classification reports.

Attachment B details the guidelines for submission of the monthly statistical reports.

Attachments C and D provide the calendars indicating the norm dates and due dates for submission of both the classification and statistical reports for all District schools, except Options schools. Follow the calendar specific to your school.

V. RETENTION OF CLASSIFICATION AND STATISTICAL REPORTS

Principals must ensure that documents are retained to ensure availability for audit purposes. Per policy bulletin BUL-4926.2, attendance policy and procedures for elementary and secondary schools, "All auditable documents shall be retained and stored in a place known to the principal and the custodial staff. The documents shall be securely stored and clearly marked with a "destroy date" on the box as appropriate." For more details on the documents to be retained and the period of retention, refer to the District's Attendance Policy and Procedures Manual.

VI. RESPONSIBILITY FOR SUBMISSION AND MONITORING SUBMISSION OF REPORTS

It is the Principals' responsibility to submit accurate classification and statistical reports by the due dates.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Each Educational Service Center's (ESC) representative is responsible for monitoring and following-up with the schools regarding the submission of the statistical reports. Attendance & Enrollment Section will provide ESC representatives the list of schools that have not submitted by the due dates.

RELATED RESOURCES:

- BUL-6005.0 Staffing Recommendations at Elementary Schools
- BUL-5978.0 Staffing Recommendations at Middle Schools
- BUL-5979.0 Staffing Recommendations at Senior High Schools
- BUL-5981.0 Staffing Recommendations at Magnet Schools and Centers
- BUL-4926.2 Attendance Manual: Policy and Procedures for Elementary Secondary and Option Schools
- REF-1818.11 Submission of Classification and Statistical Reports for Options Schools
- REF-1819.11 Classification Reports - Instructions and Schedules of Electronic Capture

ASSISTANCE:

For assistance or further information, contact the Attendance and Enrollment Section at (213) 241-2196.

For assistance with printing the reports, call your respective Student Information Systems office at (213) 241-4617 (Elementary SIS) or (213) 241-4850 (Secondary SIS/ISIS).



SUBMISSION OF CLASSIFICATION REPORTS
(Enrollment Data)

1. Electronically-captured Classification Reports

Timely updates to enrollments, withdrawals, and “no-show” students should be entered in the Elementary Student Information System (ESIS) or Secondary Student Information System (SSIS) to reflect accurate enrollment data on the classification reports.

Except for schools listed in no. 2 below, District schools will have their classification report data electronically captured according to the schedules indicated in reference guide REF-1819.11. After 5:00 p.m. of each scheduled capture date, central office will capture the schools’ enrollment data from the ESIS/SSIS systems and provide this information to Attendance & Enrollment Section. Therefore, schools are not required to submit printed classification reports. However, for accountability and audit purposes, schools are required to print the *norm day* and *monthly* classification reports for the principal’s review and signature. These reports must be filed and retained at the school site and be available for audit purposes.

For more information and detailed instructions on the process of electronic capture and printing of the classification reports, see reference guide REF-1819.11, “Classification Reports – Instructions and Schedules of Electronic Capture”. See Attachments C and D, Calendar of Reports, for the capture dates of the *norm day* and *monthly* classification reports.



2. Manually-prepared Classification Reports

The electronic capture of enrollment data does not apply to the following schools and should follow the guidelines for submission below.

- a. Carlson Home/Hospital
- b. Sherman Oaks Center For Enriched Studies (elementary grades only)

Classification Report	Ending Date of Report (“as of” date)	Submission Process
Pre-norm	08/16/13, 08/23/13, 08/30/13, and 09/06/13	<ol style="list-style-type: none"> 1. Complete the classification report. Provide counts of actively-enrolled students as of the pre-norm dates. 2. Have the principal review and sign the report. 3. <u>Fax</u> the signed report to Attendance and Enrollment Section at 213-241-6830 no later than the Monday following the ending date of report.
Norm Day (This reporting period is used for allocation of school resources.)	09/13/13	<ol style="list-style-type: none"> 1. Complete the classification report. Provide counts of actively-enrolled students as of 09/13/13. 2. Have the principal review and sign the report. 3. <u>Fax</u> the signed report to Attendance and Enrollment Section at 213-241-6830 no later than Monday, September 16. 4. File the original signed report and retain at the school site for audit purposes.
Monthly	<i>See capture dates of each monthly classification report in the Calendar of Reports (Attachment C).</i>	<ol style="list-style-type: none"> 1. Complete the classification report. Provide counts of actively-enrolled students as of each school month’s ending/capture dates. 2. Have the principal review and sign the report. 3. <u>Mail</u> a copy of the signed report to Attendance and Enrollment Section at Beaudry Building, 26th Flr, no later than the next business day following the ending/capture date of each report. 4. File the original signed report and retain at the school site for audit purposes.

For questions and assistance, see the “Assistance” section of this reference guide.



SUBMISSION OF STATISTICAL REPORTS

(Attendance Data)

A statistical report summarizes a school's attendance data and enrollment activity for each school month. Statistical reports should be printed and submitted monthly according to the schedules in the Calendars of Reports (Attachments C and D). This report is printed using the Elementary SIS or Secondary SIS systems.

The attendance and enrollment data on the statistical reports come from ISIS/LAUSDMAX. Data is transferred between ISIS and ESIS/SSIS through a nightly interface process. Therefore, it takes at least one day for attendance updates to be reflected on the statistical reports, and enrollment updates take at least two days.

A statistical report reflects data as of one day prior to the printing date. If updates are made to a prior school month's statistical report, it should be re-printed so that the latest data is reflected in print and not only in ISIS/LAUSDMAX. This is the reason why schools are now required to print statistical reports for all months for submission to Attendance and Enrollment Section.

For elementary schools, regular review of the School Monthly Attendance Summary Report (SMASR) will help ensure accuracy of the statistical report data. At least one week before the statistical report is due, review the SMASR and ensure that all classes are accounted for, students are in the right classes, "no-show" students are cleared, etc. Make the necessary changes or corrections at least two days prior to submission date to ensure that the changes or corrections are reflected on the statistical report(s) to be submitted.

Submission Process:

1. To determine submission dates, refer to the calendar applicable to your school in Attachments C and D.
2. At least 1 day before the due date, **re-print all prior months' statistical reports**. Re-printing all prior months' reports will ensure that all updates to student attendance, enrollment, and withdrawal are reflected on the statistical reports. This will also facilitate Attendance and Enrollment Section's review of the reports.
3. Then, print the **current month's** statistical report.

NOTE: Print reports consecutively on the same day to help ensure that the reports reconcile, i.e., column 10 counts of a prior month match column 6 counts of the subsequent month.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT B

For example, when month 2 report is due, print the reports for school months 1 and 2. When month 3 report is due, print the reports for school months 1, 2, and 3. Continue the same process for all submission dates.

4. The principal or authorized designee should review and sign the current and all prior months' reports.
5. Complete the contact information section of the report.
6. Copy the signed reports and retain copies in school file.
7. **Send the original signed reports (current month and re-printed prior months' reports) via school mail by the report due dates.** Send reports to Attendance & Enrollment Section, Beaudry Bldg, 26th Floor.
8. For questions and assistance, please see the "Assistance" section of this reference guide.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT C

SINGLE TRACK CALENDAR OF REPORTS

SCHOOL YEAR 2013-14		SINGLE TRACK														Days of Inst.					
School Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		M	T	W	T	F
1	AUG 12	13	14	15	16	19	20	21	22	23	26	27	28	29	(30)	SEP (2)	3	4	(5)	6	16
2	SEP 9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	OCT 1	2	3	4	20
3	OCT 7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	NOV 1	20
4	NOV 4	5	6	7	8	(11)	12	13	14	15	18	19	20	21	22	25	26	27	28	29	14
Thanksgiving Break																					
5	DEC 2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	JAN 13	14	15	16	17	20
6	JAN (20)	21	22	23	24	27	28	29	30	31	FEB 3	4	5	6	7	10	11	12	13	14	19
7	FEB (17)	18	19	20	21	24	25	26	27	28	MAR 3	4	5	6	7	10	11	12	13	14	19
8	MAR 17	18	19	20	21	24	25	26	27	28	(31)	APR 1	2	3	4	7	8	9	10	11	19
9	APR 14	15	16	17	18	21	22	23	24	25	28	29	30	MAY 1	2	5	6	7	8	9	15
Spring Break																					
10	MAY 12	13	14	15	16	19	20	21	22	23	(26)	27	28	29	30	JUN 2	3	4	5	(6)	18
▽ Norm Classification																					
180																					

◀ Returning from Winter Break

HOLIDAYS:

○ Legal

◻ Unassigned Day

◊ Pupil-Free Day

SCHOOL MONTH	DATE RANGE	Classification Report (Electronic Capture)	Print/Re-print Statistical reports for...	Submit Statistical Reports to A&E DUE	SEND VIA
1	08/12/13 – 09/06/13	Fri. 09/06	Mo. 1	Fri. 09/13	School Mail Bag
	NORM REPORT	▽ Fri. 09/13		---	---
2	09/09/13 – 10/04/13	Fri. 10/04	Mo. 1 and 2	Fri. 10/11	School Mail Bag
3	10/07/13 – 11/01/13	Fri. 11/01	Mo. 1 thru 3	Fri. 11/08	School Mail Bag
4	11/04/13 – 11/29/13	Fri. 11/22	Mo. 1 thru 4	Wed. 12/04	School Mail Bag
5	12/02/13 – 01/17/14	Fri. 01/17	Mo. 1 thru 5	Fri. 01/24	School Mail Bag
6	01/20/14 – 02/14/14	Fri. 02/14	Mo. 1 thru 6	Fri. 02/21	School Mail Bag
7	02/17/14 – 03/14/14	Fri. 03/14	Mo. 1 thru 7	Fri. 03/21	School Mail Bag
8	03/17/14 – 04/11/14	Fri. 04/11	Mo. 1 thru 8	Fri. 04/25	School Mail Bag
9	04/14/14 – 05/09/14	Fri. 05/09	Mo. 1 thru 9	Fri. 05/16	School Mail Bag
10	05/12/14 – 06/06/14	Fri. 06/06	Mo. 1 thru 10	Tue. 06/10	School Mail Bag



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT D

BELL SH – TRACK A CALENDAR OF REPORTS

		SCHOOL YEAR 2013-14														FOUR-TRACK (90/30) A					Days of Inst.
School Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
1	#	#	◊ ¹⁴	15	16	19	20	21	22	23	26	27	28	29	30	SEP 2	3	4	5	6	16
2	SEP 9	10	11	12	▽ ¹³	16	17	18	19	20	23	24	25	26	27	30	OCT 1	2	3	4	20
3	OCT 7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	NOV 1	20
4	NOV 4	5	6	7	8	⓪ ¹¹	12	13	14	15	18	19	20	21	22	25	26	27	28	29	14
Thanksgiving Break																					
5	DEC 2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	#	#	#	#	#	15
6	#	◄ ¹²	FEB 12	13	14	⓪ ¹⁷	18	19	20	21	24	25	26	27	28	MAR 3	4	5	6	7	17
7	MAR 10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31	APR 1	2	3	4	20
8	APR 7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	MAY 1	2	20
9	MAY 5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	⓪ ²⁶	27	28	29	30	19
10	JUN 2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27 #	19
▽ Norm Classification																					180

◄ Returning from Intersession/Vacation
Days not in Session

HOLIDAYS:
⓪ Legal

◊ Pupil-Free Day

SCHOOL MONTH	DATE RANGE	Classification Report (Electronic Capture)	Print/Re-print Statistical reports for...	Submit Statistical Reports to A&E DUE	SEND VIA
1	08/15/13 – 09/06/13	Fri. 09/06	Mo. 1	Fri. 09/13	School Mail Bag
	NORM REPORT	▽ Fri. 09/13		--	--
2	09/09/13 – 10/04/13	Fri. 10/04	Mo. 1 and 2	Fri. 10/11	School Mail Bag
3	10/07/13 – 11/01/13	Fri. 11/01	Mo. 1 thru 3	Fri. 11/08	School Mail Bag
4	11/04/13 – 11/29/13	Fri. 11/22	Mo. 1 thru 4	Wed. 12/04	School Mail Bag
5	12/02/13 – 12/20/13	Fri. 12/20	Mo. 1 thru 5	Fri. 01/10	School Mail Bag
6	02/12/14 – 03/07/14	Fri. 03/07	Mo. 1 thru 6	Fri. 03/14	School Mail Bag
7	03/10/14 – 04/04/14	Fri. 04/04	Mo. 1 thru 7	Wed. 04/09	School Mail Bag
8	04/07/14 – 05/02/14	Fri. 05/02	Mo. 1 thru 8	Fri. 05/09	School Mail Bag
9	05/05/14 – 05/30/14	Fri. 05/30	Mo. 1 thru 9	Fri. 06/06	School Mail Bag
10	06/02/14 – 06/26/14	Fri. 06/27	Mo. 1 thru 10	Tue. 07/01	School Mail Bag



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT D

BELL SH – TRACK B CALENDAR OF REPORTS

SCHOOL YEAR 2013-14																				FOUR-TRACK (90/30) B					Days of Inst.
School Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
1	JUL 1	2	3	④	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	19				
2	JUL 29	30	31	AUG 1	∇	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	20				
3	AUG 26	27	28	29	30	SEP 2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	19				
4	SEP 23	24	25	26	27	#	NOV 12	13	14	15	18	19	20	21	22	25	26	27	28	29	14				
																Thanksgiving Break									
5	DEC 2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	#	#	#	JAN 2	3	17				
6	JAN 6	7	8	9	10	13	14	15	16	17	⑳	21	22	23	24	27	28	29	30	31	19				
7	FEB 3	4	5	6	7	10	11	12	13	14	⑰	18	19	20	21	24	25	26	27	28	19				
8	MAR 3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	17				
																#	#	#	#	#					
9	#	#	MAY 7	8	9	12	13	14	15	16	19	20	21	22	23	⑳	27	28	29	30	17				
10	JUN 2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	#	19			
																				∇ Norm Classification	180				

◀ Returning from Intersession/Vacation HOLIDAYS: ○ Legal
 # Days not in Session

SCHOOL MONTH	DATE RANGE	Classification Report (Electronic Capture)	Print/Re-print Statistical reports for...	Submit Statistical Reports to A&E DUE	SEND VIA
1	07/01/13 – 07/26/13	Fri. 07/26	Mo. 1	Fri. 08/02	School Mail Bag
	NORM REPORT	∇ Fri. 08/02		--	--
2	07/29/13 – 08/23/13	Fri. 08/23	Mo. 1 and 2	Fri. 08/30	School Mail Bag
3	08/26/13 – 09/20/13	Fri. 09/20	Mo. 1 thru 3	Fri. 09/27	School Mail Bag
4	09/23/13 – 11/29/13	Fri. 11/22	Mo. 1 thru 4	Wed. 12/04	School Mail Bag
5	12/02/13 – 01/03/14	Fri. 01/03	Mo. 1 thru 5	Fri. 01/10	School Mail Bag
6	01/06/14 – 01/31/14	Fri. 01/31	Mo. 1 thru 6	Fri. 02/07	School Mail Bag
7	02/03/14 – 02/28/14	Fri. 02/28	Mo. 1 thru 7	Fri. 03/07	School Mail Bag
8	03/03/14 – 03/28/14	Fri. 03/28	Mo. 1 thru 8	Wed. 04/02	School Mail Bag
9	05/07/14 – 05/30/14	Fri. 05/30	Mo. 1 thru 9	Fri. 06/06	School Mail Bag
10	06/02/14 – 06/26/14	Fri. 06/27	Mo. 1 thru 10	Tue. 07/01	School Mail Bag



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT D

BELL SH – TRACK C CALENDAR OF REPORTS

SCHOOL YEAR 2013-14		FOUR-TRACK (90/30) C										Days of Inst.										
School Month	M	T	W	T	F	M	T	W	T	F	M		T	W	T	F						
1	JUL 1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	19	
2	JUL 29	30	31	AUG 1	2	5	6	7	8	9	12	13	14	#	#	SEP 30	OCT 1	2	3	4	18	
3	OCT 7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	NOV 1	20	
4	NOV 4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	14	
											Thanksgiving Break											
5	DEC 2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	#	#	#	JAN 2	3	17	
6	JAN 6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	19	
7	FEB 3	4	5	6	7	10	11	#	#	#	#	#	MAR 26	27	28	31	APR 1	2	3	4	15	
8	APR 7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	MAY 1	2	20	
9	MAY 5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	19	
10	JUN 2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	#	19
											▽ Norm Classification					180						

◀ Returning from Intersession/Vacation
Days not in Session

HOLIDAYS:
○ Legal

SCHOOL MONTH	DATE RANGE	Classification Report (Electronic Capture)	Print/Re-print Statistical reports for...	Submit Statistical Reports to A&E DUE	SEND VIA
1	07/01/13 – 07/26/13	Fri. 07/26	Mo. 1	Fri. 08/02	School Mail Bag
	NORM REPORT	▽Fri. 08/02		--	--
2	07/29/13 – 10/04/13	Fri. 10/04	Mo. 1 and 2	Fri. 10/11	School Mail Bag
3	10/07/13 – 11/01/13	Fri. 11/01	Mo. 1 thru 3	Fri. 11/08	School Mail Bag
4	11/04/13 – 11/29/13	Fri. 11/22	Mo. 1 thru 4	Wed. 12/04	School Mail Bag
5	12/02/13 – 01/03/14	Fri. 01/03	Mo. 1 thru 5	Fri. 01/10	School Mail Bag
6	01/06/14 – 01/31/14	Fri. 01/31	Mo. 1 thru 6	Fri. 02/07	School Mail Bag
7	02/03/14 – 04/04/14	Fri. 04/04	Mo. 1 thru 7	Wed. 04/09	School Mail Bag
8	04/07/14 – 05/02/14	Fri. 05/02	Mo. 1 thru 8	Fri. 05/09	School Mail Bag
9	05/05/14 – 05/30/14	Fri. 05/30	Mo. 1 thru 9	Fri. 06/06	School Mail Bag
10	06/02/14 – 06/26/14	Fri. 06/27	Mo. 1 thru 10	Tue. 07/01	School Mail Bag



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT D

BELL SH – TRACK D CALENDAR OF REPORTS

SCHOOL YEAR 2013-14																				FOUR-TRACK (90/30) D					Days of Inst.
School Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
1	JUL 1	2	3	④	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	19				
2	JUL 29	30	31	AUG 1	▽	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	20				
3	AUG 26	27	28	29	30	SEP ②	3	4	5	6	9	10	11	12	13	16	17	18	19	20	19				
4	SEP 23	24	25	26	27	30	OCT 1	2	3	4	7	8	9	10	11	14	15	16	17	18	20				
5	OCT 21	22	23	24	25	28	29	30	31	NOV 1	4	5	6	7	8	#	#	#	#	#	15				
6	#	#	#	JAN 2	3	6	7	8	9	10	13	14	15	16	17	⑳	21	22	23	24	16				
7	JAN 27	28	29	30	31	FEB 3	4	5	6	7	10	11	12	13	14	⑰	18	19	20	21	19				
8	FEB 24	25	26	27	28	MAR 3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	20				
9	MAR 24	26	26	27	28	31	APR 1	2	3	4	7	8	9	10	11	14	15	16	17	18	20				
10	APR 21	22	23	24	25	28	29	30	MAY 1	2	5	6	◇	7	#	#	#	#	#	#	12				
																				▽ Norm Classification	180				

◀ Returning from Intersession/Vacation
Days not in Session

HOLIDAYS:
○ Legal

◇ Pupil-Free Day

SCHOOL MONTH	DATE RANGE	Classification Report (Electronic Capture)	Print/Re-print Statistical reports for...	Submit Statistical Reports to A&E DUE	SEND VIA
1	07/01/13 – 07/26/13	Fri. 07/26	Mo. 1	Fri. 08/02	School Mail Bag
	NORM REPORT	▽ Fri. 08/02		--	--
2	07/29/13 – 08/23/13	Fri. 08/23	Mo. 1 and 2	Fri. 08/30	School Mail Bag
3	08/26/13 – 09/20/13	Fri. 09/20	Mo. 1 thru 3	Fri. 09/27	School Mail Bag
4	09/23/13 – 10/18/13	Fri. 10/18	Mo. 1 thru 4	Fri. 10/25	School Mail Bag
5	10/21/13 – 11/08/13	Fri. 11/08	Mo. 1 thru 5	Fri. 11/15	School Mail Bag
6	01/02/14 – 01/24/14	Fri. 01/24	Mo. 1 thru 6	Fri. 01/31	School Mail Bag
7	01/27/14 – 02/21/14	Fri. 02/21	Mo. 1 thru 7	Fri. 02/28	School Mail Bag
8	02/24/14 – 03/21/14	Fri. 03/21	Mo. 1 thru 8	Fri. 03/28	School Mail Bag
9	03/24/14 – 04/18/14	Fri. 04/18	Mo. 1 thru 9	Fri. 04/25	School Mail Bag
10	04/21/14 – 05/06/14	Fri. 05/09	Mo. 1 thru 10	Fri. 05/16	School Mail Bag