



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Participation in the 2006-07 Two Mandated Pupil-Free Teacher Preparation Workdays

NUMBER: MEM-2522.0

ISSUER: Liza Scruggs, Assistant Superintendent
Instructional Support Services

DATE: May 15, 2006

PURPOSE: The purpose of this memorandum is to provide information regarding mandatory pupil-free days/teacher preparation days. The two mandated pupil-free/teacher preparation workdays, for all district school-based classroom and non-classroom certificated personnel are again provided for the 2006-07 school year.

MAJOR CHANGES: This memorandum replaces Memorandum No.1634.1, dated April 18, 2006, titled "Participation in the 2005-06 Two Mandated Pupil-Free Teacher Preparation Workdays."

INSTRUCTIONS: The following guidelines apply.

ROUTING
All Employees
All Locations

I. GUIDELINES

Affected employees should note that the two mandated pupil-free/teacher preparation workdays are part of their regular assignment year and that certificated employees who fail to work the two days will not be credited with a full year for retirement purposes. The percentage of retirement service credit for C-basis classified employees will also be reduced for those who fail to work the two days. Attendance is mandatory on the two pupil-free contract days, which are part of the teachers' work year. Selection of the second pupil free day should be decided by the Local School Leadership Council.

II. SCHEDULE OF PUPIL-FREE/TEACHER PREPARATION WORKDAYS

For the 2006-07 academic year, all schools will follow the same schedule for pupil-free/teacher preparation workdays. The only exception is that single-track schools may select either February 5, 2007, or June 21, 2007, as their second pupil-free day. If a school selects Monday, February 5, 2007, as a pupil-free day, then June 21, 2007 becomes an instructional day.

Schools must adhere to the following calendar:



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SINGLE-TRACK SCHOOLS (TRADITIONAL)	
1 st Pupil Free Day	2 nd Pupil Free Day
September 1, 2006	February 5, 2007 or June 21, 2007

THREE-TRACK SCHOOLS (Concept 6)		
Track	1 st Pupil Free Day	2 nd Pupil Free Day
Track A	August 29, 2006	March 2, 2007
Track B	October 27, 2006	April 27, 2007
Track C	October 27, 2006	April 30, 2007

FOUR-TRACK SCHOOLS (90/30)		
Track	1 st Pupil Free Day	2 nd Pupil Free Day
Track A	August 17, 2006	February 9, 2007
Track B	November 9, 2006	May 8, 2007
Track C	October 2, 2006	March 23, 2007
Track D	November 13, 2006	May 9, 2007

Note to All Single Track Schools:

Attachment A must be completed by single-track calendar schools indicating their second pupil-free day/teacher preparation day. If a school selects Monday, February 5, 2007 as a pupil-free day, then June 21, 2007 becomes an instructional day. Please return the attachment to your Local District Director of School Services on or before Thursday, June 1, 2006.

ASSISTANCE: For assistance or further information, please call Jeanie Leighton, Director, Middle School Programs, at (213) 241-6040.



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ATTACHMENT A

SINGLE TRACK CALENDAR SCHOOLS MUST SUBMIT

Due: June 1, 2006

To: Local District Director
School Services

From: _____ School _____ Local District

Location _____ Telephone #: _____

Magnet School Location Code(s) _____ Fax #: _____

Subject: 2006-07 MANDATED PUPIL-FREE/TEACHER PREPARATION DAY FOR SINGLE
TRACK CALENDAR SCHOOLS

All single-track schools will have September 1, 2006 as a pupil-free day. Single-Track schools may select either February 5, 2007, or June 21, 2007 as the second pupil-free day. If a school selects Monday, February 5, 2007 as a pupil-free day, then June 21, 2007 becomes an instructional day.

The second pupil-free day indicated below has been made with the agreement of the Local School Leadership Council: (Please select one option by checking below)

- _____ February 5, 2007
- _____ June 21, 2007

Principal

Signature

UTLA Chapter Chair

Signature

Approved: _____
Local District Director of School Services

Date

After completing both sections of the form, please send to your Local District Director, School Services for approval before Thursday, June 1, 2006. Local Districts will mail the signed form to School Information Branch, 333 S. Beaudry Avenue, 23rd Floor, or fax to (213) 241-8968 on or before Thursday, June 1, 2006.