

INTER-OFFICE CORRESPONDENCE
Los Angeles Unified School District

TO: Principals
Elementary Year-Round Schools

Date: July 28, 2009

FROM: Yumi Takahashi, Budget Director
Budget Services and Financial Planning Division

SUBJECT: COORDINATORSHIP CONVERSION FLEXIBILITY

The coordinating differentials provided in our 2009-10 year-round school budget may be converted to your integration - YRS-IMA account, Program Code 14184.

All year-round school principals are requested to complete and mail the form below to your Local District Office prior to August 24, 2009.

c: E. Lockett
Fiscal Services Managers, Local Districts
Fiscal Specialists

#F-1

TO: Fiscal Specialist
Local District _____

DUE DATE: August 24, 2009

FROM: _____ School

Yes, I choose to convert _____ coordinating differential(s) to my Program 14184 Integration YRS-IMA account.

No, I choose not to convert .

Principal's Signature