



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Approved Surveys/Reports, 2008-09

NUMBER: MEM-4322

ISSUER: Esther Wong, Assistant Superintendent
 Planning and Assessment Division

DATE: July 3, 2008

ROUTING
 District Offices
 Local District Administrators
 Principals
 Survey Coordinators

PURPOSE: The purpose of this Memorandum is to provide schools with the list of the 2008-09 Approved Surveys/Reports to permit advance planning and preparation at the school site.

MAJOR CHANGES: Five surveys have been eliminated from the list:

- Comprehensive School Reform (CSR) Program conducted in August.
- Immediate Intervention/Underperforming Schools Program (II/USP) conducted in August and November.
- Interscholastic Athletics Student Interest Survey conducted in November.
- School Accountability Report Card information requested in January or February.
- Technology Survey as part of the October Annual School Program Survey.

Four new surveys are added to the 2008-09 list:

- Dental Exam Report for elementary schools and primary centers due in May.
- School Health Profiles for selected high schools during January to June.
- EdTech Profile (Students, Grades 5, 8, 11) at various times during the year.
- Site Computer Inventory due in October.

Four surveys listed below have changes in timeline:

- California Healthy Kids is changed from August-January to August-May.
- Safe School Plan is changed from March/October to October.
- Civil Rights Compliance Report (also known as OCR Compliance Report) is changed from January to February.
- Youth Risk Behavior Survey is changed from February-June to January-June.

California Technology Assistance Project (CTAP²) Proficiency Assessment and Technology Use Survey have been renamed as EdTech Profile (Teachers and Administrators).

INSTRUCTIONS: During the 2002-03 school year, a joint District and Associated Administrators of Los Angeles (AALA) Surveys and Reports Committee was formed to review surveys and reports to be completed by schools in an effort to reduce the number of redundant and sometimes unnecessary requests for information. The Committee is composed of District staff and AALA representatives from elementary, secondary, adult, early education centers, and supervisory departments.

The Committee meets at the beginning of each school year and as needed to review all surveys and reports to determine if any of the surveys/reports can be eliminated



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and to review any new surveys or reports that have been requested.

The guidelines agreed upon between the District and AALA remain effective for the 2008-09 school year. These guidelines are listed below:

- Surveys and reports approved by the Office of the Superintendent require completion by the school.
- Surveys and reports that are not approved by the Office of the Superintendent may be completed at the option of the school.
- Surveys and reports requiring school action will have a minimum 20-day turn-around time unless otherwise approved by the Office of the Senior Deputy Superintendent.

Attachment A lists the surveys and reports that have been reviewed by the Surveys and Reports Committee and approved by the Office of the Superintendent. Reports/Surveys are listed in chronological order, then by title alphabetically. New reports are bolded and indicated with the word "NEW" below the title. For reports or surveys with timeline or title change, the respective changes are also bolded. Court-mandated reports such as the Modified Consent Decree are required and must be completed by the schools. The Court mandates and routine enrollment forms are not listed on Attachment A.

RELATED RESOURCES:

ASSISTANCE: For information or assistance with individual survey or report, please call the contact listed in the attachment.
For other assistance, please call Grace Pang Bovy, School Information Branch, at (213) 241-2450.

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APPROVED SURVEYS / REPORTS, 2008-09

TIMELINE	SURVEY / REPORT	MANDATE	LEGAL BASIS/OTHER REQUIREMENTS	DIVISION/BRANCH	CONTACT	FORMAT
Ongoing	Classification Reports Statistical Reports	State	<u>Education Code</u> 46010, 41376, 41378	School Fiscal Services Division	Attendance and Enrollment Section, 213-241-2196	Electronic – SIS Printed
Ongoing	SESAC (Special Education Student Assignment Coordination Report); SETAR (Special Education Trainee / Assistant Report)	Federal State District	Budget Services – Enrollment data used to complete the mandated district state and federal reports	Planning and Assessment Division	Special Education Support Section, 213-241-6729	SESAC – Welligent/SIS SETAR - manual
Various	EdTech Profile (Students, Gr. 5, 8, 11) (NEW)	Federal State	Technology Literacy Challenge Grant; NCLB Educational Technology Grant Programs; California Technology Assistance Project	Information Technology Division, Educational Technology	Joe Oliver, 213-241-3837	Electronic - online State website
Various	EdTech Profile (Teachers and Administrators)	Federal State	Technology Literacy Challenge Grant; NCLB Educational Technology Grant Programs; California Technology Assistance Project	Information Technology Division, Educational Technology	Joe Oliver, 213-241-3837	Electronic - online State website
July	Student Body Financial Report-Year-End	State District	<u>Education Code</u> 48937; Board Rule 2504	School Fiscal Services	Student Body Finance Section, 213-241-2195	Computerized/ Manual
August & September	UCTP Commitment Forms	State District	<u>UTLA Bargaining Agreement</u> <u>District's Plan for Desegregation</u>	Specially Funded Programs Division, Office of Student Integration	Gloria Ginger Cole, 213-241-6532	Manual
August & November	High Priority Schools Grant Program (HPSG)	State	<u>Education Code</u> 52055	Specially Funded Programs Division	John Ralles, 213-241-6532	Electronic - State website
August - May (every other year)	California Healthy Kids (CHKS)	Federal State	Title IV and Tobacco School Grant (grades 5, 7, 9, 11 at randomly selected schools)	Student Health and Human Services	Scot Matsuda, 213-241-3512 Lori Vollandt, 213-241-2689	Manual
September - October (first five weeks)	Enrollment Reports	State District	School Management Services and Budget Services (required for housing students and staffing schools)	School Fiscal Services Division	Attendance and Enrollment Section, 213-241-2196	Electronic - SIS
Fall & Spring	Survey of Periodic Assessment Program (Secondary)	Federal District	No Child Left Behind Act of 2001	Planning and Assessment Division	William Tarr, 213-241-6873	Electronic
October	Annual School Program Survey • California Basic Educational Data Systems (CBEDS) • Dropouts • R2 Administrator-Teacher Ratio • KLCS	Federal State District	Education Code 10600-10610, 41405, 52616, 54141, and 58511; Government Code 13073 and 13073.5; California Administrative Code, Title 5, § 97; Public Laws 94-142, 94-482, and 95-40	Planning and Assessment Division	School Info. Branch, 213-241-2450	Electronic - SIS KLCS – Manual

Note: New surveys, timeline or title changes are bolded.

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TIMELINE	SURVEY / REPORT	MANDATE	LEGAL BASIS/OTHER REQUIREMENTS	DIVISION/BRANCH	CONTACT	FORMAT
October	Daily and Annual Instructional Minutes (Bell Schedule)	State	<u>Education Code</u> 46201	School Fiscal Services Division	Alderson Picar, 213-241-2115	Electronic – online District website
October	District Intern Support Services Survey	District	District Intern Program	Human Resources	District Intern Program, 323-.932-2055	Manual
October	District Permit Survey	District	Board Policy	Permits and Student Transfers	Michael Guillemet, 213-745-1960	Electronic - SIS
October	Gifted Survey	State	<u>Title II Ed Code</u> 52200	Specially Funded Programs Division	LaRoyce Bell, 213-241-6500	Template
October	Safe School Plan Vol. 1 – Prevention Programs Vol. 2 – Emergency Procedures	State District	SB187; <u>Education Code</u> 35294	Office of Environmental Health and Safety (OEHS)	Local Dist. Operations Coordinators; OEHS, 213-241-3199	Electronic template at OEHS web site
October	Site Computer Inventory (NEW)	State District	Board Resolution	Information Technology Division	Helen Aguilar, 213-241-1316	Electronic - online
October	SRLDP Waiting List Summary *	District	ECED/SRLDP Office	Early Childhood Education Division	Melanie Rabirowff, (213) 481-3380	Manual
October	Traveling Student Reports	State	Student Integration	Specially Funded Programs Division	Office of Student Integration Services, 213-241-6532	Electronic – SIS
October & March	Master Plan Differential Rosters	District	District/UTLA Bargaining Agreement, Article XI-B	Human Resources	Master Plan Verification Unit, 213-241-5862	Manual
October & March	Student National Origin Report	Federal	<u>Title III, Public Law</u> 103-382, Section 7304	Beyond the Bell	Walter Castro 213-241-4501	Electronic – SIS
October & April	Administrator Certification Form	Federal State District	<u>Title V; Title IX</u> of the Education Amendments of 1972; Section 504 of Rehabilitation Act of 1973; LAUSD BUL-1038, 1347, 1893.1, 2047, 2368.1, 2521.1, 3349, 3350; Uniform Complaint Procedures	Office of the General Counsel	Local Dist. Operations Coordinators; Educational Equity Compliance Office, 213-241-7682	Manual
November	Revised Student Body Budget	State District	<u>Education Code</u> 48937; <u>Board Rule</u> 2504	School Fiscal Services	Student Body Finance Section, 213-241-2195	Computerized

*Applies to schools with School Readiness Language Development Programs (SRLDP)

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November	School-Based Coordinated Program Assurances	State	School-Based Coordinated Program; Categorical Program Monitoring	Specially Funded Programs Division	Cathy Tomyoy, 213-241-6990	Template at Branch web site
November	Title I-Eligible Student Identification Roster; Form 1, Assessment Measures Used to Identify Title I Eligible Students	Federal	No Child Left Behind Act of 2001 (Targeted Assistance Schools only)	Planning and Assessment Division	Charleen Brown, 213-241-2450	Electronic – SIS (partial)
November & March	Predominantly Hispanic, Black, Asian and Other Non-Anglo (PHBAO) Parent Conferences	State	Student Integration	Specially Funded Programs Division	Gloria Ginger Cole, 213-241-6532	Manual
December	Title I Ranking Meal Eligibility Survey	Federal	<u>Public Law</u> 107-110, Section 1113 (NCLB)	Office of the Chief Financial Officer	Budget Services, 213-241-2197	Electronic - SIS
January & April	Student Body Financial Report-Quarterly	State District	<u>Education Code</u> 48937; Board Rule 2504	School Fiscal Services	Student Body Finance Section, 213-241-2195	Computerized
January - March	California School Technology Survey	State	California Technology Assistance Project; Educational Technology Grant Programs	Information Technology Division Educational Technology	Joe Oliver, 213-241-1362	Electronic - online State website
January - March	Spring Survey (Secondary Schools)	District	Budget Services, Human Resources	Planning and Assessment Division	School Info. Branch, 213-241-2450	Electronic - SIS
January - June , (every other year)	Youth Risk Behavior Survey (YRBS)	Federal District	HIV/AIDS Grant/Contract with Centers for Disease Control & Prevention (CDC) Health Education Program (selected high schools)	Student Health and Human Services	Ric Loya, 213-241-3520	Manual
January – June	School Health Profiles (NEW)	Federal District	HIV/AIDS Grant/Contract with CDC Health Education Program (selected high schools)	Student Health and Human Services	Ric Loya/Tim Kordic 213-241-3520 213-241-3519	Manual
February	California Department of Education (CDE) School Library Survey	Federal State	<u>Education Codes</u> 18122 & 18180-18185; California Public School Library Act	Instructional Support Services	Library Services, 213-207-2255	Electronic – online at CDE website
February (every other yr.)	Civil Rights Compliance Report	Federal	<u>Titles VI and IX</u> of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973	Planning and Assessment Division	School Info. Branch, 213-241-2450	Electronic – SIS (partial)
March	Master Plan Program Survey	State	<u>Education Code</u> 62000 and 62003; <u>California Code of Regulations, Title 5, 754304</u>	Planning and Assessment Division	School Info. Branch, 213-241-2450	Electronic - SIS
March	NCLB Principal Certification of Teacher Qualifications	Federal	<u>No Child Left Behind Act of 2001</u>	Human Resources	Deborah Ignagni, 213-241-6334	Manual

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TIMELINE	SURVEY / REPORT	MANDATE	LEGAL BASIS/OTHER REQUIREMENTS	DIVISION BRANCH	CONTACT	FORMAT
March - April	Estimating Resident and Permit / Open Enrollment (Road Show)	State District	School Management Services (SMS)	Planning and Assessment Division	SMS, 213-241-6414	Manual
May	Dental Exam Report (Elementary) (NEW)	State	Education Code Section 49452.8; BUL-3585.4	Student Health and Human Services	Student Medical Svcs., 213-765-2830; Dist. Nursing Svcs., 213-765-2800	Electronic – SIS
May	Equipment Inventory	State	Education Code Section 351868; Board Rules No. 1703 and 1704	Office of the Chief Financial Officer	Local District Financial Managers	Electronic – SIS (partial)
May	Selection of Pupil-Free and Professional Dev. Buy-Back Days	District	Instructional Services	Instructional Support Services	Local District Directors of School Services	Manual
May	SRLDP Staffing Update Form *	District	ECED/SRLDP Office	Early Childhood Education Division	Melanie Rabirotff, 213-481-3380	Manual
May	Student Body Budget	State District	Education Code 48937; Board Rule 2504	School Fiscal Services	Student Body Finance Section, 213-241-2195	Computerized
May	Supervision of Instruction for School Administrators	State District	Education Code Section 35160.5	Instructional Support Services	Local District Directors of School Services	Manual
May - June	Reading First Principal Survey, Teacher Survey, and Coach Survey	State District	Reading First Grant requirement (Reading First elementary schools only)	Instructional Support Services	Carol Fujita, 213-241-6444	Manual
June	Categorical Programs Equipment Inventory	Federal State	Office of Management & Budget (OMB) Circular A-87; Categorical Program Monitoring	Specially Funded Programs Division	Alice Turner, 213-241-6990	Template at Branch web site
June	End-of-Year SIS Archives	State	School Accountability Report Card	Planning and Assessment Division	School Info. Branch, 213-241-2450	Electronic - SIS
June	Homeless Student Survey	Federal State	McKinney-Vento Homeless Assistance Act Grant; Title I Consolidated Application;	Student Health and Human Services	Homeless Education Program, 213-765-2880	Electronic – SIS
June	Title I Targeted Assistance School Reporting Form	Federal	No Child Left Behind Act of 2001	Planning and Assessment Division	Charleen Brown, 213-241-2450	Electronic (partial)

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