LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

ROUTING
All Schools and Offices
Local District Administrators
Instructional Technology Applications Facilitators (ITAFs)
Principals
Assistant Principals

TITLE: Procedures for Purchasing Computer Technology Using the Educational Technology K-12 Vouchers

NUMBER: MEM - 4594

ISSUER: Anthony D. Tortorice
Chief Information Officer

DATE: December 9, 2008

DEADLINE: January 31, 2009

BACKGROUND: The State's Educational Technology K-12 Voucher Program (aka Microsoft Vouchers) provides for reimbursements for expenditures to support technology in school districts. LAUSD's strategy for the use of these vouchers has been developed to support District-Wide software licensing, provide for innovative District-Wide technology initiatives, and support the increase of computer technology for all schools.

OBJECTIVES: To enable the increase of computer technology for all schools, a program, the LAUSD Education Technology K-12 Voucher Program, has been established that will allow all District schools to receive an allocation and to select from a menu of computer, electronic whiteboard and LCD projector categories. The menu will provide all District schools with a choice in the types of computer technologies they wish to select. Schools allocations will be between $20-24 per student (allocations will be available on the website) with small schools receiving a set minimum allocation. Student populations are determined by the 2008 Norm Day numbers for each school.

In selecting from the menu of available technologies, staff at schools should make choices that are consistent with District priorities, the LAUSD Education Technology Plan, and their local instructional technology plans. The current District priorities for instructional technology are:

- Use of data to improve teaching and learning
- Access to online resources of adopted materials
- Supplement District-Wide programs such as Read 180, Beyond the Bell applications, etc.
- Develop and increase online learning programs

Staff at schools should complete the Ed Tech profile (see BUL-550.1) and update their computer inventories (see MEM-4170.1). These surveys help the District to apply for and take advantage of programs like these. They provide annual data to the state that demonstrate the need for technology in schools as well as the use by students and staff.

PROCEDURES: Effective January 5, 2009, the following procedures will be in place for schools to make their technology allocation selections.

1. Go to http://edtech.lausd.net/voucher.
2. Read the information about the process to make selections, qualifying technology packages and funding allocations.
3. Schools site principals will use the "Voucher Selection" form (available on January 5, 2008) to submit the school's technology selections.
4. When the form is complete, click the "Submit Voucher Selection" button.

ASSISTANCE: For detailed procedures, frequently asked questions, and to get started, please connect to http://edtech.lausd.net/voucher.

For more information please contact Themy Sparangis (themy.sparangis@lausd.net), Chief Technology Director or Joe Oliver (joe.oliver@lausd.net), Director of Instructional Technology at (213) 241-3837.