



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**MEMORANDUM**

**TIME TASK CALENDAR FOR SINGLE TRACK 2004 SECONDARY SUMMER SCHOOL**

| <b>MONTH</b> | <b>DATE</b>      | <b>DAY</b> | <b>RESPONSIBILITY</b>                                                       | <b>TASK</b>                                                                                                                                                                                                                               |
|--------------|------------------|------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>April</b> | 3-15-04          | Monday     | Secondary and Special Education Teachers                                    | On-line application period opens for summer school Secondary/Special Education teachers <a href="http://www.teachinla.com">www.teachinla.com</a>                                                                                          |
|              | various          |            | Summer School Principal                                                     | FAX Request for Summer School SIS Computer Training (Attachment I) to Student Information Systems Branch FAX (213)241-8498.                                                                                                               |
|              | 4-16-04          | Friday     | Secondary and Special Education Teachers                                    | Teachers are responsible for submitting on-line applications. The deadline for teachers to electronically submit applications is 5:00 p.m.                                                                                                |
|              | 4-23-04          | Friday     | Secondary Administrators                                                    | Deadline date for administrators to submit applications for principal and/or supervision/attendance coordinator positions, to the Local District Summer School Coordinator.                                                               |
|              | 4-26-04 on-going | Monday     | Summer School Principal                                                     | Send EIEP student forms to appropriate summer school site.                                                                                                                                                                                |
|              | 4-26-04 on-going | Monday     | All Single Track Calendar Secondary School Counselors and APSCS             | Pre-register students for summer school on SIS Send student application forms to appropriate Summer school sites.                                                                                                                         |
|              | 4-26-04          | Monday     | Summer School Principal                                                     | Complete requisitions for printed summer school forms and send to stock accounting.                                                                                                                                                       |
| <b>May</b>   | 5-3-04           | Monday     | Summer School Principal                                                     | Selection of summer school teachers from on-line Summer School Roster ( <a href="http://www.teachinla.com">www.teachinla.com</a> )                                                                                                        |
|              | 5-5-04           | Wednesday  | Secondary Summer School Principals and Supervision/ Attendance Coordinators | Summer School Principals' and Summer School Supervision/Attendance Coordinators meeting for Local Districts D-K from 2:00 p.m.- 4:30 p.m. covering summer school procedures and selection of teachers. Location is Webster Middle School. |
|              | 5-6-04           | Thursday   | Secondary Summer School Principals and Supervision/ Attendance Coordinators | Summer School Principals' and Summer School Supervision/Attendance Coordinators meeting for Local Districts A-C from 2:00p.m.- 4:30 p.m. covering summer school procedures and selection of teachers. Location is Birmingham High School. |



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**MEMORANDUM**

| MONTH | DATE    | DAY       | RESPONSIBILITY                                           | TASK                                                                                                                                                                                                           |
|-------|---------|-----------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| May   | 5-11-04 | Tuesday   | Summer School Principal                                  | Complete the Payroll Time Reporting System and Summer School Survey with names of the administrator and time reporting clerk at the summer school site and send a copy to Local District SBP Coordinator.      |
|       | 5-11-04 | Tuesday   | Summer School Principal (Summer School Sites)            | Complete clerical assignment form for summer school sites and send a copy to Local District SBP Coordinators.                                                                                                  |
|       | 5-11-04 | Tuesday   | Secondary School Principals (Non-Summer School Sites)    | Identify classified personnel available to assist at summer sites to Local District SBP Coordinator. Complete clerical assignment form for Non-Summer School Sites and send to Local District SBP Coordinator. |
|       | 5-11-04 | Tuesday   | Summer School Principal                                  | Complete requested Clerical Assistance Form send to Local District SBP Coordinator.                                                                                                                            |
|       | 5-12-04 | Wednesday | Summer School Principal                                  | Send selected and non-selected letters to summer school teachers.                                                                                                                                              |
|       | 5-25-04 | Tuesday   | Summer School Principal                                  | Last day to complete requisitions for printed summer school forms and send to Stock Accounting.                                                                                                                |
|       | 5-28-04 | Friday    | Summer School Principal                                  | Final date to select summer school teachers from Summer School Roster.                                                                                                                                         |
| June  | 6-02-04 | Wednesday | Summer School Teacher                                    | Final date for teachers to notify summer school principal in writing of acceptance or refusal of summer school assignment.                                                                                     |
|       | 6-02-04 | Wednesday | Secondary School Principals, APSCS, Counselors, Students | Final date to submit Summer School Competency Test Registration Form to summer school sites.                                                                                                                   |
|       | 6-02-04 | Wednesday | Secondary School Principals, APSCS, Counselors, Students | Final date for submitting traveling students completed application with counselor's signature to selected summer school site.                                                                                  |
|       | 6-02-04 | Wednesday | Summer School Principal                                  | Registration advisor assignments for 2004 Summer School due to Budget Services Branch, KPMG BLDG - 14 <sup>th</sup> Floor.                                                                                     |
|       | 6-07-04 | Monday    | Summer School Principal                                  | District Summer School Teacher Pool available on-line to fill teaching vacancies.                                                                                                                              |



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## MEMORANDUM

| MONTH       | DATE                     | DAY                    | RESPONSIBILITY                                       | TASK                                                                                                                                                                                         |
|-------------|--------------------------|------------------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>June</b> | 6-08-04                  | Tuesday                | Summer School Site Personnel                         | Send confirmation of enrollment of students by school mail to schools of attendance or by U.S. Mail to student's home.                                                                       |
|             | 6-18-04                  | Friday                 | Teachers                                             | Expiring credentials must be renewed by this date, filed or recorded by Credential Office in order to be assigned and paid for summer school assignments.                                    |
|             | 6-19-04                  | Saturday               | EIEP Teachers                                        | Attend required teacher training at selected site from 8:00 a.m. - 1:20 p.m.                                                                                                                 |
| <b>July</b> | 7-01-04<br>to<br>7-06-04 | Thursday -<br>Tuesday  | Summer School Site Personnel                         | Final pre-registration for students who have not registered Districtwide.                                                                                                                    |
|             | 7-07-04                  | Wednesday              | <b>SUMMER SCHOOL BEGINS</b>                          |                                                                                                                                                                                              |
|             | 7-07-04<br>to<br>7-13-04 | Wednesday -<br>Tuesday | Summer School Secondary Principal                    | FAX enrollment and staffing figures to Local Districts SBP Coordinators/Special Education Offices by 1:00 p.m. daily.                                                                        |
|             | 7-13-04                  | Tuesday                | <b>NORM DAY</b><br>Summer School Principal           | Classification Report (AT-74) to be faxed to Pupil Statistics (213) 633-7460. Original due in mail bag to Pupil Statistics and Report Section and a copy to Local District SBP Coordinators. |
| <b>July</b> | 7-13-04<br>to<br>7-20-04 | Tuesday -<br>Tuesday   | Summer School<br>Supervision/Attendance Coordinator  | Verify registration for competency exams and notify all pre-registered students of testing schedule and testing locations.                                                                   |
|             | 7-14-04                  | Wednesday              | Summer School Principal                              | EIEP Student Enrollment Report due to EIEP Office.                                                                                                                                           |
|             | 7-14-04                  | Wednesday              | Summer School Secondary Principals                   | Deadline for "Mandated Reporting of Certain Student Conduct" (See Bulletin #38 (Rev.) page 26, Section E).                                                                                   |
|             | 7-16-04                  | Friday                 | Summer School<br>Supervision/Attendance Coordinators | Requisition for competency testing materials due in Student Testing Unit, Beaudry Bldg., 23 <sup>rd</sup> floor.                                                                             |
|             | 7-21-04                  | Wednesday              | Summer School Principal                              | Midterm Reports distributed to teachers.                                                                                                                                                     |
|             | 7-23-04<br>to<br>7-27-04 | Friday -<br>Tuesday    | Summer School Teacher                                | Midterm Mark reporting. (See Policies and Procedures Publication).                                                                                                                           |
|             | 7-27-04                  | Tuesday                | Summer School Secondary Principals                   | Fire Drill Report and Earthquake Emergency Report due to Local District SBP Coordinator.                                                                                                     |



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## MEMORANDUM

| MONTH  | DATE                     | DAY                   | RESPONSIBILITY                                           | TASK                                                                                                                                                                                      |
|--------|--------------------------|-----------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| August | 8-02-04                  | Monday                | Summer School Teachers                                   | Issue failure notices.                                                                                                                                                                    |
|        | 8-02-04                  | Monday                | Summer School Principal                                  | 2004 Summer School Course Survey due to Local District SBP Coordinator.                                                                                                                   |
|        | 8-03-04<br>to<br>8-06-04 | Tuesday -<br>Friday   | SS Supervision/Attendance Coordinators                   | Competency test administration.                                                                                                                                                           |
|        | 8-06-04                  | Friday                | Summer School Principal                                  | Fire Drill Report and Earthquake Emergency Report due to the Local District SBP Coordinator.                                                                                              |
|        | 8-09-04<br>to<br>8-11-04 | Monday -<br>Wednesday | Summer School Teachers,<br>Administrators                | Final Mark Reporting (See Policies and Procedures Publication).                                                                                                                           |
|        | 8-12-04                  | Thursday              | Summer School<br>Supervision/Attendance Coordinators     | Competency test answer sheets to be delivered by 3:00 p.m., to local testing centers.                                                                                                     |
|        | 8-17-04                  | Tuesday               | Summer School Teachers                                   | Final Summer School Report Cards distributed.                                                                                                                                             |
|        | 8-17-04                  | Tuesday               | Summer School Principal<br><br><b>SUMMER SCHOOL ENDS</b> | Statistical Report (AT-75) to be faxed to Pupil Statistics (213) 633-7460. Original due in mail bag to Pupil Statistics and Report Section and a copy to Local District SBP Coordinators. |