



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TIME TASK CALENDAR FOR 2004-2005 SECONDARY INTERSESSION

DATE	RESPONSIBILITY	TASK
4 Weeks Prior to Intersession	Secondary Intersession Administrator	Announcement and application forms for Intersession and Special Education certificated staff to schools.
4 Weeks Prior to Intersession	Secondary School Counselors and APSCS	Pre-register students for Intersession on SIS.
3 Weeks Prior to Intersession	Secondary/Special Education Teachers	Teachers are responsible for submitting applications.
3 Weeks Prior to Intersession	Secondary Intersession Administrator	Send confirmation of enrollment to student's home by school mail.
2 Weeks Prior to Intersession	Secondary Intersession Administrator	Select and notify all intersession teachers of their assignments.
1 Week Prior to Intersession	Site Intersession Personnel	Final pre-registration for students who have not registered.
First Day of Off-Track Intersession	INTERSESSION BEGINS Secondary Intersession Teachers	Follow enrollment procedures and take daily attendance.
3 rd Day of Intersession	NORM DAY Secondary Intersession Administrator	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.
3 rd Day of Intersession	Secondary Intersession Administrator	Norm Day – Enrollment closed.
1 st Week of Intersession	Secondary Intersession Administrator	Deadline for "Mandated Reporting of Certain Student Conduct" (See Bulletin No. 38 (Rev.) page 26, Section E.
3 rd Week of Intersession	Secondary Intersession Administrator	Midterm Mark reporting. Failure Notices issued.
Last Week of Intersession	Secondary Intersession Teachers	Final Mark Reporting.
Last Day of Intersession	Secondary Intersession Teachers	Final Intersession Report Cards distributed. Intersession ends.
Last Day of Intersession	Secondary Intersession Administrator INTERSESSION ENDS	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.