



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

Due: May 11, 2004

CLERICAL ASSIGNMENTS
2004 SUMMER SCHOOL SITES

TO: Local District ____
Summer School/Intersession Coordinator

FROM: _____
Principal School

- A. List the name(s) of the A-basis 8-hour employee(s) who will be assigned exclusively to the summer school office to support the summer program.

_____	_____	()	_____
A-basis person	Employee #		Work #
_____		()	_____
Dates Assigned			Home #
_____	_____	()	_____
A-basis person	Employee #		Work #
_____		()	_____
Dates Assigned			Home #

- B. List the name of the office assistant who has had hands-on experience using the Secondary Student Information System (SIS) who will also be assigned to the summer session office.

_____	_____
Office Assistant	Employee #
() _____	() _____
Home #	Work #

I will schedule vacation time for clerical persons consistent with Article XIX, Section 1.4 of the Unit D Collective Bargaining Agreement to ensure that the persons listed in Section A above will be assigned exclusively to the summer session office on the dates indicated at the above named school to meet the operational needs of the summer program. I further certify that the office assistant listed in Item B is SIS trained.

_____	_____
Signature of Principal	Date