



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

REQUEST FOR APPROVAL TO OFFER INTERSESSION FOR
MULTITRACK ELEMENTARY SCHOOLS 2004-2005

School_____ Location Code_____ Local District_____
Contact Person_____ Phone Number_____
Calendar: (Check one) Concept 6___ 90/30___ Indicate Track:_____

This form is due 2 weeks prior to the start of each intersession offered.

Grade	Date From	Date To	Estimated # of Classes	Hours of Program (start/end)	Total Instructional Hours	Total # of Days
2 ND						
(Session 2)						
3 RD						
(Session 2)						
4 TH						
(Session 2)						
5 th						
(Session 2)						

(Date) _____
(Signature)
Second Session is for schools that offer more than one intersession during the same off-track period in order to accommodate more students.
Norm:

- Grades 2 through 5 classes are normed at 20:1. It is recommended that 40 hours be offered during each the two off-track periods for a total of 80 hours for the school year.

Intersession must be normed on day three. Send a copy of the classification report to the Local District SBP/Intervention Coordinator and original to Pupil Statistics.

MAIL OR FAX THIS FORM TO YOUR LOCAL DISTRICT'S STANDARDS-BASED PROGRAM COORDINATOR FOR APPROVAL. Allocation will be based on norm enrollment.

(Local District Office Use Only)

(Date) _____
Approved: _____
(Local District Signature)

(Date) _____
Not approved: _____
(Local District Signature)

Number of Students_____ Number of Teachers_____ (to be entered on Norm Day and forwarded)

Forwarded to: Check box(s) ? Pupil Statistics ? Budget Services ? Beyond The Bell ? Other_____
Initial_____ Date_____ Local District_____ Contact phone#_____