



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

**TIME-TASK CALENDAR
Elementary Summer School 2004
July 7 – August 3, 2004**

Date	Task	Person(s) Responsible
STAFFING GUIDELINES		
March 15, 2004	On-line application period opens for summer school teachers www.teachinla.com .	Teacher
April 16, 2004	Initial on-line application period for summer school teachers closes	Teacher
Week of May 3, 2004	Selection of Summer School Teachers from on-line Summer School Roster (www.teachinla.com)	Summer School Principal
Wednesday, May 12, 2004	Send selected and non-selected letters to summer school applicants.	Summer School Principal
Friday, May 28, 2004	Final date to select Summer School Teachers from Summer School Site Roster	Summer School Principal
Wednesday, June 2, 2004	Final date for teachers to notify summer school principals in writing of acceptance or refusal of summer school assignment.	Summer School Teacher
Monday, June 7, 2004	District Summer School Teacher Pool available on-line to fill vacancies.	Summer School Principal
SUMMER SCHOOL GUIDELINES		
Friday, May 14, 2004	Send summer school <i>Standards-Based Promotion/ Intervention Parent Notification</i> to parents **Continue updating Parent Confirmation information into SIS, Screen 26, per REF-799.	Home School Principal
On- going	Enter Parent Confirmation information into SIS (Screen 26) To generate Student Emergency Information for Sending Schools.	Home School Principal
Thursday, June 3, 2004	Enter student data for transportation services into SIS	Home School Principal
Thursday, June 10, 2004	Send <i>Standards-Based Promotion End of School Year Promotion/Retention Determination Letter</i> to parents for mandatory grades 2-5 students. (See BUL-601, Attachment H).	Home School Principal



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

Date	Task	Person(s) Responsible
Friday, June 11, 2004	Send updated Intervention Rosters & Emergency Rosters to Summer School Principal and Local District SBP Coordinator. (See REF-799)	Home School Principal
On or Before Tuesday, June 15, 2004	Send Red Folders (including Student Needs Profile, copy of PWA or ELD Writing Assessment & ELD Portfolio) for mandatory/ voluntary students to Summer School Site.	Home School Principal
Wednesday, June 16, 2004	Send and collect Summer School Instructional Materials including OCR texts, teacher's editions, student workbooks (Unit 6), Write Time for Kids and Mathematics Intervention Modules to/at Summer School Site.	Sending School Principal Home School Principal
Saturday, June 19, 2004	EIEP Teacher Training at Placencia Elementary School	EIEP Teachers
Tuesday, June 22, 2004	2004 Summer School Teacher Training at Omni Hotel for Districts D, G, I, J, K	Intervention teachers & Waiver to Basic teachers grades 2-5
Wednesday, June 23, 2004	2004 Summer School Teacher Training at Omni Hotel for Districts E, F, H	Intervention teachers & Waiver to Basic teachers grades 2-5
Thursday, June 24, 2004	2004 Summer School Teacher Training at Airtel Hotel for Districts A, B, and C	Intervention teachers grades 2-5 (See Waiver to Basic teacher training on June 22 or 243 2004)
July 1, July 2, or July 6, 2004	Summer School Pre-Planning Days. Select 2 days <u>only</u> to organize classes and inventory Summer School materials.	Summer School Principal
Wednesday, July 7, 2004	SUMMER SCHOOL BEGINS Follow enrollment procedures, including non-district students that live in the area if space is available. Establish student wait list to backfill classes. Take daily attendance.	Summer School Principal SAA
Friday, July 9, 2004	NORM DAY Send classification report to Local District Standards-Based Promotion Coordinator and Pupil Statistics. <i>Release teachers per Norm Table For Summer School</i> Contact Local District SBP Coordinator before releasing teachers.	Summer School Principal SAA



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

Date	Task	Person(s) Responsible
Friday, July 9, 2004	Send EIEP Student Enrollment Roster to EIEP Office, Beaudry Bldg., 25 th Floor.	Summer School Teacher
July 26-28, 2004	Re-administer Periodic Writing Assessment or ELD Writing Assignment to 2-5 grade mandatory Standards-Based Promotion students who still have a reading mark of 1.	Summer School Teacher
Friday, July 30, 2004	Teachers send SIS Data Form to Principal. All data must be entered into SIS within 5 days of the close of summer school.	Principal SAA
Tuesday, August 3, 2004	Send <i>Standards-Based Promotion End of Summer School Promotion/Retention Determination Letter</i> to parents for SBP Mandatory students grade 2-5. Letter may be given to parents at conference or sent by MAIL with report card attached. Send report cards home.	Summer School Principal SAA
Tuesday, August 3, 2004	Send <i>Standards-Based Promotion Determination Forms</i> to Local District Standards-Based Promotion Coordinator and home school/school of attendance.	Summer School Principal
Tuesday, August 3, 2004	Transfer Red Folders with complete summer school documentation (i.e. Periodic Writing Assessment/ELD Writing Assignment, updated Student Needs Profile/ELD Portfolio, Standards-Based Promotion Log and summer school report card to home school/school of attendance.	Summer School Principal
Tuesday, August 3 2004	Send Statistical Report to Pupil Statistics and Report Section, Beaudry Bldg., 26 th Floor and Local District Standards-Based Promotion Coordinator SUMMER SCHOOL ENDS	Summer School Principal
August - September	Notify parents of grade 2-5 retention placement	Home School Principal
August - September	Complete any parent appeals	Home School Principal

