



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

**TIME-TASK CALENDAR
Elementary Intersession 2004**

Date	Task	Person(s) Responsible
STAFFING GUIDELINES		
4 weeks prior to intersession	Initial application period for intersession teachers	Teacher
3 weeks prior to intersession	Select Intersession Teachers	Principal
INTERSESSION GUIDELINES		
5 weeks prior to intersession	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)	Home School Principal
On or before the last week on track	Send <i>Standards-Based Promotion End of School Year Promotion/Retention Determination Letter</i> to parents of mandatory grades 2-5 students. (See BUL-601, Attachment H).	Home School Principal
1 week prior to intersession	Update Red Folders (including Student Needs Profile, copy of PWA or ELD Writing Assessment & ELD Portfolio).	Home School Principal
First day of intersession	INTERSESSION BEGINS Follow enrollment procedures and take daily attendance	Intersession Teacher SAA
3 rd day of intersession	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.	Principal SAA
3 rd day of intersession	Send EIEP Student Enrollment Roster to EIEP Office, Beaudry Bldg., 25 th Floor, if applicable.	Intersession Teacher SAA
3 rd week of intersession	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.	Intersession Teacher
Last day of intersession	Teachers send SIS Data Form to Principal. All data must be entered into SIS within 5 days of the close of intersession.	Intersession Teacher Principal SAA
Last day of intersession	Send <i>Standards-Based Promotion End of Summer School/ Intersession 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. Send report cards home.	Principal Intersession Teacher SAA
Last day of intersession	Update Red Folders with complete intersession. documentation (i.e. Periodic Writing Assessment/ELD Writing Assignment, updated Student Needs Profile/ELD Portfolio, Standards-Based Promotion Log and intersession report card.	Principal Intersession Teacher
Last day of intersession	Send Statistical Report to Pupil Statistics and Report Section, Beaudry Bldg., 26 th Floor and Local District Standards-Based Promotion Coordinator	SAA
INTERSESSION ENDS		