

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT
Planning, Assessment and Research

DISTRIBUTION: All Schools and Offices

SUBJECT: MEMORANDUM NO. 505
APPROVED SURVEYS/REPORTS

DATE: October 13, 2003

DIVISION: Planning, Assessment and Research

APPROVED: ESTHER WONG, Assistant Superintendent

ROUTING

Local District Supts.
Local District School
Support Directors
Local District Directors
of Instruction
Principals
Survey Coordinators

For further information, please call Grace Pang Bovy, School Information Branch at 213-241-2450.

A joint District and Associated Administrators of Los Angeles (AALA) Surveys and Reports Committee was formed during the 2002-03 to review surveys and reports to be completed by schools in an effort to reduce the number of redundant and sometimes unnecessary requests for information. The Committee is composed of district staff and AALA representatives from elementary, secondary, adult, early education centers, and supervisory departments.

The following guidelines have been agreed upon and remain effective for the 2003-04 school year:

- Surveys and reports approved by the Office of the Superintendent require completion by the school.
- Surveys and reports that are not approved by the Office of the Superintendent may be completed at the option of the school.
- Surveys and reports requiring school action will have a minimum 20-day turn-around time unless otherwise approved by the Office of the Senior Deputy Superintendent.

Attachment A lists the surveys and reports that have been reviewed by the Surveys and Reports Committee and approved by the Office of the Superintendent. Court-mandated reports such as the Rodriguez Consent Decree and the Modified Consent Decree are required and must be completed by the school. Court mandates are not listed on Attachment A.

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LOS ANGELES UNIFIED SCHOOL DISTRICT
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ATTACHMENT A

APPROVED SURVEYS / REPORTS, 2003-04

SURVEY / REPORT	MANDATE	LEGAL BASIS/OTHER REQUIREMENTS	TIMELINE
Capping School Enrollment	District	School Management Services	Ongoing
Class-Size Reduction Program	State	<u>Education Code</u> 46205, 52121, 52122, 52123, 52124, 52126, 52127 <u>Title V</u> 15130, 15131, 15132, 15133	Ongoing
Classification / Statistical Reports	State	Budget Services	Ongoing
SESAC (Special Education Student Assignment and Coordination Report) and Assistance/Trainee Rpt.	Federal State District	Budget Services – Enrollment data used to complete the mandated district state and federal reports	Ongoing
Migrant Education Program Family Questionnaire	Federal State District	No Child Left Behind Act of 2001 Language Acquisition Branch	Ongoing (in enrollment packet)
California Technology Assistance Project (CTAP ²) Proficiency Assessment; CTAP ² Technology Use Survey	Federal State	Technology Literacy Challenge Grant; Educational Technology Grant Programs, No Child Left Behind Act of 2001; California Technology Assistance Project	Various
Survey of Periodic Assessment Program	Federal District	No Child Left Behind Act of 2001 Instructional Services	Quarterly
Comprehensive School Reform (CSR) Program	State	<u>Public Law</u> 105-78	August
UCTP Commitment Forms	State District	UTLA Bargaining Agreement District's Plan for Desegregation	August & September
Immediate Intervention/ Underperforming Schools Program (II/USP) and High Priority Schools Grant Program (HPSG)	State	<u>California Education Code</u> 52055	August & November
California Healthy Kids (CHKS)	Federal State	Title IV and Tobacco School Grant (grades 5, 7, 9, and 11 at randomly selected schools)	August – January (every other year)
Enrollment Reports	State District	School Management Services and Budget Services (required for housing students and staffing schools)	September – October (first five weeks)
Annual School Program Survey - California Basic Educational Data Systems (CBEDS) - R2 Administrator-Teacher Ratio - Dropouts - Technology Survey	Federal State District	<u>Education Code</u> 10600-10610, 41405, 52616, 54141, and 58511; <u>Government Code</u> 13073 and 13073.5; <u>California Administrative Code</u> , Title 5, § 97; <u>Public Laws</u> 94-142, 94-482, and 95-40	October
Annual Homeless Student Survey	State	Stewart B. McKinney Homeless Assistance Act Grant	October
District Permit Survey	District	Board Policy	October
Federal Impact Survey	Federal	Budget Services	October
Gifted Survey	State	<u>Title V</u> 52212-52213 Specially Funded Programs	October

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SURVEY	MANDATE	LEGAL BASIS/OTHER REQUIREMENTS	TIMELINE
SRLDP Waiting List Summary *	District	ECED/SRLDP Office	October
Traveling Student Reports	State	Student Integration	October
Master Plan Differential Rosters	District	District/UTLA Bargaining Agreement, Article XI-B	October & March
Interscholastic Athletics Student Interest Survey	Federal	<u>Title IX</u> of the Education Amendments of 1972; Regulations 34 C.F.R. Part 106	November Every 3/4 years
Predominantly Hispanic, Black, Asian and Other Non-Anglo (PHBAO) Parent Conferences	State	Student Integration	November & March
Emergency Immigrant Education Program (EIEP) Survey	Federal	<u>Title III</u> , <u>Public Law</u> 103-382, Section 7304	December
Master Plan Program Survey	State	<u>Education Code</u> 62000 and 62003; <u>California Code of Regulations</u> , Title 5, 754304	December
Identification of Title I Eligibility Survey	Federal	No Child Left Behind (NCLB) Act of 2001	December
Title I Ranking Meal Eligibility Survey	Federal	<u>Public Law</u> 107-110, Section 1113 (NCLB)	December
OCR Compliance Report	Federal	<u>Titles VI and IX</u> of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973	January
School Accountability Report Card	State	Proposition 98, AB568, AB572; <u>Education Code</u> 33126	January - February
Spring Survey	District	Budget Services	January - March
California School Technology Survey	State	California Technology Assistance Project; Educational Technology Grant Programs	January - March
Youth Risk Behavior Survey (YRBS)	Federal District	HIV/AIDS Grant/Contract with Centers for Disease Control & Prevention (CDC) Health Education Program; District Student Health & Human Services	February - June, Every other year (selected high schools)
Safe School Plan	State District	SB 187; School Operations – update every year; rewrite every 4-5 years	March
Estimating Resident and Permit/ Open Enrollment	State District	School Management Services	March - April
Title I Equipment Inventory	Federal	SFP: Compliance and Technical Support Branch	April
Equipment Inventory	State	<u>Education Code</u> Section 351868; Board Rules No. 1703 and 1704	May
Professional Dev. Buy-Back Days Attendance Reporting Form	District	Budget Services	May
School-Based Coordinated Program Assurances	District	School-Based Coordinated Program (SB1882) / Specially Funded Programs	May

* Applies to schools with School Readiness Language Development Programs (SRLDP)

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APPROVED SURVEYS / REPORTS – continued

SURVEY	MANDATE	LEGAL BASIS/OTHER REQUIREMENTS	TIMELINE
Selection of Pupil-Free and Professional Dev. Buy-Back Days	District	School Management Services / Educational Services	May
Supervision of Instruction for School Administrators	State District	<u>Education Code</u> Section 35160.5	May
Title I School Reporting Form	Federal	No Child Left Behind (NCLB) Act of 2001	May
SRLDP Staffing Update Form *	District	ECED/SRLDP Office	May
End-of-Year SIS Archives	State	School Accountability Report Card	June
ESY/Interession Classification Reports (J-50)	State	Budget Services -- Enrollment data used for the funding of special education extended year, J-50	July & January

* Applies to schools with School Readiness Language Development Programs (SRLDP)