



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Approved Surveys/Reports, 2006-07

NUMBER: MEM-2599

ISSUER: Esther Wong, Assistant Superintendent
 Planning, Assessment and Research

DATE: July 3, 2006

ROUTING
 Local District Administrators
 Principals
 Survey Coordinators

PURPOSE: The purpose of this memo is to provide schools with the list of the 2006-07 Approved Surveys/Reports to permit advance planning and preparation at the school site.

MAJOR CHANGES: The surveys listed below have timeline and/or title changes:

- The timeline for School-Based Coordinated Program Assurances is changed from July to November;
- The title of Title I Equipment Inventory is changed to Categorical Programs Equipment Inventory and the timeline is changed from April to June;
- The timeline for Title I School Reporting Form is changed from May to June.

The surveys listed below are added to the Approved Surveys/Reports for 2006-07:

- The Student Body Financial Report-Year-End, due in July;
- The Revised Student Body Budget, due in November;
- The Student Body Financial Report-Quarterly, due in January and April;
- The Student Body Budget, due in May.

INSTRUCTIONS: I. BACKGROUND

During the 2002-03 school year, a joint District and Associated Administrators of Los Angeles (AALA) Surveys and Reports Committee was formed 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 Committee meets at the beginning of each school year and as needed to review all surveys and reports to determine if any of the surveys/reports can be eliminated and to review any new surveys or reports that have been requested.

The guidelines agreed upon between the District and AALA remain effective for the 2006-07 school year. These guidelines are listed below:

- Surveys and reports approved by the Office of the Superintendent require completion by the school.



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- 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 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. New reports that have been added for the 2006-07 school year are bolded and indicated with the word "NEW" in the timeline column. For reports/surveys with timeline or title change, the respective changes are also bolded. Court-mandated reports such as the Modified Consent Decree are required and must be completed by the schools. The Court mandates and routine enrollment forms are not listed on Attachment A.

RELATED RESOURCES:

ASSISTANCE: For assistance, please call Grace Pang Bovy, Planning, Assessment and Research, at (213) 241-2450.

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Planning, Assessment and Research

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ATTACHMENT A

APPROVED SURVEYS / REPORTS, 2006-2007

TIMELINE	SURVEY / REPORT	MANDATE	LEGAL BASIS/OTHER REQUIREMENTS	DIVISION/BRANCH	CONTACT	FORMAT
Ongoing	Classification Reports Statistical Reports	State	<u>Education Code</u> 46010, 41376, 41378	School Fiscal Services Division	Attendance and Enrollment Section, 213-241-2196	Electronic – SIS Printed
Ongoing	SESAC (Special Education Student Assignment Coordination Report); SETAR (Special Education Trainee / Assistant Report)	Federal State District	Budget Services – Enrollment data used to complete the mandated district state and federal reports	Planning, Assessment and Research	Special Education Support Section, 213-241-6729	SESAC - SIS SETAR - manual
Quarterly	Survey of Periodic Assessment Program (Secondary)	Federal District	No Child Left Behind Act of 2001	Instructional Support Services	William Tarr, 213-241-6873	Manual
Various	California Technology Assistance Project (CTAP ²) Proficiency Assessment; CTAP ² Technology Use Survey	Federal State	Technology Literacy Challenge Grant; NCLB Educational Technology Grant Programs; California Technology Assistance Project	Information Technology Division, Educational Technology	Joe Oliver, 213-241-1362	Electronic - online State website
July (NEW)	Student Body Financial Report-Year- End	State District	<u>Education Code</u> 48937; <u>Board Rule</u> 2504	School Fiscal Services	Student Body Finance Section, 213-241-2195	Computerized/ Manual
August	Comprehensive School Reform (CSR) Program	State	<u>Public Law</u> 105-78	Specially Funded Programs Branch	Harry W. Gerst, 213-241-6532	Electronic - State website
August & September	UCTP Commitment Forms	State District	<u>UTLA Bargaining Agreement</u> <u>District's Plan for Desegregation</u>	Specially Funded Programs Branch, Office of Student Integration	Specially Funded Programs, 213-241-6933	Manual
August & November	Immediate Intervention/ Underperforming Schools Program (II/USP) and High Priority Schools Grant Program (HPSG)	State	<u>Education Code</u> 52055	Specially Funded Programs Branch	Harry W. Gerst, 213-241-6532	Electronic - State website
August-January (every other yr.)	California Healthy Kids (CHKS)	Federal State	Title IV and Tobacco School Grant (grades 5, 7, 9, 11 at randomly selected schools)	Student Health and Human Services	Tim Kordic, 213-633-7834	Manual
September - October (first five weeks)	Enrollment Reports	State District	School Management Services and Budget Services (required for housing students and staffing schools)	School Fiscal Services Division	Attendance and Enrollment Section 213-241-2196	Electronic - SIS
October	Annual School Program Survey • California Basic Educational Data Systems (CBEDS) • Dropouts • R2 Administrator-Teacher Ratio • KLCS • Technology	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	Planning, Assessment and Research	School Info. Branch 213-241-2450	Electronic - SIS KLCS - Manual

Note: New surveys, timeline or title changes are bolded.

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October	Daily and Annual Instructional Minutes (Bell Schedule)	State	<u>Education Code</u> 46201	School Fiscal Services Division	Alderson Picar, 213-241-2115	Electronic – online District website
October	District Intern Support Services Survey	District	District Intern Program	Human Resources	District Intern Program 323-.932-2055	Manual
October	District Permit Survey	District	Board Policy	Permits and Student Transfers	Michael Guillemet, 213-745-1960	Electronic - SIS
October	Gifted Survey	State	<u>Title II Ed Code</u> 52200	Specially Funded Programs Division	Sheila H. Smith, 213-241-6500	Template
October	SRLDP Waiting List Summary *	District	ECED/SRLDP Office	Early Childhood Education Division	Dietra Ward, 213-481-3384	Manual
October	Traveling Student Reports	State	Student Integration	Specially Funded Programs Division	Modesta Bassity, 213-241-6532	Electronic – SIS
October & March	Master Plan Differential Rosters	District	District/UTLA Bargaining Agreement, Article XI-B	Human Resources	Master Plan Verification Unit, 213-241-5862	Manual
October & March	Student National Origin Report (formerly the EIEP Survey)	Federal	<u>Title III, Public Law</u> 103-382, Section 7304	Instructional Support Services	Trude Skolnick, 213-241-4501	Electronic – SIS
November (every 3-4 yrs)	Interscholastic Athletics Student Interest Survey	Federal	<u>Title IX</u> of the Education Amendments of 1972; Regulations 34 C.F.F. Part 106	Educational Equity Compliance Office	Sue Spears, Director 213-241-7682	Manual
November (NEW)	Revised Student Body Budget	State District	<u>Education Code</u> 48937; <u>Board Rule</u> 2504	School Fiscal Services	Student Body Finance Section, 213-241-2195	Computerized
November	School-Based Coordinated Program Assurances	State	School-Based Coordinated Program	Specially Funded Programs Branch	Alice Turner, 213-229-2000	Template at Branch web site
November & March	Predominantly Hispanic, Black, Asian and Other Non-Anglo (PHBAO) Parent Conferences	State	Student Integration	Specially Funded Programs Division	Gloria Ginger Cole, 213-241-6532	Manual
December	Master Plan Program Survey	State	<u>Education Code</u> 62000 and 62003; <u>California Code of Regulations</u> , Title 5, 754304	Planning, Assessment and Research	School Info. Branch 213-241-2450	Electronic - SIS
December	Title I Ranking Meal Eligibility Survey	Federal	<u>Public Law</u> 107-110, Section 1113 (NCLB)	Office of the Chief Financial Officer	Budget Services, 213-241-2197	Electronic - SIS

*Applies to schools with School Readiness Language Development Programs (SRLDP)
Note: New surveys, timeline or title changes are bolded.

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APPROVED SURVEYS / REPORTS, 2006-2007

TIMELINE	SURVEY / REPORT	MANDATE	LEGAL BASIS/OTHER REQUIREMENTS	DIVISION/BRANCH	CONTACT	FORMAT
December	Title I-Eligible Student Identification Roster; Form 1, Assessment Measures Used to Identify Title I Eligible Students	Federal	No Child Left Behind Act of 2001 (Targeted Assistance Schools only)	Specially Funded Programs Division	Charleen Brown, 213-229-2001	Electronic – SIS (partial)
January (every other yr.)	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	Planning, Assessment and Research	School Info. Branch 213-241-2450	Electronic – SIS (partial)
January & April (NEW)	Student Body Financial Report-Quarterly	State District	Education Code 48937; Board Rule 2504	School Fiscal Services	Student Body Finance Section, 213-241-2195	Computerized
January - February	School Accountability Report Card	State	Proposition 98, AB568, AB572; <u>Education Code</u> 33126	Planning, Assessment and Research	School Info. Branch 213-241-2450	Electronic (most parts)
January - March	California School Technology Survey	State	California Technology Assistance Project; Educational Technology Grant Programs	Information Technology Division Educational Technology	Joe Oliver, 213-241-1362	Electronic - online State website
January - March	Spring Survey (Secondary Schools)	District	Budget Services, Human Resources	Planning, Assessment and Research	School Info. Branch 213-241-2450	Electronic - SIS
February	California Department of Education (CDE) School Library Survey	Federal State	<u>Education Codes</u> 18122 & 18180-18185; California Public School Library Act	Instructional Support Services	Library Services Services, 213-207-2255	Electronic – online at CDE website
February - June, (every other year)	Youth Risk Behavior Survey (YRBS)	Federal District	HIV/AIDS Grant/Contract with Centers for Disease Control & Prevention (CDC) Health Education Program (selected high schools)	Student Health and Human Services	Ric Loya, 213-633-7832	Manual
March	NCLB Principal Certification of Teacher Qualifications	Federal	No Child Left Behind Act of 2001	Human Resources	Carolina Pavia, 213-241-6911	Manual
March - April	Estimating Resident and Permit / Open Enrollment (Road Show)	State District	School Management Services	Planning, Assessment and Research	School Management Svs., 213-241-6414	Manual
March, October (update every year, rewrite every 4-5 yrs.)	Safe School Plan Vol. 1 – Prevention Programs Vol. 2 – Emergency Procedures	State District	SB187; <u>Education Code</u> 35294	Office of the Environmental Health and Safety (OEHS)	Local Dist. Operations Coordinators or OEHS 213-241-3199	Manual, template at OEHS web site
April	Homeless Student Survey	Federal State	McKinney-Vento Homeless Assistance Act Grant; Title I Consolidated Application;	Student Health and Human Services	Homeless Education Program, 213-763-7430	Electronic - SIS (partial)

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TIMELINE	SURVEY / REPORT	MANDATE	LEGAL BASIS/OTHER REQUIREMENTS	DIVISION/BRANCH	CONTACT	FORMAT
May	Equipment Inventory	State	<u>Education Code</u> Section 351868; Board Rules No. 1703 and 1704	Office of the Chief Financial Officer	Local District Financial Managers	Electronic – SIS (partial)
May	Selection of Pupil-Free and Professional Dev. Buy-Back Days	District	Instructional Services	Instructional Support Services	Local District Directors of School Services	Manual
May	Supervision of Instruction for School Administrators	State District	<u>Education Code</u> Section 35160.5	Instructional Support Services	Local District Directors of School Services	Manual
May	SRLDP Staffing Update Form *	District	ECED/SRLDP Office	Early Childhood Education Division	Dietra Ward, 213-625-4122	Manual
May (NEW)	Student Body Budget	State District	<u>Education Code</u> 48937; Board Rule 2504	School Fiscal Services	Student Body Finance Section, 213-241-2195	Computerized
May - June	Reading First Principal Survey, Teacher Survey, and Coach Survey	State District	Reading First Grant requirement (Reading First elementary schools only)	Instructional Support Services	Mike Romero, 213-241-6444	Manual
June	Categorical Programs Equipment Inventory	Federal State	Office of Management & Budget (OMB) Circular A-87; Categorical Program Monitoring	Specially Funded Programs Branch	Alice Turner, 213-229-2000	Template at Branch web site
June	Title I School Reporting Form	Federal	No Child Left Behind Act of 2001	Specially Funded Programs Division	Charleen Brown, 213-229-2001	Electronic (partial)
June	End-of-Year SIS Archives	State	School Accountability Report Card	Planning, Assessment and Research	School Info. Branch 213-241-2450	Electronic - SIS

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