



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

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**TITLE:** LAUSD Usage Of *Waterford Early Reading Program*

**NUMBER:** MEM-2343

**ISSUER:** Ronni Ephraim, Chief Instructional Officer

**DATE:** January 30, 2006

**ROUTING**  
All Elementary Schools  
Local District Offices  
ITAFS

**PURPOSE:** The purpose of this Memorandum is to provide information regarding the correct usage of the *Waterford Early Reading Program (WERP)*.

**MAJOR CHANGES:** Stating *Waterford* maintenance contract process for technical support.  
Statement on under utilized *Waterford Early Reading Program* computers.

**INSTRUCTIONS:** The *Waterford Early Reading Program* has been used in kindergarten and first grade classrooms since 1997. The *Waterford Early Reading Program* currently serves as a valuable tool to support the needs of students who need extra reinforcement and practice. It is used to provide supplemental intervention for individual students who need additional assistance, specifically for English Learners, special day and resource specialist students and other diverse student groups. It gives identified students an opportunity to receive daily intervention (after core reading and math lessons), extra time, and a different way of working with the same material. The *Waterford Program* is used in school intervention programs (before and after school programs and intersession programs) as appropriate.

The school literacy coaches and coach coordinators have had extensive *Waterford* training and are expected to assist teachers in the use of the *Waterford Early Reading Program* to meet the needs of K-1 students who are not meeting grade level standards.

To reap maximum instructional benefits from instructional technology, computers must be kept clean and dust free. School staffs need to maintain clean computer equipment and should report problems to the ITD Helpdesk. REF-1657 titled PROCEDURES FOR OBTAINING IT SUPPORT AND REPAIR FOR VARIOUS ELECTRONIC AND COMPUTER EQUIPMENT has details on reporting problems as well as tips for care of computer systems.

If a school site has determined that they will not be utilizing the *Waterford Early Reading Program*, the administrator may make arrangements to move the systems to another school. Once an agreement between schools has been made, the site administrator should contact ITD Helpdesk and request that the computers be



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moved to another school. Please make this request only if an agreement with another school has been made. School sites will also need to keep track of their inventory in accordance to District guidelines.

Salary Point Credit classes are being designed to offer support and professional development to teachers who wish to integrate *Waterford Early Reading Program* into their instructional day according to District guidelines. Additional information will be forthcoming in spring.

### **RELATED RESOURCES:**

If there are problems with your Waterford computers, call the ITD Helpdesk at (323) 224-2277 or connect to <http://techsupport.lausd.net> for additional support options. When calling for support please listen to the menu options available. If your computer is working properly, but you require assistance on Waterford related items, please select the option that sends you directly to the LAUSD contracted Waterford support. When in doubt, or for all other items, please speak with an IT Customer Support Representative for assistance and proper routing of calls.

### **ASSISTANCE:**

For additional assistance on how to integrate the *Waterford Early Reading Program* into your instructional program please contact the Literacy Coach Coordinator in the Local District.