



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: 2009-2010 Summer School/Intersession for Elementary Schools

NUMBER: MEM-4627.0

ISSUER: Judy Elliott, Chief Academic Officer
 Office of Curriculum & Instruction Support Services

Alvaro Cortés, Assistant Superintendent
 Beyond The Bell Branch

DATE: March 16, 2009

ROUTING
 Local District Superintendents
 Local District Administrators of Instruction
 Local District Directors of School Support Services
 Intervention Administrators
 Intervention Coordinators
 Instructional Coach Coordinators
 English Learner Coordinators
 Principals
 Assistant Principals
 School Coordinators
 School Administrative Assistants
 UTLA Chapter Chairs

PURPOSE: The purpose of this Memorandum is to provide program information for the 2009-2010 Elementary Summer School/Intersession, offered to eligible students at single and multi-track schools. Summer school programs are tentative and may be impacted by state and district budget reductions.

MAJOR CHANGES: Due to state and district budget reductions, class size has been increased and classified support reduced. Student eligibility, curriculum, and transportation guidelines have been revised. This replaces MEM-4120.1, dated May 1, 2008.

INSTRUCTIONS: I. Background

Following state guidelines, the Board of Education adopted the *Standards-Based Promotion (SBP) Policy, Parent Notification and Appeals Process for Elementary Schools*, BUL-601, dated December 17, 2003, requiring students in grades 2, 3, 4, 5 and 8 to meet minimum criteria for promotion to the next grade. This policy provides intervention for students at risk of not meeting grade level standards. For assistance refer to the Local District Intervention Directory (Attachment A).

II. Guidelines and Schedule

Summer school/intersession is intervention designed to provide standards-based instruction that is tied to the core instructional program for off track students in grades 2–5/6. Eligible students participate in a four-hour per day instructional program for a total of 80 hours. The session provides an intensive, phonics-based reading and writing language arts and mathematics program for all students, and appropriate English language development program for English learners.

Elementary summer session is offered July 6 – July 31, 2009, 8:00 a.m. – 12:20 p.m. at designated single-track elementary schools (Attachment B). Local District Superintendents determine the summer school sites.

Intersession is offered at multi-track schools. Intersession is offered for 80 hours per track per session. Multi-track schools must submit the Intent to Offer Intersession (Attachment C) to the Local District Intervention Coordinator three weeks before intersession begins.



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The Time Task Calendar for summer school and intersession is referenced in Attachments D-1 and D-2.

III. Programs

- A. The following remedial programs provide an opportunity for students who need additional academic assistance.
1. Board policy mandates a summer school/intersession intervention in English/Spanish language arts and mathematics or English Language Development for students in grades 2-5 who have not met the district criteria for promotion.
 2. Extended School Year (ESY) provides support toward meeting IEP goals for students with disabilities. ESY classes may be clustered at selected sites to maximize resources.
 3. Transition is part of secondary summer school and is a pilot program for 132 selected students matriculating from elementary to middle school. Transition is offered on the middle school campus.

IV. Enrollment and Student Eligibility

- A. Students who reside full time within the boundaries of the LAUSD during the spring semester 2009 and meet eligibility requirements as outlined in section C below may participate in summer school/intersession.
1. Priority is given to students enrolled in LAUSD. Magnet students attend home/community single-track elementary school. Transportation is not provided for magnet students during summer session.
 2. Students in grades 2-5/6 who are in attendance at multi-track elementary schools converting to single-track are eligible to attend summer school, except for ESY.
 3. Students in 5th/6th grade in June 2009 at single-track schools and matriculating to a multi-track middle school are not eligible to enroll in summer school.
- B. Students enrolled in a private/charter school may apply for summer school. The following criteria must be met.
1. Priority is given to students enrolled in LAUSD.
 2. Parent must provide documentation that the student meets the eligibility as outlined in section C below.
 3. Upon determination of eligibility and space available, summer school principal will notify parent within the first week of summer school. Student must be enrolled in LAUSD following all enrollment requirements and procedures.
- C. Student Eligibility
1. Students meeting the criteria for retention must attend summer school/intersession. Refer to Standards-Based Promotion Bulletin BUL-601, *Standards-Based Promotion (SBP) Policy, Parent Notification and Appeals Process*, dated December 17, 2003. SBP policy requires students in grades 2, 3, 4, 5/6 to meet minimum criteria to promote to the next grade.



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Mandatory SBP student eligibility includes:

- A final Progress Report Reading score of 1 and a score of 1 on the Periodic Writing Assessment (PWA) for Unit 3
- A final Progress Report Mathematics score of 1 and scoring *Below Basic* or *Far Below Basic* on the Mathematics California Standards Test (CST) from the previous year in grades 4-5/6
- For English Learners: Remains at the same ELD level two or more years based on the overall score of the annual CELDT and on the ELD Writing Assessment.

It is essential that schools enter retention information for mandatory SBP students in ESIS, screen 4,

- Field 144 Retention Grade
 - Field 145 Retained Date
 - Field 289 Retained Type:
SBP - if student in grades 2-5/6 is retained based on the above mandatory SBP criteria.
REG - if student in grades K-5/6 is retained based on recommendation of administrator/parent and a parent signature has been obtained.
2. EO, IFEP, RFEP, AND EL students with CELDT levels of Early Advanced and Advanced in grades 2-5/6 participate in English Language Arts (ELA) and Mathematics. The criteria for eligibility includes any of the following:
- a. English Language Arts:
- Scoring *Below Basic* or *Far Below Basic* in Reading on the CST from the previous year
 - A score of 1 on the final Progress Report in Reading
 - A score of 1 on Unit 3 PWA
 - Scoring below the 25th percentile on Unit 3 Fluency
2nd grade – 46 words per minute (wpm)
3rd grade – 70 wpm
4th grade – 89 wpm
5th grade – 99 wpm
 - Scoring below a 4 or less on SOAR – Unit 3 comprehension assessment.
- b. Mathematics for grades 2-5/6:
- A score of 1 on the final Progress Report in Mathematics
 - Scoring *Below Basic* or *Far Below Basic* in the Mathematics CST from the previous year.
3. English Learner (EL) students with overall score on the annual CELDT levels of Beginning, Early Intermediate and Intermediate participate in ELD. The criteria for eligibility includes any of the following:
- a. English Language Development: EL students in grades 2-5/6
- Remains at same CELDT level 2 years or more based on the overall score of the annual CELDT and ELD Writing Assessment or on the same ELD level 2 years or more.
4. Bilingual/Dual Language Program with overall CELDT levels in Beginning, Early Intermediate and Intermediate students in grades 2-5/6



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participate in Spanish Language Art and Mathematics. The criteria for eligibility includes:

- a. Spanish Language Arts:
 - A score of 1 on the final Progress Report in Reading
 - A score of 1 on Unit 3 PWA
- b. Mathematics:
 - A score of 1 on the Final Progress Report in Mathematics
5. ESY provides support for eligible special education students with an Individualized Education Program (IEP) that specifies ESY in grades Pre K-12. Students with disabilities qualify to participate in the summer school/ intersession intervention programs if they meet the eligibility criteria.
6. Transition is part of secondary summer school and is a pilot program for 132 selected 5th/6th grade students matriculating from elementary to middle school. Transition is offered on the middle school campus. Local Districts with secondary schools determine the number of students from each school based on the schools feeder pattern. Elementary and middle school administrators collaborate to select eligible students.
 - a. Students scoring at below proficiency on CST and periodic assessments in math and/or are also at risk in study/behavior skills and attributes necessary for school success.
 - b. Schools should consider Transition as a priority for eligible atriculating students. Selected 5th/6th grade students attend Transition at the matriculating middle school.
 - c. Eligible fifth grade students not enrolled in Transition may be enrolled in summer school at the elementary site.

V. Parent Notification

- A. Parents must be notified that their son/daughter is at risk of not meeting grade level standards. Students not meeting SBP criteria must attend summer school/intersession, as determined by the SBP policy, refer to BUL-601, dated December 17, 2003.
 1. Schools must inform parents of program dates, time and location, using the Standards-Based Promotion/Intervention Parent Notification Letter (Attachments E), and enter parent confirmation into SIS Intervention Services Menu (Option 1).
 2. Schools send Summer School Enrollment Confirmation Letter (Attachment F) and Student Release Form (Attachment G) if applicable to parents upon receipt of parent confirmation. Sending schools send copy of Student Release Form to Summer School site.
- B. It is the dual responsibility of the elementary and middle schools, to inform parents of the summer school Transition for eligible matriculating students.

VI. Transportation

- A. Transportation is provided from school of attendance to summer school site. Additional, transportation is provided for CAP and PWT students only.



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Transportation is not provided for magnet students. Magnet students attend home/community single-track elementary school.

1. It is essential that the school of attendance enter transportation information in SIS. Upon receiving the parent confirmation for summer school the school of attendance must enter on screen 26, a "Y" in fields 801 and 802 for students who are eligible for transportation.
2. The transportation entry must be entered by Monday, June 1, 2009, in order to receive transportation for summer school.
3. The Transportation Branch will notify parents of the transportation pick-up location and time.

VII. Organization of Classes

A. Composition of classes is determined by student eligibility and grouped by grade level.

1. English Language Arts/Math: EO, IFEP, RFEP, and CELDT Levels Early Advanced/Advanced
2. Basic Bilingual/Dual Language
3. English Language Development: EL with CELDT levels Beginning, Early Intermediate and Intermediate. Schools should organize ELD classes with no more than two CELDT levels.
4. ESY classes are determined by Special Education Support Unit. Students with disabilities could be assigned to mandatory or voluntary intervention classes if they meet intervention guidelines.

B. Class Size

The class size is 24:1. Schools are to organize classes with an enrollment of 30:1 to allow for attrition. Classes with less than 22 students will be closed. Daily attendance must be maintained. The average daily attendance rate for summer school/intersession is expected to be 85%. Schools will continue enrollment of new students through the first five days of summer school/intersession.

C. Curriculum and Professional Development

The Office of Curriculum Instruction and School Support determines the curriculum and professional development additional information will be forthcoming.

VIII. Application and Staffing Procedures

A. Application Procedure

1. All summer school positions must be applied on-line at:
<https://summer.lausd.net> using a LAUSD E-mail account.
2. E-mail accounts are available at <https://idmlogin.lausd.net/myprofile> on a District connected computer.
3. Summer school application period is March 30, 2009 – April 24, 2009, to be listed on the initial Summer School Roster.
4. Eligible personnel who apply on-line will be considered for a summer school assignment. Only selected and assigned personnel who work will be paid for summer employment.



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5. It is imperative that administrators follow selection guidelines and staff from official electronic rosters only. Once assigned, all summer school staff are electronically issued a summer Personnel Employment Record Number (PERNR) for payroll purposes.
- B. Administrator Selection
1. Priority and selection process for summer administrators are referenced in MEM-4630.0, 2009 *Summer School Administrative Assignments and Application Process*, dated March 16, 2009.
 2. The summer school assignment is a 6-hour position, 7:30 a.m. – 2:00 p.m.
 3. Local District Superintendents have final approval of summer school administrators. Local District Intervention Coordinators notify selected and non-selected administrators for summer school assignments.
 4. A total of 22 hours per summer school site is allocated for planning and preparation to administrators and/or coordinators, coaches, teachers or clerical personnel. The hours must be time reported on or prior to June 30, 2009.
 5. Elementary sending school administrators receive a total of 8 hours for planning and preparation. The hours must be time reported on or prior to June 30, 2009.
 6. The intersession administrator is the school site principal or assistant principal. Intersession administrators are provided 40 hours to supervise instruction after 4:30 p.m. Monday through Friday or Saturdays.
- C. Summer school coordinator must apply on-line as a summer school teacher.
1. The summer school coordinator position is allocated a total of 40 hours during summer school. The duties and responsibilities include:
 - a. Assist in the opening/closing of summer school
 - b. Inventory, retrieve and distribute instructional materials
 - c. Monitor attendance and documentation
 2. Multi-track schools are provided one coordinator differential for the school year to organize/plan intersession.
- D. Teacher Selection
- Priority and selection process for summer school/intersession teachers are referenced in Article XX 2.0, District/UTLA Contract.
1. Summer school principals select all teachers, including ESY teachers, from on-line Summer School Roster. Principals notify both the selected and non-selected teachers regarding summer school assignments.
 2. Summer school teacher hours are 7:50 a.m. – 12:30 p.m.
 3. Intersession Teacher Application (Attachment H) must be completed and submitted to the school site administrator.
 4. Multi-track schools are provided one coordinator differential for the school year to organize/plan intersession.
- E. Office and Support Personnel
1. School Administrative Assistant (SAA)
 - a. The summer school assignment is a 6-hour position, 7:30 a.m.– 2:00 p.m.



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- b. Summer school principal selects and notifies the SAA from the on-line Summer School Roster.
- c. Intersession schools are provided 1 hour of clerical relief/overtime per track.
2. Office Assistant
 - a. Summer school sites are provided 60 hours of clerical relief per site.
 - b. Summer school principal selects and notifies the office assistant from on-line Summer School Roster of summer school assignment.
3. Special Education Assistants/Trainees, Health Aides and Adult Assistants
 - a. Classified Personnel selects and notifies the Special Education Assistant/Trainees of the summer assignment and location.
 - b. The assignment is a 4.5 hour position.
4. School Supervision Aide (SSA)
 - a. Summer school sites are provided two 5-hour positions per site. The summer school principal selects the SSA.
 - b. Current SSAs, Teacher Assistants (TAs) and Education Aides are eligible to apply. Clerical, Special Education Assistants/Trainees and Adult Assistants are not eligible.
 - c. Additionally, one SSA is allocated per bus for each sending site. SSAs are to accompany and supervise students on the bus, to/from summer school/intersession.
 - d. Summer school principal selects and notifies SSA from on-line Summer School Roster of the summer school assignments.
 - e. Intersession sites are allocated one SSA for 3 hours per day if intersession is held after school or on Saturdays.

IX. Budget and Payroll Procedures

A. Budget

1. The program code for summer school is 11246.
2. The program code for intersession is 12398.
3. The allocations and resources for summer school/intersession are referenced in Resources At A Glance (Attachments I-1 and I-2).

B. Payroll Procedures

1. A time card must be kept for all summer school staff.
2. Teachers are compensated at the intervention rate that includes a stipend of .09224. The stipend is for planning, monitoring of student attendance, contacting parents, intervention documentation/ assessment, faculty meetings and supervision as appropriate.
3. For payroll information refer to Payroll Time Reporting Manual for the Summer School/Intersession and Extended School Year 2009-2010.
4. Only teachers assigned to classes with Mandated Standards Based Promotion (SBP) students receive an additional hour of pay for every 2 Mandated SBP students, with a maximum of 10 hours for parent conferences, scoring of assessments and documentation.



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X. Attendance Accounting and Documentation

It is critical that all intervention program information must be entered into the Student Information System (SIS). The District and school sites use the information for decision making and planning intervention programs. State funding for these programs depends on the accuracy of the attendance and statistical reports. The money generated through student attendance and claimed by these reports funds the intervention programs.

A. Attendance Accounting

Schools must follow the guidelines provided in Reference Guide 1359, *Procedures for Recording Data and Attendance Accounting for Elementary Intervention Programs*, dated November 1, 2004.

1. It is the responsibility of the SAA to maintain all enrollment, attendance records and enter all data into the SIS.
2. Teachers must record hourly attendance on the Intervention Attendance Register (Attachment J).
3. Principals monitor daily attendance and accuracy of attendance registers.
4. On the fifth day of intervention, fax the SIS generated Norm Day Classification Check Roster to the Local District Intervention Coordinator.
5. On the last day of summer school/intersession:
 - a. Fax the SIS generated error-free Intervention Exception Report and Statistical Report to the Local District Intervention Coordinator.
 - b. Mail copies of the SIS generated error-free Intervention Exception Report, Statistical Report and attendance registers to Beyond the Bell Branch, 29th floor.
 - c. File the following attendance documents at the school site
 - Statistical Report
 - Error-free Exception Report
 - Classification Report
 - Class Rosters
 - Attendance Registers

B. Documentation of student enrollment, attendance and academic progress in Summer school/intersession is required.

1. Teachers complete the following at the end of summer school/intersession:
 - a. Standards-Based Intervention Log (Attachment K) and place in student's Red Folder.
 - b. Summer School/Intersession Elementary Report of Student Progress (Attachment L) Send original to parents and file copy in Red Folder.
 - c. Attendance Register and return to School Administrative Assistant.
2. Schools must maintain Red Folders for each participating student, required contents include:
 - a. EO/IFEP/RFEP/CELDT levels of Early Advanced and Advanced
 - Periodic Writing Assessment (for mandatory students)
 - Standards-Based Intervention Log
 - Parent Notification Letter
 - Summer School/Intersession Progress Report



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- Justification for Promotion Form (if applicable)
 - b. BASIC BILINGUAL/DUAL LANGUAGE:
 - Spanish Periodic Writing Assessment (for mandatory students)
 - Standards-Based Intervention Log
 - Parent Notification Letter
 - Summer School/Intersession Progress Report
 - Justification for Promotion Form (if applicable)
 - c. ENGLISH LEARNERS – CELDT levels of Beginning, Early Intermediate and Intermediate
 - ELD Assessments
 - Standards-Based Intervention Log
 - Parent Notification Letter
 - Summer School/Intersession Progress Report
 - Justification for Promotion Form (if applicable)
3. Standard-Based Promotion Requirements
- a. During the last week of summer school/intersession administer and score Periodic Writing Assessment/ELD Writing Assignment.
 - b. Conduct parent conference for mandatory retention students.
 - c. Complete End of Summer School/Intersession Promotion/Retention Determination Letter (Attachment M).
 - d. Complete *Justification for Promotion Form* for students who meet retention criteria and are being promoted (Attachment N-1 or N-2).

XI. Food Services

Food Services provide a brunch or lunch at summer school sites. Food Services will contact the summer school principal to determine the meal and schedule for meal service. Meal service is to be scheduled outside of the instructional period.

Students currently attending Provision 2 schools that provide meal services at no charge to all enrolled students, and will attend a non-Provision 2 summer school, must complete a meal application at the school of attendance prior to the end of the school year. The school of attendance Cafeteria Manager will process the meal application, determines the meal eligibility and provides the school office with this information. The school of attendance will provide a list of students and their meal eligibility to the summer school site.

**RELATED
RESOURCES:**

BUL-601, *Standards-Based Promotion (SBP) Policy, Parent Notification and Appeals Process for Elementary Schools*, dated December 17, 2003, Beyond the Bell Branch.

REF-1359, *Procedures for Recording Data and Attendance Accounting For Elementary Intervention Programs* dated November 1, 2004, Planning Assessment and Research.

The following attachments will assist school personnel:

- A – Local District Intervention Staff Directory
- B – Summer School Sites



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- C – Intent to Offer Intersession
- D – Time Task Calendars
- E – Parent Notification Letters
- F – Enrollment Confirmation Letter
- G – Student Release Form
- H – Intersession Teacher Application
- I – Resources at a Glance
- J – Attendance Register
- K – Standards-Based Intervention Log
- L – Report of Student Progress
- M – Standards-Based Promotion Determination Letter
- N – Justification for Promotion

ASSISTANCE: For assistance regarding elementary summer school/intersession call the Local District Intervention Coordinator and refer to Local District Staff Directory (Attachment A).



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ATTACHMENT A

INTERVENTION ADMINISTRATORS & COORDINATORS LIST

INTERVENTION COORDINATORS

LOC. DIST.	NAME	TELEPHONE #	FAX#	E-MAIL ADDRESS
1	Randy Benigno	(818) 654-3665	(818) 654-3637	randy.benigno@lausd.net
2	Cándida Fernández-Ghoneim	(818) 755-5386	(818) 755-9839	cferna7@lausd.net
3	Cindy Paulos	(310) 253-7812	(310) 842-9170	cynthia.paulos@lausd.net
4	Lupe Inabu	(323) 932-2281	(323) 932-2112	lupe.inabu@lausd.net
5	Olga Flores	(323) 224-3364	(323) 224-3184	olga.flores@lausd.net
6	Nancy Robinson	(323) 278-3981	(323) 720-9012	nancy.robinson@lausd.net
7	Grace Bishop	(323) 242-1362	(323) 242-1392	grace.bishop@lausd.net
8	Pamela Jackson	(310) 354-3422	(310) 527-2957	pmg3194@lausd.net

INTERVENTION ADMINISTRATORS

NAME	TELEPHONE #	FAX#	E-MAIL ADDRESS
Diane Agliam	(213) 241-2638	(213) 241-6856	diane.agliam@lausd.net
Sue Wong	(213) 241- 2640	(213) 241-6856	sue.wong@lausd.net
Javier Sandoval	(213) 241-2639	(213) 241-6856	javier.sandoval@lausd.net
Joan Mezori, Director	(213) 241-3081	(213) 241-6856	joan.mezori@lausd.net



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ATTACHMENT B

ELEMENTARY SUMMER SESSION SITES - 2009
JULY 6 - 31, 2009

ELEM SCHOOLS	LOC. CODE	DISTRICT	G R C	ELEM SCHOOLS	LOC. CODE	DISTRICT	G R C
Andasol	2117	1	N	Magnolia	5055	4	E
Bassett	2323	1	N	Mayberry	5205	4	E
Calvert	2712	1	N	Plasencia	3247	4	E
Garden Grove	4055	1	N	Union	7356	4	E
Gledhill	4130	1	N	Vine St.	7534	4	E
Haynes	4473	1	N				
Lassen	4790	1	N	4th St.	3973	5	E
Limerick	4881	1	N	49th St.	3932	5	E
Melvin	5233	1	N	Belvedere	2397	5	E
Napa	5446	1	N	Breed	2493	5	E
Sunny Brae	6986	1	N	Dena	3315	5	E
Van Gogh	7422	1	N	Eastman	3521	5	E
Wilbur	7774	1	N	El Sereno	3562	5	E
				Euclid	3671	5	E
Broadous	3829	2	N	Farmdale	3740	5	E
Columbus	7432	2	N	Ford Blvd.	3918	5	E
El Dorado	3541	2	N	Griffin	4301	5	E
Haddon	4329	2	N	Harmony	4681	5	E
Kittridge	4760	2	N	Huntington Dr.	4630	5	E
Pinewood	6068	2	N	Kennedy	4696	5	E
Saticoy	6565	2	N	Malabar	5082	5	E
Sendak	3574	2	N	Rowan	6425	5	E
Sharp	6665	2	N	Sheridan	6685	5	E
Telfair	7068	2	N	Trinity	7219	5	E
Toluca Lake	7192	2	N	Utah	7370	5	E
6th Ave.	6781	3	W	Fishburn Ave.	3849	6	S
Arlington Heights	2192	3	W	Florence Ave.	3890	6	S
Braddock	2479	3	W	Heliotrope Ave.	4507	6	S
Grand View	4247	3	W	Hope St.	6920	6	S
Hillcrest	4528	3	W	Madison	3210	6	S
Hobart	4548	3	W	Pacific Blvd.	4642	6	S
Hyde Park	4658	3	W	Stanford Ave.	6904	6	S
Marvin Ave.	5178	3	W	Tweedy	7260	6	S
Richland	6260	3	W				
Shenandoah	6671	3	W	52nd St.	3808	7	S
Western Ave.	7671	3	W	96 th St. *	5575	7	S
Wilshire Crest	7795	3	W	112th St.*	5884	7	S
				116 th St. *	5863	7	S
Aldama	2027	4	E	118 th St. *	5740	7	S
Alexandria	2041	4	E	Barrett *	5562	7	S
Allesandro	2068	4	E	Bright *	7164	7	S
Dayton Heights	3356	4	E	Budlong Ave	2616	7	S
Fletcher Dr.	3877	4	E	Compton Ave. *	3205	7	S
Garvanza	4082	4	E	Figuroa St.	3822	7	S
Grant	4260	4	E	Flournoy *	5781	7	S
Hancock Park	4397	4	E	Grape St.	4274	7	S
Hoover	4589	4	E	Griffith-Joyner *	5849	7	S



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ELEMENTARY SUMMER SESSION SITES - 2009
JULY 6 - 31, 2009

ELEM SCHOOLS	LOC. CODE	DISTRICT	G R C	ELEM SCHOOLS	LOC. CODE	DISTRICT	G R C
King *	6534	7	S	Caroldale LC	2815	8	S
Mack	5113	7	S	Denker Ave.	3425	8	S
Manchester Ave.	5096	7	S	Hawaiian Ave.	4466	8	S
McKinley Ave. *	6658	7	S	Leland St.	4836	8	S
Norwood Ave.	5699	7	S	President	6148	8	S
				Purche	6158	8	S
7th St.	6616	8	S	Raymond Ave.	6219	8	S
Annalee Ave.	2146	8	S	Woodcrest	7863	8	S
Avalon Gardens*	2247	8	S				

All summer school elementary sites include ELA-English and EL Intervention, EIEP and ESY. All sites and programs are TENTATIVE.

* Ten Schools Program

+ Teach For America



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**INTENT TO OFFER – ELEMENTARY
Intersession**

School _____ Location Code _____ Local District _____

Contact Person _____ Telephone Number _____

Calendar: (Check one) Single Track 3-Track 4-Track Indicate Track: _____

Program: (Please complete an Intent To Offer Intervention for **each** program)

- Intersession ESY Migrant
 ELP ELAP TSP (PI-Yr 1)
 Local Design: Grant supported (indicate Program Code) Reduce class size _____ Other _____

This form is due 3 weeks prior to the start of each intervention offered.

Grade	Subject	Start Date	End Date	# of Classes	Days Offered Start & End Time	Total Hours	Total # of Days
K							
(Session 2)*							
1 st							
(Session 2)*							
2 ND							
(Session 2)*							
3 RD							
(Session 2)*							
4 TH							
(Session 2)*							
5 TH							
(Session 2)*							
6 TH							
(Session 2)*							

***Session 2:** is for schools that offer more than one intervention session during the same period in order to accommodate more students.

Principal Signature

Date

FAX THIS FORM TO THE LOCAL DISTRICT INTERVENTION COORDINATOR.



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ATTACHMENT D-1

LOS ANGELES UNIFIED SCHOOL DISTRICT
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TIME TASK CALENDAR
Elementary Summer School - 2009

Done	Date	Task	Person(s) Responsible
SUMMER SCHOOL GUIDELINES			
	March 30 - April 24	Summer School On-line Application period opens for all Summer School staff at http://summer.lausd.net .	
	End of March	2 nd Progress Report Students receiving a score of 1 or 2 in Language Arts and/or Math or not making progress in ELD are eligible for Summer School. Send roster of selected 5 th grade students attending Summer School Transition Program to designated Middle School.	Teacher
	Week of March 30 On-going	Send Parent Notification Letter of student Summer School eligibility Enter Parent Confirmation information including transportation services into SIS in Screen 26, per Reference Guide 1359.	Home School Principal SAA
	Friday April 24	Final date to apply for Summer School On-line Application, to be on initial school roster.	
	Friday April 24	Send ESY student application to appropriate Special Education Support Unit	Home School
	Week of April 27	Local District selects and notifies Summer School Administrators.	Local District
	Week of May 4	Summer School Principals' Meeting conducted by Local Districts, 1:30 p.m. - 4:30 p.m., regarding staff selection process and organization.	Local District
	Week of May 4 On-going	Selection of Summer School staff from on-line Summer School Rosters at http://summer.lausd.net . Send selected and non-selected letters to summer school applicants.	Summer School Principal
	Week of May 18	Summer/Sending School Principals' Meeting conducted by Local District, 1:30 p.m. – 4:30 p.m.	Local District
	Week of May 25	Final date to send selected and non-selected letters to Summer School applicants on initial on-line Summer School Roster.	Summer School Principal
	Wednesday May 27	Final date for teachers to notify Summer School principals in writing of acceptance or refusal of summer school assignment.	Summer School Teacher
	Friday May 29	Final date to select Summer School staff from initial Summer School Site Roster. Print initial Summer School Staff Roster. Initial staff selection process/roster closes.	Summer School Principal
	Monday June 1	District Summer School Staffing pool available on-line to fill vacancies.	Summer School Principal
	Monday June 1	Last day to enter student data for transportation services into SIS.	SAA
	Week of June 1	Summer School Principals' Meeting for Local Districts, 1:30 p.m.-4:30 p.m., regarding instruction.	Local District & Office of Instruction
	Week of June 8	Summer School SAA Meeting, location to be determined by Local District.	BTB, ITD, and LD
	Friday June 12	Send Standards-Based Promotion End of School Year Promotion/Retention Determination Letter to parents for mandatory grades 2-5 students (See BUL-601, Attachment H).	Home School Principal



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 March 16, 2009

ATTACHMENT D-1

LOS ANGELES UNIFIED SCHOOL DISTRICT
 Beyond the Bell Branch
TIME TASK CALENDAR
Elementary Summer School - 2009

Done	Date	Task	Person(s) Responsible
	Monday June 29	Pre-planning and organization for Summer School	Summer School Principal
SUMMER SCHOOL BEGINS			
	Monday July 6	Follow enrollment procedures, including non-LAUSD students that live in the area if space is available. Monitor daily attendance.	Summer School Principal SAA
	Friday July 10	NORM DAY Last day to enroll for Summer School. Send Norm Day Classification Report generated by SIS to Local District Intervention Coordinator. Contact Local District Intervention Coordinator before releasing teachers. <i>Release teachers per Contract.</i>	Summer School Principal SAA
	Week of July 27	Re-administer Periodic Writing Assessment or ELD Writing Assignment to 2-5 grade mandatory Standards-Based Promotion students receiving reading mark of 1.	Summer School Teacher
	Thursday July 30	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 or sent by MAIL.	Summer School Principal
	Thursday July 30	Teachers send Attendance Register to office. All data must be entered into SIS at the close of summer school.	Teacher SAA
	Friday July 31	Send Summer School report card to parents and school of attendance.	Teacher
	Friday July 31	Send Statistical Report and error-free Exception Report generated by SIS to Local District Intervention Coordinator.	Summer School SAA
SUMMER SCHOOL ENDS			
	September	Notify parents of grade 2-5 retention placement and complete any parent SBP appeals.	Home School Principal



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ATTACHMENT D-2

TIME TASK CALENDAR
Elementary Intersession 2009

Date	Task	Person(s) Responsible
STAFFING GUIDELINES		
4 weeks prior to intersession	Initial application period for intersession teachers	Teacher
3 weeks prior to intersession	Submit the Intent to Offer Intersession to the Local District Intervention Coordinator. Select Intersession Teachers	Principal
INTERSESSION GUIDELINES		
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 copy of Periodic Writing Assessment, ELD Writing Assessment and SBP Log.	Home School Principal
INTERSESSION BEGINS		
First day of intersession	Follow enrollment procedures and monitor daily attendance	Intersession Teacher SAA
NORM DAY		
3 rd day of intersession	Send Norm Day Classification Report generated by SIS to Local District Intervention Coordinator. Contact Local District Intervention Coordinator before releasing teacher. <i>Release teachers per Contract.</i>	Principal 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	Complete Attendance Register Entered data into SIS within 5 days of the close of intersession.	Intersession Teacher 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 including Periodic Writing Assessment/ELD Writing Assignment, update Standards-Based Intervention Log and intersession report card.	Principal Intersession Teacher
Last day of intersession	Send Statistical Report and error-free Exception Report generated by SIS to Local District Intervention Coordinator.	SAA
INTERSESSION ENDS		



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ATTACHMENT E

PARENT NOTIFICATION – ELEMENTARY
Summer School/Intersession

(Date)

To the Parent/Guardian of _____
(Student's Name)

(Date of Birth) (Grade) (Track) (Room #)

We are pleased to be able to offer the following intervention program at _____ School.

- Summer School/ Intersession Extended Learning Program (ELP) English Language Acquisition Program (ELAP)

This letter is to inform you that at this time your son/daughter is at risk of not meeting grade-level standards. According to Los Angeles Unified School District's Standards-Based Promotion Policy and the State Education Code, 48070.5(1)(d) students unable to meet grade-level standards are eligible to receive additional academic support. To support your child in improving his/her academic success, your child is assigned to the following intervention program:

- Reading/Language Arts Mathematics (Grades 4/5 only) English Learners: English Language Development

Dates/days of program: _____ Time: _____

Location: _____

Please complete the information below and return this form to your child's teacher. We look forward to your child participating in this program.

Sincerely,

Principal's Signature

Date

Parent/Guardian Statement:

I have received and understand the above information regarding the intervention program offered to students not meeting grade level standards. I understand that my child is being provided this opportunity because he/she may not meet grade level standards and is eligible to participate in the above intervention program.

- Yes, I give permission for my child to attend. No, I do not give permission for my child to attend.

Student's Name (Please Print)

Teacher

Parent/Guardian Signature

Date

Home Address

Telephone Number



LOS ANGELES UNIFIED SCHOOL DISTRICT
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ATTACHMENT E

NOTIFICACIÓN PARA LOS PADRES - PRIMARIA
Programa de Verano/Interseccion

Al padre o tutor de _____

(Fecha de nacimiento)

(Grado)

(Ciclo)

(Número de salón)

Estamos contentos de poder ofrecer los siguientes programas de intervención en su escuela:

- Programa de Verano/Interseccion Programa de Educación Extensiva Programa de Adquisición de Inglés

El propósito de esta carta es para informarles que su hijo(a) corre el riesgo de no cumplir con las normas correspondientes a su grado escolar. De conformidad con la póliza normativa para la promoción de grado escolar con base en las normas académicas del Distrito Escolar Unificado de Los Angeles y en el código estatal de educación, se podrá recomendar que repitan el curso aquellos estudiantes que no puedan cumplir, a finales del año escolar, con las normas académicas establecidas. A fin de apoyar con éxito la superación académica de su hijo(a) se le recomienda el siguiente programa de intervención académica que ofrece el distrito escolar:

- Lectura/Escritura Matemáticas (Grado 4/5) Estudiantes que aprenden el idioma ingles: *Capacitación en el idioma ingles (ELD)*

Fecha/días del programa: _____ Hora: _____

Lugar: _____

Por favor complete la información de abajo y regrésela a el/la maestro(a) o consejero(a) de su hijo(a). Esperamos ansiosos a que su hijo(a) participe en este programa.

Sinceramente,

Firma del director

Fecha

Declaración del padre/tutor:

Yo he recibido y entiendo la información de arriba que explica el programa de intervención ofrecido a los estudiantes que no cumplen con las normas correspondientes a su grado escolar. Comprendo que mi hijo (a) recibirá esta oportunidad por estar en peligro de no cumplir con las normas de su grado escolar para que se promueva y que mi hijo(a) califica para participar en el Programa de Aprendizaje Extensivo.

- Sí, doy permiso para que mi hijo(a) asista. No, no doy permiso para que mi hijo(a) asista.

Nombre del estudiante _____

Firma del padre/tutor

Fecha

Domicilio del hogar

Número de teléfono



LOS ANGELES UNIFIED SCHOOL DISTRICT
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ATTACHMENT F

**SUMMER SCHOOL/ INTERSESSIOIN
ENROLLMENT CONFIRMATION LETTER**

_____ Date

To the Parents of _____
Student's Name

_____ Date of Birth

This letter is to confirm that your son/daughter is enrolled in Summer School/Intersession Intervention Program. We look forward to the opportunity to provide your child with a specially designed intervention program to assist him/her in attaining grade level standards.

Our Summer School program will be held:

Dates: _____

Time: _____

School: _____

Room Number: _____

Transportation is provided if the summer school location is other than your child's school of attendance. Transportation pick-up is at the front of the school.

Bus Departure Time: _____

Bus Return Time: _____

It is important that we work together as a team to provide the best academic intervention program for your child. In order for your child to reach his/her potential, we must count on your support to ensure that your child attends every day of Summer School.

If you have any questions or concerns, please contact _____ at _____.

Sincerely,

Principal



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ATTACHMENT F

**CONFIRMACIÓN DE INSCRIPCIÓN
 PARA ESCUELA DE VERANO/INTERSECCIÓN**

	Fecha
Padre o Tutor de: _____	
Nombre del estudiante	Fecha de Nacimiento

Esta carta es para confirmar que su hijo(a) esta registrado(a) para Escuela de Verano/Intersección que es una programa de intervención. Esperamos la oportunidad de proveer a su hijo(a) este programa diseñado especialmente para asistir al estudiante con el nivel de su grado escolar basadas con las normas académicas.

Horario para Escuela de Verano/Intersección:

Fecha: _____

Horas: _____

Escuela: _____

Salón: _____

Transportación será proveída a los estudiantes asignados a otras escuelas y no la escuela regular durante Escuela de Verano/Intersección. El estudiante tiene que estar en frente de su escuela regular.

Salida de Transporte: _____

Regreso de Transporte: _____

Es muy significativo ser unidos para poder entregar una programa de intervención académica efectiva para su hijo(a). Solamente así podemos lograr los mejores resultados para su hijo(a). Puede ayudar con asegurar el estudiante no faltar de asistir a Escuela de Verano todos los días.

Para preguntas o comentarios puede comunicarse con _____
 al _____.

Sinceramente,

Director



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ATTACHMENT G

STUDENT RELEASE FORM
Sending Summer School Site

Upon receiving Parent Notification of student participation in Summer School, the sending school must send Student Release Form to parents and provide copies for Bus Supervision Aide and Summer School site.

Student Name: _____ Grade: _____

Parent/Guardian Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Emergency Information:

Name: _____ Phone: _____

My child may be released upon the return of the summer school bus as follows: (check as applicable)

- to walk home
- to stay on the playground for Youth Services Summer Program Parents must verify summer program and hours of operation.
- to be picked up by: (List all persons you wish your child released to)

Parent's Signature: _____ Date: _____



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ATTACHMENT G

FORMULARIO PARA LA DESPEDIDA DE ESTUDIANTES
 Residencia Escolar

La escuela necesita enviar el Formulario Para La Despedida De Estudiantes al Padre(s) del alumno registrado en Escuela de Verano después de recibir la carta de confirmación. La escuela tramitara copias al supervisor de transporte y Escuela de Verano.

Nombre de estudiante: _____ Grado: _____

Nombre del padre: _____

Domicilio: _____

Teléfono: _____ Trabajo: _____

En caso de emergencia:

Nombre: _____ Teléfono de emergencia: _____

Cuando regrese el autobus, doy mi permiso para que mi hijo/a tenga una de las siguientes opciones de despedida (marque sólo una):

- caminar a casa
- permanecer en el patio escolar. (Los padres verificar si el patio escolar estará abierto y durante qué horas)
- ser recogido por: (Enumere las personas que pueden recoger a su hijo/a)

Firma del padre: _____ Fecha: _____



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ATTACHMENT H

LOS ANGELES UNIFIED SCHOOL DISTRICT
Beyond the Bell Branch
INTERSESSION TEACHING APPLICATION

Please fill in this application completely. Indicate "N/A" if not applicable. Print in ink or type all information.

1. _____
Payroll Name (Last) (First) (Middle) LAUSD Employee No.

2. _____
Address (Street) (City) (State) (Zip Code)

3. Home Telephone () _____ Work Telephone () _____

4. _____
E-mail Address Cell Phone

5. _____
Present Position Grade Level/Subject

6. _____
Present School or Office District

7. Please list any special credentials, or specialized and intensive training you have in the area of literacy and/or Math intervention.

8. Authorization: (Circle all that apply)

- BCLAD/BCC CLAD/LDS SB 1969

Language _____

9. I have completed the required Summer School/Intersession training in the following subject areas: (Circle all that apply)

- ELA 2/3 ELA 4/5 MATH 4/5 ELD 2/3 ELD 4/5

If selected for this assignment, I agree to complete the Intersession assignment and any required training.

Teacher's Signature

Date

Principal's Signature

Date



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ATTACHMENT I-1

SINGLE TRACK CALENDAR 2009
ELEMENTARY SUMMER SCHOOL PROGRAM (GRADE 2-5)
RESOURCES AT A GLANCE
PROGRAM CODE 11246

CATEGORY	ALLOCATION
<p>Prior to Summer School Planning Support April – June 2009</p>	<p><u>Total of 22 hours per summer school site</u> for Principal or Coordinator or Coach or Teacher or Clerical personnel <u>Total of 8 hours per sending school</u> for Principal or Coordinator or Coach or Teacher or Clerical personnel Request for Extra Duty Pay must be filed by May 29, 2009 for site administrators Planning support must be time reported by June 30, 2009</p>
<p>Principal</p>	<p>6 hours per day, 7:30 am – 2:00 pm</p>
<p>Coordinator</p>	<p><u>Total of 40 hours per summer school site</u>, during summer school (Recommend hours during week 1 and/or 4)</p>
<p>Teachers</p>	<p>Intervention rate, including stipend of .09224 per hour Teachers assigned to classes with Mandated students receive an additional 1 hour for every 2 mandated students, a maximum of 10 hours for weeks 3-4</p>
<p>School Administrative Assistant</p>	<p>6 hours per day, 7:30 a.m. – 2:00 p.m.</p>
<p>Clerical Support</p>	<p>Total of 60 hours per summer school site, during summer school</p>
<p>Custodial Supplies</p>	<p>\$25.00 per class The A-basis custodial position(s) will provide the custodial support for summer school.</p>
<p>School/Bus Supervision Aide</p>	<p>2 positions per site, 5 hours per day per position 1 position for maximum of 6 hours per day per bus to accompany students to/from summer school site and duties as assigned by summer school principal</p>
<p>IMA</p>	<p>\$25 per class for paper, pencils, etc.</p>



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ATTACHMENT I-2

MULTITRACK CALENDAR - 2009
ELEMENTARY INTERSESSION PROGRAM (GRADE 2-5)
RESOURCES AT A GLANCE
PROGRAM CODE 12398

CATEGORY	ALLOCATION
Principal	40 hours maximum per school year for supervision of instruction after 4:30 pm Monday through Friday or Saturday Request for Extra Duty Pay for administrators required
Coordinatorship	<u>1</u> Coordinatorship per school, differential for planning support
Teachers	Intervention rate includes differential factor of .09224 Teachers assigned to classes with Mandatory students receive an additional 1 hour for every 2 mandated students, a maximum of 10 hours for weeks 3-4 of Intersession
School Supervision (TA, IA or Supervision Aide)	2 hours per day if intersession classes are held after 4:30 pm or Saturday
Custodial Supplies	\$25.00 per class The A-basis custodial position(s) will provide the custodial support for intersession. No additional custodial support is allocated for intersession.
IMA	\$25 per class for paper, pencils, etc.



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ATTACHMENT K

STANDARDS-BASED INTERVENTION LOG – ELEMENTARY

DIRECTIONS: Complete this form for each student who attends intervention

Student Name: _____ Birthdate: _____
 School of Attendance: _____ Student ID# _____
 Parent/Guardian: _____

	Grade _____ ELD Level ____ Date _____	Grade _____ ELD Level ____ Date _____	Grade _____ ELD Level ____ Date _____	Grade _____ ELD Level ____ Date _____
<u>Mid Period Report to Parents</u> sent regarding student at risk of not meeting grade-level standards for promotion.	____	____	____	____

<u>Participation in Intervention Program(s)</u>	Date	T. Initials	Date	T. Initials	Date	T. Initials	Date	T. Initials
ELP, ELAP, TSP	____	____	____	____	____	____	____	____
SS/Intersession	____	____	____	____	____	____	____	____
Local Design/Other	____	____	____	____	____	____	____	____

<u>Warning Notice on Progress Report</u> Student may be retained	Date	T. Initials	Date	T. Initials	Date	T. Initials	Date	T. Initials
	____	____	____	____	____	____	____	____
	____	____	____	____	____	____	____	____

<u>Parent Communication</u> 1. conference, 2. phone, 3. letter, 4. other (example: 10/21/02 (1) _____)	Date	T. Initials	Date	T. Initials	Date	T. Initials	Date	T. Initials
	____	____	____	____	____	____	____	____
	____	____	____	____	____	____	____	____

End of School Year Promotion/Retention Determination Letter sent to Parents	Date	T. Initials	Date	T. Initials	Date	T. Initials	Date	T. Initials
	____	____	____	____	____	____	____	____
End of Summer School/Intersession Promotion/ Retention Determination Letter sent to Parents For Students with Disabilities – Date of IEP	____	____	____	____	____	____	____	____

(To be completed by Administrator/Designee)								
	Date(s)	Admin./ Designee's Initials	Date(s)	Admin./ Designee's Initials	Date(s)	Admin./ Designee's Initials	Date(s)	Admin./ Designee's Initials
Participation in Mandatory summer/ Intervention Program (Classroom Teacher)	____	____	____	____	____	____	____	____
Promotion Determination Letter Mailed to Parents (Summer School/Intervention Teacher)	____	____	____	____	____	____	____	____
Notification of Mandatory SBP Retention (Home School Principal)	____	____	____	____	____	____	____	____
Promotion Determination Letter Parent Conference/Mailed to Parents	____	____	____	____	____	____	____	____

PLACE IN STUDENT'S RED FOLDER



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ATTACHMENT L

ELEMENTARY SUMMER SCHOOL/INTERSESSION PROGRAM
REPORT OF STUDENT PROGRESS

Student's Name _____ Grade ____ Intervention Teacher _____

Home School _____ Intervention Site _____ Track _____

Dates of Program: From: _____ To: _____
 Attendance Days Present: _____ Days Absent: _____

Check as appropriate:

Intervention Program: Mandatory Program Voluntary Program

English Learners Program: Structured English Immersion (SEI) Waiver to Basic

Periodic Writing Assessment Score _____ ELD Performance Assignment Score _____

MAINSTREAM ENGLISH (EO, IFEP, RFEP, CELDT levels Early Advanced & Advanced)	STRUCTURE ENGLISH IMMERSION (CELDT levels Beginning, Early Intermediate & Intermediate)
ACHIEVEMENT SCORES	ELD PROGRESS SCORES
Literacy/Written Language score _____	Entry CELDT Level (circle one): 1 2 3 4
Mathematics score _____	ELD score _____
WILL BE RETAINED: <input type="checkbox"/> YES <input type="checkbox"/> NO	WILL BE RETAINED: <input type="checkbox"/> YES <input type="checkbox"/> NO
Date of Parent Conferences (s) _____	Date of Parent Conferences (s) _____

BASIC BILINGUAL or DUAL LANGUAGE	
ACHIEVEMENT SCORES	WAIVER TO BASIC PROGRAM (EL'S)
Literacy score _____	Entry CELDT Level (circle one): 1 2 3 4
Mathematics score _____	ELD score _____
WILL BE RETAINED: <input type="checkbox"/> YES <input type="checkbox"/> NO	Date of Parent Conferences (s) _____

Explanation of Marks

Achievement Scores: 4= Advanced 3= Proficient 2= Partially Proficient 1= Not Proficient
ELD Progress Scores: 4= Advanced Progress 3= Average Progress 2= Partial Progress 1=Limited Progress
 Teacher Comments:

Teacher's Signature _____ Date _____ Principal _____

Copy to: Parent/Guardian
 Home school - file school copy in Red Folder



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ATTACHMENT L

PROGRAMA DE INTERVENCIÓN/AÑO ESCOLAR _____
INFORME DEL PROGRESO DEL ESTUDIANTE

Nombre _____ Grado ____ Maestro de Intervención _____

Escuela Sede _____ Plantel de Intervención _____ Ciclo Escolar _____

Fecha del Programa: Desde: _____ Hasta: _____

Asistencia : Días Presente: _____ Días Ausente: _____

Marque lo apropiado:

Programa de Intervención: Programa Obligatorio _____ Programa Voluntario _____

Programa de Estudiantes del Idioma Inglés: Inmersión Estructurada en el Idioma Inglés _____ Básico _____

Resultado del Examen Periodico de Escritura _____ Resultado del Examen de Aptitud de Inglés _____

INGLES DE USO COMUN (EO, IFEP, RFEP, CELDT 4 & 5)	INMERSION ESTRUCTURADA EN EL IDIOMA INGLES (CELDT)
RESULTADOS DE APROVECHAMIENTO	RESULTADOS DEL PROGRESO EN EL APRENDIZAJE DE INGLES
Puntuación en lengua y literatura _____	Nivel Inicial de CELDT (marque uno): 1 2 3 4
Puntuación en lectores y escritores _____	Resultados del Progreso en el Aprendizaje de Inglés _____
Puntuación en matemáticas _____	SERÁ RETENIDO: <input type="checkbox"/> SI <input type="checkbox"/> NO
SERÁ RETENIDO: <input type="checkbox"/> SI <input type="checkbox"/> NO	Fecha de las reuniones con los padres _____
Fecha de las reuniones con los padres _____	

PROGRAMA BASICO BILINGÜE O APRENDIZAJE SIMULTANEO DE DOS IDIOMAS	
RESULTADOS DE APROVECHAMIENTO	PROGRAMA BASICO DEL APRENDIZAJE INGLES
Puntuación en lectura _____ Puntuación en esfuerzo _____	Nivel Inicial de CELDT (marque uno): 1 2 3 4
Grado 4 / 5:	Resultados del Progreso en el Aprendizaje de Inglés _____
Puntuación en matemáticas _____ Puntuación en esfuerzo _____	
SERÁ RETENIDO: <input type="checkbox"/> SI <input type="checkbox"/> NO	Fecha de las reuniones con los padres _____

Explicación de las Notas

Resultados de Aprovechamiento: 4= Avanzado 3= Competente 2= Proficiente parcialmente 1= No es competente
Resultados del Progreso

En el Aprendizaje ingles:4= Progreso avanzado 3= Progreso promedio 2= Progreso parcial 1=Progreso limitado

Comentarios del Maestro(a)

Firma del Maestro(a) _____ Fecha _____ Director(a) _____

Copy to: Parent / Guardian
Home school - File school copy in red folder



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ATTACHMENT M

(LETTERHEAD)

**STANDARDS-BASED PROMOTION
END OF SUMMER SCHOOL/INTERSESSION PROMOTION/RETENTION
DETERMINATION LETTER**

To the Parent/Guardian of _____
(Student Name)

(Date of Birth) (Grade) (Home School)

This letter is to inform you that the following promotion/retention determination has been made for your son/daughter:

- Student is promoted for the coming school year.
- Student in grade 2-4 does not meet the criteria for promotion; however, the teacher recommends promotion and the Justification for Promotion Form is attached.
- Student in grade 5 does not meet the criteria for promotion; however, the teacher recommends promotion and the Justification for Promotion Form is attached. Student is promoted and is placed in one of the following 6th grade programs:
 - Developing Readers and Writers course based on program criteria
 - English Language Arts Core course with interventions
 - Double block ESL course with interventions
 - A grade 6 Mathematics course with interventions
- Student is retained.

COMMENTS: _____

Parent Conference held on _____/Letter mailed on _____.

If you wish to make a formal appeal to this decision, please contact your child's home school to begin the appeal process.

Principal Signature _____ Date: _____

Teacher Signature _____ Date: _____

PLACE COPY IN STUDENT'S RED FOLDER



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ATTACHMENT M

(MEMBRETE)

CARTA DE DETERMINACIÓN A LOS PADRES SOBRE EL FIN DEL PROGRAMA DE PROMOCIÓN/RETENCIÓN EN LA INTERCESIÓN DE CURSOS O DURANTE EL VERANO BASADO EN LAS NORMAS ACADÉMICAS DE PROMOCIÓN

A los padres o tutores de: _____
(Nombre del Estudiante)

Fecha de Nacimiento

Grado

Plantel Escolar

Esta carta es para informarle que la siguiente determinación sobre promoción o retención de su hijo(a) se ha llevado acabo:

- El estudiante es promovido(a) al próximo año escolar.
- El estudiante del segundo al cuarto grado no cumple con el criterio de promoción; sin embargo el maestro recomienda la promoción y el formulario de justificación por la promoción esta aqui adjunta.
- El estudiante de quinto grado no cumple con los requisitos para ser promovido; sin embargo, el maestro recomienda que sea promovido y el formulario para la justificación de promoción esta aqui adjunta. El estudiante es promovido y asignado a uno de los siguientes programas de sexto grado.
 - Curso de Desarrollo de Lectores y Escritores basado en el criterio del programa
 - Curso profundo en Lengua y Literatura con intervención
 - Doble curso del programa de Inglés Como Segundo Idioma (ESL) con intervención
 - Un Curso de Matemáticas para el sexto grado con intervención
- El estudiante es retenido.

COMENTARIOS: _____

La conferencia con el padre o tutor se llevo acabo el ____/La carta se envio por coreo el ____.
Si desea apelar esta decisión, por favor comuníquese a la escuela de su hijo para comenzar el proceso de apelación.

Firma del Director _____ Fecha _____

Firma del Maestro _____ Fecha _____

COLOCAR EN EL EXPEDIENTE ROJO DEL ALUMNO



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

MEM-4627.0
 March 16, 2009

ATTACHMENT N-1

(LETTERHEAD)

JUSTIFICATION FOR PROMOTION FOR GRADE 2-4

To the Parent/Guardian of _____

 (Date of Birth) (Grade) (Track) (Room #)

This letter is to inform you that your son/daughter is promoted, although he/she does not meet the criteria for promotion.

Pursuant to Education Code Section 48070.5(1) (d), this student shall be retained unless the student's regular classroom teacher specifies in writing that retention is not appropriate and that the child will be promoted. In accordance with the above-referenced laws, and based on a review of your child's academic record, the student's classroom teacher has determined that retention of the student is not appropriate for the followings reason(s): (Please check box(es) and initial.

- _____ Previously retained and referred to other resources.
- _____ ELD progress demonstrated by other factors indicated in comment section below.
- _____ Affective needs of the student (social/emotional/serious illness/family situation).
- _____ Previous year's final Progress Report indicates continuous growth and progress toward grade level standards.
- _____ Individualized Education Program (IEP) team has recommended promotion.

Additional Comments: _____

Your son/daughter does not meet the criteria for promotion based on the following:

- Reading score of 1 on the Progress Report and score of 1 on the Periodic Writing Assessment
- English Learner who has remained at the same ELD level for two or more years

GRADE 4 ONLY:

- Mathematics score of 1 on the Progress Report and score of Below Basic or Far Below Basic on the Mathematics California Standards Test from the previous year.

The following interventions are available to assist your son/daughter in meeting State Standards:

- | | |
|--|---|
| <input type="checkbox"/> Extended Learning Program (ELP) | <input type="checkbox"/> Summer School/Intersession is required |
| <input type="checkbox"/> English Language Acquisition Program (ELAP) | <input type="checkbox"/> Local School Design _____ |
| <input type="checkbox"/> Extended School Year (ESY) | <input type="checkbox"/> Supplemental Educational Services (SES)
for eligible students at Program Improvement schools only |

Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____

This plan for intervention has been provided and discussed with the student's parent or guardian as verified by the signature below:

Parent Signature: _____ Date: _____

PLACE COPY IN STUDENT'S RED FOLDER



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

MEM-4627.0
March 16, 2009

ATTACHMENT N-1

(MEMBRETE)

FORMULARIO PARA LA JUSTIFICACIÓN DE PROMOCIÓN PARA GRADOS 2-4

A los padres o tutores de _____
 _____ (Nombre del Estudiante)

 Fecha de Nacimiento _____ Grado _____ Ciclo Escolar _____ Número del Salón _____

El proposito de esta carta es para informarle que su hijo(a) es promovido(a) aunque el/ella no cumple con el criterio de promoción.

De acuerdo con el Código de Educación Sección 48070.5(1)(d) este estudiante estará retenido a menos que el maestro especifique por escrito que la retención no es apropiada y que el estudiante será promovido. De acuerdo con las leyes mencionadas, y basado en una revision del expediente académico del estudiante, el maestro ha determinado que la retención del estudiante no es apropiada por los siguientes motivos:

- Previamente repitió un grado y fue referido a otros recursos.
- Progreso en el desarrollo del inglés (ELD) demostrado por otros factores indicado abajo en la sección de comentarios.
- Necesidades afectivas del alumno (sociales/emocionales/enfermedad grave/situación familiar).
- Calificaciones del reporte final del año anterior, indican desarrollo y progreso continuo hacia las normas del nivel de grado.
- El equipo del Plan Educativo Individualizado (IEP) ha recomendado promoción.

Comentarios adicionales:

Su hijo(a) no cumplió con el criterio de promoción basado en lo siguiente:

- Recibió marca de (1) en lectura en el expediente de calificación y marca de (1) en la evaluación periódica de escritura.
- El estudiante aprendiendo el idioma inglés permaneció en el mismo nivel de inglés (ELD) por dos o más años.

CUARTO GRADO SOLAMENTE

- Recibió marca de (1) en el reporte progresivo sobre matemáticas y en el alcance intensivo en la primera, segunda y tercera evaluación trimestral.

Las siguientes intervenciones académicas están disponibles para asistir a su hijo(a) a cumplir con las normas estatales:

- Programa Suplementario de Aprendizaje (ELP)
- Escuela de Verano/Clases entre ciclos escolares en escuelas de año escolar continuo es requerido
- Programa de Aprendizaje del Idioma Inglés (ELAP)
- *Programa diseñado por la escuela/Otro
- Servicios Educativos Suplementarios (SES) para estudiantes elegibles asistiendo al Programa de Mejoria de escuelas

Firma del maestro: _____ Fecha: _____

Firma del director: _____ Fecha: _____

Este plan de intervención mandatorio ha sido compartido y discutido con el padre o tutor del estudiante y verificado con la siguiente firma:

Firma del padre: _____ Fecha: _____

COLOCAR EN EL EXPEDIENTE ROJO DEL ALUMNO



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

MEM-4627.0
 March 16, 2009

ATTACHMENT N-2

(LETTERHEAD)

JUSTIFICATION FOR PROMOTION FOR GRADE 5

To the Parent/Guardian of _____

 (Date of Birth) (Grade) (Track) (Room #)

This letter is to inform you that your son/daughter is promoted, although he/she does not meet the criteria for promotion.

Pursuant to Education Code Section 48070.5(1) (d), this student shall be retained unless the student's regular classroom teacher specifies in writing that retention is not appropriate and that the child will be promoted. In accordance with the above-referenced laws, and based on a review of your child's academic record, the student's classroom teacher has determined that retention of the student is not appropriate for the followings reason(s): (Please check box(es) and initial.

- _____ Previously retained and referred to other resources.
- _____ ELD progress demonstrated by other factors indicated in comment section below.
- _____ Affective needs of the student (social/emotional/serious illness/family situation).
- _____ Previous year's final Progress Report indicates continuous growth and progress toward grade level standards.
- _____ Individualized Education Program (IEP) team has recommended promotion.

Additional Comments: _____

Your son/daughter does not meet the criteria for promotion based on the following:

- Reading score of 1 on the Progress Report and score of 1 on the Periodic Writing Assessment
- English Learner who has remained at the same ELD level for two or more years
- Mathematics score of 1 on the Progress Report/Report Card indicates continuous growth and progress toward grade level standards.

The following interventions are necessary to assist your child in meeting grade level standards. Your child will be promoted and placed in one of the following programs:

- Developing Readers and Writers course based on program criteria
- English Language Arts Core course with Interventions
- Double block ESL course with interventions
- A grade 6 Mathematics course with interventions

In addition, it is required that your son/daughter attend a summer school/intersession program.

Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____

This plan for intervention has been provided and discussed with the student's parent or guardian as verified by the signature below:

Parent Signature: _____ Date: _____

PLACE COPY IN STUDENT'S RED FOLDER

