

**EXHIBIT J** (in-person services)

Or

**Exhibit K** (virtual services/hybrid services)

**Los Angeles Unified School District  
BSAP Comprehensive Services for Students and Parents**

**WORK ORDER REQUEST**

<b>Date:</b>		<b>Contract Number:</b>	
<b>Contractor Name:</b>		<b>Work Order Number:</b> <i>(School assigns #)</i>	
<b>Vendor Number:</b>		<b>LRP Number:</b>	

**Location(s) where services will be performed:**

<b>School:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Principal:</b>	
<b>Email:</b>	

**I. Objectives for this Work Order:**

**Select objective(s) for services provided under this work order.** Must be consistent with contract (Exhibit A and/or K.1 (virtual services) and for only the objective(s) awarded to Contractor.

**SAFE PASSAGE, PEACE BUILDING, AND COMMUNITY DEVELOPMENT**

- Objective 1:  Safe Passage      Objective 2:  Peace Building      Objective 3:  Community Development
- Grades:  K – 5                      Grades:  K – 5                      Grades:  K-5
- 6-8     6-8     6-8
- 9 - 12     9 – 12     9-12
- Parent(s)     Parent(s)     Parent(s)

**COMMUNITY PARTNERSHIPS**

- Objective 4:  Parent Education/Workshops
- Objective 5:  Foster Youth Education/Workshops.  
Grades:  K – 5                       6-8                       9 - 12
- Objective 6:  Restorative Justice practices and strategies.
- Objective 7:  College Planning and Participation.  
Grades:  9 - 12
- Objective 8:  Students' participation in a direct class, small group career mentoring, job training.  
Grades:  K – 5                       6-8                       9 - 12
- Objective 9:  Students mentoring and academic support including, but not limited to the California Core Standards.

Grades:  K – 5       6-8       9 - 12

Objective 10:  Students support in Leadership Development.

Grades:  K – 5       6-8       9 – 12

**II. Contractor’s Quote for Services:**

Contractor shall submit an itemized quote including:

- Service dates (start and end dates of services)
- Description of services
- Hours/Days/Times of performance
- Pricing (consistent with Exhibit B of the contract)

**III. Description of Virtual Services (if applicable):**

If providing virtual services, Contractor shall attach its Virtual Services Plan (Exhibit K.1 of the contract) as an attachment to this Work Order.

- NOTE: When providing virtual services at the school, the contractor shall email the school principal the link for students to receive access to the services. When providing virtual services at home, the contractor shall email the parent the link for student to access the services.

**IV. Key personnel:**

Name(s) and title(s) of “Key Personnel” providing the services must be consistent with list of “Qualified Key Personnel” listed in Exhibit A of the contract. Key Personnel identified to perform services must also meet the District’s Fingerprinting and Tuberculosis Clearance requirements as set forth in the contract.

**Contractor shall submit FINGERPRINT AND CRIMINAL BACKGROUND CHECK and TUBERCULOSIS CLEARANCE CERTIFICATION with its quote, for in-person or virtual services.** No person or his/her successor, approved by the District, shall be removed or replaced by the Contractor, nor shall his/her agreed-upon function or level of commitment be changed, without a Change Order issued by the District.

**V. School Notes:**

*For the Community Based Safety Program, the School Administrator must submit a copy of this work order to the school’s Director, School Operations Jose Avila.*

*For Community Partnerships, the School Administrator must submit a copy of this work order to the school’s BSAP Administrator/Coordinator.*

X

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School Admin Signature (Requester)  
Title:

X

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Date