


INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Division of Special Education

TO: Principals
Local District Superintendents
Local District Principal Supervisors

DATE: December 2, 2019

FROM: Anthony Aguilar 
Chief of Special Education, Equity and Access

**SUBJECT: 2020-21 BUDGET DEVELOPMENT FOR SPECIAL EDUCATION
TEACHERS AND ASSISTANTS**

This correspondence is to inform you of our planned timelines for Special Education school resource allocations for the 2020-21 school year.

The Special Education Division will be using student-level data to project new and closing programs at each school site. The data will rely on student information from MiSiS and Welligent.

In January 2020, we will inform Local Districts of initially planned opens and closes of programs at each school. We expect more student data to become available throughout the spring semester, due to future IEPs, magnet and zone of choice applications. As such, we will continuously update schools and Local Districts of any changes to our initial projections. Schools will have the opportunity to appeal any program decisions in February. You may contact your Local District Special Education Administrator for specific instructions on the appeal process. Once the budget system opens for budget development, schools will have the opportunity to exercise purchasing flexibility over positions that have been closed.

As a reminder, schools must verify that all program, staffing, and student information are up to date and accurate in Classroom Management no later than January 17, 2020. Per REF – 6325.0, all schools must account for all Special Education teachers and assistants in the Classroom Management module. For your reference, the bulletin can be accessed here: <https://bit.ly/330DKux>. Failure to do so could impact school resource allocations for Budget Development.

All Special Education teacher and assistant positions will be subject to review and reconciliation during Budget Development. The Division will use projected enrollment and Classroom Management data to finalize any necessary adjustments to Special Education positions. If a school is found to have an excess number of Special Education assistant positions, those that are missing from Classroom Management will be closed first. If a program closes, any assistant positions tied to that program may be closed as well. Similarly, if a school has excess baseline positions in a particular program, the corresponding number of positions in that program may be closed. Administrators will be allowed to provide input on pending assistant closures when the budget system opens for budget development.

At the start of the 2020-2021 school year, we will continue to make any necessary adjustments to resources to reflect actual enrollment and program placement. Norm Day adjustments will take place concurrently with General Education teacher adjustments.

For any questions on the timeline or process, or to discuss programs at school sites, please contact your Special Education Service Center Administrator.

c: Austin Beutner
Local District Administrators of Operations
SESC Administrators
Finance Division
School Fiscal Services
Personnel Commission
Human Resources