


INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Chief of Special Education and Specialized Programs
Division of Special Education

TO: Principals
Region Superintendents
Regional Directors

DATE: December 10, 2024

FROM: Anthony Aguilar 
Chief of Special Education and Specialized Programs

**SUBJECT: 2025-2026 BUDGET DEVELOPMENT FOR SPECIAL EDUCATION
TEACHERS AND ASSISTANTS**

This correspondence informs Principals of the planned timelines for Special Education school resource allocations for the 2025-2026 school year.

Timeline	Action
December 6, 2024	Welligent Classroom Management updated to reflect student enrollment accurately
January 6, 2025	Schools are provided with all projected changes, and appeal form
January 10, 2025	Deadline for schools to submit an appeal for Special Education Teachers and Assistant allocations for FY 26
January 31, 2025	Deadline for the Division to respond to submitted appeals

The Division of Special Education will utilize student-level data to project program openings and closures at each school site. The data will be based on student information from the MiSiS and Welligent Systems.

Preliminary projections for program opening and closures will be shared with Region office support staff by early January 2025. In collaboration with the Special Education Region administrator, if a school disagrees with the provided projections, there will be an opportunity to appeal. We encourage schools and Region staff to work collaboratively to address and prevent over-norm classroom situations. Schools will also retain the flexibility to utilize their purchasing options for additional staffing positions as needed.

This is a reminder that all schools must ensure that program, staffing, and student information in the Welligent Classroom Management Module is current and accurate by December 6, 2024. Failure to meet this deadline may affect your school's resource allocations for Budget Development.

In accordance with REF-6325.0 - *Annual Reporting of SESAC Data and Program Support Assignments Using the Welligent Integrated System*, dated July 14, 2014, all schools must account for all Special Education teachers and assistants within the Welligent Classroom Management module. Your attention to this matter is essential for maintaining accurate data and ensuring appropriate resource distribution.

2025-2026 Budget Development for Special Education Teachers and Assistants

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As part of the budget development process, all positions will be carefully reviewed to ensure that resources are aligned with student needs. If this review identifies any excess positions, those positions will be subject to closure, and personnel may be reassigned to other vacancies where support is needed. School site administrators will be able to provide input on any positions identified for potential closure. Your collaboration in this process is essential to ensure staffing allocations effectively support our students' education requirements.

At the start of the 2025-2026 school year, we will continue to make any necessary adjustments to reflect actual enrollment and program placement. Norm Day adjustments will take place concurrently with General Education teacher adjustments.

If you have any questions regarding the process or would like to discuss programs at school sites, please contact your Region's Special Education Administrator.

c: Pedro Salcido
Karla V. Estrada
Region Administrators of Operations
Region Special Education Administrators
Finance Division
School Fiscal Services
Personnel Commission
Human Resources