

ABCs of Norm (Schools & Offices)

Updated 03/27/15

Who, What, When, Why, and How?

- **What are Norm Reports?** Norm Reports provide the District-recommended staffing of teachers, administrators, counselors, and clerical personnel for a school based on projected (ECAST) or actual (Pre-Norm, Norm Day) enrollment and other school characteristics (e.g., school type, norm category, affiliated status).
- **What Norm reports are available?**
 - **HR038 Off-Norm School Level:** Off-norm funded positions available at a school
 - **HR039 Norm School Level Detail (Over/Under):** Earned versus actual norm positions to determine if a school is over, under, or balanced.
 - **HR046 Norm School Detail by Grade Group:** Earned norm positions
 - **HR080 Norm Detail (Over/Under) w/Enrollment :** A fixed layout report similar to HR039, developed with recommended fields including enrollment figures.
 - **HR081 Norm by Grade Group w/Enrollment:** A fixed layout report similar to HR046, developed with recommended fields including enrollment figures.
- **Who should have access to Norm reports?** School Site Administrators (Principals, APs, SAAs), Budget Services Division, Human Resources Division, ESCs, and other divisions in Central Office.
- **When and why should I view the reports?** At minimum, the school administrator should review Norm reports twice a year to verify staffing allocations: once before Budget Development for the next fiscal year and once after Norm Day for the current fiscal year.
- **How do I get access to the Norm reports?**

For School Site personnel,

 - Go to the SAP Security Access website: <http://btssecform-1p.lausd.net/app/SignIn>.
 - Fill out the form
 - Select HR - Human Resources, then select BW - HR Norm Reporter role
 - Print and fax in the form

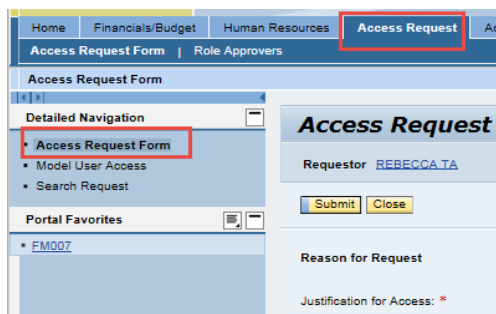
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For Central Office personnel,

- After you sign in to SAP, go to the Access Request tab.
- Fill out the form
- Select role BH153_0000 BW - HR Norm Reporter
- Submit the form on-line

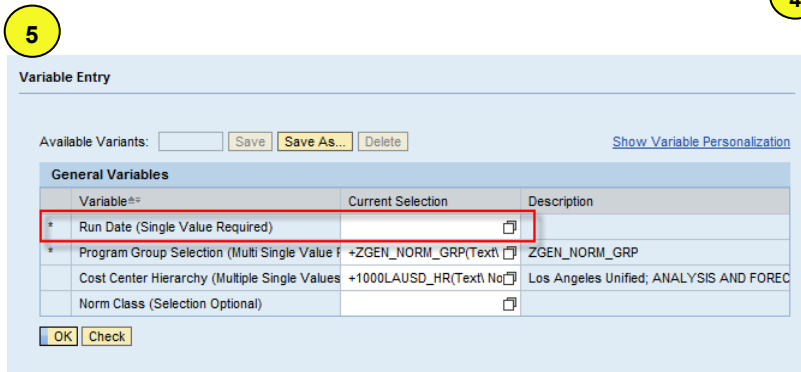
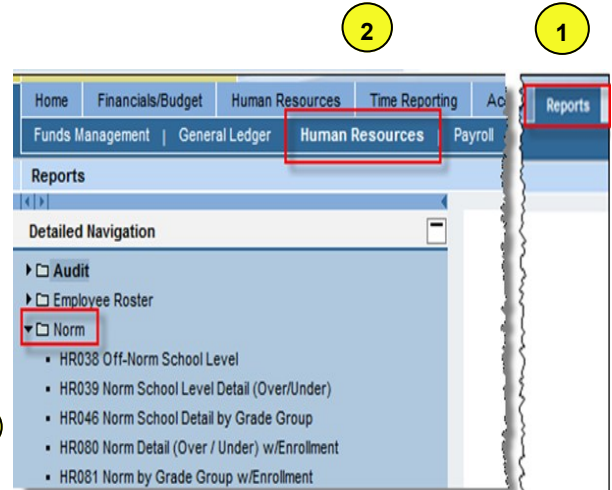


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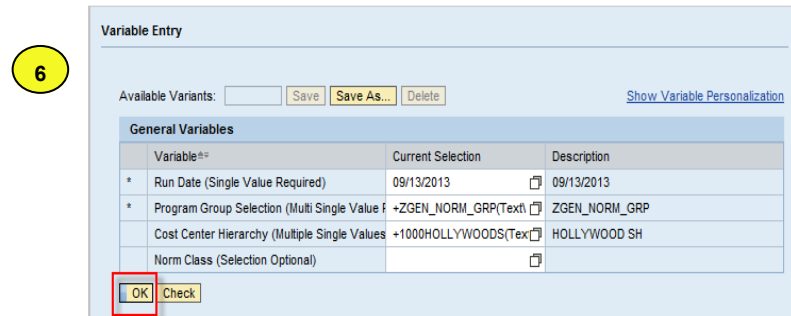
Getting Started With Report Basics

Accessing, Executing, and Printing the Reports:

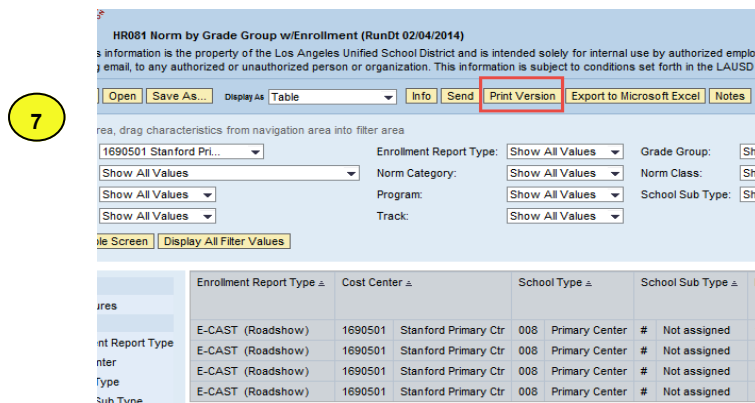
1. After logging in, click the Reports tab.
2. Click Human Resources.
3. Click the Norm folder to access the reports.
4. Click on the name of the desired report to launch the criteria entry screen.
5. The Variable Entry window is for users to enter selection criteria. Enter the Run Date.
 - ⇒ The run date for 15-16 ECAST is **02/10/2015**
 - ⇒ The run date for 14-15 Norm Day is **09/12/2014**



6. The report default includes all Norm Classes (administrators, counselors, teachers, and clerks). To run the report for all Norm Classes click the "Ok" button.



7. The results will be displayed on the screen. The results can be printed and/or exported to Excel. To print the report click on the button.



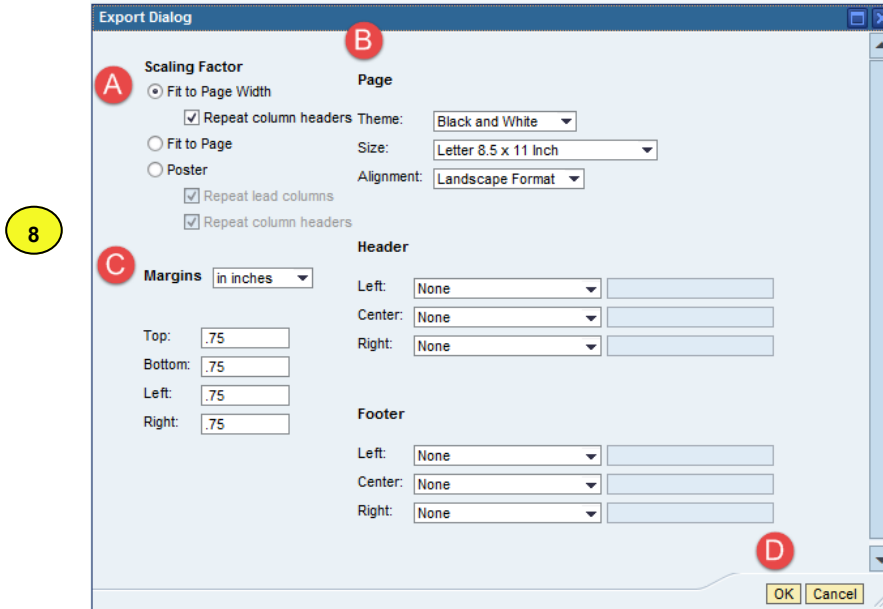


ABCs of Norm (Schools & Offices)

Getting Started With Report Basics (cont'd.)

Accessing, Executing, and Printing the Reports:

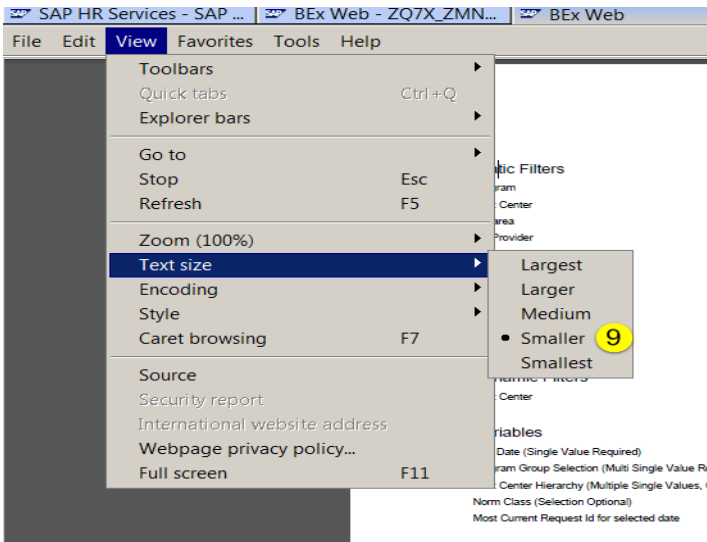
8. After clicking the Print Version button the “Export Dialog” will pop-up:



- A. In the Scaling Factor section select “Fit to Page Width”
- B. In the Page section select
 - i. Theme: Black and White
 - ii. Size: Letter 8.5 X 11 inch
 - iii. Alignment: Landscape Format
- C. In the Margins section change Margin to “in inches” and set Top, Bottom, Left and Right to .75
- D. Click the OK button

9. From the menu bar, click View, choose Text Size, and choose Smaller

10. To print report, click on the printer icon. To save as PDF click on the save icon.



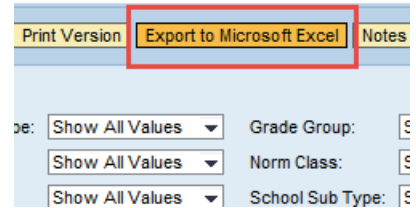
ABCs of Norm (Schools & Offices)

Getting Started With Report Basics

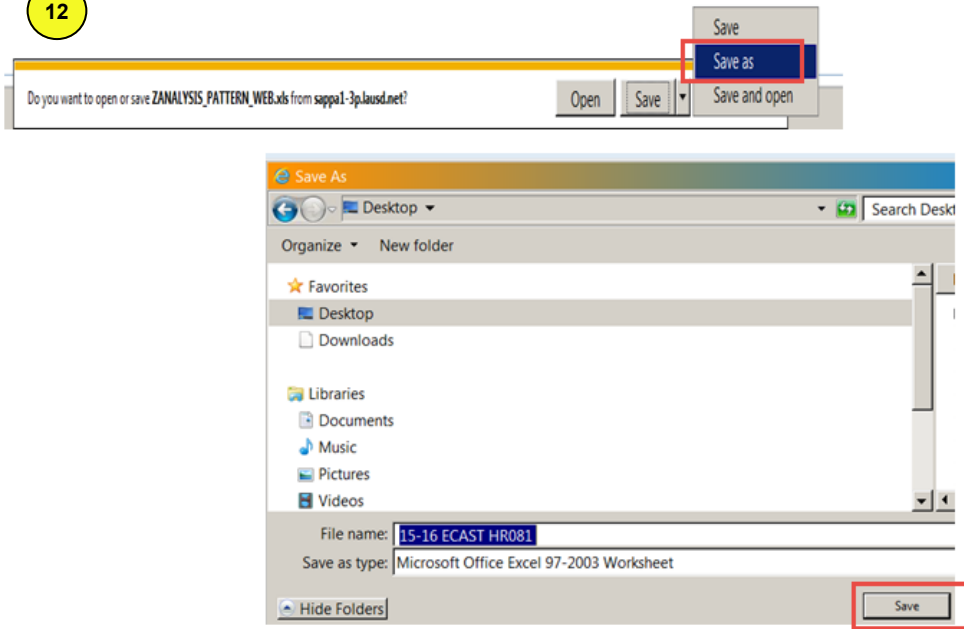
Accessing, Executing, and Printing the Reports:

11. To export to Excel, click the Export to Microsoft Excel button
12. Click Save as, select where to save, change the file name, and click on Save

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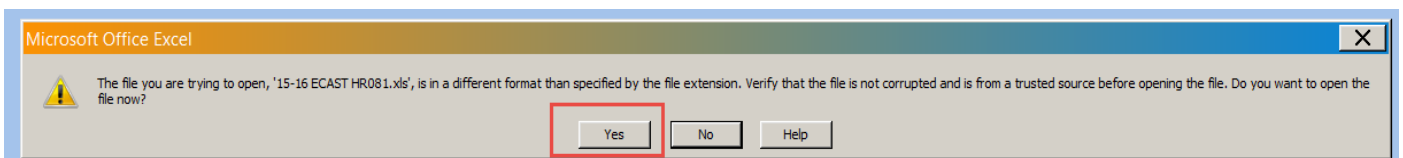
13. Once the download has completed, click Open.

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14. A pop-up message will appear. Click Yes to view the results of the download.

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ABCs of Norm (Schools & Offices)

Know your SAP and Norm Terms

- **Cost Center:** Equivalent to LAUSD's location code and the name of the site.
- **Enrollment Report Type:** Identifies the type of enrollment data being used in the report:
 - **E-CAST:** Projected enrollment data used to calculate the number of positions for the new school year
 - **Pre-Norm:** Actual enrollment data used to calculate and monitor the over/under number during the weeks prior to Norm Day.
 - **Norm Day:** Actual enrollment data on the designated Norm Day for single track and four-track schools
 - **Grade Group:** Number of students for specific grade bands(e.g. K-G3, G9-G12) used as the basis to calculate staffing positions.
- **Job:** An 8-digit code equivalent to LAUSD's job classification. The first 3 digits of the job (key) is the SACs code. The next digit is a place-holder for future expansion. The last 4 digits are equivalent to the legacy job class code.
- **Norm Category:** Desegregated/Receiver, Predominantly Hispanic, Black, Asian and Other Non Anglo (PHBAO), Magnet I, or Magnet II
- **Norm Class:** Job groupings (AP, AP_COUNSELOR, CLASS_SIZE_RED, CLERK, PRINCIPAL, TEACHER)
- **Norm Earned Positions (Full Time Equivalent [FTE]):** The number of positions earned based on enrollment, norm category, school type, and affiliated status as they relate to the norm tables
- **Norm Indicator:** Identifies the specific type of norm resource (e.g., Gr. K-G5(/6) Teachers, Gr. 6-12 Teachers, 8th Grade Eng Auxiliary)
- **Over/Under Positions:** Norm Earned Positions (FTE) minus Current Actual Positions (FTE) = Over/Under Positions. If the result is a positive number, then an increase in staffing is recommended. If the result is a negative number, then a reduction in staffing is recommended.
- **Personnel Area:** Defines the class of the employee: Classified (1), Certificated (2), Unclassified (3), and the appropriate Bargaining Unit.
- **Personnel Sub Area:** Defines the school basis and track.
- **Program Group:**
 - **ZGEN_NORM_GRP** is the report default. Program codes included in the report default:
 - ◆ 11448 Accelerating Academic Literacy
 - ◆ 13027 General Fund School Program
 - ◆ 13723 Charter School Categorical Block Grant
 - ◆ 10400 TSP-Per Pupil School Allocation
- **Position:** An 8-character code to which an employee is assigned. A position is defined by a number of characteristics, such as cost center, job code, personnel subarea (basis), full-time equivalent (FTE), program, and funding percentage.
- **Position Program 1-12:** Positions can be multi-funded up to 12 programs, with each program representing a certain percentage. In the default layout, two funding lines are included: Program 1/Position Funding% 1 and Program 2/ Position Funding % 2. Programs 3 through 12 and the associated Funding %s are not part of the default layout but can be added from the Free Characteristics.
- **Position Vacant:** An indicator that identifies whether the position is filled or vacant.
- **Run Date:** The enrollment capture date. The date is entered into the Run Date field on the variable screen using format MM/DD/YYYY (e.g., 02/10/2015).
- **School Type:** School descriptor, most often associated with grade levels and magnet status (e.g., elementary, middle, senior high, span, elementary magnet, span magnet, etc.)
- **Student Enrollment:** The number of students used as the basis for norm calculations



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Norm Programs

- Teacher positions = Programs 13027 & 13723
- Accelerating Academic Literacy Auxiliary = Program 11448
- Administrative positions = Program 13027
- Counselor positions = Program 13027
- Clerical positions = Program 13027
- 8th and 9th Grade Math/English Auxiliary = Program 10400

Reference Materials

- **2015-16 Staffing Ratios for Certificated and Classified Personnel are published on School Fiscal Services website:**
 - Elementary School Staffing
Board Approved Staffing Ratios for 2014-15—Elementary Schools—March 23, 2015
 - Middle School Staffing
Board Approved Staffing Ratios for 2014-15—Middle Schools—March 23, 2015
 - Senior HS Staffing
Board Approved Staffing Ratios for 2014-15—Senior High Schools—March 23, 2015
 - Magnet School Staffing
Board Approved Staffing Ratios for 2014-15—Magnet Schools—March 23, 2015
 - Magnet Center Staffing
Board Approved Staffing Ratios for 2014-15—Magnet Centers—March 23, 2015
 - Options Schools Staffing
Board Approved Staffing Ratios for 2014-15—Options Schools—March 27, 2015
- **2015-16 Norm and Pre-Norm Dates are pending publication**