

**INTEROFFICE CORRESPONDENCE**  
**Los Angeles Unified School District**  
Human Resources Division

**TO:** Region Superintendents

**DATE:** September 9, 2025

**FROM:** Francisco J. Serrato, Ed.D.   
Chief Human Resources Officer

**SUBJECT: 2025-26 NORM DAY STAFFING GUIDANCE**

**Purpose**

As Norm Day 2025 approaches, this correspondence is intended to provide updated staffing guidance. Please note that Norm Day has been rescheduled from **September 12, 2025, to September 19, 2025.**

Human Resources remains committed to ensuring that currently assigned teachers are placed in regular teaching assignments for the 2025–26 school year. As part of this effort, some teachers may be assigned to schools with vacancies that align with their unique qualifications.

**Action Steps for Potential Growth Positions**

- Please identify if growth positions result in an additional teacher or possible reorganization.
- If the growth position requires an additional teacher, placement should prioritize appropriately credentialed internal candidates, including displaced teachers.
- New hires in credential areas in which we have qualified displaced teachers without assignments will not be approved.
- School administrators will communicate with their Personnel Specialists to request posting of growth vacancies.
- E-Cast appeals will be held in place until September 19, 2025.

**Action Steps for Potential Teacher Displacement**

- Schools should begin the process of planning for any necessary reorganization caused by insufficient enrollment to retain forecasted norm-generated positions.
- The purchasing of Class Size Reduction (CSR) positions, other than those necessary to maintain current staffing levels, will be considered on a case-by-case basis, after all vacancies and positions have been backfilled. Additional consideration will be given to requests from:
  - Priority Schools
  - Dual Language Programs
  - TK/K combo classes
  - Extremely small elementary schools to prevent combination grade classrooms of 3 grade levels or more
  - Extremely small secondary schools to ensure all graduation requirement courses are offered
  - Schools within 10 students of meeting the norm requirements to retain the teacher, or
  - Secondary schools strategically using class size reduction teachers for English/Math classes.

- Acknowledgement from the Region must be secured by completing **Attachment A – Class Size Reduction Acknowledgement Form**. Attachment A must then be submitted to the assigned Personnel Specialist to open a position.
- If displacements occur, the Region should assess the needs of other school sites with growth positions and/or positions currently available for backfill within their Region that may be staffed by those being displaced.

### **Off Norm, Out of Classroom Positions, and Transfers**

- Filling norm-based vacancies continues to be the priority.
- Class size reduction positions may be filled after norm-based positions are filled (with particular emphasis on Priority Schools).
- Pending transfers may occur if approved by the Region Superintendent and only if an appropriately credentialed teacher (including displaced teachers/internal candidates) is available to fill the position being vacated.

If you have any questions, please contact your Human Resources Certificated Employment Region Directors and Personnel Specialists as follows:

#### **REGION EAST**

Rachel Saldana, Director	
William Masis, Personnel Specialist	Edward Salazar, Personnel Specialist

#### **REGION NORTH**

Miguel Garza, Interim Director	
Elise Cho, Personnel Specialist	Oscar Hernandez, Personnel Specialist

#### **REGION SOUTH**

Luz Ortega, Director	
Karen Castro, Personnel Specialist	Michael Thompson, Personnel Specialist

#### **REGION WEST**

Leanne Hannah, Director	
Patricia Camacho, Personnel Specialist	Thomas Ramirez, Personnel Specialist

c: Pedro Salcido  
 Karla V. Estrada  
 Kristen K. Murphy  
 Carolyn Spaht Gonzalez  
 Amanda Wherritt  
 Patricia Chambers  
 Karen Mercado

Sasha Lopez  
 Pia Sadaqatmal  
 Anthony Aguilar  
 Alejandra M. Sánchez  
 Administrators of Instruction  
 Certificated Hiring Directors

**CLASS SIZE REDUCTION ACKNOWLEDGEMENT FORM**LOS ANGELES UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION**DATE:** September , 2025**TO:** ,Region Superintendent  
(Name of Region Supt.)**FROM:** Principal, (Name of Principal) (Name of School, Location Code)**SUBJECT: CLASS SIZE REDUCTION ACKNOWLEDGEMENT**

Requests to purchase Class Size Reduction positions will be will be considered on a case-by-case basis, after all vacancies and positions have been backfilled.

**I am requesting to purchase a Class Size Reduction position(s) as indicated below:**

Rationale	Elementary/ Secondary (Subject)	Funding Source(s)	SENI Ranking	Priority School (Y/N)

\_\_\_\_\_  
Principal's Signature\_\_\_\_\_  
Region Superintendent's Signature\_\_\_\_\_  
Date

Please submit this signed form and signed Request for Personnel Action (RPA) to your assigned Personnel Specialist.