

**Quick Start Guide to the  
Preliminary Norm Enrollment  
and Staffing Dashboards  
for School Users**



Two norm dashboards are available to schools to monitor preliminary norm enrollment and norm staffing levels:

- **Norm Enrollment Dashboard** – The Norm Enrollment Dashboard was launched in 2016-17 to help schools monitor their enrollments and resolve data issues in a timely manner. The dashboard has been upgraded to enhance the user experience and improve data transparency. The dashboard displays classification enrollment counts, adjustment counts, norm enrollment counts, and warning counts from the first day of school through Norm Day.
- **Norm Staffing Dashboard** – The Norm Staffing Dashboard helps schools monitor their staffing levels. The dashboard uses adjusted norm enrollment counts from the Norm Enrollment Dashboard to calculate teacher, administrator, counselor, and clerical allocations from the first day of school through Norm Day.

Information from the Norm Enrollment and Staffing Dashboards is preliminary until posted as Final 2018-19 Norm Data by Budget Services. Refer to the *Quick Start Guide to the Final Norm Enrollment and Staffing Dashboards for School Users*.

This *Quick Start Guide to the Preliminary Norm Enrollment and Staffing Dashboards for School Users* describes the components of the dashboards and how to navigate them, including these topics:

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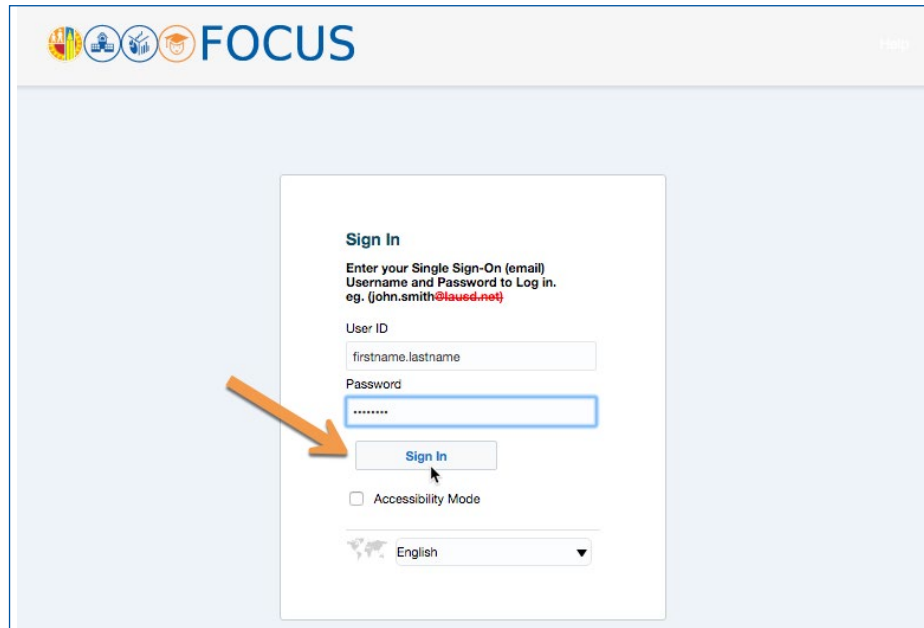
## Access the Dashboards

**Note:** The preferred browser is the most recent version of Google Chrome or Mozilla Firefox.

1. To access the dashboard, enter this **URL** into your browser:

<https://focus.lausd.net>

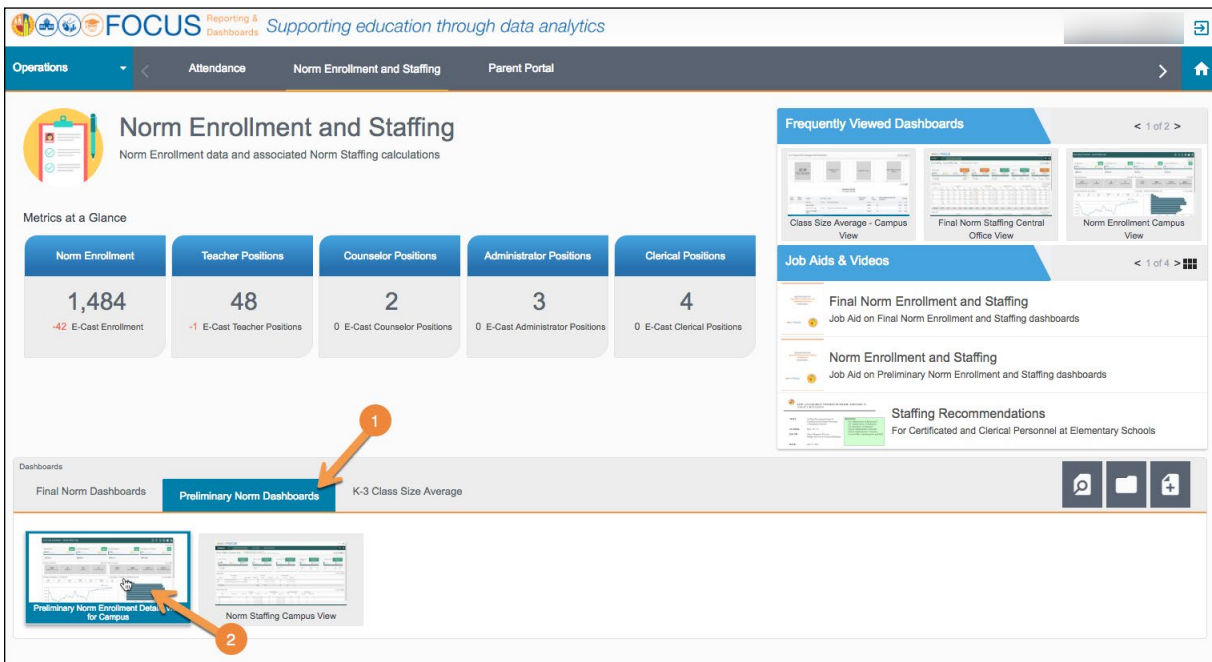
2. Log into Focus by entering your **Single Sign On username** and **password**. Then, click **Sign In**.



3. This takes you to the Focus Welcome Page. (1) Click the **Operations Analytic Area**. Then (2) click **Norm Enrollment and Staffing**.



4. At the bottom of the Subject Page, (1) click the **Preliminary Norm Enrollment tab**, and then (2) click the **Norm Enrollment Campus View** to navigate to the dashboard.



The screenshot shows the FOCUS Reporting & Dashboards interface. At the top, there's a navigation bar with tabs: Operations, Attendance, Norm Enrollment and Staffing (selected), and Parent Portal. Below this is the 'Norm Enrollment and Staffing' dashboard header with the subtitle 'Norm Enrollment data and associated Norm Staffing calculations'.

Under 'Metrics at a Glance', there are five cards showing key metrics:

| Norm Enrollment                | Teacher Positions                 | Counselor Positions               | Administrator Positions               | Clerical Positions               |
|--------------------------------|-----------------------------------|-----------------------------------|---------------------------------------|----------------------------------|
| 1,484<br>-42 E-Cast Enrollment | 48<br>-1 E-Cast Teacher Positions | 2<br>0 E-Cast Counselor Positions | 3<br>0 E-Cast Administrator Positions | 4<br>0 E-Cast Clerical Positions |

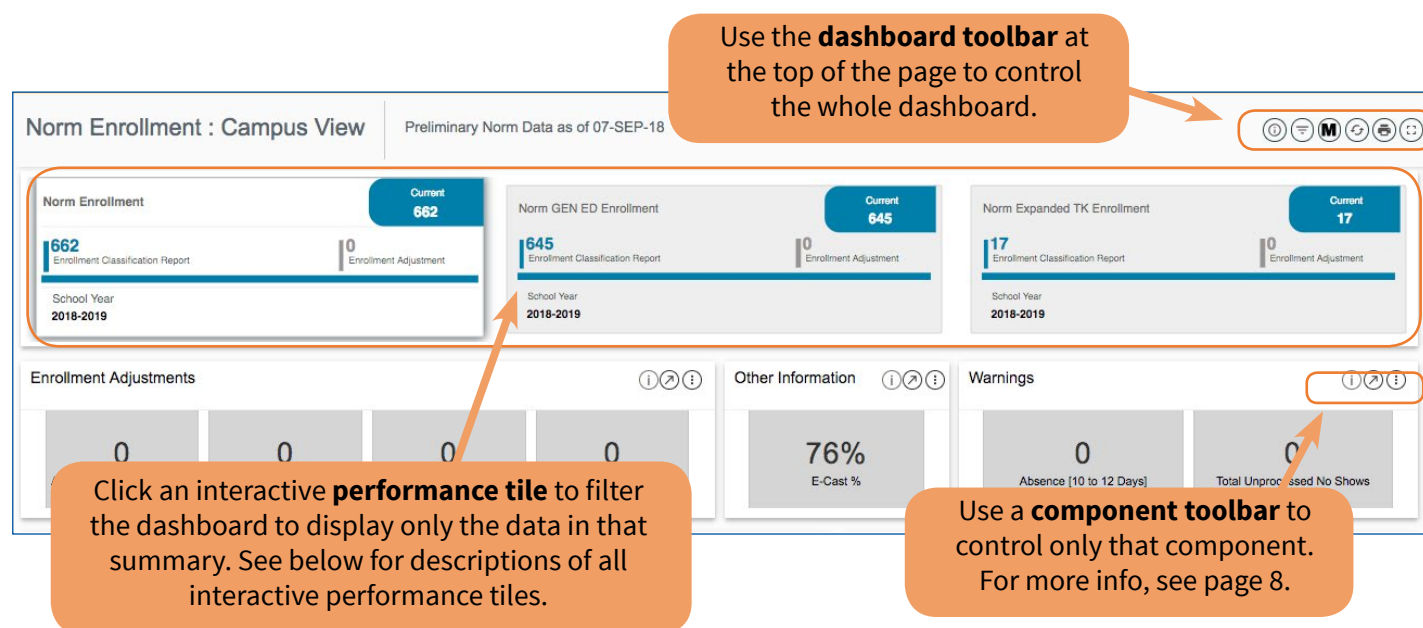
On the right side, there are sections for 'Frequently Viewed Dashboards' and 'Job Aids & Videos'. The 'Frequently Viewed Dashboards' section includes links to 'Class Size Average - Campus View', 'Final Norm Staffing Central Office View', and 'Norm Enrollment Campus View'. The 'Job Aids & Videos' section includes links to 'Final Norm Enrollment and Staffing Job Aid on Final Norm Enrollment and Staffing dashboards', 'Norm Enrollment and Staffing Job Aid on Preliminary Norm Enrollment and Staffing dashboards', and 'Staffing Recommendations For Certified and Clerical Personnel at Elementary Schools'.

At the bottom, there's a 'Dashboards' section with two tabs: 'Final Norm Dashboards' and 'Preliminary Norm Dashboards' (selected). Below the 'Preliminary Norm Dashboards' tab, there are two dashboard thumbnails: 'Preliminary Norm Enrollment Data for Campus' (labeled with a red arrow and the number 2) and 'Norm Staffing Campus View'.

## Navigate the Preliminary Norm Enrollment Dashboard

The Preliminary Norm Enrollment Dashboard captures daily enrollment data and applies adjustments to the data to arrive at the norm enrollment used for staffing schools. Data on the dashboard is defaulted to the latest capture date unless the dashboard is filtered for a different date. Use the dashboard toolbar to filter the dashboard for another capture date.

**Note:** *If you access the dashboard and the data does not appear accurate*, you must clear your browser cache. Refer to the job aid, *Clearing the Browser Cache*, for step-by-step instructions (This job aid can be found in the Job Aids & Videos section on the Subject Page).



Use the **dashboard toolbar** at the top of the page to control the whole dashboard.

Click an interactive **performance tile** to filter the dashboard to display only the data in that summary. See below for descriptions of all interactive performance tiles.

Use a **component toolbar** to control only that component. For more info, see page 8.

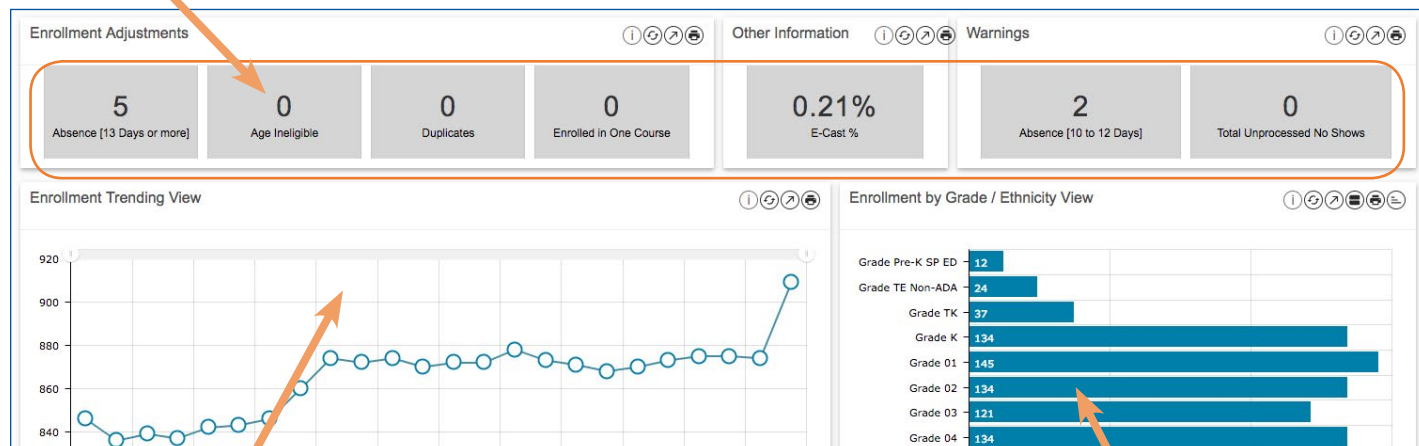
| PERFORMANCE TILE                   | DESCRIPTION  |
|------------------------------------|--|
| <b>Norm Enrollment</b>             | Count of students enrolled from Grade TE (Expanded Transitional Kindergarten) to Grade 12, including Special Day Program (SDP) students.   |
| <b>Norm GEN ED Enrollment</b>      | Count of students enrolled from Grade TK to Grade 12, excluding Special Day Program (SDP) and Expanded TK students (TE).   |
| <b>Norm SDP Enrollment</b>         | For Elementary, this is the count of students enrolled in Special Day Program classes. For Secondary, this is the count of students with an active Individualized Education Program (IEP) where the "Percent Time in Special Ed" is 50% or more. |
| <b>Norm Expanded TK Enrollment</b> | Count of students enrolled in Grade TE.  |

Each tile has three parts:

- Enrollment Classification Report** – Enrollment counts from the classification report.
- Enrollment Adjustments** – Enrolled students to be deducted from Enrollment count; this is the sum of all adjustments: Duplicates, Absences, Enrolled in 1 course, and Age Ineligible.
- Norm Enrollment** – Count of students enrolled from Grade TE to Grade 12, including Special Day Program students (SDP) minus total Enrollment Adjustments.

## Norm Enrollment Dashboard Cont'd

See below for descriptions of all other **performance tiles**.



The **Enrollment Trending View** displays the total norm enrollment from the first day of school through Norm Day.

The **Enrollment Grade/Ethnicity View** displays the ethnic breakdown by grade level for the selected capture date.

### Enrollment Adjustments

Enrollment adjustments are applied to the classification enrollment counts, which include the following:

| PERFORMANCE TILE                 | DESCRIPTION   |
|----------------------------------|---|
| <b>Absence [13 Days or more]</b> | Students with absences of 13 days or more from the enrollment date through Norm Day.  |
| <b>Age Ineligible</b>            | Students enrolled as Kindergarten (K) or Transitional Kindergarten (TK) but turn 5 years old after December 2, 2018 or students enrolled as Expanded Transitional Kindergarten (TE) but turn 5 years old after June 30, 2019. |
| <b>Duplicates</b>                | Students who have more than one enrollment record.  |
| <b>Enrolled in One Course</b>    | Students enrolled in one course only.   |

### Other Information

| PERFORMANCE TILE | DESCRIPTION   |
|------------------|---|
| <b>E-Cast %</b>  | Percentage of total norm enrollment to total E-CAST enrollment. |

### Warnings

| PERFORMANCE TILE                  | DESCRIPTION  |
|-----------------------------------|--|
| <b>Absence [10 to 12 Days]</b>    | Students with absences of 10-12 days from the enrollment date through Norm Day. These students are within 1-3 additional absences of being deducted from the enrollment count. |
| <b>Total Unprocessed No Shows</b> | Students flagged as no show in MiSiS by a school but the no show cannot be processed by the system because the students have a record of attendance, etc.                      |

## Norm Enrollment Dashboard Cont'd

The **School Details Report** provides a summary of the classification enrollment, adjustments, and the net or norm enrollment for each school on the campus (that is, home school, magnet center, other learning center, or dual language center). School Details are available for each of the following performance items:

- Enrollment Details
- Absence Days 13 or More
- Age Ineligible
- Duplicate Enrollment
- Enrolled in One Course
- E-CAST %
- Warning: Absence [10 to 12 Days]
- Warning: Total Unprocessed No Shows

Click these buttons to switch between the different **performance items**.

| <div> <div>Enrollment Details</div> <div>Absence Days 13 or More</div> <div>Age Ineligible</div> <div>Duplicate Enrollment</div> <div>Enrolled in One Course</div> <div>E-Cast %</div> <div>Warning Absence 10 to 12 Days</div> <div>Warning Unprocessed No Shows</div> </div> |             |   |                    |               |                            |            |           |
|--|-------------|---|--------------------|---------------|----------------------------|------------|-----------|
| LD   | Campus Name | School Name   | School Cost Center | School Number | School Type Description    | Enrollment | Adjustmen |
| S  | 107th St El | 107th Street Elementary                                   | 1585701            | 5857          | Elementary School          | 751        |           |
| S  | 107th St El | 107th Street Elementary Science/Tech/Eng/Arts/Math Magnet | 1585702            | 5858          | Magnet Center - Elementary | 128        |           |
| GRAND TOTAL  |             |   |                    |               |                            | 879        |           |

The **Student Details Report** provides a list of students enrolled at each school on the campus and displays any applicable adjustments or warnings for each student. The Student Details will only be displayed when a school is selected from the School Details. Student level details are available for each of the following performance items:

- Enrollment Details
- Total Adjustments
- Norm Enrollment
- Absence Days 13 or More
- Age Ineligible
- Duplicate Enrollment
- Enrolled in One Course
- Warning: Absence 10 to 12 Days
- Warning: Unprocessed No Shows

Click these buttons to switch between the different **performance items**.

Student Details : [Select school from the list above to see the Student Details]

Enrollment Details

Norm Enrollment

Absence Days 13 or More

Age Ineligible

Duplicate Enrollment

Enrolled in One Course

Warning Absence 10 to 12 Days

Warning Unprocessed No Shows

Rows 1 - 10

| LD | Board District | Campus Name | School Name             | School Cost Center Code | District ID | Full Name (LNF) | Age | Grade Level | Master Plan Program Code | Absent Days | Room Num | Teacher | Student Primary        | Student Additional Race Description | SDP Status Flag | Enrollment Date |
|----|----------------|-------------|-------------------------|-------------------------|-------------|-----------------|-----|-------------|--------------------------|-------------|----------|---------|------------------------|-------------------------------------|-----------------|-----------------|
| S  | 7              | 107th St El | 107th Street Elementary | 1585701                 |             |                 | 10  | 03          | El                       | 1           | 38       |         |                        |                                     | N               | 8/15/2017       |
| S  | 7              | 107th St El | 107th Street Elementary | 1585701                 |             |                 | 10  | 03          | El                       | 0           | 38       |         | White                  |                                     | N               | 8/15/2017       |
| S  | 7              | 107th St El | 107th Street Elementary | 1585701                 |             |                 | 10  | 03          | El                       | 0           | 38       |         | White                  |                                     | N               | 8/15/2017       |
| S  | 7              | 107th St El | 107th Street Elementary | 1585701                 |             |                 | 10  | 03          |                          | 0           | 38       |         | African American/Black |                                     | N               | 8/15/2017       |

Click the **blue button** to see all rows.



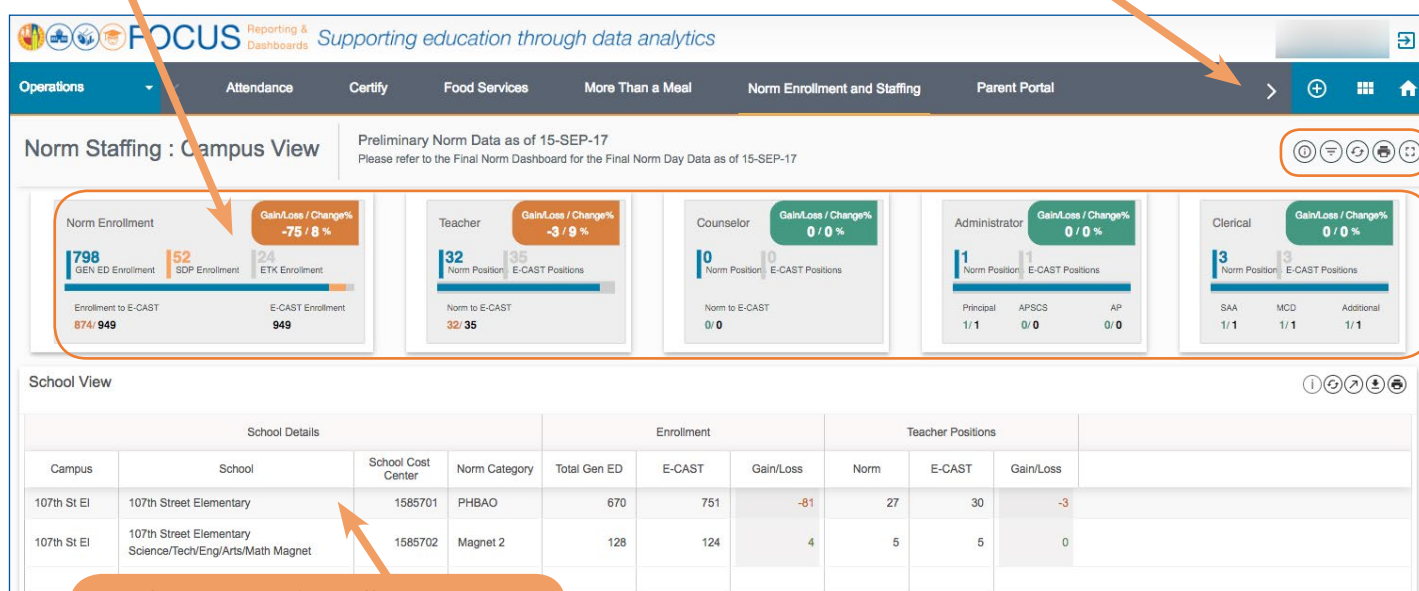
## Navigate the Norm Staffing Dashboard

The Norm Staffing Dashboard includes a comparison of E-CAST with the selected capture date for student enrollment and staffing allocations. This dashboard uses adjusted norm enrollment counts from the Norm Enrollment Dashboard to calculate teacher, administrator, counselor, and clerical allocations from the first day of school through Norm Day.

**Note:** Data on the dashboard is defaulted to the latest capture date unless the dashboard is filtered for a different date. Use the dashboard toolbar to filter the dashboard for another capture date.

The tiles in the header of the dashboard provide the **Gain/Loss/Change data** regarding Norm Enrollment, Teacher, Counselor, Administrator and Clerical positions.

Use the **dashboard toolbar** at the top of the page to control the whole dashboard, or use a **component toolbar** to control only that component. For more info, see page 8.



The **School View** allows you to see the enrollment and teacher positions for all campuses to which you are assigned.

In the **Grade Groups View**, based on the type of school, Elementary, Middle, High School, you will be able to view the Grade Group enrollment for determining your norm teacher positions. In addition, there is a "Norm Enrollment Range" and "# of Students to" to determine if you are losing or gaining a position.

**Grade Groups View**

| School  | Grade Group | Enrollment   |        |           | Teacher Positions |        |           | Norm Enrollment Range |     | # of Students to |               |
|---|-------------|--------------|--------|-----------|-------------------|--------|-----------|-----------------------|-----|------------------|---------------|
|   |             | Total Gen ED | E-CAST | Gain/Loss | Norm              | E-CAST | Gain/Loss | Min                   | Max | Lose Position    | Gain Position |
| 107th Street Elementary                                   | TK to 3     | 480          | 547    | -67       | 20                | 23     | -3        | 457                   | 480 | 24               | 1             |
| 107th Street Elementary                                   | 4 to 5(6)   | 190          | 204    | -14       | 7                 | 7      | 0         | 184                   | 214 | 7                | 25            |
| 107th Street Elementary Science/Tech/Eng/Arts/Math Magnet | TK to 3     | 68           | 64     | 4         | 3                 | 3      | 0         | 49                    | 72  | 20               | 5             |
| 107th Street Elementary Science/Tech/Eng/Arts/Math Magnet | 4 to 5(6)   | 60           | 60     | 0         | 2                 | 2      | 0         | 32                    | 61  | 29               | 2             |

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## Report/Component Functions

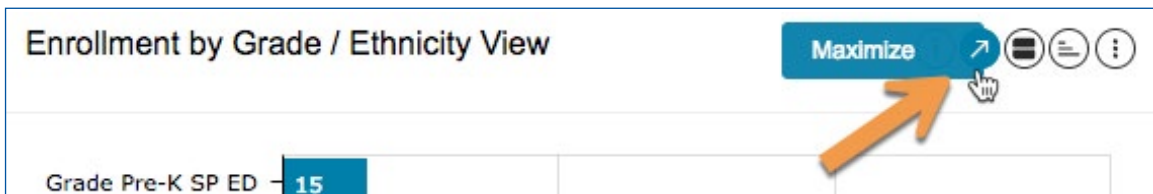
All components provide various functions to analyze the data presented. Users can...

1. Maximize/view all components in full screen
2. Export Table Views
3. Print all components

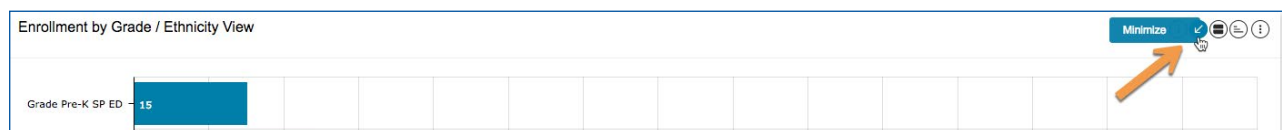
### Maximize/View Component in Full Screen

All reports and components can be viewed in full screen.

1. Click the **maximize icon** in the component toolbar to view a report or any other dashboard component in full screen.



2. Click the **minimize icon** in the component toolbar to return to the dashboard.

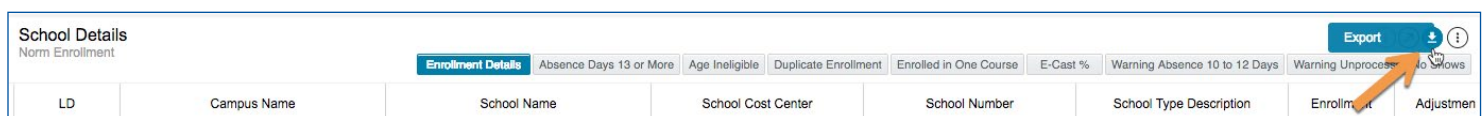


### Export Table View

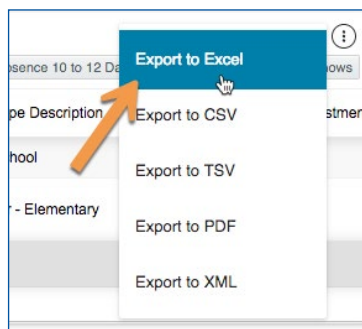
Only the Table Views can be exported.

1. Click the **Export icon** in the component toolbar to export a Table View.

**Note:** The exported report will include all filters applied.



2. Select the desired export **format**, such as **Excel** or **CSV**, from the drop-down menu.

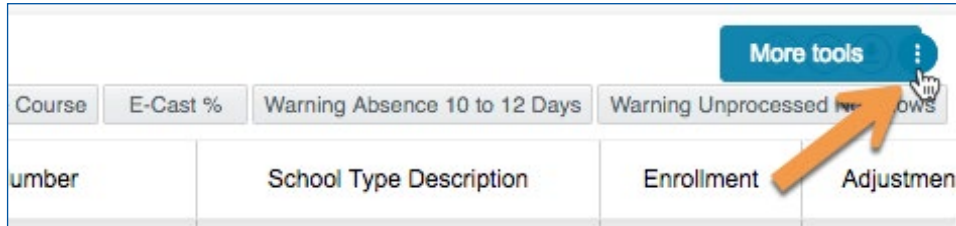


3. The exported file will download to your computer's preferred location. Please remember to keep track of where your files are saved.

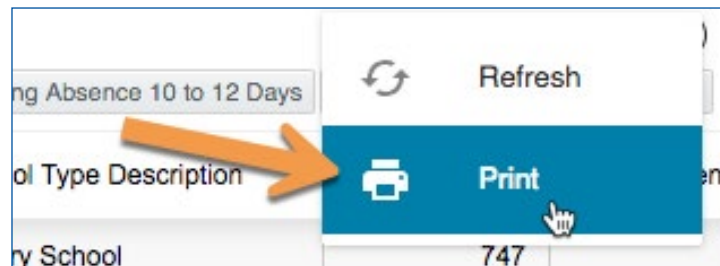
## Print Component

All reports and components can be printed in the format in which they are displayed on the screen.

1. Click the **More Tools icon** in the component toolbar.



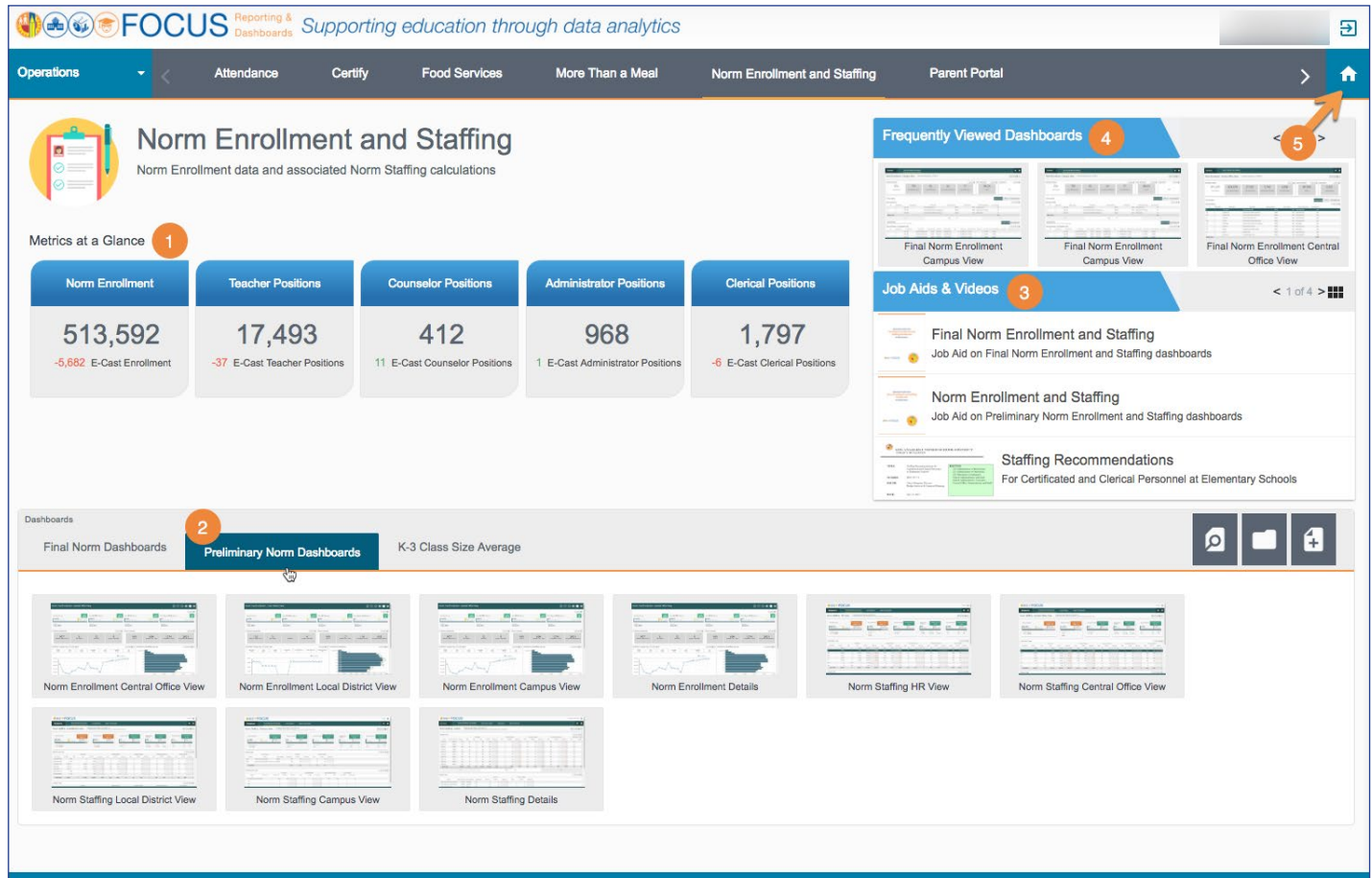
2. In the drop-down menu, click **Print**.



3. Your browser's **print dialogue box** will appear to complete the procedure.

## Appendix A: Norm Enrollment and Staffing Subject Page

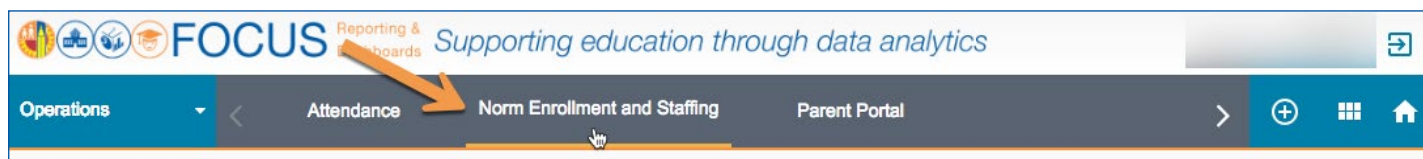
The purpose of the Subject Page is to provide a list of all available dashboards within the subject, as well as the related metrics to which users should pay attention.



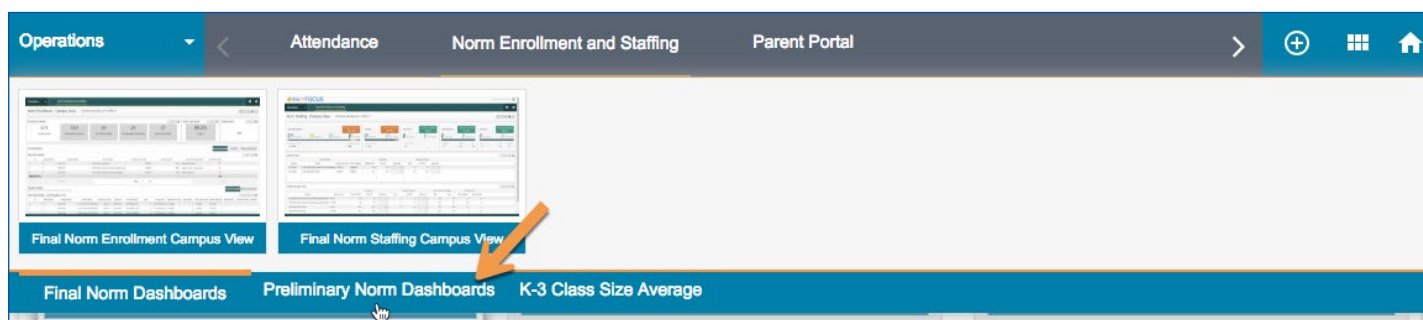
| # | DESCRIPTION   |
|---|---|
| 1 | In the <b>Metrics at a Glance</b> section, review key metrics related to the selected subject.  |
| 2 | In the <b>Preliminary Norm Dashboards</b> section, click <b>Norm Enrollment Campus View</b> or <b>Norm Staffing Campus View</b> to open the dashboards. (Note: Users will only see the dashboards to which their role grants access). |
| 3 | Review job aids and other norm information in the <b>Job Aids &amp; Videos</b> section.   |
| 4 | Access the dashboards you visit most often in the <b>Frequently Viewed Dashboards</b> section. Click the arrows to scroll through the list. (Updated nightly.)  |
| 5 | Click the <b>Home icon</b> to return to the Welcome Page.   |

## Appendix B: Navigational Bar

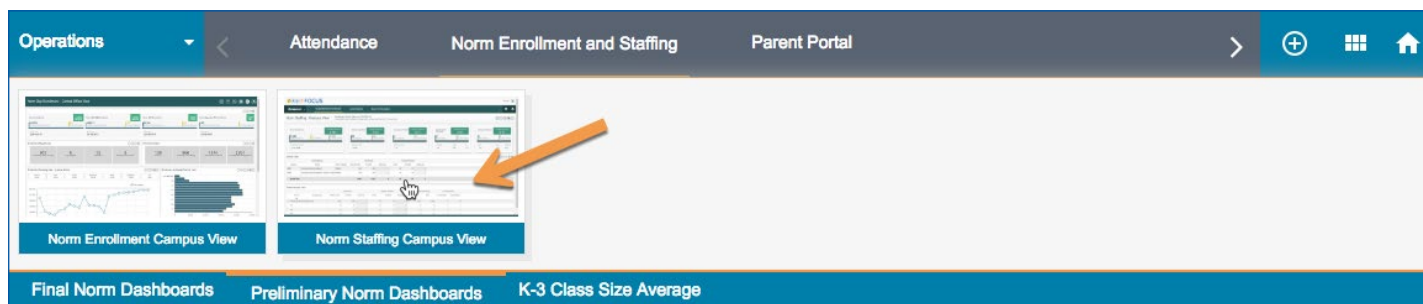
The navigational bar can be found at the top of the screen on the Norm Enrollment and Norm Staffing Dashboards. To navigate between the Preliminary Norm Dashboards, click **Norm Enrollment and Staffing** in the navigational bar.



Then, click the **Preliminary Norm Dashboards** tab.

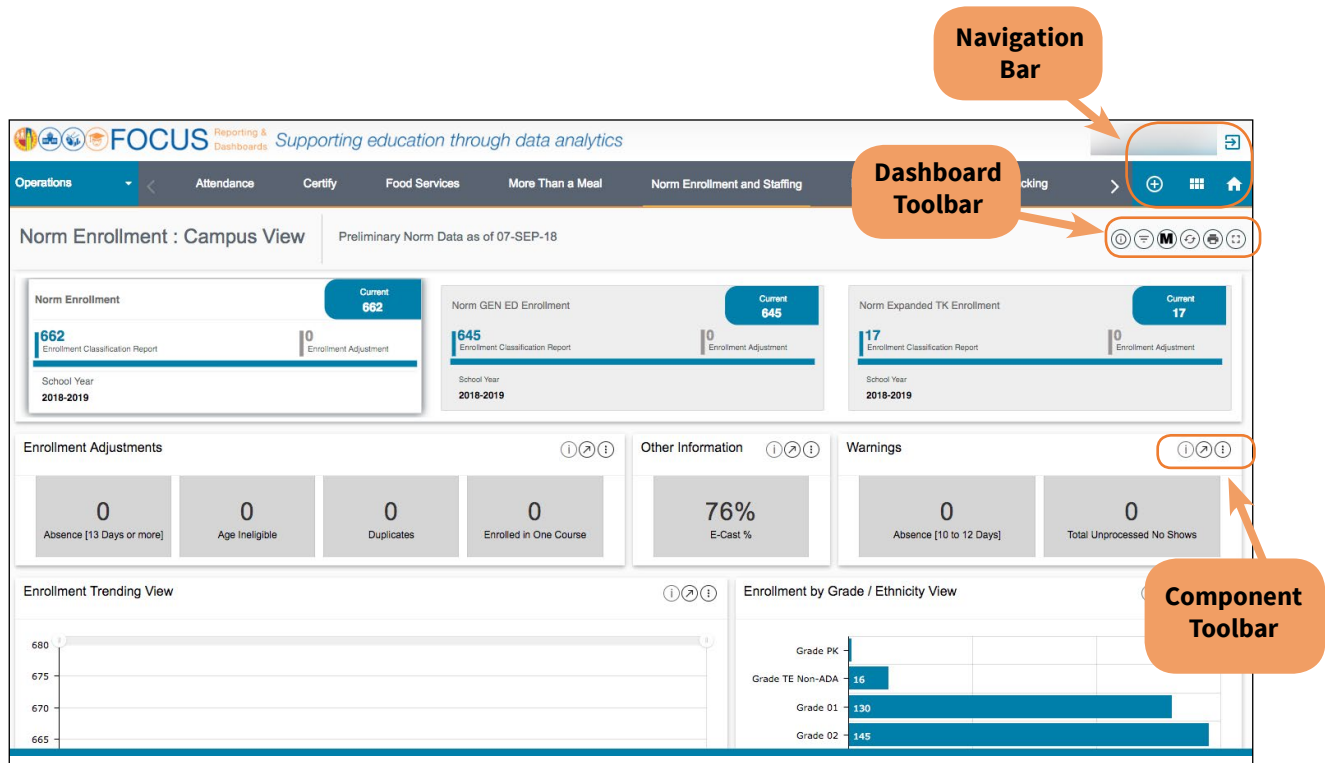






Lastly, click the **dashboard name** to navigate to it.















## Appendix C: Icon Glossary







Focus displays many icons throughout the application, with the majority in toolbars. Each dashboard consists of multiple sets of toolbars. The **Dashboard Toolbar**, located at the top right corner of the screen, controls the entire dashboard, while the **Component Toolbars** throughout the dashboard control each component individually. In addition to the toolbars, the **Navigation Bar** contains icons to navigate to other screens. See the image below for an example, and refer to this section of the guide for definitions of all icons.



| ICON  | TOOLBAR LOCATION                   | HOVER TEXT                | ACTION PERFORMED   |
|---|------------------------------------|---------------------------|--|
|  | <b>Welcome Page / Subject Page</b> | <b>Search</b>             | On the Welcome Page, search the entire application. On the Subject Page, search the displayed Subject. |
|  | <b>Welcome Page/ Subject Page</b>  | <b>Catalog</b>            | Go to the Basic View of the Catalog. The Composer View can be accessed within the Basic View.          |
|  | <b>Welcome Page / Subject Page</b> | <b>Create Your Report</b> | Create an ad hoc report.   |
|  | <b>All Pages</b>                   | <b>Logout</b>             | Log out of Focus.  |

| ICON  | TOOLBAR LOCATION                        | HOVER TEXT                    | ACTION PERFORMED   |
|---|---|-------------------------------|--|
|    | <b>Subject Page/<br/>Navigation Bar</b> | <b>Return to Welcome Page</b> | Return to the Welcome Page.  |
|    | <b>Navigation Bar</b>                   | <b>Return to Subject Page</b> | Return to the Subject Page for the displayed dashboard.  |
|    |   | <b>More Options</b>           | Reveal options to view Catalog, Create Report, or view Job Aids.   |
|    |   | <b>Catalog</b>                | Go to the Basic View of the Catalog. The Composer View can be accessed within the Basic View.  |
|    |   | <b>Create Report</b>          | Create an ad hoc report. Refer to the job aid, <i>How to Create a Report</i> .   |
|   |   | <b>Job Aids</b>               | View and download job aids, videos, and other help content.  |
|  | <b>Dashboard Toolbar</b>                | <b>Info</b>                   | View help information related to the current dashboard.  |
|  |   | <b>Filter</b>                 | Reveal options for modifying the data displayed on the dashboard. Use the Filters to narrow the set of students displayed in the dashboard. Available filters vary by dashboard. |
|  |   | <b>MiSiS</b>                  | A direct link to MiSiS reports so that the user may generate the Classification report according to MiSiS' instructions.   |
|  |   | <b>Refresh</b>                | Refresh the data on the dashboard.   |
|  |   | <b>Print</b>                  | Print the entire dashboard as it is currently displayed on the screen. (To print a component by itself, see Component Toolbar icons).  |
|  |   | <b>Full Screen</b>            | Remove the header and display the dashboard full screen.   |



| ICON   | TOOLBAR LOCATION         | HOVER TEXT      | ACTION PERFORMED  |
|--|--------------------------|-----------------|---|
|   | <b>Component Toolbar</b> | <b>Info</b>     | View help information for the component.  |
|   |                          | <b>Refresh</b>  | Update the data in the component, retaining all filters applied.  |
|   |                          | <b>Maximize</b> | Display the component on the entire browser screen.   |
|   |                          | <b>Filter</b>   | Reveal options for modifying the display of the component; click a filter name to display the list in a different configuration. Available filters vary by component. |
|   |                          | <b>Export</b>   | Export the component to an Excel, CSV, or PDF file.   |
|  |                          | <b>Sort</b>     | Click to toggle between sorting the list in the component from best to worst or worst to best.  |

## Whom to Contact for Support

For questions about the **Norm Enrollment Dashboard**:

| QUESTIONS OR ASSISTANCE NEEDED  | WHOM TO CONTACT  |
|---|--|
| Assistance on where to find the links and other information on Norm Enrollment Dashboard.     | Fiscal Specialists assigned to your school   |
| Age Ineligible students   | Early Childhood Education - Telephone: (213) 241-0415:<br><br>LD East            Ranae Amezquita <a href="mailto:ramezqui@lausd.net">ramezqui@lausd.net</a><br>LD Northeast    Martha Borquez <a href="mailto:mlb6470@lausd.net">mlb6470@lausd.net</a><br>LD South           Ifetayo Ewing <a href="mailto:iewing1@lausd.net">iewing1@lausd.net</a><br>LD West            Dr. Cherise Roper <a href="mailto:cherise.roper@lausd.net">cherise.roper@lausd.net</a><br>LD Northwest    Desiree De Bond Vargas <a href="mailto:desiree.debond@lausd.net">desiree.debond@lausd.net</a><br>LD Central        Dr. Patricia Yeldell <a href="mailto:patricia.yeldell@lausd.net">patricia.yeldell@lausd.net</a> |
| Regarding % of program time outside General Education   | Local District LRE Specialists assigned to your school   |
| Secondary students enrolled in one course; Students enrolled but not scheduled in any classes | School Counselor   |

For questions about the **Norm Staffing Dashboard**, please contact the Specialist(s) in your Local District:

| LOCAL DISTRICT                | SPECIALIST         | PHONE NUMBER   | EMAIL ADDRESS  |
|-------------------------------|--------------------|----------------|--|
| CENTRAL                       | WILLIAM MASIS      | (213) 241-4580 | <a href="mailto:william.masis@lausd.net">william.masis@lausd.net</a>           |
|                               | CAROL SHIMIZU      | (213) 241-4580 | <a href="mailto:cms6440@lausd.net">cms6440@lausd.net</a>                       |
| EAST                          | ELISE CHO          | (213) 241-4193 | <a href="mailto:esc8642@lausd.net">esc8642@lausd.net</a>                       |
|                               | EDWARD SALAZAR     | (213) 241-4193 | <a href="mailto:exs3827@lausd.net">exs3827@lausd.net</a>                       |
| NORTHEAST                     | DEBRA DILLARD      | (213) 241-4950 | <a href="mailto:debra.dillard@lausd.net">debra.dillard@lausd.net</a>           |
|                               | CAROLYN CHANG      | (213) 241-4547 | <a href="mailto:cchang@lausd.net">cchang@lausd.net</a>                         |
| NORTHWEST                     | TAMISHA DONALD     | (213) 241-6102 | <a href="mailto:tamisha.donald@lausd.net">tamisha.donald@lausd.net</a>         |
|                               | CAROLYN CHANG      | (213) 241-4547 | <a href="mailto:cchang@lausd.net">cchang@lausd.net</a>                         |
| SOUTH                         | KEVIN TRAPP        | (213) 241-4550 | <a href="mailto:kmt8614@lausd.net">kmt8614@lausd.net</a>                       |
|                               | LA CHANEE THOMPSON | (213) 241-2091 | <a href="mailto:ldt7275@lausd.net">ldt7275@lausd.net</a>                       |
| WEST                          | KAREN CASTRO       | (213) 241-5436 | <a href="mailto:karen.castro@lausd.net">karen.castro@lausd.net</a>             |
|                               | MICHAEL THOMPSON   | (213) 241-2533 | <a href="mailto:michael.a.thompson@lausd.net">michael.a.thompson@lausd.net</a> |
| CONTRACT POOL                 | ANDRES EQUIHUA     | (213) 241-6923 | <a href="mailto:andres.equihua@lausd.net">andres.equihua@lausd.net</a>         |
| SUPPORT SERVICES              | OSCAR HERNANDEZ    | (213) 241-6923 | <a href="mailto:oherna2@lausd.net">oherna2@lausd.net</a>                       |
| SPECIAL ED/<br>ITINERANTS/PSA | NEENA AGNIHOTRI    | (213) 241-4234 | <a href="mailto:neena.agnihotri@lausd.net">neena.agnihotri@lausd.net</a>       |

For assistance with technical issues, such as...

- Difficulty accessing the application or dashboards
- Difficulty finding something

Please submit a Service Request to the **ITD Help Desk**. Enter this URL into your browser:

<https://achieve.lausd.net/Page/11176>

Scroll down and click **Online Ticket**. In the new window, choose **Request Assistance with MiSiS**. In the Select the Affected Module drop-down menu, select **“MiSiS - Focus Reporting & Dashboards.”**