



TITLE: Norm Day and Classification Reports – Instructions and Schedules of Electronic Capture

NUMBER: REF-1819.22

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ROUTING

Deputy Superintendent of Instruction
Deputy Superintendent of Business Services and Operations
Region Superintendents
Administrators of Instruction
Administrators of Operations
Principal Supervisors
Instructional Directors
School Administrators
School Administrative Assistants
Central Office Administrators and Staff

PURPOSE: The purpose of this Reference Guide is to:

- 1) Inform school administrators of the norm date for school year 2025-26.
- 2) Provide the schedules for electronic capture of Classification Report data.
- 3) Provide guidance for reviewing the Classification Report.

MAJOR CHANGES: This Reference Guide replaces REF-1819.21, dated August 12, 2024. Information has been updated for school year 2025-26.

INSTRUCTIONS: This Reference Guide applies to all District schools, except fiscally independent charter schools.

I. NORM DAY

Norm Day—typically the fifth Friday of the school year—is the official enrollment count day used for resource allocation. Norm Day enrollment is the count of actively enrolled students as of Norm Day. Norming is the process of using the validated Norm Day enrollment as the basis for the allocation of various school resources.

For school year 2025-26, **Norm Day is Friday, September 12, 2025.**

For current policies and norm tables for staffing, refer to the appropriate bulletins on staffing recommendations found [here](#).

II. IMPORTANCE OF CLASSIFICATION REPORTS

Enrollment data is captured in the Classification Report, accessible in MiSiS under “State Reports.”

Enrollment data when measured in terms of average daily attendance (ADA) is used by the State to calculate Local Control Funding Formula (LCFF) and most state revenue apportionments to school districts. The State also uses enrollment for certain allocations based on either pupil count or student demographics. For these reasons, submission of accurate enrollment data is important.

In addition, the District uses Norm Day enrollment to allocate school operational resources such as administrators, teachers, counselors, clerical staff, custodians, and funding for instructional materials. The District also uses enrollment data for revenue and expenditure projections.

There are three main types of classification reports: daily (pre-norm), norm, and monthly.

A. Daily Enrollment (Pre-Norm)

The Classification Report data is captured daily from August 14 through September 11 (one day before Norm Day) for all schools. Data from the daily capture is available to schools through the Classification Report. Refer to the 2025-26 Schedule of Daily Classification Reports Data and Capture Codes (8/14 through 9/12) (Attachment A) for details. The daily classification report data is also available through the Norm Enrollment and Staffing dashboard, which is a tool to help schools monitor their norm enrollment counts.

The daily Classification Report data serves as the base enrollment for the Norm Enrollment and Staffing Dashboard. The adjusted norm enrollment displayed on the dashboard is preliminary data only. Budget Services & Financial Planning will issue the official norm enrollment counts once final validations are completed.

Options schools (i.e. Continuation schools, Opportunity schools, Community Day Schools, City of Angels, Carlson Home, and Carlson Hospital) norm on a different day. However, these schools may still use the dashboard to review their enrollment data for possible issues pertaining to scheduling (students enrolled in one course only), “no

show” students, special day program (SDP) classification, etc., since student level details are provided for these.

To access the Norm Enrollment and Staffing Dashboard, log into focus.lausd.net, click on the “Operations” tile, then click on “Norm Enrollment and Staffing” to see the various Norm dashboards, then click on the specific dashboard.

B. Norm Day Classification Report

Per District policy, a school’s validated enrollment count on the designated Norm Day is used as the basis for school staffing. It is important to note that Norm Day enrollment may be captured several times after September 12, resulting in multiple versions of the school’s Norm Day report (i.e., N, N1, N2, etc.).

Classification Report data captured for Norm Day is preliminary only; data is subject to review by Budget Services staff before resources are allocated.

C. Monthly Classification Reports

The Monthly Classification Reports provide the counts of students enrolled as of the last instructional day of the school month. The 2025-26 Instructional Calendar broken down into 10 school months is provided in 2025-26 Instructional Calendar (Attachment F).

Refer to the 2025-26 Schedule of Monthly Classification Reports Data and Capture Codes (Attachment B) for the capture dates applicable to the instructional calendars.

The monthly enrollment counts are the basis for the Class Size Penalties Report required by the California Department of Education (CDE). This report determines whether or not the District has complied with the Education codes on mandated Grades TK-3 class size limits and Grades 4-8 teacher-pupil ratio. Fiscal penalties are assessed for each class that exceeds the maximum allowed class size.

Elementary Principals use the monthly enrollment counts to support requests for additional teachers based on enrollment growth, if any. They also provide the basis for trend analysis in projecting total District enrollment.

III. SUBMISSION OF CLASSIFICATION REPORTS AND DOCUMENT RETENTION

Schools are not required to submit printed classification reports to Central Office. However, for accountability and audit purposes, Principal should print, review, and sign the monthly classification reports, then retain them in school files. Refer to Submission of Classification Reports and Document Retention (Attachment C) for more information.

IV. DISTRICT'S REVIEW OF THE ELECTRONICALLY CAPTURED ENROLLMENT DATA

Budget Services & Financial Planning will review the electronically captured enrollment data. If corrections are necessary, school staff is responsible for making the corrections in MiSiS.

V. CORRECTION TO NORM DAY CLASSIFICATION REPORT

After the September 12 capture, if a correction to the Norm Day Classification report is necessary, the Principal should send via e-mail a request to submit a corrected or revised norm enrollment. The request should be submitted by **Friday, September 19** and should include the student's name, grade level, student ID number, and details of the error. E-mail the request to AttendanceEnrollmentSection@lausd.net with a copy to the Region's Administrator of Operations. In the Subject line, enter "Request for Norm Day Correction."

The request will be reviewed, and supporting documents may be requested from school staff, if necessary. If approved, the corrected data will be used as the basis for teacher allocation. The Principal and Region Administrator of Operations will be informed of the status of the request.

VI. SCHOOL STAFF'S RESPONSIBILITIES

A. The Classification Report is an official document, and it is the Principal's responsibility to ensure the accuracy of the enrollment data.

B. To be counted as enrolled on the Classification Report, a student must be enrolled at the school and appropriately scheduled in classes. Therefore, it is important for school staff to enter each student's class schedule in MiSiS promptly and completely.

- C. School staff must keep MiSiS information current by promptly updating the system. Updates to the system include but are not limited to new enrollees (“E”), students’ class schedules, student withdrawals (“L”), “no shows,” and SDP designation.

Note: 1. A “no show” is a student who fails to attend school on his/her enrollment (E) date. If a “no show” student attends school subsequently, the student’s E code should be moved to the first date of attendance.

2. A student’s withdrawal (L) date is a day of enrollment. Therefore, if a student is “L’d” out on a scheduled capture date, this student would be counted as enrolled on the classification report.

- D. School staff should adhere to the Class Size Maximums in the 2025-26 Class Size Table (Attachment E) when scheduling students into classes. There is a fiscal impact when a school exceeds the maximum class sizes set by either the State or the District (ARTICLE XVIII Section 2.0-2.3 Class Size Bargaining Agreement with UTLA and LAUSD).

- E. Elementary school staff must monitor the class sizes of their General Education classes so as not to exceed the average class size based on collective bargaining and State requirements as indicated in the table below.

Classes	Class Size	Additional Information
TK	20	Class size applies to each individual class with a TK student
K-3 rd Grade	22	Combined averages of K to 3 rd Grade classes schoolwide. This includes combination classes with grades 1-3 students.

To assist schools in monitoring their TK/K-3 averages, the TK-3 Class Size Average dashboard and TK Class Size Average dashboard are available to schools. To access the TK-3 and TK Class Size Average dashboard, log into focus.lausd.net, click on the “Operations” tile, click on “Norm Enrollment and Staffing,” then click on the “TK and TK-3 Class Size Average” tab.

- F. Secondary Schools (excluding Continuation schools, City of Angels, and Virtual Academy schools): A District student who is scheduled for one class only or less than minimum day for the entire school year or a non-District student who enrolls for one or two classes only at a District school while enrolled full-time at a non-District school such as a private school or a non-public school (NPS) should be coded as Non-ADA. This student's enrollment record should have an Attendance Category of Non-ADA. Contact AttendanceEnrollmentSection@lausd.net to request enrollment record to be coded as Non-ADA.
- G. School staff must review the enrollment data for accuracy of student grade level and course assignment, teacher/room assignment, SDP designation, etc. Staff should also ensure that "no show" students are processed/removed from the enrollment counts, that students' complete class schedules are updated in MiSiS, etc. To aid in the review of enrollment data, see Reviewing Classification Reports and Other Enrollment-Related Reports (Attachment D) for information.
- H. School staff should resolve data issues as soon as possible. Schools are alerted of possible data issues several ways:
1. Exception Report – This report lists students and the applicable exceptions. Refer to Reviewing Classification Reports and Other Enrollment-Related Reports (Attachment D) for information on exception codes.
 2. Norm Day Enrollment and Staffing Dashboard – The dashboard provides student-level detail on possible data issues pertaining to age-ineligible students, secondary students assigned to one class only, students with duplicate records, as well as "no show" students.
 3. Elevate Data Quality – This is a tool that alerts schools of data issues pertaining to enrollment, demographics, scheduling, attendance, English Learner, etc. School staff designated by Principals will receive e-mail notifications twice a week detailing the possible data issues.
 4. Attendance & Enrollment Section (A&E) staff – School staff may receive a phone call or e-mail from an A&E staff regarding students assigned to the wrong grade level or placed in the wrong class, or other data errors that require immediate resolution.

- I. Norm Day and Monthly Classification Reports should be printed on the first instructional day after the capture date. These reports must be reviewed and signed by the Principal or designee and retained in school files for audit purposes in accordance with District policies.

**RELATED
RESOURCES:**

None

ATTACHMENTS:

Attachment A – 2025-26 Schedule of Daily Classification Reports Data and Capture Codes (8/14 through 9/12)
Attachment B – 2025-26 Schedule of Monthly Classification Reports Data and Capture Codes
Attachment C – Submission of Classification Reports and Document Retention
Attachment D – Reviewing Classification Reports and Other Enrollment-Related Reports
Attachment E – 2025-2026 Class Size Table
Attachment F – 2025-26 Instructional Calendar

ASSISTANCE:

For assistance with MiSiS, call the HelpDesk at 213-241-5200, option 5. For other questions, contact Attendance & Enrollment Section at AttendanceEnrollmentSection@lausd.net or 213-241-2196.