

INTEROFFICE CORRESPONDENCE

Los Angeles Unified School District

Division of Instruction

TO: Region Directors
All Principals

DATE: January 6, 2025

FROM: Jantré Christian
Administrator

SUBJECT: CULTURAL ARTS PASSPORT PROGRAM 17703 ALLOCATIONS FOR FISCAL YEAR 2026

The purpose of this correspondence is to provide Region Directors and principals with an update on the Cultural Arts Passport (CAP) Program 17703 allocation methodology for (FY) 2026. The purpose of the CAP allocation is to provide students with visual and performing arts-aligned experiences and learning opportunities outside of the regular school day as outlined in [MEM-156913 Cultural Arts Passport Program Guidelines](#), dated August 12, 2024. The CAP program offers all students the opportunity to engage in supplemental arts experiences such as field trips, on-campus performances, events, and workshops beyond the regular school day. In addition to the Cultural Arts Passport allocation, schools will also receive a separate allocation for ELO-P Enrichment field trips (allocation forthcoming).

Allocations

Schools will receive allocations during budget development based on (FY) 2026 e-cast enrollment data as specified below:

Enrollment Band	Priority School	Formerly Priority School (FY25)	Affiliated Charter	All Other Schools
1-250	\$95,000	\$75,000	\$45,000	\$50,000
251-450	\$125,000	\$95,000	\$60,000	\$70,000
451-600	\$150,000	\$145,000	\$85,000	\$95,000
601-1000	\$170,000	\$150,000	\$125,000	\$145,000
1001+	\$200,000	\$170,000	\$150,000	\$170,000

*All Independent Study schools will receive an allocation of \$95,000. Special Education Centers will receive \$25,000 sourced from the Targeted Student Population program.

CAP Plan Submission For The 2025-2026 School Year

Principals may leverage CAP Champions to prepare an updated Cultural Arts Passport plan for the 2025-2026 school year. The 2025-2026 CAP plan template is available at <https://bit.ly/CAPplan25-26>. Approved CAP plans, labeled with the school's name and signed by principal and Region Director, must be uploaded to the SPSA website as an attachment by **Friday, June 6, 2025**.

Please note that all CAP expenditures must support students' access to visual and performing arts experiences and learning beyond the school day. Appropriate planned expenditures may include: admission tickets and transportation, school productions (dance, theatre, music) and showcases

(visual and media arts), visual and performing arts instructional materials, extra-duty pay (Nurse X-time, Teacher X-time, Clerical X-time, Custodial OT, etc.), contract services for Arts Community Network partners, Family and Community Arts events, and more. Expenditure guidance is flexible when adhering to CAP program goals and when justified appropriately in an approved CAP plan.

To support administrators and CAP Champions, the Arts Education Branch hosts regular office hours: <https://lausd.zoom.us/j/89909351738>

Tuesdays: 7:30 – 8:30 a.m.	Wednesdays: 3:00 – 4:00 p.m.
-----------------------------------	-------------------------------------

For further inquiries please contact Jantré Christian, Administrator Arts Education at (213) 241-8222 or jantre.christian@lausd.net

c: Karla V. Estrada
Region Superintendents
Frances Baez
Anthony Aguilar
Pia Sadaqatmal
Robert Whitman
Karen Mercado
Maricela Sánchez
Region Administrators of Instruction