

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
 Human Resources Division

TO: Principals

DATE: January 23, 2025

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

SUBJECT: ASSISTANT PRINCIPAL STAFFING AND NORM TABLES FOR THE 2025-26 SCHOOL YEAR

This communication provides guidance for schools regarding assistant principal staffing and the continued cap on off-norm assistant principal positions for the 2025-26 school year.

BACKGROUND

Assistant principals play an important role supporting principals in maintaining a comprehensive, instructionally effective, and compliant program that accelerates the academic achievement for all student groups and targeted populations, including English learners, low-income students, foster youth, standard English learners, and students with disabilities.

Assistant principals have historically been allocated to schools based on student enrollment in accordance with the established norm tables listed below:

Table 1: Current Staffing Ratios for Elementary Assistant Principals

Enrollment from	Enrollment to	AP
1	999	0
1,000	1,809	1
1,810	2,419	2

Table 2: Current Staffing Ratios for Secondary Assistant Principals

Enrollment from	Enrollment to	AP, SCS	AP, SEC
1	699	0	0
700	1,354	1	0
1,355	1,749	1	1
1,750	2,088	1	2

Table 3 below includes norm and off-norm FTEs for assistant principals at various historical data points. Since 2013-14, reflective of the enrollment decline, there has been a drop in the norm allocation for assistant principals. In contrast, in the same period, there has been an increase of approximately 500 off-norm assistant principal positions. Significant spikes occurred in 2016-17 and then again in 2023-24. Some positions were investments by the District as additional allocations, but most were school purchases.

For the current 2024-2025 school year, there are 587 assistant principal positions budgeted, which includes 163 at elementary sites and 424 at secondary sites. Of these positions, 390 (66.44%) are off-norm positions.

Table 3: Norm and Off-Norm Assistant Principal Positions

Fiscal Year	Data Point	Norm	Off Norm	Total
2013-14	LCFF Year 1	288.00	122.00	410.00
2016-17	R2 Ratio Over 8%	263.00	409.00	672.00
2018-19	Pre-pandemic	252.00	450.50	702.50
2020-21	Pandemic	253.00	463.50	716.50
2023-24	Post-pandemic	215.00	718.75	933.75
2024-25	Current Year	197.00	390.00	587.00

ADMINISTRATOR-TO-TEACHER RATIO (R2)

State law stipulates that school districts must maintain a districtwide administrator-to-teacher ratio (ATR) of no more than eight administrators for every 100 teachers (8%). All administrators funded from non-federal resources are included in the count. Once the ratio is exceeded, a penalty is assessed for each administrator over 8%. Los Angeles Unified began exceeding the 8% ratio in fiscal year 2016-17. The growth of assistant principals has contributed to the increase in the R2 ratio. Without any reduction in the R2 ratio, the estimated penalty is \$30 million for fiscal year 2024-25.

ENROLLMENT-BASED STAFFING

To comply with the state ATR requirement, in preparation for the 2024-25 school year, the District implemented a cap on the number of off-norm assistant principal positions schools could purchase based on enrollment ranges. The current norm tables have been revised to include off-norm maximums. Off-norm positions include those positions purchased by schools as well as those sponsored or funded by Central Office that are outside the norm allocation.

To continue to comply with state ATR requirements, during the 2025-26 school year, the District will continue to implement off-norm maximums, capping the number of off-norm assistant principal positions schools may purchase. Please see the tables below for the enrollment ranges and caps.

Table 4: Elementary Norm and Off-Norm

Enrollment from	Enrollment to	Norm AP	Off Norm AP	Total AP
1	375	0	0	0
376	500	0	1	1
501	750	0	1	1
751	999	0	1	1
1,000	1,300	1	2	3

Table 5: Secondary Norm and Off-Norm

Enrollment from	Enrollment to	Norm APSCS	Norm AP	Off Norm AP	Total AP
1	315	0	0	0	0
316	699	0	0	1	1
700	1,354	1	0	1	2
1,355	1,749	1	1	1	3
1,750	2,088	1	2	1	4
2,089	4,233	1	3	1	5

Example 1: Secondary School

With a Norm Day enrollment of 1,413, this school earns one Assistant Principal, SCS and one Assistant Principal, Secondary. The school currently has four assistant principals, two norm-earned and two purchased. In compliance with the cap above, this school could purchase only one additional assistant principal position rather than two.

Example 2: Elementary School

With a Norm Day enrollment of 515, this school would not earn an assistant principal. The school currently has two school-purchased assistant principals. In compliance with the cap above, this school could purchase only one assistant principal position.

STAFFING IMPLICATIONS

If any displacements occur due to the ongoing cap on off-norm assistant principal positions, current incumbents will be displaced based on seniority date in the current classification. Displaced assistant principals will be assigned to a District-wide reemployment list and will be notified officially by the Human Resources Division after budget development is complete. The Human Resources Division will coordinate efforts to assist displaced assistant principals to secure positions for which they have return rights or are qualified.

PRIORITY SCHOOLS

The Educational Transformation Office and Region Superintendents will collaborate to identify Priority Schools requiring additional assistant principal support above the District’s off-norm enrollment caps based on school-determined needs. Approval of a school’s additional off-norm assistant principal position will be determined on a case-by-case basis. Additional information will be forthcoming.

NEXT STEPS

- Schools and Regional Directors need to assess student and programmatic needs to guide in budgetary decision making.
- Consult with Regional leadership and Central Offices to determine ongoing/projected services, supports, and/or resources.
- Engage teams in meaningful discussions in preparation for budget development.
- Schools with an AP, SCS Alternate Staffing Pattern in place, may submit a request for 2025-26 for their norm generated AP, SCS to maintain continuity of programs.
- Schools with previously approved appeals for off-norm assistant principal positions for the 2024-25 school year will be required to submit an appeal on an annual basis, to be reviewed and approved on a case-by-case basis.

QUESTIONS

- For budgetary questions, please contact your Fiscal Specialist.
- For displacement or Alternate Staffing Pattern (ASP) questions, please contact Maria Voigt at maria.voigt@lausd.net.
- For questions related to the AALA/LAUSD Collective Bargaining Agreement, please contact Juan Alfayate at jalfayat@lausd.net.

c: Devora Navera Reed	Carolyn Spaht Gonzalez	Chris Mount	Region Superintendents
Pedro Salcido	Kristen K. Murphy	Robert Whitman	
Karla V. Estrada	Jaime Torrens	Karen Mercado	