



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Preparation of Documents including Bulletins,
Memoranda and Reference Guides

NUMBER: REF-001.5

ISSUER: Pedro Salcido
Chief of Staff
Office of the Superintendent

DATE: December 9, 2019

ROUTING

All Employees
All Locations

PURPOSE: The purpose of this Reference Guide is to provide instructions on the preparation of eLibrary documents including policy bulletins, reference guides and memorandums.

MAJOR CHANGES: This Reference Guide replaces REF-001.4 issued on February 11, 2011. Changes to this version include:

- Identifying the difference and purpose for each document type (bulletin, reference guide and memorandums)
- Guidelines to use the eLibrary system for District communications including policy bulletins, reference guides, memorandums, and board informative
- Providing a calendar of eLibrary submission and publish dates

INSTRUCTIONS:

The following guidelines are provided for preparing eLibrary documents:

A. Type of Document

The documents covered in this guide include Policy Bulletins, Reference Guides and Memorandums.

Policy Bulletins – This type of document is typically a result of a federal, state or local law, board rule or governing standard.

- Informs readers what we need to do and why in order to meet compliance requirements

Reference Guides – This type of document provides guidance in helping meet policies set forth by the District. Often, this type of document will include step by step instructions.

- Informs readers how to meet compliance requirements

Memorandums – This type of document serves as a communication tool to inform readers of important updates and reminders.



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B. Numbering

Each type of document has a distinct prefix as follows:

- a. Policy Bulletins – BUL
- b. Reference Guides – REF
- c. Memorandums – MEM

Documents are automatically assigned a sequential number when they are loaded into the eLibrary. Revisions of existing documents will appear as the original numbering schema plus a decimal point and final number indicating the revision number of the current document (example: REF-987001.1).

C. Style

Templates reflecting the appropriate style and required content for each document type are available as attachments to this Reference Guide. Offices may add to the template as appropriate but may not delete any of the elements in the default templates. If the section is not applicable, the Issuing Organization must put in “None” or “Not Applicable” in the space provided on the template

D. File Format

All posted documents, complete with attachments, will be provided in PDF format. In addition to the PDF document in its entirety, individual attachments of sample letters and related materials will be available electronically as WORD, EXCEL or PDF documents based upon the most useful format for the end-user. Any forms will be available as templates that can be filled in on-line and either printed for signature(s) or attached to an electronic message.

E. Document Format

The font used for all documents must be Times New Roman size 12 (12 point). The standard templates provided as attachments to this publication **MUST** be used for all documents posted in the eLibrary.

The document title must be in title case and NOT in all capital letters nor in bold. Document numbers must be presented as the document prefix, a dash and the number provided by the system (example: REF-987001.1). This numbering criteria must be followed both in the body of the document and as part of the footer elements as shown in the templates.

F. Authority Section

Bulletins must reference the law, Board Rule, or other requirements that the bulletin was written to address. Similarly, Reference Guides should list any bulletins or other references that it is designed to support.



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G. Links

Links to related eLibrary documents should always be linked to the eLibrary. Links to websites or references outside the eLibrary should be reviewed periodically to ensure they are still accurate and available and eLibrary documents should be revised accordingly to reflect changes in URLs or the linked content.

H. Timeline and Approval Process

Divisions and offices should build in review/feedback time from the Office of the Superintendent when submitting documents for review. Every effort is made to review and provide feedback or approve documents as soon as possible.

eLibrary submissions (excluding Board Informatives) will be approved and released in the system in accordance to the dates listed below:

eLibrary Submission Date	eLibrary Publish Date
Fri, January 3, 2020	Mon, January 20, 2020
Fri, January 17, 2020	Mon, February 3, 2020
Fri, January 31, 2020	Tues, February 18, 2020
Fri, February 14, 2020	Mon, March 2, 2020
Fri, February 28, 2020	Mon, March 16, 2020
Fri, March 13, 2020	Mon, March 30, 2020
Fri, March 27, 2020	Mon, April 13, 2020
Fri, April 10, 2020	Mon, April 27, 2020
Fri, April 24, 2020	Mon, May 11, 2020
Fri, May 8, 2020	Tues, May 26, 2020
Fri, May 22, 2020	Mon, June 8, 2020
Fri, June 5, 2020	Mon, June 22, 2020
Fri, June 19, 2020	Mon, July 6, 2020
Thu, July 2, 2020	Mon, July 20, 2020
Fri, July 17, 2020	Mon, August 3, 2020
Fri, July 31, 2020	Mon, August 17, 2020
Fri, August 14, 2020	Mon, August 31, 2020
Fri, August 28, 2020	Mon, September 14, 2020
Fri, September 11, 2020	Mon, September 28, 2020
Fri, September 25, 2020	Tues, October 13, 2020
Fri, October 9, 2020	Mon, October 26, 2020



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Fri, October 23, 2020	Mon, November 9, 2020
Fri, November 6, 2020	Mon, November 23, 2020
Fri, November 20, 2020	Mon, December 7, 2020
Fri, December 4, 2020	Mon, December 21, 2020

ELibrary contributors and department approvers should submit items by the submission date indicated above in order to meet the publish dates listed.

To ensure all documents are succinct, clear and high quality, each department, division and/or office must have an internal review process through which documents should be routed prior to reaching the Office of the Superintendent. The head of the department, division and/or office must have reviewed, approved and signed off on all documents before they are routed to the Office of the Superintendent for final approval.

The documents are reviewed, and if there are no concerns or modification requests, the document is approved by the Office of the Superintendent. If there are concerns or modification requests, the document is returned to the Division for editing and resubmittal.

Once the document is approved by the Office of the Superintendent, the Division is notified by email via the eLibrary system.

RELATED RESOURCES:

- BUL-082705, Document Approval Process and Lead Times (Office of the Superintendent), dated December 6, 2019
- BUL-1077.2 Information Protection Policy, dated July 18, 2017
- eLibrary User Guide
- Access E-Library at <http://my.lausd.net>

ATTACHMENTS:

Attachment A – Policy Bulletin Template
Attachment B – Reference Guide Template
Attachment C – Memorandum Template

ASSISTANCE:

For assistance or further information regarding the process for District communication documents, please contact Daniel Muñoz in the Office of the Superintendent at (213) 241-7000.

For assistance or questions regarding the E-Library system, please contact the ITD Helpdesk at (213) 241-5200 or <https://lausd-myit.onbmc.com>.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT A

TITLE:

NUMBER: BUL-

ISSUER: Name of Senior Leader/Division Head
Title
Name of Office

DATE:

POLICY: Policy statement summary

**MAJOR
CHANGES:**

GUIDELINES: The following guidelines apply.

AUTHORITY: This is a policy of

**RELATED
RESOURCES:**

ASSISTANCE: For assistance or further information please contact

ROUTING All Employees All Locations
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LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT B

TITLE:

NUMBER:

REF-

ISSUER:

Name of Senior Leader/Division Head
Title
Name of Office

DATE:

PURPOSE:

The purpose of this Reference Guide is to

**MAJOR
CHANGES:**

INSTRUCTIONS:

**RELATED
RESOURCES:**

ASSISTANCE:

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LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

ATTACHMENT C

TITLE:

NUMBER: MEM-

ISSUER: Name of Senior Leader/Division Head
Title
Name of Office

DATE:

PURPOSE:

**RELATED
RESOURCES:**

ASSISTANCE: For assistance or further information please contact

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