

# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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

**NUMBER:** REF-001.6

**ISSUER:** Pedro Salcido  
Chief of Staff  
Office of the Superintendent

**DATE:** November 9, 2020

**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-001.5 issued on December 9, 2019. 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
- Provides the 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.

## **ROUTING**

All Employees  
All Locations



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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 conversion 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.



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## **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.

## **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 and tested 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.

<b>eLibrary Submission Date</b>	<b>eLibrary Publish Date</b>
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
Fri, January 8, 2021	Mon, January 25, 2021
Fri, January 22, 2021	Mon, February 8, 2021
Fri, February 12, 2021	Mon, March 1, 2021
Fri, February 26, 2021	Mon, March 15, 2021
Fri, March 12, 2021	Mon, March 29, 2021
Fri, March 26, 2021	Mon, April 12, 2021
Fri, April 9, 2021	Mon, April 26, 2021
Fri, April 23, 2021	Mon, May 10, 2021

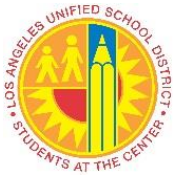


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eLibrary Submission Date	eLibrary Publish Date
Fri, May 7, 2021	Mon, May 24, 2021
Fri, May 21, 2021	Mon, June 7, 2021
Fri, June 4, 2021	Mon, June 21, 2021
Fri, June 18, 2021	Mon, June 28, 2021
Fri, July 2, 2021	Mon, July 19, 2021
Fri, July 16, 2021	Mon, August 2, 2021
Fri, July 30, 2021	Mon, August 16, 2021
Fri, August 13, 2021	Mon, August 30, 2021
Fri, August 27, 2021	Mon, September 13, 2021
Fri, September 10, 2021	Mon, September 27, 2021
Fri, September 24, 2021	Mon, October 11, 2021
Fri, October 8, 2021	Mon, October 25, 2021
Fri, October 22, 2021	Mon, November 8, 2021
Fri, November 5, 2021	Mon, November 22, 2021
Fri, November 19, 2021	Mon, December 6, 2021
Fri, December 3, 2021	Mon, December 20, 2021

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 uploaded to the eLibrary and routed to the Office of the Superintendent for final approval. eLibrary contributors and department approvers should submit items by the submission date indicated on the calendar above in order to meet the publish dates.

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.



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

**RELATED  
RESOURCES:**

- BUL-082705.1, Document Approval Process and Lead Times (Office of the Superintendent), dated November 9, 2020
- 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

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**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



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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**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:**

For assistance or further information please contact

**ROUTING**

All Employees  
All Locations



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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**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

<p><b>ROUTING</b> All Employees All Locations</p>
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