

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

NUMBER: REF-001.10

ISSUER: Kristen K. Murphy, Chief of Staff
Office of the Superintendent

DATE: July 15, 2024

DUE DATE: Not Applicable

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-001.9 issued on March 27, 2023. Changes to this version include:

- Updated submission procedures
- 2024-25 Calendar of eLibrary submission and publish dates.
- Updated templates.

INSTRUCTIONS: The following guidelines are provided for preparing eLibrary documents:

A. User Roles & Workflow

Contributors

Users (administrative support) have access to upload and edit documents, it is also responsible to change a document from “Work in Progress” to Owner Review.

Owners

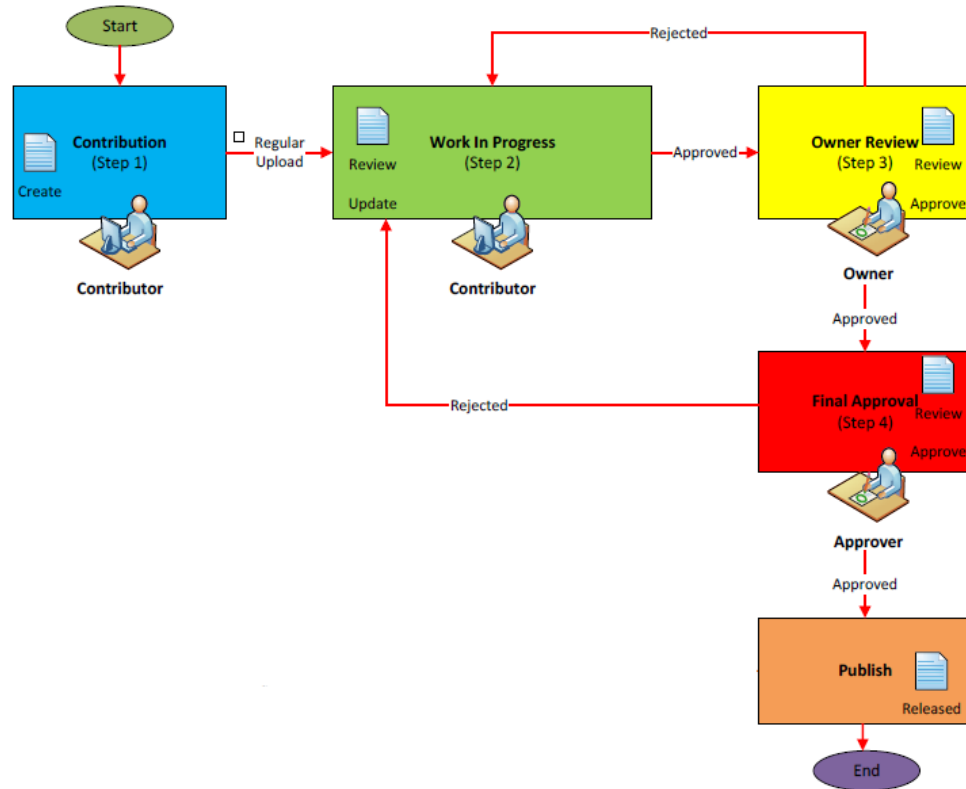
Users (must be an administrator) have all the permissions of Contributors with the addition to change the status to Final Approval or send the document back (reject) to “Work in Progress.”

Approvers

Users have permission to change the status of a document to Rejected or Approved for Posting. This role is maintained by the Superintendent’s Office.

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Workflow:



B. Type of Document

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

C. Numbering

Each type of document has a distinct prefix as follows:

- i. Policy Bulletins – BUL
- ii. Reference Guides – REF
- iii. Memorandums – MEM

Documents are automatically assigned a 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

D. Style

Templates reflecting the appropriate style and required content for each document type are available as attachments to this Reference Guide. Division/Offices must use the template provided and may not delete/modify any of the elements in the default templates. If the section is not applicable, the issuing division/department must indicate “Not Applicable” in the space provided on the template.

E. File Format

All uploaded documents, complete with attachments, must be submitted in PDF conversion format as one file. In addition to the PDF document in its entirety, attachments must also be uploaded under “attachments” as standalone file on Word, PDF conversion (no scan files), or Excel format files (the format should be chosen based on the most useful format for the end-user). Any attachment that is considered a form, should be submitted as a fillable template that can be filled in online or printed for signature(s).

Note: Submitted forms and attachments created using screenshots or other images that are not high resolution will be rejected.

F. Document Format

- 1) Font for all documents must be Arial size 12 (12 point).
- 2) The standard templates provided, as attachments to this reference guide, must be used (do not modify or recreate template) for all documents posted in the eLibrary.
- 3) The document title must be in title case and NOT in all capital letters nor in bold.
- 4) Justify text is preferable however avoid if big gaps are created between words.

5) 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 all attachments as part of the footer elements as shown in the templates.

6) File name must be identical to the title of the document and NOT in all capital letters nor include any additional words such as “final, version 3, final draft or edited by JB”.

Example:

REF-12371.10 Preparation of Documents

7) When listing guidelines or other items in the documents, minimize the use of bullets; use numbers or letters instead. When referencing attachments in the document, state the Attachment letter and then include Attachment title.

Example:

Attachment A – Policy Bulletin Template

8) All information referenced in the body of the document or under Related Resources must include a link.

9) All documents including attachments must be paginated at the footer of the document, however, keep in mind that attachments should be paginated independently, and the pagination should not be a continuation of the whole document pagination.

10) Any tables included must repeat Header Rows.

G. Metadata

1) Information entered in metadata should be a brief description of the content/purpose of the document not a copy of the content.

2) Ensure that metadata release date matches the date on your document.

Note: System will automatically update to the date you are uploading or editing your document, you will need to manually update the release date.

H. Authority Section

Policy Bulletins (BUL) 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. Any item listed as reference or under the reference resources MUST include a link.

I. 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.

J. Document Quality

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 and pre-approved prior to reaching the Office of the Superintendent. The head of the department, Division/Offices 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.

Effective immediately, when you are ready to upload a document to the eLibrary simultaneously you will need to submit via email to docapproval@lausd.net the approved transmittal (Attachment B). Transmittal **should not be** uploaded to the eLibrary.

K. Timeline and Approval Process

Divisions/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 will be approved and released in the eLibrary system in accordance with the dates listed on Attachment A, Submission and Publish Dates Calendar.

eLibrary contributors and Division/Offices approvers should submit items no later than by the submission date indicated on Attachment A, Submission and Publish Dates Calendar to meet publish dates.

Submitted documents are reviewed, and if there are no concerns or editing requests, the document is approved by the Office of the Superintendent and published on the requested date. If there are concerns or editing requests, the document is returned to the Division/Offices contributor/owner for editing and resubmittal.

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

RELATED RESOURCES: [BUL-1077.2, Information Protection Policy](#), dated July 18, 2017
Access e-Library at <http://my.lausd.net>

ATTACHMENTS: Attachment A – 2024-25 Submission and Publish Dates Calendar
Attachment B – eLibrary Transmittal Template
Attachment C – Policy Bulletin Template
Attachment D – Attachment Policy Bulletin Template
Attachment E – Reference Guide Template
Attachment F – Attachment Reference Guide Template
Attachment G – Memorandum Template
Attachment H – Attachment Memorandum Template

ASSISTANCE: For assistance or further information regarding the process for District communication documents, please contact 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>.

2024-25 SUBMISSION AND PUBLISH DATES CALENDAR

eLibrary Submission Date FRIDAY	eLibrary Publish Date MONDAY
July 19, 2024	July 29, 2024
July 26, 2024	August 12, 2024
August 9, 2024	August 26, 2024
August 23, 2024	September 9, 2024
September 6, 2024	September 23, 2024
September 20, 2024	October 7, 2024
October 4, 2024	October 21, 2024
October 18, 2024	November 4, 2024
November 1, 2024	November 18, 2024
November 15, 2024	December 2, 2024
November 27, 2024	December 16, 2024
December 13, 2024	January 6, 2025
December 20, 2024	January 13, 2025
January 10, 2025	January 27, 2025
January 24, 2025	February 10, 2025
February 7, 2025	February 24, 2025
February 21, 2025	March 10, 2025
March 7, 2025	March 24, 2025
March 21, 2025	April 7, 2025
April 4, 2025	April 21, 2025
April 11, 2025	May 5, 2025
May 2, 2025	May 19, 2025
May 16, 2025	June 2, 2025
May 30, 2025	June 16, 2025
June 13, 2025	June 30, 2025
June 27, 2025	July 14, 2025

TITLE:

NUMBER: BUL-

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

DATE: Requested publish date
(select from publish dates listed on Attachment A)

POLICY: Policy statement summary

**MAJOR
CHANGES:**

PURPOSE:

BACKGROUND:

GUIDELINES: The following

AUTHORITY: This is a policy of

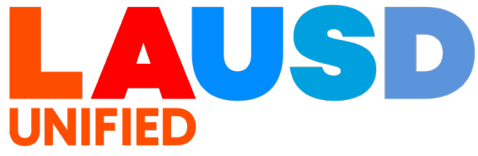
**RELATED
RESOURCES:** All items listed here must include a link.

ATTACHMENTS: A list of Attachments and their titles (bullets are not necessary)

Attachment A – Parent Letter (English and Spanish)

ASSISTANCE: For assistance or further information please contact
(Include name, email, and phone number)

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TITLE:

NUMBER: REF-

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

DATE: Requested publish date
(Select from publish dates listed on Attachment A)

DUE DATE: If applicable enter date (deadline) by when this task
has to be completed if not enter Not Applicable

PURPOSE: The purpose of this reference

**MAJOR
CHANGES:**

INSTRUCTIONS: The following instructions are provided

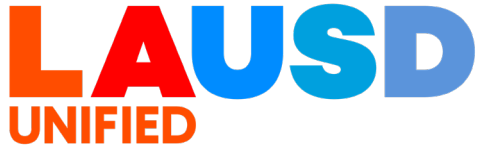
**RELATED
RESOURCES:** All items listed here must include a link (double line space between
items).

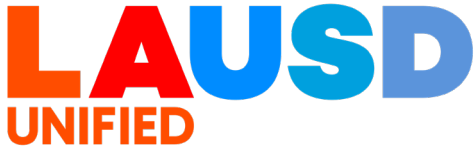
ATTACHMENTS: A list of attachments and their titles (bullets are not necessary)

Attachment A – Parent Letter (English & Spanish)
Attachment B – Frequently Q & A

ASSISTANCE: For assistance or further information please contact
(include name, email and phone number)

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





LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE:

NUMBER: MEM-

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

DATE: Requested publish date
(select from publish dates listed on Attachment A)

PURPOSE: The purpose of this

MAJOR CHANGES:

BACKGROUND:

GUIDELINES: The following guidelines

AUTHORITY: This is a policy of

RELATED RESOURCES: All items listed here must include a link.

ATTACHMENTS: A list of Attachments and their titles (bullets are not necessary)

Attachment A – Parent Letter (English and Spanish)

ASSISTANCE: For assistance or further information please contact
(Include name, email, and phone number)

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