



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Time Reporting Special Assignment Professional Development Days For 2010-2011

NUMBER: REF- 5205.2

ISSUER: Timothy S. Rosnick, Controller
 Accounting and Disbursements Division

DATE: September 27, 2010

ROUTING
 Administrators
 All Schools and Offices
 Time Reporters

PURPOSE: The purpose of this reference guide is to provide time reporting instructions for proper accounting of the special assignment professional development dates for certificated employees for the 2010-2011 school year.

MAJOR CHANGES: Additional eligibility information and updates to the FAQs provided.

BACKGROUND: The District has adopted a Multi-Tiered/Problem Solving Process as an integral component of the Program Improvement Local Education Agency Plan, Year 3 Corrective Action. The effective use of a Multi-tiered Problem Solving Process ensures the academic, behavioral and social/emotional success of all students within the Los Angeles Unified School District.

INSTRUCTIONS: Therefore, the District is providing two days of professional development for K-12 teachers and administrators to:

- Implement Response to Instruction and Intervention (RtI²) district-wide to establish a process for providing increasing levels of instructional time and intensity whereby the needs of all learners are identified/supported early and effectively and high performing students have access to accelerated learning.
- In addition to effective pedagogy such as explicit instruction, guided practice, and checking for understanding, four instructional methodologies and strategies have been identified to scaffold culturally and linguistically diverse students' universal access to core instruction. The following methodologies and strategies will be implemented across the three tiers of RtI²:
 - a. Cooperative and Communal Learning Environments
 - b. Instructional Conversations
 - c. Academic Language Development
 - d. Advanced Graphic Organizers
- Implement the active use of data (including MyData) to inform, develop, adapt, and evaluate instructional and intervention decisions. In a multi-tiered system, the intensity, frequency, and duration of academic engaged time increase as the student demonstrates higher levels of need. Academic engaged time is a



critical variable in student achievement. For more content-related support, please see the “Related Resources” section.

I. Time Reporting Procedures

There will be two special assignment professional development days for the 2010-2011 school year for all regular K-12 teachers and administrators to review their schools’ and student data, and develop appropriate instructional plans.

The two special assignment professional development days will require school-site time reporting personnel to manually enter the special assignment professional development days for eligible employees. The special assignment professional development days are to be reported using Attendance Type SAXB (Special Assignment X-Basis) or MS (Miscellaneous) for teachers and administrators. The attendance types listed below and the hours worked are reported using the CAT2 Time Sheet.

Refer to the charts from Attachment C, “FAQ Special Assignment Professional Development Days for 2010-2011” numbers 7 and 14 for information regarding payroll codes.

Use the following guidelines in reporting Special Assignment Professional Development Days:

1. Do not change the Monthly Calendar (PA30_2051) to report SAXB or MS.
2. The site administrator and the appropriate school governance council at each school will determine the dates for the two special assignment professional development days.
3. Title I American Recovery and Reinvestment Act (ARRA) – Program Improvement-Local Education Agency (PI-LEA) will fund the two professional development days using the funding sources listed on Attachment D.
4. Report the appropriate Attendance Types SAXB or MS per the tables in Attachment C, #7 and #14 for the two days designated by the site administrator for all of the eligible employees assigned to your cost center. Refer to Attachment D for a list of eligible employees.
5. Complete the following forms for each of the two 2010-2011 PI-LEA days funded by the Title I, Part A ARRA and submit with the agenda and sign-in sheet to the Local District PI-LEA



Administrator of Instruction no later than one week after the PD has occurred. AP-EIS will sign in at the selected school and submit a copy of the sign-in sheets from the school, and the Payroll Time Sheets to their AP-EIS Coordinator at the Special Education Support Unit. The AP-EIS Coordinator will provide the Time Sheet to the appropriate Central time reporter. Forms should be submitted no later than one week after the professional development has occurred. Time reporting will be done centrally. Preschool Teachers will sign in using the special forms provided in Attachment G, H, I and J and submit no later than one week after the professional development has occurred to the Early Childhood Education Office for central time reporting.

- a. Attachment A, Day 1 for K-12 teachers and Administrators
- b. Attachment B, Day 2 for K-12 teachers and Administrators
- c. Attachment E, Day 1 for AP-EIS
- d. Attachment F, Day 2 for AP-EIS
- e. Attachment G, Day 1, for Preschool Teachers
- f. Attachment H, Day 2, for Preschool Teachers
- g. Attachment I, Preschool Teacher Sign-in Day 1
- h. Attachment J, Preschool Teacher Sign-in Day 2

6. Generate the Display Working Times Report (ZCATS_DA) to validate and monitor that the correct funding source was applied.

RELATED RESOURCES:	Attachment A:	2010-2011 Title I ARRA PI-LEA Day 1, Professional Development for K12 Teachers and Administrators
	Attachment B:	2010-2011 Title I ARRA PI-LEA Day 2, Professional Development for K12 Teachers and Administrators
	Attachment C:	Frequently Asked Questions
	Attachment D:	List of Eligible Employees for ARRA PI-LEA at school sites
	Attachment E:	2010-2011 Title I ARRA PI-LEA Day 1, Professional Development Offered by Central Office for AP-EIS
	Attachment F:	2010-2011 Title I ARRA PI-LEA Day 2, Professional Development Offered by Central Office for AP-EIS
	Attachment G:	2010-2011 Title I ARRA PI-LEA Day 1, Professional Development Offered by Central Office for Preschool Teachers
	Attachment H:	2010-2011 Title I ARRA PI-LEA Day 2, Professional



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Development Offered by Central Office for Preschool Teachers

Attachment I: 2010-2011 Special Assignment Professional Development for Preschool Teachers, Sign-In Day 1

Attachment J: 2010-2011 Special Assignment Professional Development for Preschool Teachers, Sign-In Day 2

ASSISTANCE:

Accounting and Disbursements Division, Bulletin No. BUL-2643.5, *Documentation for Employees Paid from Federal or State Categorical Programs*, dated June 17, 2010.

For assistance regarding payroll matters, employees should contact their time reporter or supervisor/administrator.

For time reporting or time approval questions, contact the Employee Service Center at (213) 241-5200, option 6-2-1.

For assistance regarding classified employees, contact the Personnel Commission's Workforce Management at (213) 241-6300.

For assistance regarding certificated employees, contact the Personnel Research and Analysis Section at (213) 241-6356.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

ATTACHMENT A – DAY 1

Los Angeles Unified School District
 Title I, American Recovery and Reinvestment Act (ARRA)
**2010-2011 Title I ARRA Program Improvement-Local Education Agency (PI-LEA)
 Professional Development (PD) Offered by Central Office for K-12 Teachers and
 Administrators**

Directions: Please complete this form for each of the two 2010-2011 PI-LEA PD days funded by the Title I, Part A ARRA and retain with the Program Administrator.

Name of Office: _____			
<table style="width: 100%; border: none;"> <tr> <td style="width: 45%; padding: 5px;"> Name of Program Administrator: _____ </td> <td style="width: 5%; padding: 5px;"></td> <td style="width: 50%; padding: 5px;"> Program Administrator's Signature: _____ </td> </tr> </table>	Name of Program Administrator: _____		Program Administrator's Signature: _____
Name of Program Administrator: _____		Program Administrator's Signature: _____	

Date when PD was held	Number of Teachers Participated <i>(the number must match your sign-in sheet)</i>	Number of School Administrators Participated <i>(the number must match your sign-in sheet)</i>	PD Topics ¹ <i>(check off one or more boxes and delete boxes not needed)</i>
			<input type="checkbox"/> Implementation of Response to Instruction and Intervention <input type="checkbox"/> Implementation of Cooperative and Communal Learning Environments <input type="checkbox"/> Implementation of Instructional Conversations <input type="checkbox"/> Implementation of Academic Language Development <input type="checkbox"/> Implementation of Graphic Organizers <input type="checkbox"/> Implementation of the use of data to inform, develop, adapt, and evaluate instructional and intervention decisions

¹These two days were funded with Title I, Part A ARRA resources approved by the SBE and the California Department of Education. Therefore the following documents must be maintained with the Program Administrator and made available for auditing purposes:
 - Agendas and sign-ins for each professional development
 - Time reporting documentation (See Bulletin No: BUL-2643.5 – see Blanket Certifications)



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

ATTACHMENT B – DAY 2

Los Angeles Unified School District
 Title I, American Recovery and Reinvestment Act (ARRA)
**2010-2011 Title I ARRA Program Improvement-Local Education Agency (PI-LEA)
 Professional Development (PD) Offered by Central Office for K-12 Teachers and
 Administrators**

Directions: Please complete this form for each of the two 2010-2011 PI-LEA PD days funded by the Title I, Part A ARRA and retain with the Program Administrator.

Name of Office: _____	
Name of Program Administrator: _____	Program Administrator's Signature: _____

Date when PD was held	Number of Teachers Participated <i>(the number must match your sign-in sheet)</i>	Number of School Administrators Participated <i>(the number must match your sign-in sheet)</i>	PD Topics ¹ <i>(check off one or more boxes and delete boxes not needed)</i>
			<input type="checkbox"/> Implementation of Response to Instruction and Intervention <input type="checkbox"/> Implementation of Cooperative and Communal Learning Environments <input type="checkbox"/> Implementation of Instructional Conversations <input type="checkbox"/> Implementation of Academic Language Development <input type="checkbox"/> Implementation of Graphic Organizers <input type="checkbox"/> Implementation of the use of data to inform, develop, adapt, and evaluate instructional and intervention decisions

¹These two days were funded with Title I, Part A ARRA resources approved by the SBE and the California Department of Education. Therefore the following documents must be maintained with the Program Administrator and made available for auditing purposes:
 - Agendas and sign-ins for each professional development
 - Time reporting documentation (See Bulletin No: BUL-2643.5 – see Blanket Certifications)



Attachment C

1. **I understand there is a two-day District-wide professional development program in all K-12 schools in the District. How many of these special assignment professional development days are allocated for the 2010-2011 school year?**
 - Two special assignment professional development program days are allocated for the 2010-2011 school year.
2. **Who is eligible to participate in the two special assignment professional development days?**
 - UTLA-represented regular K-12 employees and AALA-represented site-based administrators who render direct services to students are eligible. Support services, UTLA employees without teaching credentials will receive their training centrally.
 - See Attachment D for a list of eligible employees.
3. **How are the special development professional development days reported?**
 - The time keeper must manually time report the appropriate hours using the **Attendance Type SAXB, Special Assignment X-Basis**. **Do not use Attendance Type PD** to report these two special assignment professional development days. This will not generate pay. Use only **attendance type SAXB** to report this special assignment professional development.
 - Please note that classified employees are **NOT eligible** to participate in these special assignment professional development days.
4. **What grant/program will fund the two special assignment professional development days for eligible employees?**
 - The Title I American Recovery and Reinvestment Act (ARRA) – Program Improvement-Local Education Agency (PI-LEA).
5. **What paperwork is required to comply with the ARRA Federal Program?**
 - Attachment A or E for Day 1 and B or F for Day 2 must be completed and submitted along with copies of the agenda and sign-in sheet no later than one week after the special assignment professional development has occurred.
 - Because these are federal programs, all attendees must complete the required documentation contained in Bulletin 2643.5 *Documentation for Employees Paid from*



Federal or State Categorical Programs, dated June 17, 2010. Failure of the site to retain this documentation will cause the training to be paid for by the site's general funds.

6. Which two days have been identified?

- In order to provide flexibility, the two special assignment professional development days will be determined by the site administrator and the appropriate school governance council at each school.
- Support Service staff will not participate at the school site professional development. Rather, they will participate in the centrally provided professional development as scheduled by their administrator.

7. When can the two days be scheduled for teachers?

- The two professional development days are to be scheduled on:
 - a) Two unassigned days **or**
 - b) One unassigned day and one furlough day

Employee Type	Furlough Day	PD Held on Teacher's Unassigned Day
Teacher	SAXB	SAXB

8. Will these special assignment professional development days for administrators be held separately from the professional development days for teachers?

- No. These special assignment professional development days are to be jointly conducted for administrators and teachers at the same site and should be coordinated and scheduled on the same day.
- The AALA Agreement entitles school-site administrators to the two extra days of pay beyond their basis. See #14 for related details.

9. Can these special assignment professional development days be scheduled on weekends, holidays or religious observance days?

- No. The intent of the agreement is to provide professional development to certificated staff during the regular work week on days that will encourage maximum employee participation.



10. Can an absence (such as illness, personal necessity, etc) be reported on either of these special assignment professional development days?

- No. An absence, such as illness, personal necessity, etc., cannot be reported on a special assignment professional development day. These absence types can only be reported on an assigned day. Regular professional development (PD) days count towards the contract hours and are scheduled only on an assigned day.

11. At what rate will these special assignment professional development days be paid?

- These two special assignment professional development days will be paid at the individual employee's regular contract hourly rate. Employees will experience a salary gain in the month in which the special assignment professional development day is reported in the payroll period.

12. If an employee does not attend the mandatory special assignment professional development day(s), will there be an opportunity to reschedule or make up the days?

- No. Employees will not be allowed to make-up the special assignment professional development days, nor will they be allowed to use illness, personal necessity or any type of benefit.

13. What funding source should be used to fund the two special assignment professional development days?

- Funding sources are determined by job. See Attachment D for a list of funding sources by job.

14. How will a school site administrator be compensated for the two special assignment professional development days?

- The site administrator will be paid for the two special assignment professional development days by reporting equivalent time per the chart below.

Employee Type	*Professional Development on a Furlough Day	**Professional Development of an Assigned Day	Saturday
Administrator	SAXB	MS	SAXB

- If the special assignment professional development occurs on a furlough day for an administrator, the time reporter would report that time as SAXB and the administrator



would not work on a corresponding Saturday. As an example, if a school-site administrator and their school hold a special assignment professional development day on a furlough day, the principal would be paid using SAXB for that furlough day and would not work on a corresponding Saturday. *

- If the special assignment professional development occurs on an assigned day(s) for an administrator, they would work the corresponding number of Saturday(s). During the Saturday(s), the administrator can complete work that would have been done had the two professional development days not occurred. As an example, administrators who are within their basis and who attend a Special Assignment professional development on an assigned day for them but an unassigned teacher day for their staff must be reported as MS. To be paid appropriately for the professional development day, the administrator will work on an identified Saturday for which they will have SAXB reported as an attendance type for that day. The Saturday must be scheduled in conjunction with their supervisor. **

15. How many Special Assignment PD (SAXB) hours can be reported for school-site teachers for each PD day?

- School-site teachers will be reported 6 hours of SAXB regardless of their assigned school calendars.

16. How many Special Assignment PD (SAXB) hours can be reported for administrators for each PD day?

- An Administrator will be reported 8 hours, regardless of their assigned school calendar

17. Are AP-EIS eligible to participate in the two special assignment professional development days?

- AP-EIS are eligible to participate in the two special assignment professional development days funded by Title I, ARRA.
- AP-EIS should attend both of the Special Assignment professional days at one of their assigned schools (one unassigned day and one furlough day).
- AP-EIS will be time reported centrally

18. Are preschool teachers eligible to participate in the two special assignment professional development days?

- Preschool teachers should sign in at the professional development site for each of the two 2010-2011 special assignment professional development days.



19. How are the special assignment professional development days reported for preschool teachers?

- Time reporting will be done centrally by the Early Childhood Education office. Please send the required documentation to: Early Childhood Education, Beaudry Bldg, 17th Floor, Attn: Whitcomb W. Hayslip.
- Attachment G for Day 1 and H for Day 2 must be completed and submitted along with copies of the agenda, preschool sign-in sheet (attachment I and J) and time sheets for day 1 and 2, no later than one week after the special assignment professional development has occurred

20. Are Adult School Teachers eligible to participate in the specially funded professional development days?

- ROP teachers assigned to high schools will participate in the two professional development days, paid for by AARA funds
- ROC teachers and others in the Adult School Division are NOT eligible.



ATTACHMENT D

List of Eligible Employees for
ARRA PI-LEA at School Sites

Job	Job Title	Fund	Functional Area
12200536	ADVSR, CAREER	010-3011	1110-3110-7094H
19100704	ADVSR, CTEGORCL PGM	010-3011	1110-2100-7094H
12200447	ADVSR, PROGRAM, CTY OF AN	010-3011	1110-3110-7094H
13207021	ADVSR, TEMP, CC	010-3011	1110-2100-7094H
13200500	ADVSR, TEMP, SPECIAL SERVI	010-3011	1110-2100-7094H
19100706	ASMT, NONCLSRM, PREP	010-3011	1110-2100-7094H
13200707	ASMT, NONSCH, PREP	010-3011	1110-2100-7094H
11100700	ASMT, TM, NP SCH TCH	010-3011	1110-1000-7094H
13100672	ASST PRIN, CITY OF ANGELS	010-3011	1110-2700-7094H
13100680	ASST PRIN, ELEMENTARY	010-3011	1110-2700-7094H
13100682	ASST PRIN, ELEM INSTRCTNL SPST	010-3011	1110-2700-7094H
13100670	ASST PRIN, SCH FOR D/HH	010-3011	1110-2700-7094H
13100659	ASST PRIN, SECONDARY	010-3011	1110-2700-7094H
13100662	ASST PRIN, SPECIAL EDUCAT	010-3011	1110-2700-7094H
13100673	ASST PRINC, JACK LONDON CDS	010-3011	1110-2700-7094H
13100660	ASST PRINC, K-12	010-3011	1110-2700-7094H
13100671	ASST. PRINCIPAL, SCH FOR VIS HAND	010-3011	1110-2700-7094H
13100604	ASST. PRINCIPAL, SECOND STUD SERV	010-3011	1110-2700-7094H
12200531	ASST. PRINCIPAL, SECOND COUNS SRVC.	010-3011	1110-3110-7094H
12200572	COUNSELOR, STUDENT INTERVNTN	010-3011	1110-3110-7094H
12200502	COUNSELOR, ELEMENTARY	010-3011	1110-3110-7094H
12200533	COUNSELOR, SECONDARY	010-3011	1110-3110-7094H
11100731	ELEMENTARY TEACHER	010-3011	1110-1000-7094H
11100777	ARTS EDUCATION ITINERANT TEACHER	010-3011	1110-1000-7094H
11100843	INSTRNL COACH, ELEM	010-3011	1110-1000-7094H
11100847	INSTRNL COACH, ELEM LIT	010-3011	1110-1000-7094H
11100848	INSTRNL COACH, ELEM MATH	010-3011	1110-1000-7094H
11100844	INSTRNL COACH, ELEM READI	010-3011	1110-1000-7094H
11100846	INSTRNL COACH, SEC	010-3011	1110-1000-7094H
11100849	INSTRNL COACH, SEC MATHEM	010-3011	1110-1000-7094H
11100845	INSTRNL COACH, SEC READIN	010-3011	1110-1000-7094H
11100840	INSTRUCTOR, JROTC	010-3011	1110-1000-7094H
13100640	PRINCIPAL, ALTERNATIVE SC	010-3011	1110-2700-7094H



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

Job	Job Title	Fund	Functional Area
13100608	PRINCIPAL, CENTER ENRICH	010-3011	1110-2700-7094H
13100613	PRINCIPAL, CITY OF ANGELS	010-3011	1110-2700-7094H
13100639	PRINCIPAL, CONTINUATION H	010-3011	1110-2700-7094H
13100504	PRINCIPAL, ELEM SMALL SCHS TMP ADV	010-3011	1110-2700-7094H
13100650	PRINCIPAL, ELEMENTARY	010-3011	1110-2700-7094H
13100630	PRINCIPAL, K - 12	010-3011	1110-2700-7094H
13100609	PRINCIPAL, MIDDLE COLLEGE	010-3011	1110-2700-7094H
13100642	PRINCIPAL, OPPORTUNITY CE	010-3011	1110-2700-7094H
13100641	PRINCIPAL, OPPORTUNITY HI	010-3011	1110-2700-7094H
13100636	PRINCIPAL, SCHOOL DEAF HR	010-3011	1110-2700-7094H
13100643	PRINCIPAL, SCHOOL PREGNT	010-3011	1110-2700-7094H
13100655	PRINCIPAL, SCHOOL VISUAL	010-3011	1110-2700-7094H
13100510	PRINCIPAL, SEC SMALL SCHL	010-3011	1110-2700-7094H
13100611	PRINCIPAL, SECONDARY	010-3011	1110-2700-7094H
13100646	PRINCIPAL, SPECIAL EDUCAT	010-3011	1110-2700-7094H
13100610	PRINCIPAL, YOUTH OPPOR UN	010-3011	1110-2700-7094H
11100736	SECONDARY TEACHER	010-3011	1110-1000-7094H
11100740	SPECIAL EDUCATION TEACHER	010-3011	1110-1000-7094H
11100841	SR INSTRUCTOR, JROTC	010-3011	1110-1000-7094H
11100790	TCHR, SP ED, RES SPST PRG	010-3011	1110-1000-7094H
11100915	TCHR, AUX, S	010-3011	1110-1000-7094H
11100761	TCHR, DEV C PERMIT	010-3011	1110-1000-7094H
12100583	TCHR, EL, LIBR MEDIA	010-3011	1110-2420-7094H
11100782	TCHR, HOME SCHOOL	010-3011	1110-1000-7094H
11100753	TCHR, MATHEMATICS, FOUNDATI	010-3011	1110-1000-7094H
12100591	TCHR, S, LIBR MEDIA	010-3011	1110-2420-7094H
11100731	ELEMENTARY TEACHER (SRLDP)	Reported centrally (Submit to ECE)	
11100740	SPECIAL EDUCATION TEACHER (PRE)	Reported centrally (Submit to ECE)	
11107043	TEACHER, CA STATE PRESCHOOL (ECE)	Reported centrally (Submit to ECE)	



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

ATTACHMENT E – DAY 1

ASSISTANT PRINCIPAL, ELEMENTARY INSTRUCTIONAL SPECIALIST (APEIS)

Los Angeles Unified School District
2010-2011 Special Assignment Professional Development
Reporting Participation of APEIS
Funded by Title I Part A, ARRA funds

Directions:

All APEIS should complete this form for each of the two 2010-2011 Special Assignment PD days. Each APEIS should attend both of the Special Assignment PD days at one of their assigned schools (one unassigned day and one furlough day). Sign and submit the original form with the agenda, copy of the sign-in sheets from the school, and the Payroll Time Sheets to their APEIS Coordinator at the Special Education Support Unit. The APEIS Coordinator will provide the Time Sheet to the appropriate Central time reporter. Forms should be submitted no later than one week after the PD has occurred. Time reporting will be done centrally.

Name of School: _____	Local District: _____
Name of Principal: _____	Principal's Signature: _____
Name of APEIS Coordinator: _____	APEIS Coordinator's Signature: _____

Date when PD was held	Tracks <i>(year-round schools only)</i>	PD Topics <i>(check off one or more boxes/delete boxes not needed)</i>
		Implementation of Response to Instruction and Intervention Implementation of Cooperative and Communal Learning Environments Implementation of Instructional Conversations Implementation of Academic Language Development Implementation of Graphic Organizers Implementation of the use of data to inform, develop, adapt, and evaluate instructional and intervention decisions



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

ATTACHMENT F – DAY 2

ASSISTANT PRINCIPAL, ELEMENTARY INSTRUCTIONAL SPECIALIST (APEIS)

Los Angeles Unified School District
2010-2011 Special Assignment Professional Development
Reporting Participation of APEIS
Funded by Title I Part A, ARRA funds

Directions:

All APEIS should complete this form for each of the two 2010-2011 Special Assignment PD days. Each APEIS should attend both of the Special Assignment PD days at one of their assigned schools (one unassigned day and one furlough day). Sign and submit the original form with the agenda, copy of the sign-in sheets from the school, and the Payroll Time Sheets to their APEIS Coordinator at the Special Education Support Unit. The APEIS Coordinator will provide the Time Sheet to the appropriate Central time reporter. Forms should be submitted no later than one week after the PD has occurred. Time reporting will be done centrally.

Name of School: _____	Local District: _____
Name of Principal: _____	Principal's Signature: _____
Name of APEIS Coordinator: _____	APEIS Coordinator's Signature: _____

Date when PD was held	Tracks <i>(year-round schools only)</i>	PD Topics <i>(check off one or more boxes/delete boxes not needed)</i>
		Implementation of Response to Instruction and Intervention Implementation of Cooperative and Communal Learning Environments Implementation of Instructional Conversations Implementation of Academic Language Development Implementation of Graphic Organizers Implementation of the use of data to inform, develop, adapt, and evaluate instructional and intervention decisions



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

**ATTACHMENT G – DAY 1
PRESCHOOL TEACHERS**

Los Angeles Unified School District
2010-2011 Special Assignment Professional Development
Reporting Participation of Preschool Teachers

Funded by American Recovery and Reinvestment Act (ARRA) – IDEA

Directions:

All schools with preschool teachers should complete this form for each of the two 2010-2011 Special Assignment PD days. Sign and submit the original form with the agenda, Preschool Teacher sign-in sheets, and Preschool Teacher Payroll Time Sheets to Whitcomb W. Hayslip, Assistant Superintendent, Early Childhood Education. Forms should be submitted no later than one week after the PD has occurred. Time reporting will be done centrally.

Name of School: _____	Local District: _____
Name of Principal: _____	Principal's Signature: _____

Directions:

Please provide the date of the 2010-2011 Special Assignment PD day along with the number of preschool teachers that participated and the topic(s) selected.

Date when PD was held	Tracks <i>(year-round schools only)</i>	Number of Preschool Teachers Participated (SRLDP, Preschool Special Education, and California State Preschool Program) <i>(the number must match your sign-in sheet)</i>	PD Topics <i>(check off one or more boxes/delete boxes not needed)</i>
			<input type="checkbox"/> Implementation of Response to Instruction and Intervention <input type="checkbox"/> Implementation of Cooperative and Communal Learning Environments <input type="checkbox"/> Implementation of Instructional Conversations <input type="checkbox"/> Implementation of Academic Language Development <input type="checkbox"/> Implementation of Graphic Organizers <input type="checkbox"/> Implementation of the use of data to inform, develop, adapt, and evaluate instructional and intervention decisions



ATTACHMENT H – DAY 2
PRESCHOOL TEACHERS

Los Angeles Unified School District
2010-2011 Special Assignment Professional Development
Reporting Participation of Preschool Teachers

Funded by American Recovery and Reinvestment Act (ARRA) – IDEA

Directions:

All schools with preschool teachers should complete this form for each of the two 2010-2011 Special Assignment PD days. Sign and submit the original form with the agenda, Preschool Teacher sign-in sheets, and Preschool Teacher Payroll Time Sheets to Whitcomb W. Hayslip, Assistant Superintendent, Early Childhood Education. Forms should be submitted no later than one week after the PD has occurred. Time reporting will be done centrally.

Name of School: _____	Local District: _____
Name of Principal: _____	Principal's Signature: _____

Directions:

Please provide the date of the 2010-2011 Special Assignment PD day along with the number of preschool teachers that participated and the topic(s) selected.

Date when PD was held	Tracks <i>(year-round schools only)</i>	Number of Preschool Teachers Participated (SRLDP, Preschool Special Education, and California State Preschool Program) <i>(the number must match your sign-in sheet)</i>	PD Topics <i>(check off one or more boxes/delete boxes not needed)</i>
			<input type="checkbox"/> Implementation of Response to Instruction and Intervention <input type="checkbox"/> Implementation of Cooperative and Communal Learning Environments <input type="checkbox"/> Implementation of Instructional Conversations <input type="checkbox"/> Implementation of Academic Language Development <input type="checkbox"/> Implementation of Graphic Organizers <input type="checkbox"/> Implementation of the use of data to inform, develop, adapt, and evaluate instructional and intervention decisions



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

**ATTACHMENT I – DAY 1
PRESCHOOL TEACHER SIGN-IN**

LOS ANGELES UNIFIED SCHOOL DISTRICT
Early Childhood Education

2010-2011 Special Assignment Professional Development for Preschool Teachers
Sign-In Day 1 (Date): _____/_____/_____

Name of School: _____ Local District: _____

Name of Principal: _____ Principal's Signature: _____

Teacher Name (Please Print)	Employee #	Program (Check One)	Signature
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

**ATTACHMENT J – DAY 2
PRESCHOOL TEACHER SIGN-IN**

LOS ANGELES UNIFIED SCHOOL DISTRICT
Early Childhood Education

**2010-2011 Special Assignment Professional Development for Preschool Teachers
Sign-In Day 2 (Date): _____/_____/_____**

Name of School: _____ Local District: _____

Name of Principal: _____ Principal's Signature: _____

Teacher Name (Please Print)	Employee #	Program (Check One)	Signature
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> CA State Preschool Program <input type="checkbox"/> SRLDP <input type="checkbox"/> Preschool Special Education	