



TITLE: Procedures to Expand and/or Reconfigure a Magnet School/Center for the 2020-2021 School Year

NUMBER: REF-6473.5

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 Division of Instruction

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 Student Integration Services

ROUTING
 LD Superintendents
 Administrators of Instruction
 Administrators of Operations
 Magnet Principals
 Magnet Coordinators

DATE: January 9, 2019

MAJOR CHANGES: This reference guide replaces REF-6473.4 of the same title dated January 9, 2018. This reference guide provides an updated timeline.

PURPOSE: To provide the criteria and procedures required to expand and/or reconfigure a magnet school or center for the 2020-2021 school year. This Reference Guide describes the guidelines and application procedures for L.A. Unified magnet programs, governed by the Board of Education.

INSTRUCTIONS: The following guidelines are provided for principals at magnet schools or centers interested in expanding and/or reconfiguring their magnet program.

I. APPLICATION CRITERIA

- A. In order to be considered for expansion and/or reconfiguration, magnet programs must meet the minimum criteria as follows:
 - 1. Magnet program is meeting the District’s performance criteria.
 - 2. The number of students on the waiting list exceeds the magnet expansion request.
 - 3. Magnet program Norm Day enrollment must be at or near capacity.
- B. If school meets application criteria, Student Integration Services (SIS) will assess the benefits of proposed magnet expansion/reconfiguration as it relates to the District’s strategic plan.

II. APPLICATION PROCEDURES

A. Application Submittal

Principal completes Attachment A with the following information:

- 1. Current and proposed grade levels
- 2. Current and proposed program capacities
- 3. Current magnet enrollment



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

4. Description of expansion and/or reconfiguration proposal (additional documentation may be submitted as needed)
5. Principal’s name and signature
6. Local District Superintendent’s name and signature (indicating support)

Submit to Student Integration Services via School Mail, FAX, or Email (See Attachment A) by **June 1, 2019**.

B. Review/Approval Process

1. SIS will forward list of schools meeting application criteria to Master Planning and Demographics (MPD) for evaluation of school facilities. MPD will use Capacity Assessment Summary to make determination.
2. SIS will forward list of schools meeting application criteria and facility assessment to Superintendent’s office for final approval.

The application timeline is as follows:

Expansion and/or Reconfiguration Timeline	
June 1, 2019	Deadline to turn in the 2020-2021 application to expand and/or reconfigure a magnet school/center.
July-August 2019	SIS staff reviews the applications. Applications that include a grade level reconfiguration will be approved or denied at this point as the grade levels need to be updated in the 2020-2021 Choices Brochure.
November 2019	Electronic Capacity Assessment Review (E-CAR) results are made available. SIS forwards list of schools to MPD.
December 2019	SIS forwards list of schools to Superintendent’s office for final approval.
January 2020	SIS notifies schools of expansion/reconfiguration approval/denial via an email. If approved new magnet program capacity included in Electronic School Enrollment Forecast (E-CAST).

ASSISTANCE: For assistance or further information, please contact Felipe Echavarri, Secondary Magnet Coordinator, Student Integration Services at (213) 241-6532.



**MAGNET SCHOOL/CENTER
EXPANSION AND/OR RECONFIGURATION FORM**

In order to place the information into the 2020-2021 Choices Brochure, the request must be submitted by **June 1, 2019**. This is one year prior to the year of planned implementation.

You may submit your request Attention: Felipe Echavarri

- School Mail – Student Integration Services, 25th Floor Beaudry Building
- FAX – (213) 241-8482
- Email – fecha1@lausd.net

To be completed by Magnet School/Center

Host School Name _____ Cost Center Code _____

Magnet School/Center Name _____ Cost Center Code _____

Current Magnet Grade Levels _____ Proposed Magnet Grade Levels _____

Current Magnet Capacity _____ Proposed Magnet Capacity _____

Current Magnet Enrollment _____ Proposed year of implementation: **2020-2021**

Describe expansion and/or reconfiguration proposal and plan for implementation (additional documentation may be submitted as needed):

Principal's Name _____

Principal's Signature _____

Date _____

Local District Superintendent Support YES NO

Print Name _____

Signature _____

Date _____

For assistance or further information regarding this form, please contact Felipe Echavarri, Student Integration Services at (213) 241-6532. For questions regarding classroom space for expansion, please contact MPD at (213) 241-8044.