



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

LOS ANGELES UNIFIED SCHOOL DISTRICT
TIME TASK CALENDAR
Interession 2008 – Middle School

DATE	TASK	PERSON (S) RESPONSIBLE
STAFFING GUIDELINES		
4 Weeks Prior to Interession	Initial application period for Interession and Special Education Teachers	Secondary Interession Administrator
2 Weeks Prior to Interession	Select and notify all interession teachers of their assignments.	Secondary Interession Administrator
INTERSESSION GUIDELINES		
4 Weeks Prior to Interession	Pre-register students for Interession on SIS.	Secondary School Counselors and APSCS
3 Weeks Prior to Interession	Send confirmation of enrollment to student’s home by school mail.	Secondary Interession Administrator
1 Week Prior to Interession	Final pre-registration for students who have not registered.	Site Interession Personnel
INTERSESSION BEGINS		
First Day of Off-Track Interession	Follow enrollment procedures and Monitor daily attendance.	Secondary Interession Teachers Secondary Interession Administrator
3 rd Day of Interession	NORM DAY Fax Classification Report AT-74 and CL-76, R-1 to Local District Intervention Coordinator.	Secondary Interession Administrator
1 st Week of Interession	Deadline for “Mandated Reporting of Certain Student Conduct” (See Bulletin No. 38 (Rev.) page 26, Section E.	Secondary Interession Administrator
Last Week of Interession	Final Mark Reporting.	Secondary Interession Teachers
Last Day of Interession	Final Interession Report Cards distributed. Statistical Report (AT-75) to Local District Intervention Coordinators.	Secondary Interession Teachers Secondary Interession Administrator
INTERSESSION ENDS		