



**Los Angeles County  
Office of Education**

**INFORMATIONAL  
BULLETIN # 5319**

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Debra Duardo, M.S.W., Ed.D., *Superintendent*

January 6, 2021

TO:           Certificated Personnel Administrators  
              Credential Analysts and Technicians  
              Los Angeles County School Districts (K-12)

FROM:       Carolina Rangel, Credentials Coordinator  
              District Personnel Information Services  
              Division of School Financial Services

SUBJECT:    2020-2021 Certificated Assignment Monitoring Information

The 2020-2021 certificated assignment monitoring process is slated to begin in mid-April 2021. All school districts will be monitored in the Commission on Teacher Credentialing's (CTC) California Statewide Assignment Accountability System (CalSAAS). Assignment monitoring is a snapshot in time based on the California Department of Education's (CDE) Fall 2 Census Date. Therefore, assignments registered in the California Longitudinal Pupil Achievement Data System (CALPADS) on October 7, 2020 will be monitored through the CalSAAS.

At the beginning of the 2019-2020 monitoring period, school districts provided the names of designated District Administrators for assignment monitoring to the Los Angeles County Office of Education (LACOE). In the event the district makes changes to the designated District Administrator for assignment monitoring, please contact me via email at [Rangel\\_Carolina@lacoe.edu](mailto:Rangel_Carolina@lacoe.edu) to report the change.

LACOE's Certification Section plans to host a certificated assignment monitoring webinar sometime in March 2021 for school district personnel responsible for monitoring reports in the CalSAAS. District personnel identified as a "District Administrator" or "District User" in the CalSAAS, will receive an email invitation to the webinar in March 2021. It is important that school districts maintain the "manage users" section of the CalSAAS with current information.

**Local Assignment Options:**

Common Local Assignment Options are for **general education assignments only**, and cannot be used for special programs such as Special Education, Career Technical Education, or English Learner assignments.

Documentation sent via e-mail to the [Certification\\_Unit@lacoe.edu](mailto:Certification_Unit@lacoe.edu) for purposes of the 2020-21 certificated monitoring should have a subject line indicating "2020-2021 Monitoring Document." If you have already submitted this documentation, please do not resend.

## 2020-2021 Certificated Assignment Monitoring Information

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EC 44258.7(c)(d) “Committee on Assignments” - School districts making assignments under this local assignment option must submit the attached “Committee on Assignments – Approved Assignments” form to [Certification\\_Unit@laoe.edu](mailto:Certification_Unit@laoe.edu).

EC 44258.3 “Craven” - School districts making assignments under this local assignment option must submit the attached “Craven – Approved Assignments” form to [Certification\\_Unit@laoe.edu](mailto:Certification_Unit@laoe.edu).

For Local Assignment Options that require yearly governing board approval (EC 44256(b), EC 44258.2, EC 44258.7(b) and EC 44263), please submit governing board approved minutes including teacher names, subjects assigned and the education code number approved by the board to [Certification\\_Unit@laoe.edu](mailto:Certification_Unit@laoe.edu).

### **CORE (EC 44258.1):**

Submit master schedules for all educators teaching middle school core assignments to [Certification\\_Unit@laoe.edu](mailto:Certification_Unit@laoe.edu). It is important the district label each core period (CORE 1, CORE 2, etc.) and hanging periods (HP). Please note, the total number of students in each period of the core must be identical. If the count is not, provide an explanation for the discrepancy.

### **Monitoring Authority for Charter Schools:**

The authorizing school district is the monitoring authority for charter schools it has approved. As the monitoring authority, the school district is responsible for:

- Providing CalSAAS access to charter school personnel
- Providing outreach, and technical assistance to the charter schools it presides over
- Verifying and finalizing determinations prior to their submission to the CTC
- Submitting the final Charter School Assignment Monitoring report to the CTC

If a monitoring authority needs technical assistance in determining potential misassignments and vacant positions, please contact the LACOE Certification Section. If a charter school requires assistance, the charter school must contact its monitoring authority.

Should questions arise regarding this bulletin, please contact me via email at [Rangel\\_Carolina@laoe.edu](mailto:Rangel_Carolina@laoe.edu).

Approved:

Sean Lewis

Assistant Director, School Financial Systems and Services

School Financial Services

CR:sm

SFS-A30-2020-2021

Committee on Assignments – Approved Assignments  
EC 44258.7(c)(d)

School District Name and Number: \_\_\_\_\_

Assignment shall be for a maximum of one year, but may be reapproved yearly by the Committee. Must be approved/reapproved PRIOR to the start of the assignment.

School	Teacher	SEID	Subject	Start date of assignment (20-21)	Date approved/ reapproved by Committee (20-21)

## Craven – Approved Assignments EC 44258.3

School District Name and Number: \_\_\_\_\_

**The following assignments have been approved by the Subject Matter Panel:**

*The assignment is for one year and must be approved PRIOR to the start of the assignment. If this is an extension of the original subject matter approval, the district and the teacher have consented to the extension. Do not submit this form if none were approved.*

School	Teacher	SEID	Subject	Start date of assignment (20-21)	Date approved by Subject Matter Panel