



**Los Angeles County  
Office of Education**

**INFORMATIONAL  
BULLETIN # 5477**

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

January 6, 2022

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:       2021-2022 Certificated Assignment Monitoring Information

The 2021-2022 certificated assignment monitoring process is slated to begin in mid-May 2022. All school districts will be monitored in the Commission on Teacher Credentialing's (CTC) California Statewide Assignment Accountability System (CalSAAS). CalSAAS Assignment monitoring data originates from the California Department of Education's (CDE) California Longitudinal Pupil Achievement Data System (CALPADS) Fall 2 assignment data. The data is based on a snapshot in time, Census day, October 6, 2021.

LACOE's Certification Section plans to host a certificated assignment monitoring webinar sometime in March 2022 for school district personnel responsible for certificated assignment monitoring. District personnel identified as a "District Administrator" or "District User" in the CalSAAS will receive an email invitation to the webinar in March 2022. It is important that school districts maintain the "manage users" section of the CalSAAS with up to date information.

**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 by phone at (562) 922-6605 or via email at [Rangel\\_Carolina@lacoe.edu](mailto:Rangel_Carolina@lacoe.edu).

Approved:  
Sean Lewis, Assistant Director  
School Financial Systems and Services  
Division of School Financial Services

CR:sm

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