

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

BULLETIN NO. 39
October 26, 1998

Attachment B

TEACHER CONVERSION REQUEST

INSTRUCTIONS

A. COMPLETING THE CONVERSION REQUEST FORM: (refer to attached sample)

(1) SCHOOL	(2) ORGANIZATION CODE	(3) CLASS CODE
(4) POSITION	(5) EMPLOYEE'S NAME	(6) EFFECTIVE DATES

(7) TOTAL HRS. REQUESTED	Should be the total hours covering the pay periods. (e.g.: 60 hrs/pp multiply by 10 pay periods). Make sure to include hours for summer assignments where appropriate.
(8) HOURLY RATE	Refer to hourly rates listed at the bottom of the conversion form.
(9) TOTAL AMOUNT	Total hours multiplied times the hourly rate.
(10) GRAND TOTAL	Add down your total amount for all positions requested (this is the total amount to be converted).
(11) TOTAL HRS. TO BE CONVERTED	This total should be divided by the Adult Teacher Hourly rate at third step to arrive at the total hours to be converted.

- B. The purpose for requesting a conversion is for classroom support using teacher hours and charging program 1830 or 1770. The employees' name on the greenie should match with the conversion request. Adult Ed. Fiscal Services Office will not approve the request for greenie if no conversion request has been submitted, and it will be held until the request is received.
- C. The ORIGINAL CONVERSION REQUEST should be sent directly to the respective School Operations Director for review and approval.
- D. The Adult Ed. Fiscal Services Office will prepare the Budget Adjustment.
- E. As soon as the Budget Adjustment is processed, Adult Ed. Fiscal Services Office will send the school a letter of confirmation that will indicate how many Teacher Hours were converted.

**CONVERSION REQUESTS FOR CAMPUS AIDES, CLERICAL RELIEF AND
INSTRUCTIONAL MATERIALS ARE NOT ALLOWED AND WILL NOT BE APPROVED.**

- (1) REQUEST FOR GREENIES OR THE ACTUAL GREENIES for TEACHER ASSISTANTS, INSTRUCTIONAL AIDES, STUDENT AIDES, INFANT CARE AIDES and TOOLKEEPERS should be sent to **ADULT PERSONNEL OFFICE, Attn: Juanita Craig.****
- (2) The greenie will be forwarded to **ADULT FISCAL SERVICES** for budget approval.**
- (3) **ADULT PERSONNEL OFFICE** will send approved greenies to corresponding Classified/Certificated Assignments Office.**

NOTE: Greenies can only be approved if the school has submitted a conversion request that will **match** the names of the

employees on the greenies. In some cases, there will be employees who resign or are terminated and the school will need replacements. You must indicate on the request for a greenie and on that greenie that this employee replaces the terminated employee. This will avoid a delay in processing. **There is no need to send another conversion request.**

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