

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

BULLETIN NO. 39
October 26, 1998

Attachment A

TEACHER CONVERSION

School sends Conversion
Request to DACE



CAS'S AND BIC
Send to Lupe Reyes

ROC/ROP & SKILLS CTRS
Send to Loretta Walker



Lupe Reyes/Loretta Walker
approve the
Conversion Request and forward it
to
Adult Fiscal Services



Adult Fiscal Services will process
the
approved Request and prepare the
budgeted adjustment, and



Send a copy of the approved
Request
with corrected figures/cost to the
school



School sends greenie(s) for Teacher
Assistants, Education Aides,
Student
Aides, and Toolkeeper to:
Adult Personnel Office
Third Street Annex, Rm. #824
ATTN.: JUANITA CRAIG



Greenie is forwarded to Adult Fiscal Services for Budget approval



Adult Personnel Unit sends approved greenies to corresponding Classified/Certificated Assignments Office



School follows up with corresponding Classified/Certificated Assignments Office regarding employee's **official** starting date



School should call the following office(s) for assistance regarding processing of assignments:



For Teacher Assistants, Instructional Aides, and Education Aides:
Instructional Assistance Assignment Unit
Linda Christy
(213) 633 - 3860

For Student Aides:
Certificated Personnel Special Assignments Office
Eva Adorno
(213) 625 - 6514

For Tookeepers:
Classified Personnel Assignments Office
Esperanza Manalo
(213) 633 - 3784

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