

## INTEROFFICE CORRESPONDENCE

Los Angeles Unified School District  
Human Resources Division

**TO:** Principals

**DATE:** January 13, 2026

**FROM:** Francisco J. Serrato, Ed.D.  
Chief Human Resources Officer

**SUBJECT: ASSISTANT PRINCIPAL STAFFING AND NORM TABLES FOR THE  
2026-27 SCHOOL YEAR**

This communication provides guidance for schools regarding assistant principal staffing and the continued cap on off-norm assistant principal positions for the 2026-27 school year.

### **BACKGROUND**

Assistant principals play a critical role in supporting principals to maintain a comprehensive, instructionally effective, and compliant program that accelerates academic achievement for all student groups and targeted populations, including English learners, low-income students, foster youth, standard English learners, and students with disabilities.

For the current 2025-2026 school year, there are 569 assistant principal positions budgeted, which includes 156 at elementary sites and 413 at secondary sites. Of these positions, 386 (67.84%) are off-norm positions.

### **ADMINISTRATOR-TO-TEACHER RATIO (R2)**

State law requires school districts to maintain a districtwide administrator-to-teacher ratio (ATR) of no more than eight administrators for every 100 teachers (8 percent). All administrators funded from non-federal resources are included in this calculation. In support of ongoing compliance with this requirement, the District manages administrator staffing levels through enrollment-based norms and limits on off-norm positions, as outlined below.

### **ENROLLMENT-BASED STAFFING**

To comply with the state ATR requirement, the District implemented, beginning with the 2024-25 school year, a cap on the number of off-norm assistant principal positions that schools may purchase based on enrollment ranges. The current norm tables have been updated to reflect these off-norm maximums. Off-norm positions include those purchased directly by schools as well as those sponsored or funded by Central Office that fall outside the norm allocation.

To maintain compliance with state ATR requirements, the District will continue to implement these off-norm maximums during the 2026-27 school year, limiting the number of off-norm assistant principal positions schools may purchase. Please refer to Tables 1 and 2 for the enrollment ranges and corresponding caps for elementary and secondary schools, respectively.

**Table 1: Elementary Norm and Off-Norm**

Enrollment from	Enrollment to	Norm AP	Off Norm AP	Total AP
1	375	0	0	0
376	500	0	1	1
501	750	0	1	1
751	999	0	1	1
1,000	1,300	1	2	3

**Table 2: Secondary Norm and Off-Norm**

Enrollment from	Enrollment to	Norm APSCS	Norm AP	Off Norm AP	Total AP
1	315	0	0	0	0
316	699	0	0	1	1
700	1,354	1	0	1	2
1,355	1,749	1	1	1	3
1,750	2,088	1	2	1	4
2,089	4,233	1	3	1	5

**STAFFING IMPLICATIONS**

If any displacements occur due to the ongoing cap on off-norm assistant principal positions, incumbents will be displaced based on seniority within the current classification. Displaced assistant principals will be placed on a District-wide reemployment list and will receive official notification from the Human Resources Division once budget development is complete. The Human Resources Division will coordinate efforts to assist displaced assistant principals in securing positions for which they have return rights or for which they are qualified.

**PRIORITY SCHOOLS**

The Educational Transformation Office and Region Superintendents will collaborate to identify Priority Schools that require additional assistant principal support beyond the District’s off-norm enrollment caps, based on school-determined needs. Approval of any additional off-norm assistant principal position will be determined on a case-by-case basis. Further guidance will be provided.

**NEXT STEPS**

- Schools and Regional Directors should assess student and programmatic needs to inform budgetary decision making.
- Consult with Regional leadership and Central Offices to determine ongoing/projected services, supports, and/or resources.
- Engage teams in substantive discussions to prepare for budget development.
- Schools with an existing AP, SCS Alternate Staffing Pattern may submit a request for 2026-27 to retain their norm generated AP, SCS position to maintain program continuity.

- Schools with previously approved appeals for off-norm assistant principal positions for the 2025-26 school year must submit a new appeal annually; approvals will be granted on a case-by-case basis.
- Schools are not permitted to budget half-time position; all positions must be budgeted as one (1) FTE.

## QUESTIONS

- For budgetary questions, please contact your Fiscal Specialist.
- For assistant principal displacement or Alternate Staffing Pattern (ASP) questions, please contact Maria Voigt at [maria.voigt@lausd.net](mailto:maria.voigt@lausd.net).
- For questions related to the AALA/LAUSD Collective Bargaining Agreement, please contact Susana Cuevas at [scontr6@lausd.net](mailto:scontr6@lausd.net).

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