

Parent Portal Guide: Completing the PCL for ESY Enrollment - Job Aid

PURPOSE

This job aid provides instructions for completing the Parent Confirmation Letter (PCL) to enroll in the Extended School Year (ESY) program via the Parent Portal.

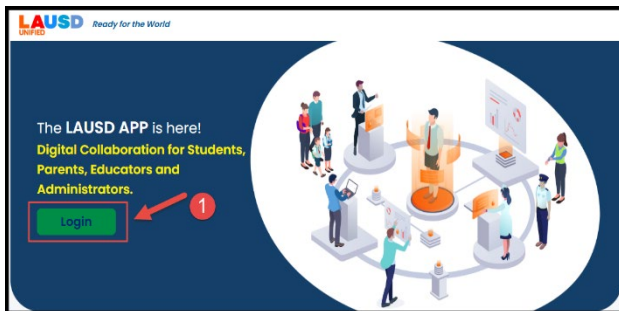
PROCEDURE

ESY Enrollment

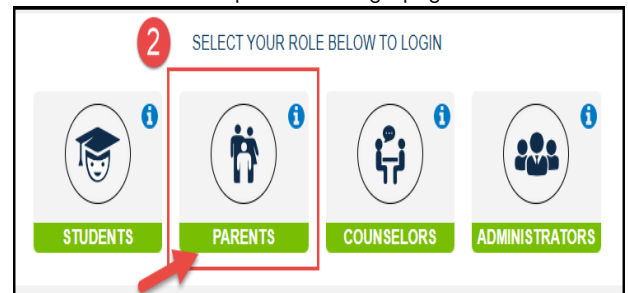
There are two (2) ways to confirm ESY enrollment for your student:

1. Confirm through the Parent Portal at <https://lausdapp.lausd.net/auth/landing>
2. Complete and submit the ESY confirmation letter to your child's school.

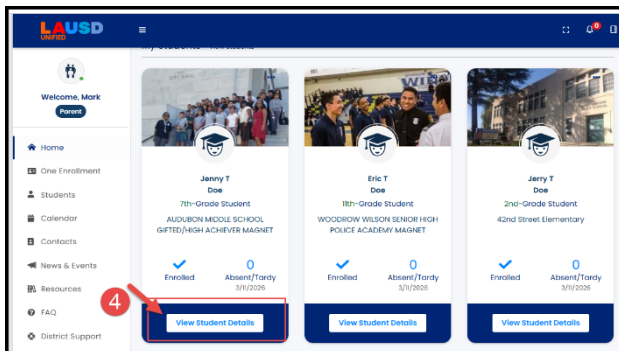
Click **Login** to enter the Parent Portal



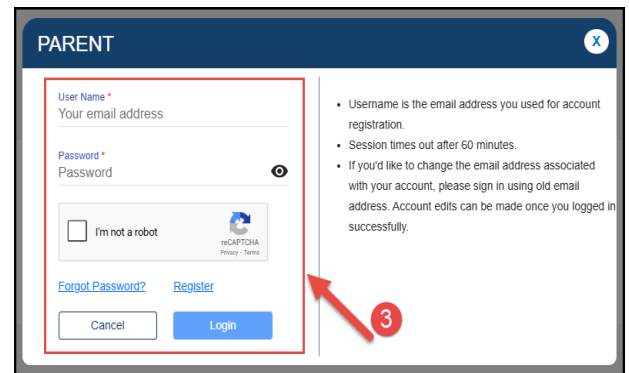
Select the **"Parents"** option on the login page.



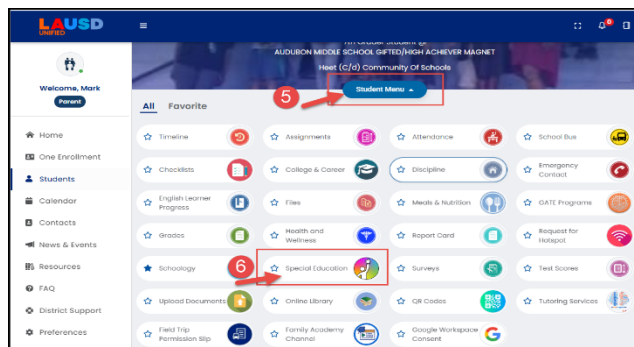
Click **"View Student Details"**



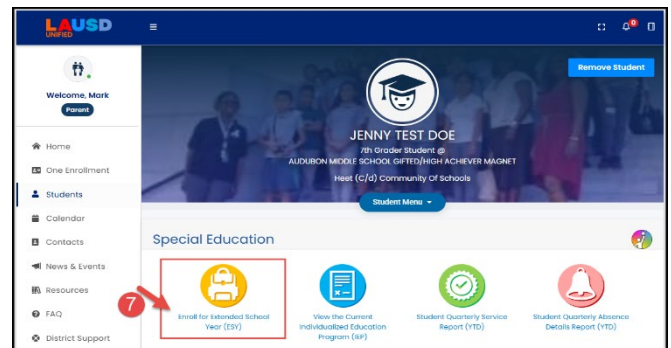
Enter your **username and password** into the fields provided. Click on box next to **"I'm not a robot"**, then click on login.



Select **"Student Menu"** Click **"Enroll for Extended School Year (ESY)"**
From the drop-down menu, click **"Special Education"**



Click **"Enroll for Extended School Year (ESY)"** to access the application.



Select Student Information

Select your child's name from the drop-down menu. The student details, including the ESY school site your child will attend, will be displayed.

Note: If you have more than one child attending the ESY session, you will need to submit one application per student.

Student Selection

Select a student

-- Choose a student --

You can only apply for students you are authorized to manage.

Student Details

Student ID:
Current School:
ESY School:
Resident School:
School Year:

Step 1: ESY Participation

Select **"Yes"** if your child will be participating in ESY.

If you select **"No,"** please indicate whether your child will be attending another summer program. You will then be prompted to submit your application.

Enrollment

1. Will be participating in the summer ESY Program?

Yes No

If "No", will the student be attending other Summer Program?

Yes No

Note: If you later decide that your child will attend, you may still enroll at the school site during the ESY session.

Step 2: Verify Home Address

Check that the home address listed is accurate:

- Select **"Yes"** if the address is correct.
- Select **"No"** if the address is incorrect and update it at the school site prior to the start of ESY.

Mailing Address

2. Is the student address correct as indicated below?

Yes No

If the address is incorrect, please update it through MiSIS. Address changes cannot be made in this form.

Step 3: Verify Emergency/Family Contacts

Check that the listed emergency and family contacts are accurate:

- Select **"Yes"** if the information is correct.
- Select **"No"** if the information is incorrect and update it by adding new contacts.

You may also remove an existing contact by checking the box next to "Remove this contact" and entering the updated information.

Emergency Contact

3. Is the emergency/family contact information correct?

Emergency Contact 1

Name:
Relationship:
Phone Number:

Emergency Contact 2

Name:
Relationship:
Phone Number:

Yes No

If the information is incorrect, please update the details below. To remove a contact entirely, check "Remove this contact".

Emergency Contact 1

Remove this contact

First name Last name Phone


Relationship
Select...

Step 4: Transportation Services

If your child's active IEP indicates ESY transportation services and you wish to activate transportation during ESY, select **"Yes"** and proceed to choose one of the three (3) Options. *Note: If you select **"NO,"** you will be prompted to submit your application.*

ESY Transportation

4. Do you wish to utilize District transportation services?

Yes No 

Please select one option:

- Option 1: Yes, I will need pick up and drop off services.
- Option 2: Yes, I will need only pick up services.
- Option 3: Yes, I will need only drop off services.

Please select a transportation option.

Step 5: Verify Pick-Up and Drop-Off Address


If you selected **"Yes"** in Step 4, verify that the pick-up and drop-off address is correct.

- Select **"Yes"** if the address is correct.
- Select **"No"** if the address is incorrect and update it in the indicated area.

Home-to-School Transportation

5. The student is eligible for pick-up / drop-off at the following school: Camellia Ave El (Please go to LAUSD website for school information)

Pick-Up Address: [REDACTED] NORTH HOLLYWOOD, CA 91605 (This is a corner address)

Yes No 

Please update the pick-up address:

Street Address	City	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please enter street, city, and ZIP for the updated pick-up address.

Drop-Off Address: [REDACTED] NORTH HOLLYWOOD, CA 91605 (This is a corner address)

Yes No

Please select Yes or No for Drop-Off Address.

Note: All changes are subject to verification and may result in a change of ESY site. If student's school of residence is hosting ESY, transportation may not be available. To ensure that District transportation is available the first day of ESY, all updates must be made before the second Friday in May. For students eligible for transportation, a follow-up letter will be mailed to the student's home address, reflecting pick-up and drop-off times in early June.

Step 6: Authorized Pick-Up Individuals

List the individuals (18 years of age or older) to whom the school/transportation staff may release your child.

If you would like to remove an individual, check the box next to **“Remove this person”**.


Note:

- Students may only be released to individuals who are 18 years of age or older.
- For students enrolled in 3rd grade and above who receive school-to-school transportation, you may provide consent for your child to walk home after being dropped off by selecting the designated box.

Release To Information

You may list up to 8 people who are authorized to pick up your child.

All individuals listed in Release To Information must be 18 years of age or older.

Person 1  Remove this person

First name	Last name	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship		
<input type="text"/>		

- Click **“Submit”** when your updates are complete.

Please provide at least one authorized pickup person (or uncheck “Remove”).

*Student qualifying for school-to-school transportation will be released to person(s) listed above unless you select option below:

(Only 3rd grade or higher) Yes, my child has my permission to walk home if eligible for school-to-school transportation.

If you have any questions related to ESY, please contact your school of attendance or call Special Education School and Family Support Services at (213) 241-6701.

