

Mr. Melvoin, Ms. Ortiz Franklin - Creating a More User-Friendly LAUSD by Digitizing District Processes (Res-056-24/25) (Noticed March 11, 2025) **VERSION 3**

Whereas, The Los Angeles Unified School District (District) is committed to being the district of choice for families;

Whereas, In 2017, the [Governing Board of the Los Angeles Unified School District Board of Education](#) (Board) unanimously passed Res-016-17/18, “TECH App: Transforming Engagement via Communication Hubs: Creating a New LAUSD App” which directed the District to create and maintain a District-wide smartphone app so that families could easily access, navigate, and provide meaningful input regarding information that is important to them in supporting their children’s academic success;

Whereas, The District uses the learning management system, Schoology, where students can monitor their grades and upload their assignments in a digital environment; and where parents can access their student’s grades, Individual Education Plans, and school announcements, complete magnet applications, and access other pertinent information about their students and schools through the parent portal, a digital platform;

Whereas, The District has started modernizing its systems. A recent Transportation modernization request for proposal sought “equipment and services to deliver modern systems to support operations of school buses and trucks of varying sizes.” And the District’s YumYummi application now allows parents and families to view daily, weekly, and monthly school meal offerings online. Departments across the District—including schools and offices—should utilize modern systems to support their operations;

Whereas, While the District has begun modernizing its processes, many District systems remain outdated and duplicative, often relying on hard copies, manual data entry, and antiquated processes. For example, families complete the same emergency contact information year after year, with no option to digitally submit pre-populated information from the previous year. These systems create frustrations for busy employees, parents, and community members;

Whereas, Access to efficient and transparent online systems is especially important in 2025. We live in an increasingly digital world where you can order food online and pay with a mobile application, apply for a passport, and renew a driver's license or identification card. While the District has worked towards eliminating the digital divide, families do not have the option to make credit card payments online, utilize online booking systems, or complete annual enrollment forms online;

Whereas, Digitizing not only has positive environmental impacts due to the limited need for paper copies, but it also frees up schedules for other essential job functions and student support;

Whereas, Pillar 4D of the Strategic Plan focuses on operational effectiveness and includes updating processes and policies to strengthen student enrollment and academic success;

Whereas, The District has yet to digitize many internal systems and processes which causes delays and leads to frustration for families, community members, and staff. These outdated systems and processes include, but are not limited to:

- School enrollment;
- Emergency cards;
- Permission forms (i.e., field trip slips);
- Recording excused absences;
- Special Education reimbursement;
- Early Education Center payments;
- Leasing and civic center permits and payment;
- Transportation attendance and routes;
- Timesheet and mileage forms;
- Absence for illness and non-illness, family illness, and new child leave forms;
- TB Compliance forms;
- Cumulative records;
- Expanded learning sign-in and out forms

Whereas, The recent wildfires damaged thousands of hard copy cumulative records, emergency forms, and other critical documents that weren't yet digitized; and

Whereas, The time it takes to process paper copies and physical receipts has put the District at risk for being out of compliance with mandated timelines; now, therefore be it

Resolved, That the Los Angeles Unified District (District) shall:

- Conduct an ~~audit~~ review of all its current systems and processes—both internal and external—to determine which can be digitized and modernized for ease of use and provide a report on the findings to the Governing Board of the Los Angeles Unified ~~School District Board of Education~~ (Board) within ~~60~~ 120 days;
- Continue current efforts to fully digitize school enrollment forms, field trip permission slips, special education reimbursements, and leasing and civic center permits and payments by the end of 2025;
- Develop a plan outlining the feasibility, considerations, cost, timeline, and requirements for digitizing and modernizing the remaining processes listed above—and others identified in the ~~audit~~ review- by District departments—and eliminating paper applications as the primary method for submission of documents and information for anything that is not expressly required by law by December ~~June 30~~, 2025. While parents and guardians shall still have an option to complete forms via hard copies, digital systems and processes shall be prioritized by leveraging a Districtwide communications campaign;

- Conduct stakeholder and community feedback sessions by October 2025 with parents and guardians, District staff, and vendors and partners to gather input on modernization efforts;
- Fully implement the plan with all systems and processes digitized ~~before~~ by school year 2026-27, with quarterly updates to the Board until that process is complete.