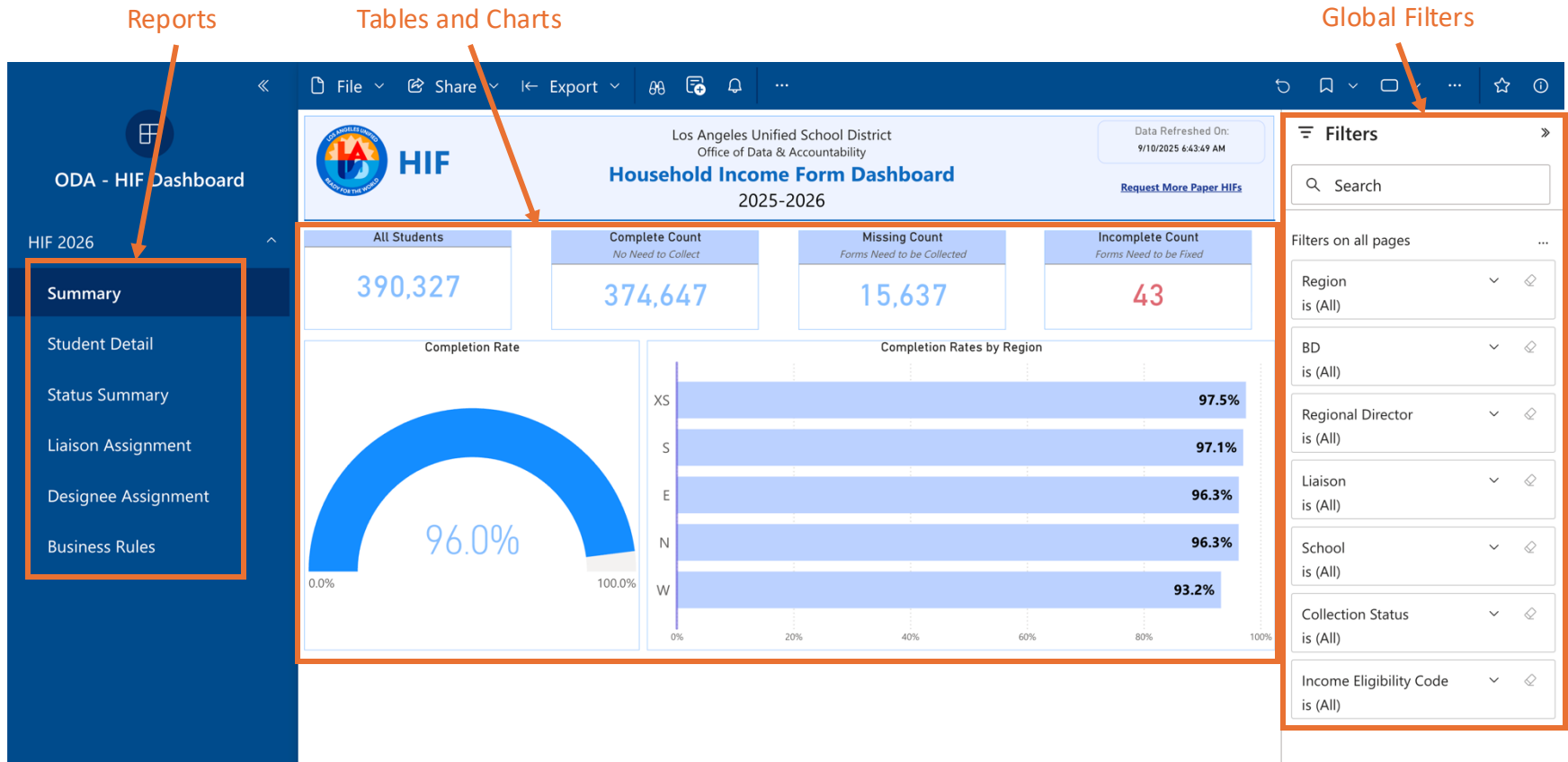


Office of Data and Accountability – Household Income Form (HIF) Dashboard

School Job Aid

Welcome to the new Household Income Form (HIF) Dashboard. This dashboard replaces the old MTAM Dashboard found on FOCUS. This job aid is designed to provide schools with a quick overview of the dashboard and how to navigate the different reports and export data. We will continue to add functionality to this Dashboard. As updates are released, this job aid will be updated. The version number is at the end of the file name.



Descriptions:

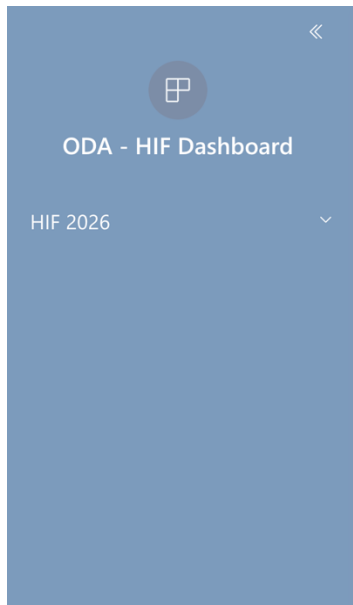
Reports: These are the different report options available.

Global Filters: This is where you can filter the data as needed. For schools, the filters are limited since access is school specific.

**Note: The filters stay selected as you switch reports. They are global filters.*

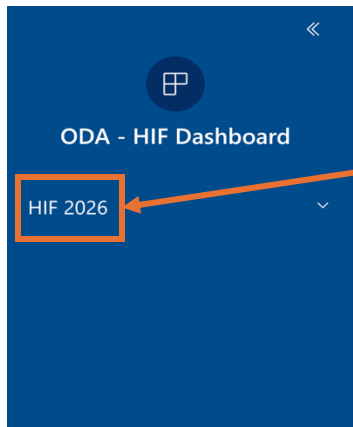
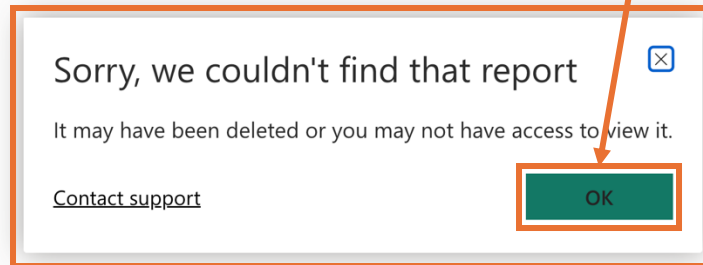
Tables and Charts: The tables and charts will change as you select different filters.

Summary Report – Accessing the Summary Report at Login



1

At login, a popup stating *“Sorry, we couldn't find that report”* may appear. First, please click on “OK” to clear the dialog box.



2

Then, click on “HIF 2026” to access the Summary Report.

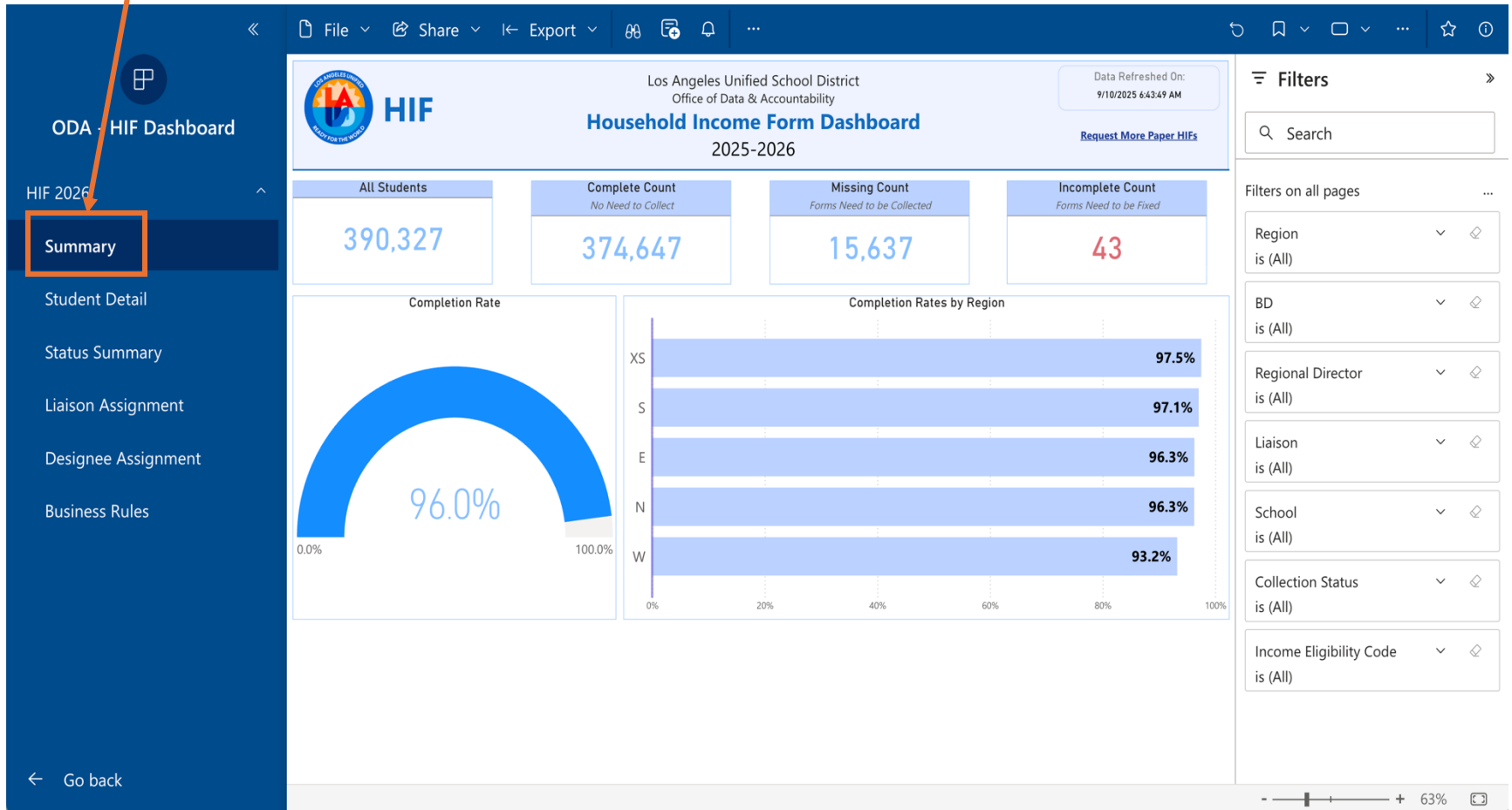


Note: Alternatively, click on your preferred browser's refresh icon to refresh the page to access the Summary Report.

Summary Report

The **Summary Report** displays overall school counts and information. The counts include all students enrolled at the school, the students that need to have HIF collected in the current HIF Cycle, the students with completed HIF, the students missing a HIF, and the students with an incomplete HIF. The two charts indicate the percent complete toward the goal of 100% HIF collection.

Summary Report

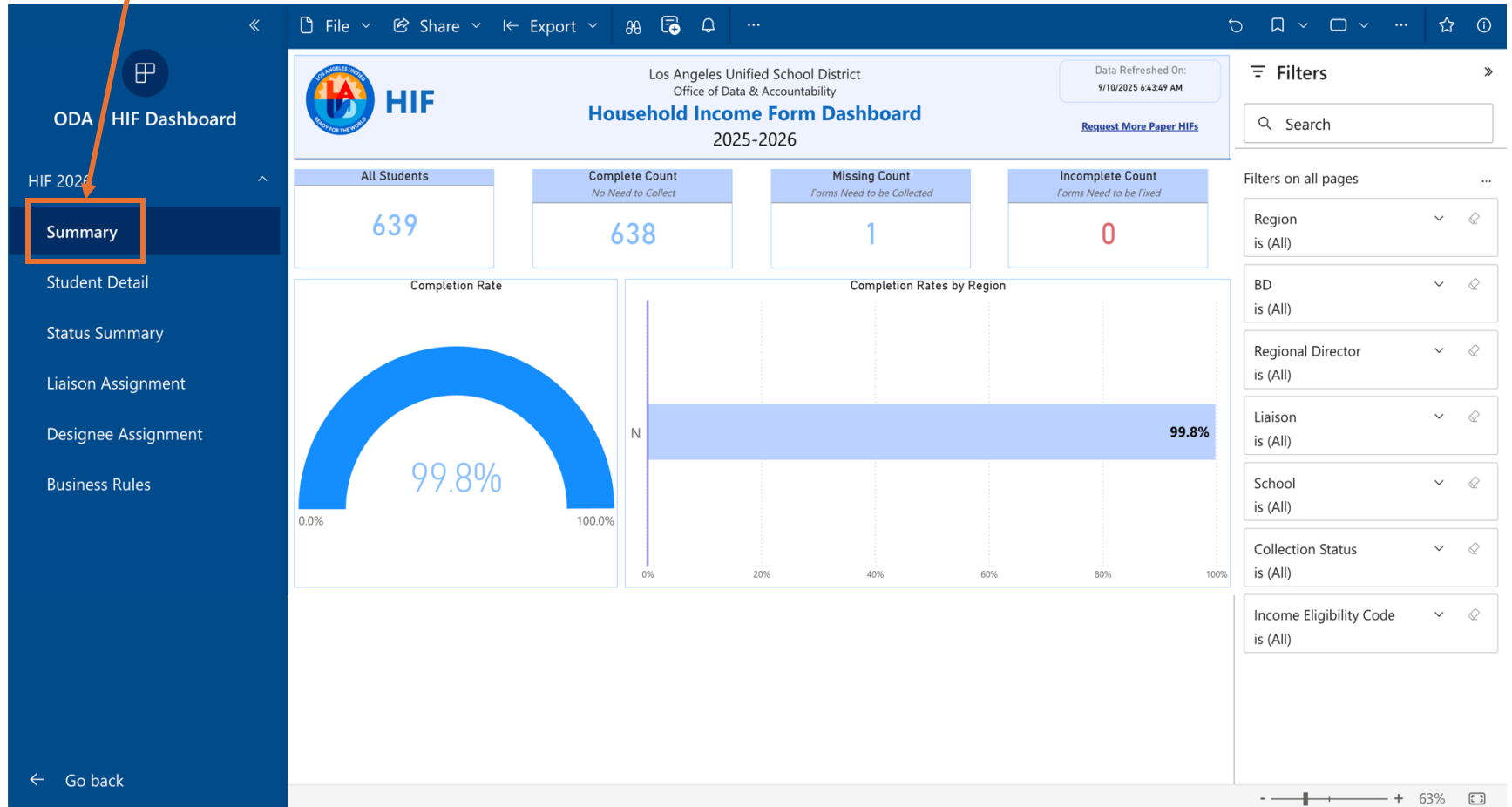


Summary Report



Note: If you are a Principal or school staff, you will only see HIF collection data from your school.

Summary Report



Student Detail Report

The **Student Detail Report** contains a list of all students enrolled at a school. The filters allow you to search/filter by student ID, student name, filter for all students or just students in the current HIF collection cycle, and filter for the HIF collection status.

Student Detail Report

Additional filters are available in this report.

ODA - HIF Dashboard

HIF 2026

Summary

Student Detail

Status Summary

Liaison Assignment

Designee Assignment

Business Rules

Go back

Los Angeles Unified School District
Office of Data & Accountability
Household Income Form Dashboard
2025-2026

Data Refreshed On:
9/4/2025 6:15:55 AM

Student ID: All

Student: All

Income Eligibility Code: All

Missing or Incomplete: Multiple selections

Student Detail

Region	Liaison	School Location Code	Program Name	Student ID	Student	DoB	Grade	Collection Status	Income Eligibility Code	Income Eligibility Description
S	Butler, Desdra	5857	107th St El					Missing	7	Missing HIF
S	Butler, Desdra	5857	107th St El					Missing	7	Missing HIF
S	Butler, Desdra	5857	107th St El					Missing	8	Missing HIF
S	Butler, Desdra	5857	107th St El					Missing	7	Missing HIF
S	Butler, Desdra	5857	107th St El					Missing		
S	Butler, Desdra	5857	107th St El					Missing	7	Missing HIF
S	Velazquez, Mercedes	5836	109th St El					Missing	7	Missing HIF
S	Velazquez, Mercedes	5836	109th St El					Missing	8	Missing HIF
S	Velazquez, Mercedes	5836	109th St El					Missing	7	Missing HIF
S	Velazquez, Mercedes	5836	109th St El					Missing	7	Missing HIF
S	Velazquez, Mercedes	5836	109th St El					Missing	7	Missing HIF
E	Martinez, Maria	7082	10th St El					Missing	7	Missing HIF

Filters

Search

Filters on all pages

Region is (All)

BD is (All)

Regional Director is (All)

Liaison is (All)

School is (All)

Collection Status is (All)

Income Eligibility Code is (All)

*Note: A gray box has been placed over student information for privacy reasons.

Student Detail Report – Navigation Tips



Tip: To ensure your data extracts are accurate, please follow this key step:
Since all filter choices from previous sessions are retained, click on the 'Refresh Icon' to clear all your filters.



HIF

Los Angeles Unified School District
Office of Data & Accountability

Household Income Form Dashboard

2025-2026

Data Refreshed On:
9/4/2025 6:15:55 AM

Student ID

All

Student

All

Income Eligibility Code

Select Multiple with Ctrl + Click

All

Missing or Incomplete

Select Multiple with Ctrl + Click

Multiple selections

Reset to default



Do you want to reset filters, slicers, and other data view changes you've made?

Reset

Cancel

Click "Reset"

Student Detail Report – Getting your list of students missing an HIF

To get the list of students missing an HIF, click on the drop-down arrow in the “Missing or Incomplete” filter and click the boxes next to “Incomplete” and “Missing”. These are the students at your school that need to complete an HIF.

Student Detail Report

Filter for “Missing” or “Incomplete”.

ODA - HIF Dashboard

HIF 2026

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Office of Data & Accountability
Household Income Form Dashboard
2025-2026

Data Refreshed On:
9/4/2025 8:15:55 AM

Student ID: All

Student: All

Income Eligibility Code: All

Select Multiple with Ctrl + Click

Missing or Incomplete

Select Multiple with Ctrl + Click

Multiple selections

Search

☐ Complete

☒ Incomplete

☒ Missing

Region	Liaison	School Location Code	Program Name	Student ID	Student	DoB	Eligibility Code	Income Eligibility Description
S	Butler, Desdra	5857	107th St El					
S	Butler, Desdra	5857	107th St El					
S	Butler, Desdra	5857	107th St El					
S	Butler, Desdra	5857	107th St El					
S	Butler, Desdra	5857	107th St El					
S	Butler, Desdra	5857	107th St El					
S	Velazquez, Mercedes	5836	109th St El					
S	Velazquez, Mercedes	5836	109th St El				Missing	Missing HIF
S	Velazquez, Mercedes	5836	109th St El				Missing	Missing HIF
S	Velazquez, Mercedes	5836	109th St El				Missing	Missing HIF
S	Velazquez, Mercedes	5836	109th St El				Missing	Missing HIF
S	Velazquez, Mercedes	5836	109th St El				Missing	Missing HIF
E	Martinez, Maria	7082	10th St El				Missing	Missing HIF

Filters

Search

Filters on all pages

Region is (All)

BD is (All)

Regional Director is (All)

Liaison is (All)

School is (All)

Collection Status is (All)

Income Eligibility Code is (All)

63%



Tip: To choose more than one selection use, CTRL + Click (on Mac OS use, COMMAND + Click).

* Note: A gray box has been placed over student information for privacy reasons.

Student Detail Report – Navigation Tips

Student Detail Report

All filter choices from previous sessions are retained. To clear all your filters, click this icon.

ODA - HIF Dashboard

HIF 2026

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Business Rules

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Los Angeles Unified School District
Office of Data & Accountability
Household Income Form Dashboard
2025-2026

Data Refreshed On:
9/4/2025 6:15:55 AM

Filters

Search

Filters on all pages

Region is (All)

BD is (All)

Regional Director is (All)

Liaison is (All)

School is (All)

Collection Status is (All)

Income Eligibility Code is (All)

Student Detail

Student ID: All

Student: All

Income Eligibility Code: All

Missing or Incomplete: Multiple selections

Region	Liaison	School Location Code	Program Name	Student ID	Student	DOB	Grade	Collection Status	Income Eligibility Code	Income Eligibility Description
S	Butler, Desdra	5857	107th St El					Missing	7	Missing HIF
S	Butler, Desdra	5857	107th St El					Missing	7	Missing HIF
S	Butler, Desdra	5857	107th St El					Missing	7	Missing HIF
S	Butler, Desdra	5857	107th St El					Missing	7	Missing HIF
S	Butler, Desdra	5857	107th St El					Missing	7	Missing HIF
S	Velazquez, Mercedes	5836	109th St El					Missing	7	Missing HIF
S	Velazquez, Mercedes	5836	109th St El					Missing	7	Missing HIF
S	Velazquez, Mercedes	5836	109th St El					Missing	7	Missing HIF
S	Velazquez, Mercedes	5836	109th St El					Missing	7	Missing HIF
S	Velazquez, Mercedes	5836	109th St El					Missing	7	Missing HIF
E	Martinez, Maria	7082	10th St El					Missing	7	Missing HIF

MISSING OR INCOMPLETE FLAG
is Incomplete or Missing

If you searched/filtered for a specific student, you need to uncheck the box next to the "Student ID" or "Student" name to remove the filter.



Tip: To choose more than one selection use, CTRL + Click (on Mac OS use, COMMAND + Click).

If you're not sure which filters you have applied, hover over the filter icon.

* Note: A gray box has been placed over student information for privacy reasons

Student Detail Report – Navigation Tips

Student Detail Report

ODA - HIF Dashboard

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Los Angeles Unified School District
Office of Data & Accountability
Household Income Form Dashboard
2025-2026

Data Refreshed On:
9/8/2025 6:13:36 AM

Filters

Search

Filters on all pages

Region is (All)

BD is (All)

Regional Director is (All)

Liaison is (All)

School is (All)

Collection Status is (All)

Income Eligibility Code is (All)

Region	Liaison	School Location Code	Program Name	Student ID	Student	DoB	Grade	Collection Status	Income Eligibility Code	Income Eligibility Description
S	Butler, Desdra	5110	Manhattan Place El							
W	Spears, Sue	4671	Ivanhoe El							
W	Lee, Jean	8907	Venice SH STEMM Mag							
E	Martinez, Maria	2307	Lee El Med Hlth Mag							
S	Butler, Desdra	8713	Hawkins SH							
N	Rodriguez, Jose	4452	Haskell El STEAM Mag							
S	Velazquez, Mercedes	2890	Catskill Ave El							
N	Rochelle, Stephen	8107	Portola CM							
W	Lee, Jean	2274	Baldwin Hills El							
W	Lee, Jean	6052	Paseo del Rey El							
S	Butler, Desdra	8160	Gompers MS							
N	Rochelle, Stephen	7890	Woodland Hills CES							
W	Lee, Jean	8256	Revere CMS							

Student Detail

If you'd like to see the **Student names in alphabetical order**, click the column header titled "Student." If it sorts in descending order (starting from Z), click it one more time to sort it in ascending order (starting from A).

* Note: A gray box has been placed over student information for privacy reasons.

Student Detail Report – Navigation Tips

Student Detail Report

ODA - HIF Dashboard

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Los Angeles Unified School District
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2025-2026

Data Refreshed On: 9/8/2025 6:13:36 AM

Filters

Search

Filters on all pages

Region is (All)

BD is (All)

Regional Director is (All)

Liaison is (All)

School is (All)

Collection Status is (All)

Income Eligibility Code is (All)

Student ID: All

Student: All

Income Eligibility Code: All

Missing or Incomplete: Multiple selections

Region	Liaison	School Location Code	Program Name	Student ID	Student	DoB	Grade	Collection Status	Income Eligibility Code	Income Eligibility Description
S	Butler, Desdra	5110	Manhattan Place El					Missing	7	Missing HIF
W	Spears, Sue	4671	Ivanhoe El					Missing	7	Missing HIF
W	Lee, Jean	8907	Venice SH STEMM Mag					Missing	7	Missing HIF
E	Martinez, Maria	2307	Lee El Med Hlth Mag					Missing	7	Missing HIF
S	Butler, Desdra	8713	Hawkins SH					Missing	8	Missing HIF
N	Rodriguez, Jose	4452	Haskell El STEAM Mag					Missing	7	Missing HIF
S	Velazquez, Mercedes	2890	Catskill Ave El					Missing	7	Missing HIF
N	Rochelle, Stephen	8107	Portola CM					Missing	8	Missing HIF
W	Lee, Jean	2274	Baldwin Hills El					Missing	7	Missing HIF
W	Lee, Jean	6052	Paseo del Rey El					Missing	7	Missing HIF
S	Butler, Desdra	8160	Gompers MS					Missing	7	Missing HIF
N	Rochelle, Stephen	7890	Woodland Hills CES					Missing	7	Missing HIF
W	Lee, Jean	8256	Revere CMS					Missing	0	Missing HIF

To view the table options, hover over or click on any cell in the Student Detail table.

* Note: A gray box has been placed over student information for privacy reasons.

Student Detail Report – Exporting Your Data

Student Detail Report

1

First, click the 'three dots' icon for "More options".

2

Next, select "Export data" from the dropdown menu.

The screenshot shows the 'Household Income Form Dashboard' for the 2025-2026 school year. On the left sidebar, the 'Student Detail' option is highlighted. The main area displays a table of student information. A gray box obscures student names for privacy. A 'More options' menu is open, showing 'Export data' as the selected option. A dialog box titled 'Which data do you want to export?' is displayed, with 'Summarized data' selected. The dialog also shows 'Data with current layout' and 'Underlying data' as options. The 'File format' is set to 'xlsx (Excel 150,000-row max)'. The 'Export' button is visible at the bottom of the dialog.

Region	Liaison	School Location Code	Program Name	Student ID	Student	DoB	Grade	Collection Status	Income Eligibility Code	Income Eligibility Desc
S	Velazquez, Mercedes	8727	King-Drew SH Md/S Mg					Missing	8	Missing HIF
S	Velazquez, Mercedes	1957	Willenberg Sp Ed Ctr					Missing	8	Missing HIF
S	Velazquez, Mercedes	8868	Rancho Domingz Prep Mg					Missing	8	Missing HIF
S	Velazquez, Mercedes	8850	San Pedro SH VAPA Mg					Missing	8	Missing HIF
S	Velazquez, Mercedes	8838	Narbonne SH HARTS LA					Missing	8	Missing HIF
S	Velazquez, Mercedes	8850	San Pedro SH					Missing	8	Missing HIF
S	Velazquez, Mercedes	8529	Banning SH					Missing	8	Missing HIF
S	Velazquez, Mercedes	8850	San Pedro SH VAPA Mg					Missing	8	Missing HIF
S	Velazquez, Mercedes	8104	Dana MS					Missing	8	Missing HIF
S	Velazquez, Mercedes	7721	Rivera J.C. Perf. Arts					Missing	8	Missing HIF

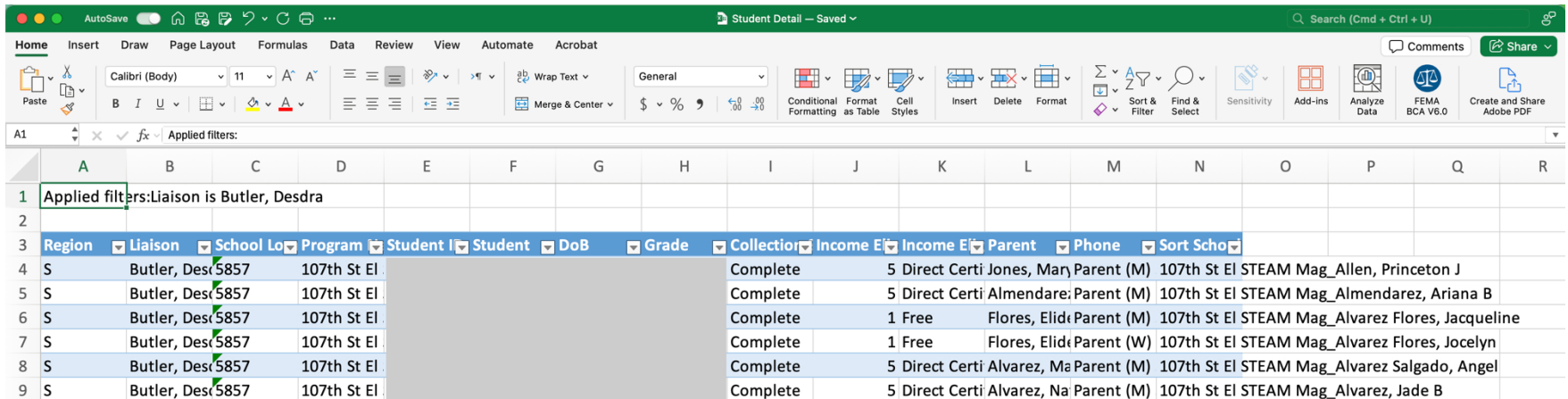
Then, select "Summarized data" from the dialog box. Your data will be exported in an Excel spreadsheet.

3

* Note: A gray box has been placed over student information for privacy reasons.

Student Detail Report – Formatting Exported Summarized Data

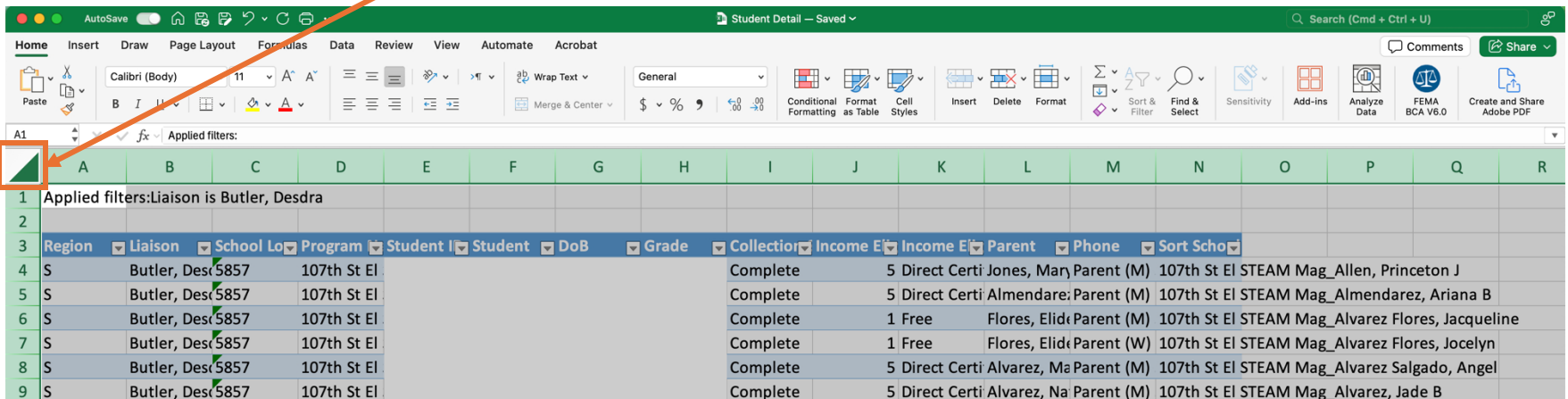
Open the exported “Student Detail.xlsx” file and note that the columns are not fully showing the labels and data below it. To show all, please follow the steps outlined below:



Region	Liaison	School	Program	Student	DoB	Grade	Collection	Income	Parent	Phone	Sort
S	Butler, Desdra	5857	107th St El				Complete	5 Direct Certi	Jones, Mary Parent (M)	107th St El STEAM Mag_Allen, Princeton J	
S	Butler, Desdra	5857	107th St El				Complete	5 Direct Certi	Almendarez, Parent (M)	107th St El STEAM Mag_Almendarez, Ariana B	
S	Butler, Desdra	5857	107th St El				Complete	1 Free	Flores, Elida Parent (M)	107th St El STEAM Mag_Alvarez Flores, Jacqueline	
S	Butler, Desdra	5857	107th St El				Complete	1 Free	Flores, Elida Parent (W)	107th St El STEAM Mag_Alvarez Flores, Jocelyn	
S	Butler, Desdra	5857	107th St El				Complete	5 Direct Certi	Alvarez, Ma Parent (M)	107th St El STEAM Mag_Alvarez Salgado, Angel	
S	Butler, Desdra	5857	107th St El				Complete	5 Direct Certi	Alvarez, Na Parent (M)	107th St El STEAM Mag_Alvarez, Jade B	

1

First, click the uppermost left corner of the table to highlight all.



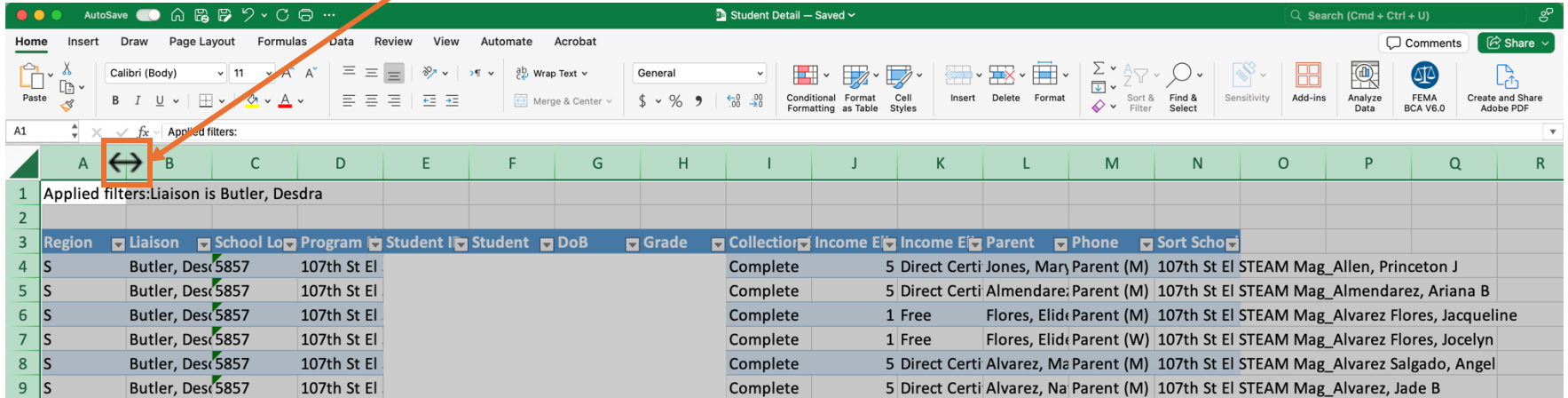
Region	Liaison	School	Program	Student	DoB	Grade	Collection	Income	Parent	Phone	Sort
S	Butler, Desdra	5857	107th St El				Complete	5 Direct Certi	Jones, Mary Parent (M)	107th St El STEAM Mag_Allen, Princeton J	
S	Butler, Desdra	5857	107th St El				Complete	5 Direct Certi	Almendarez, Parent (M)	107th St El STEAM Mag_Almendarez, Ariana B	
S	Butler, Desdra	5857	107th St El				Complete	1 Free	Flores, Elida Parent (M)	107th St El STEAM Mag_Alvarez Flores, Jacqueline	
S	Butler, Desdra	5857	107th St El				Complete	1 Free	Flores, Elida Parent (W)	107th St El STEAM Mag_Alvarez Flores, Jocelyn	
S	Butler, Desdra	5857	107th St El				Complete	5 Direct Certi	Alvarez, Ma Parent (M)	107th St El STEAM Mag_Alvarez Salgado, Angel	
S	Butler, Desdra	5857	107th St El				Complete	5 Direct Certi	Alvarez, Na Parent (M)	107th St El STEAM Mag_Alvarez, Jade B	

* Note: A gray box has been placed over student information for privacy reasons.

Student Detail Report – Formatting Exported Summarized Data

2

Next, double click in-between two columns when you see the “left-right” arrow to auto size.

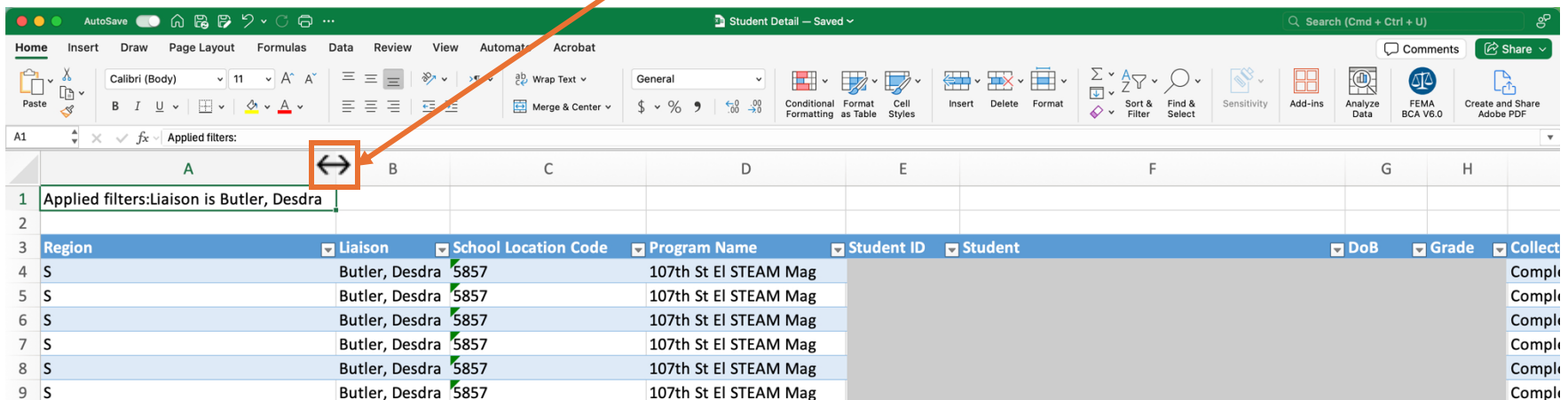


Applied filters: Liaison is Butler, Desdra

Region	Liaison	School Lo	Program	Student I	Student	DoB	Grade	Collection	Income E	Income E	Parent	Phone	Sort Scho
S	Butler, Des	5857	107th St El					Complete	5 Direct Certi	Jones, Mar	Parent (M)	107th St El STEAM Mag	Allen, Princeton J
S	Butler, Des	5857	107th St El					Complete	5 Direct Certi	Almendare: Parent (M)	107th St El STEAM Mag	Almendarez, Ariana B	
S	Butler, Des	5857	107th St El					Complete	1 Free	Flores, Elid	Parent (M)	107th St El STEAM Mag	Alvarez Flores, Jacqueline
S	Butler, Des	5857	107th St El					Complete	1 Free	Flores, Elid	Parent (W)	107th St El STEAM Mag	Alvarez Flores, Jocelyn
S	Butler, Des	5857	107th St El					Complete	5 Direct Certi	Alvarez, Ma	Parent (M)	107th St El STEAM Mag	Alvarez Salgado, Angel
S	Butler, Des	5857	107th St El					Complete	5 Direct Certi	Alvarez, Na	Parent (M)	107th St El STEAM Mag	Alvarez, Jade B

3

Next, drag column 'A' (labeled “Region”) to adjust as needed.



Applied filters: Liaison is Butler, Desdra

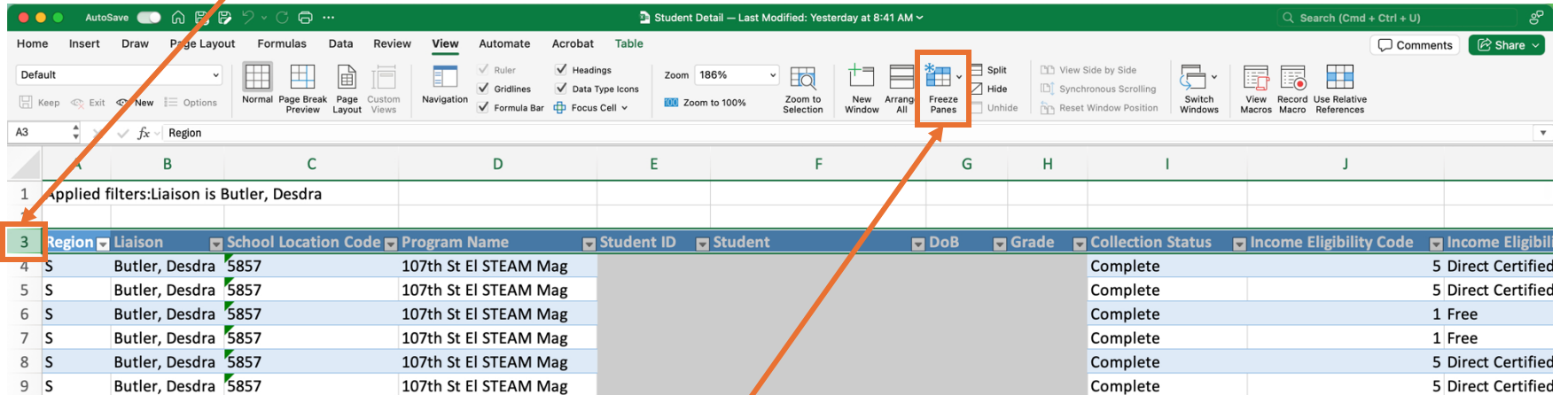
Region	Liaison	School Location Code	Program Name	Student ID	Student	DoB	Grade	Collect
S	Butler, Desdra	5857	107th St El STEAM Mag					Comple
S	Butler, Desdra	5857	107th St El STEAM Mag					Comple
S	Butler, Desdra	5857	107th St El STEAM Mag					Comple
S	Butler, Desdra	5857	107th St El STEAM Mag					Comple
S	Butler, Desdra	5857	107th St El STEAM Mag					Comple
S	Butler, Desdra	5857	107th St El STEAM Mag					Comple

* Note: A gray box has been placed over student information for privacy reasons.

Student Detail Report – Exported Summarized Data

4

Next, to freeze the row labels, click on row '3' to highlight the whole row.

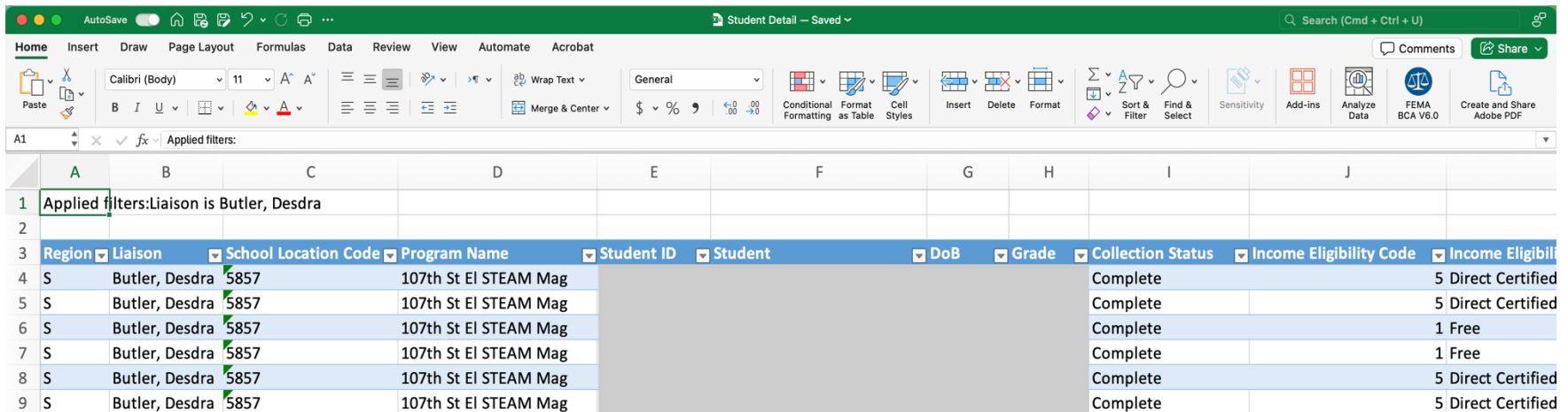


The screenshot shows the Microsoft Excel interface with the 'View' tab selected. The 'Freeze Panes' button is highlighted with a red box. An orange arrow points from this button to row 3 of the spreadsheet. The spreadsheet displays a table with columns: Region, Liaison, School Location Code, Program Name, Student ID, Student, DoB, Grade, Collection Status, Income Eligibility Code, and Income Eligibil. Row 3 is highlighted, and the data below it is partially obscured by a gray box for privacy reasons.

Region	Liaison	School Location Code	Program Name	Student ID	Student	DoB	Grade	Collection Status	Income Eligibility Code	Income Eligibil
S	Butler, Desdra	5857	107th St EI STEAM Mag					Complete		5 Direct Certified
S	Butler, Desdra	5857	107th St EI STEAM Mag					Complete		5 Direct Certified
S	Butler, Desdra	5857	107th St EI STEAM Mag					Complete		1 Free
S	Butler, Desdra	5857	107th St EI STEAM Mag					Complete		1 Free
S	Butler, Desdra	5857	107th St EI STEAM Mag					Complete		5 Direct Certified
S	Butler, Desdra	5857	107th St EI STEAM Mag					Complete		5 Direct Certified

5

And, finally, click on the 'Freeze Panes' button.



The screenshot shows the Microsoft Excel interface with the 'View' tab selected. The 'Freeze Panes' button is highlighted with a red box. An orange arrow points from this button to row 3 of the spreadsheet. The spreadsheet displays a table with columns: Region, Liaison, School Location Code, Program Name, Student ID, Student, DoB, Grade, Collection Status, Income Eligibility Code, and Income Eligibil. Row 3 is highlighted, and the data below it is partially obscured by a gray box for privacy reasons.

Region	Liaison	School Location Code	Program Name	Student ID	Student	DoB	Grade	Collection Status	Income Eligibility Code	Income Eligibil
S	Butler, Desdra	5857	107th St EI STEAM Mag					Complete		5 Direct Certified
S	Butler, Desdra	5857	107th St EI STEAM Mag					Complete		5 Direct Certified
S	Butler, Desdra	5857	107th St EI STEAM Mag					Complete		1 Free
S	Butler, Desdra	5857	107th St EI STEAM Mag					Complete		1 Free
S	Butler, Desdra	5857	107th St EI STEAM Mag					Complete		5 Direct Certified
S	Butler, Desdra	5857	107th St EI STEAM Mag					Complete		5 Direct Certified

* Note: A gray box has been placed over student information for privacy reasons.

Status Summary Report

Status Summary Report

The Status Summary Report lists the breakdown of students included in the current collection cycle broken down in five groups.

ODA - HIF Dashboard

HIF 2026

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Designee Assignment

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2025-2026

Filters

Search

Filters on all pages

Region is (All)

BD is (All)

Regional Director is (All)

Liaison is (All)

School is (All)

Collection Status is (All)

Income Eligibility Code is (All)

Distribution by Status

Missing	Incomplete	Complete	Total Enrolled	% Completion
3,700	13	97,351	101,064	96.3%
4,751	7	123,436	128,194	96.3%
2,554	11	86,364	88,929	97.1%
4,262	11	59,177	63,450	93.3%
203	1	8,266	8,470	97.6%
15,470	43	374,594	390,107	96.0%

Note: To expand and show the list of schools for your region, click on the "+" sign next to the Region label.

Status Summary Report – School Level Totals

Status Summary Report

On this report, you can see the total number of students “Missing, Incomplete, Complete, Total Enrolled, and % Completion” for each school.

The screenshot displays the 'Household Income Form Dashboard' for the 2025-2026 school year, managed by the Los Angeles Unified School District Office of Data & Accountability. The dashboard features a sidebar on the left with navigation options: ODA - HIF Dashboard, HIF 2026, Summary, Student Detail, Status Summary (highlighted with an orange box), Liaison Assignment, Designee Assignment, and Business Rules. The main content area shows a table titled 'Distribution by Status' with columns for Region, Missing, Incomplete, Complete, Total Enrolled, and % Completion. The table lists various schools, with the first row (Fremont SH) highlighted in orange. The total row at the bottom shows 1,189 missing, 6 incomplete, 39,844 complete, 41,039 total enrolled, and 97.1% completion. On the right, a 'Filters' sidebar allows for filtering by Region, BD, Regional Director, Liaison (highlighted with an orange box and an arrow pointing to the text 'is Butler, Desdra'), School, Collection Status, and Income Eligibility Code. The bottom of the dashboard includes a 'Go back' button and a zoom level indicator set to 70%.

ODA - HIF Dashboard

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Los Angeles Unified School District
Office of Data & Accountability
Household Income Form Dashboard
2025-2026

Data Ref: 9/8/2025

Filters

Search

Filters on all pages

Region is (All)

BD is (All)

Regional Director is (All)

Liaison is Butler, Desdra

School is (All)

Collection Status is (All)

Income Eligibility Code is (All)

Filtered by "Liaison".

Region	Missing	Incomplete	Complete	Total Enrolled	% Completion
Fremont SH	21	1	1,859	1,881	98.8%
Foshay LC	149	1	1,405	1,555	90.4%
Gardena SH	33		1,252	1,285	97.4%
Hawkins SH	34		1,019	1,053	96.8%
Peary MS	29		993	1,022	97.2%
Manual Arts SH	34		869	903	96.2%
32nd St USC PA Mag		1	833	834	99.9%
South Park El	9	2	777	788	98.6%
Bethune MS	3		766	769	99.6%
Jordan SH	17		738	755	97.7%
Dorsey SH	28		732	760	96.3%
107th St El	5		731	736	99.3%
GAL King Sch for STEM	1		713	714	99.9%
75th St El	14		696	710	98.0%
93rd St El	24		690	714	96.6%
Washington Prep SH	13		670	683	98.1%
Denker Ave El	5		651	656	99.2%
Alexander SCS	12		598	610	98.0%
52nd St El	4		593	597	99.3%
Budlong Ave El	16		588	604	97.4%
Muir MS	10		580	590	98.3%
Markham MS	4		577	581	99.3%
Western Av TECH Mag	24		562	586	95.9%
Total	1,189	6	39,844	41,039	97.1%

Go back

70%

Status Summary Report with same Liaison filter selected (cont.)

Status Summary Report

“Data Refreshed On” shows when the data tables and charts were updated.

The screenshot displays the 'Household Income Form Dashboard' for the 2025-2026 school year. The dashboard is titled 'Los Angeles Unified School District Office of Data & Accountability'. The left sidebar contains navigation links: 'ODA - HIF Dashboard', 'HIF 2026', 'Summary', 'Student Detail', 'Status Summary' (highlighted with an orange box), 'Liaison Assignment', 'Designee Assignment', and 'Business Rules'. The main content area shows a table titled 'Distribution by Status' with columns: Region, Missing, Incomplete, Complete, Total Enrolled, and % Completion. The table lists various schools and their corresponding counts and completion percentages. A 'Total' row at the bottom shows 1,189 missing, 6 incomplete, 39,844 complete, 41,039 total enrolled, and 97.1% completion. The right sidebar contains a 'Filters' section with a search bar and a list of filters: 'Region is (All)', 'BD is (All)', 'Regional Director is (All)', 'Liaison is Butler, Desdra' (highlighted with an orange box), 'School is (All)', 'Collection Status is (All)', and 'Income Eligibility Code is (All)'. A 'Data Refreshed On: 9/8/2025 6:13:36 AM' timestamp is shown in the top right. An orange arrow points from the 'Status Summary' link in the sidebar to the table. Another orange arrow points from the 'Data Refreshed On' timestamp to the table. A third orange arrow points from the 'Liaison' filter to the table. A fourth orange arrow points from the table to the bottom text.

ODA - HIF Dashboard

HIF 2026

Summary

Student Detail

Status Summary

Liaison Assignment

Designee Assignment

Business Rules

Go back

Los Angeles Unified School District
Office of Data & Accountability
Household Income Form Dashboard
2025-2026

Data Refreshed On:
9/8/2025 6:13:36 AM

More options

Search

Filters on all pages

Region is (All)

BD is (All)

Regional Director is (All)

Liaison is Butler, Desdra

School is (All)

Collection Status is (All)

Income Eligibility Code is (All)

Filter by "Liaison".

Region	Missing	Incomplete	Complete	Total Enrolled	% Completion
S	1,138	6	37,364	38,508	97.0%
Fremont SH	21	1	1,859	1,881	98.8%
Foshay LC	149	1	1,405	1,555	90.4%
Gardena SH	33		1,252	1,285	97.4%
Hawkins SH	34		1,019	1,053	96.8%
Peary MS	29		993	1,022	97.2%
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32nd St USC PA Mag		1	833	834	99.9%
South Park El	9	2	777	788	98.6%
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Dorsey SH	28		732	760	96.3%
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93rd St El	24		690	714	96.6%
Washington Prep SH	13		670	683	98.1%
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Budlong Ave El	16		588	604	97.4%
Muir MS	10		580	590	98.3%
Markham MS	4		577	581	99.3%
Western Av TECH Mag	24		562	586	95.9%
Total	1,189	6	39,844	41,039	97.1%

Once you have a report with the filters and data you need, you can export to Excel (instructions on next page).

Status Summary Report – Exporting Your Data

Status Summary Report

1

First, click the 'three dots' icon for "More options".

2

Next, select "Export data" from the dropdown menu.

The screenshot displays the 'Household Income Form Dashboard' for the 2025-2026 school year. The dashboard includes a sidebar with navigation options: ODA - HIF Dashboard, HIF 2026, Summary, Student Detail, Status Summary (highlighted), Liaison Assignment, Designee Assignment, and Business Rules. The main content area shows a table titled 'Distribution by Status' with columns for Region, Missing, Incomplete, Complete, and Total Enrolled. A dropdown menu is open, showing options like 'Share', 'Add alert', 'Add comment', 'Explore this data (preview)', 'Export data' (highlighted), 'Show as a table', 'Spotlight', 'Get insights', 'Sort descending', 'Sort ascending', and 'Sort by'. A dialog box titled 'Which data do you want to export?' is also visible, with options for 'Data with current layout', 'Summarized data' (highlighted), and 'Underlying data'. The 'Summarized data' option is selected, and the file format is set to '.xlsx (Excel 150,000-row max)'.

ODA - HIF Dashboard

HIF 2026

Summary

Student Detail

Status Summary

Liaison Assignment

Designee Assignment

Business Rules

Go back

Los Angeles Unified School District
Office of Data & Accountability

Household Income Form Dashboard
2025-2026

Data Refreshed On:
9/8/2025 6:13:36 AM

Filters

Search

Share

Add alert

Add comment

Explore this data (preview)

Export data

Show as a table

Spotlight

Get insights

Sort descending

Sort ascending

Sort by

is (All)

Collection Status
is (All)

Income Eligibility Code
is (All)

Which data do you want to export?

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)

☐ Data with current layout
Export this data in the same layout you see now, but without any icons, charts, or other formatting you added.

☒ Summarized data
Export the summarized data used to create your visual (for example, sums, averages, and medians).

☐ Underlying data
Visual does not have aggregates or measures

File format:
.xlsx (Excel 150,000-row max)

Export Cancel

Region	Missing	Incomplete	Complete	Total Enrolled
Total	1,138	6	37,364	38,508
Fremont SH	21	1	1,859	1,881
Foshay LC	149	1	1,405	1,555
Gardena SH	33		1,252	1,285
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Jordan SH	17		738	755
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93rd St El	24		690	714
Washington Prep SH	13		670	683
Denker Ave El	5		651	656
Alexander SCS			598	610
52nd St El				
Budlong Ave El				
Muir MS				
Markham MS				
Western Av TECH Mag				

3

Then, select "Summarized data" from the dialog box. Your data will be exported in an Excel spreadsheet.

Designee Assignment Report – Filters

Designee Assignment Report

“Designee Position” column added.

ODA - HIF Dashboard

HIF 2026

- Summary
- Student Detail
- Status Summary
- Liaison Assignment
- Designee Assignment**
- Business Rules

Los Angeles Unified School District
Office of Data & Accountability
Household Income Form Dashboard
2025-2026

Data Refreshed On:
9/8/2025 6:13:36 AM

Region: Select Multiple with Ctrl + Click
All

Location Code: Select Multiple with Ctrl + Click
All

School: Select Multiple with Ctrl + Click
All

Liaison: Select Multiple with Ctrl + Click
All

Designee Position: Select Multiple with Ctrl + Click
All
Search
☐ (Blank)
☐ Designee_HIF

Region	Location Code	School	Liaison_LNF	Liaison_Email	Designee	Designee_Position
E	3918	Ford Blvd El	Fujiu, Elaine	efujiu@lausd.net	Ramaya, David	Designee_HIF
E	4507	Heliotrope Ave El	Fujiu, Elaine	efujiu@lausd.net	Osuna Arevalo, Erika	Designee_HIF
E	4562	Holmes Ave El	Fujiu, Elaine	efujiu@lausd.net	Rivera, Karina	Designee_HIF
E	4640	Walnut Park El	Fujiu, Elaine	efujiu@lausd.net	Gutierrez, Jessenia	Designee_HIF
E	6466	San Gabriel Ave El	Fujiu, Elaine	efujiu@lausd.net	Delarosa, Angelina	Designee_HIF
E	6836	Solano Ave El	Martinez, Maria	m.s.martinez@lausd.net	Luong, Van	Designee_HIF
E	6988	Sunrise El	Fujiu, Elaine	efujiu@lausd.net	Simental, Karina	Designee_HIF
E	7669	Marquez SH Soc Jus	Fujiu, Elaine	efujiu@lausd.net	Apostol, Joy	Designee_HIF
E	7777	Torres HS SILA Mag	Fujiu, Elaine	efujiu@lausd.net	Rodriguez Dircio, Karina	Designee_HIF
E	8045	Castro MS	Martinez, Maria	m.s.martinez@lausd.net	Cruz-Abadias, Maria	Designee_HIF
E	8377	South Gate MS	Fujiu, Elaine	efujiu@lausd.net	Benitez, Xiomara	Designee_HIF
E	8517	Contreras L.C. Bus Tr	Martinez, Maria	m.s.martinez@lausd.net	Mayorga, Orlando	Designee_HIF
E	8536	Bell SH	Fujiu, Elaine	efujiu@lausd.net	Pena, Ruben	Designee_HIF
E	8700	Huntingtn PK SH	Fujiu, Elaine	efujiu@lausd.net	Viramontes, Veronica	Designee_HIF
E	8738	DBM	Martinez, Maria	m.s.martinez@lausd.net	Robles, Alejandra	Designee_HIF
E	8881	South East SH	Fujiu, Elaine	efujiu@lausd.net	Jimenez, Noel	Designee_HIF
E	8917	MacCES Mag	Fujiu, Elaine	efujiu@lausd.net	Vera, Christina	Designee_HIF
N	2335	Beckford CES	Rodriguez, Jose	jose.l.rodriguez@lausd.net	Bote, Charisma	Designee_HIF
N	2881	Castlebay Ln Chtr	Rodriguez, Jose	jose.l.rodriguez@lausd.net	Vasquez, Beatris	Designee_HIF
N	4445	Hart St El	Rodriguez, Jose	jose.l.rodriguez@lausd.net	Bauer, Claudia	Designee_HIF
N	4726	Kester Ave El	Diaz, Manuel	mjd2323@lausd.net	Karapetian, Christina	Designee_HIF
N	4781	Lankarim El	Diaz, Manuel	mjd2323@lausd.net	Rodriguez, Susana	Designee_HIF

Filters

Search

Filters on this page

Designee is (All)

Filters on all pages

Region is (All)

BD is (All)

Regional Director is (All)

Liaison is (All)

School is (All)

Collection Status is (All)

Go back

63%

Filter by “Liaison”.

Designee Assignment Report

Designee Assignment Report

"Designee" columns added.

ODA - HIF Dashboard

HIF 2026

- Summary
- Student Detail
- Status Summary
- Liaison Assignment
- Designee Assignment**
- Business Rules

Los Angeles Unified School District
Office of Data & Accountability
Household Income Form Dashboard
2025-2026

Data Refreshed On: 9/8/2025 6:13:36 AM

Region: Select Multiple with Ctrl + Click
Location Code: Select Multiple with Ctrl + Click
School: Select Multiple with Ctrl + Click
Liaison: Select Multiple with Ctrl + Click
Designee Position: Select Multiple with Ctrl + Click

Region	Location Code	School	Liaison_LNF	Liaison_Email	Designee	Designee_Position	Designee_Email
E	3918	Ford Blvd El	Fujiu, Elaine	efujiu@lausd.net	Ramaya, David	Designee_HIF	db4404@lausd.net
E	4507	Heliotrope Ave El	Fujiu, Elaine	efujiu@lausd.net	Osuna Arevalo, Erika	Designee_HIF	erika.osunaarevalo@lausd.net
E	4562	Holmes Ave El	Fujiu, Elaine	efujiu@lausd.net	Rivera, Karina	Designee_HIF	karina.rivera@lausd.net
E	4640	Walnut Park El	Fujiu, Elaine	efujiu@lausd.net	Gutierrez, Jessenia	Designee_HIF	j.gutierrez14@lausd.net
E	6466	San Gabriel Ave El	Fujiu, Elaine	efujiu@lausd.net	Delarosa, Angelina	Designee_HIF	angelina.delarosa@lausd.net
E	6836	Solano Ave El	Martinez, Maria	m.s.martinez@lausd.net	Luong, Van	Designee_HIF	van.luong@lausd.net
E	6988	Sunrise El	Fujiu, Elaine	efujiu@lausd.net	Simental, Karina	Designee_HIF	karina.simental@lausd.net
E	7669	Marquez SH Soc Jus	Fujiu, Elaine	efujiu@lausd.net	Apostol, Joy	Designee_HIF	joy.apostol@lausd.net
E	7777	Torres HS SJLA Mag	Fujiu, Elaine	efujiu@lausd.net	Rodriguez Dircio, Karina	Designee_HIF	karina.x.rodriguez@lausd.net
E	8045	Castro MS	Martinez, Maria	m.s.martinez@lausd.net	Cruz-Abadias, Maria	Designee_HIF	maria.cruz-abadias@lausd.net
E	8377	South Gate MS	Fujiu, Elaine	efujiu@lausd.net	Benitez, Xiomara	Designee_HIF	xgb2542@lausd.net
E	8517	Contreras LC Bus Tr	Martinez, Maria	m.s.martinez@lausd.net	Mayorga, Orlando	Designee_HIF	orlando.mayorga@lausd.net
E	8536	Bell SH	Fujiu, Elaine	efujiu@lausd.net	Pena, Ruben	Designee_HIF	rxp4763@lausd.net
E	8700	Huntingtn Pk SH	Fujiu, Elaine	efujiu@lausd.net	Viramontes, Veronica	Designee_HIF	veronica.e.lopez@lausd.net
E	8738	DBM	Martinez, Maria	m.s.martinez@lausd.net	Robles, Alejandra	Designee_HIF	alejandra.robles@lausd.net
E	8881	South East SH	Fujiu, Elaine	efujiu@lausd.net	Jimenez, Noel	Designee_HIF	njimenez@lausd.net
E	8917	MaCES Mag	Fujiu, Elaine	efujiu@lausd.net	Vera, Christina	Designee_HIF	cmarti2@lausd.net
N	2335	Beckford CES	Rodriguez, Jose	jose.l.rodriguez@lausd.net	Bote, Charisma	Designee_HIF	charisma.bote@lausd.net
N	2881	Castlebay Ln Chtr	Rodriguez, Jose	jose.l.rodriguez@lausd.net	Vasquez, Beatris	Designee_HIF	beatris.vasquez@lausd.net
N	4445	Hart St El	Rodriguez, Jose	jose.l.rodriguez@lausd.net	Bauer, Claudia	Designee_HIF	cpb0046@lausd.net
N	4726	Kester Ave El	Diaz, Manuel	mjd2323@lausd.net	Karapetian, Christina	Designee_HIF	ckk4069@lausd.net
N	4761	Landmark El	Diaz, Manuel	mjd2323@lausd.net	Rodriguez, Susana	Designee_HIF	rsr881@lausd.net

Filters on this page

Designee is (All)

Filters on all pages

Region is (All)

BD is (All)

Regional Director is (All)

Liaison is (All)

School is (All)

Collection Status is (All)

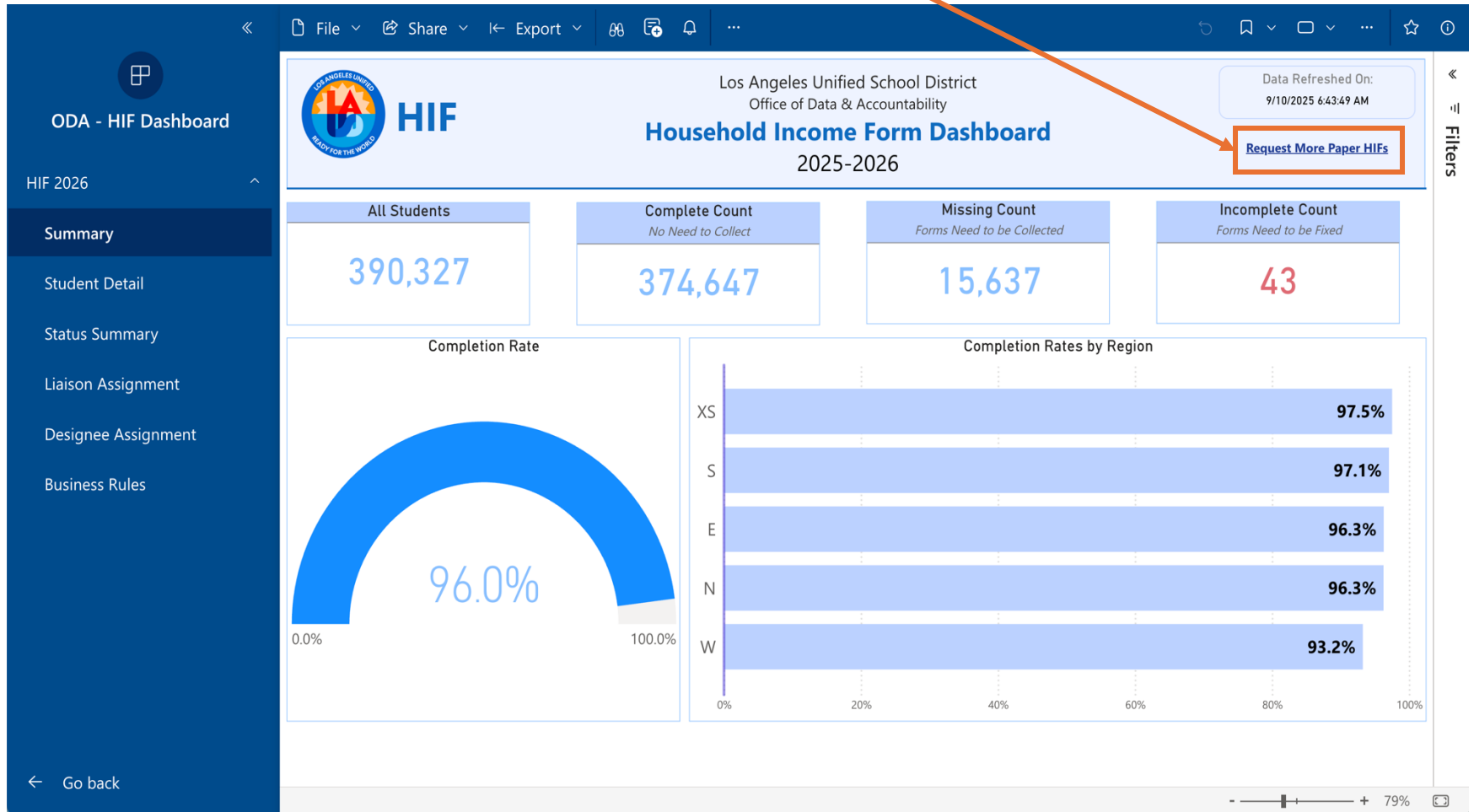
Go back

Once you have a report with the filters and data you need, you can export to Excel.

Office of Data and Accountability – Household Income Form (HIF) Dashboard



To receive more paper Household Income Forms, click on the “Request More Paper HIFs” link.



Office of Data and Accountability – Household Income Form (HIF) Dashboard



Click on the image below to go to the HIF Dashboard!

