



Los Angeles Unified School District

Office of Data and Accountability – Data Privacy, Analysis, and Reporting Branch

333 South Beaudry Avenue, Los Angeles, CA 90017

Phone: (213) 241-5600

Email: dataprivacy@lausd.net

VENDOR INSTRUCTIONS WHEN REQUESTING ACH (EFT) PAYMENTS TO LOS ANGELES UNIFIED SCHOOL

Student Directory Information Requests:

The Board of Education adopted a policy which permits the distribution of student information to authorized recipients such as military recruiters, colleges/universities, elected officials, and other authorized organizations. This information is provided at a reasonable cost (calculated at \$0.03 per record with a maximum of \$1,000) as per the Family Educational Rights and Privacy Act (FERPA).

Historically, L.A. Unified has only facilitated one method of payment: “checks.” However, the Accounting Controls Branch has authorized the Office of Data and Accountability (ODA) to offer an alternative option for payment of data pulls under their guidance. **Student Directory Information requestors must initiate the actions outlined below to establish ACH/EFT payments to the District.**

Please take the following steps to set up an ACH (EFT) payment to the Los Angeles Unified School District through the Revenue Accounting Branch, Cash Receipts Unit:

- 1** Contact Accounting Controls Branch, Cash Receipts Unit, at (213) 241-5142, (213) 241-7950, or email Bernadette Ceniza at bernadette.ceniza@lausd.net to secure LAUSD’s bank account name, address, account number, and bank routing number.
- 2** Upon receiving the information, contact **your** bank to set up and process “ACH/EFT payment to the Los Angeles Unified School District.” It is **very important** that the remittance identify the purpose of the payment.
- 3** Confirm with your bank that the **reference** and/or **text field** reflects the branch name, invoice number, and purpose e.g. StuDIR – meaning Student Directory Information Request. This is to ensure appropriate crediting.