



E-CAR

2018

PRINCIPALS / ASSISTANT PRINCIPALS

WHAT IS E-CAR?

E-CAR is LAUSD's online capacity assessment review application, which is available to you 24 hours a day, 7 days a week, from any computer within the LAUSD network with an internet connection. E-CAR is available from remote computers via Citrix. E-CAR's screens include a campus map and a classroom inventory that allow you to verify the number of classrooms at your school and how they are used, to calculate your school's operating capacity, and identify available classrooms for future use.

WHEN IS E-CAR?

E-CAR typically occurs during September. In 2018, E-CAR opens on Tuesday, September 4th and the deadline for submitting the information for your school is Friday, September 28th.

ARE ALL SCHOOLS REQUIRED TO PARTICIPATE IN E-CAR?

Most are, with the exception of some Options program schools. The list of schools that are required to participate in E-CAR can be found in the reference documents section of the E-CAR website at www.laschools.org/ecar.

HOW DO I GET STARTED WITH E-CAR?

1. Visit the E-CAR website at www.laschools.org/ecar and review the E-CAR pre-requisite reference materials that are designed to help get you started with E-CAR, including timetables, FAQs, the Quick-Start Manual, Citrix instructions, and information on training.
2. Get some training! Take the E-CAR 2018 online training course on LAUSD's MyPLN, especially if you are a new Principal or if you are new to E-CAR. An E-CAR Quick-Start Manual is available on the E-CAR website at www.laschools.org/ecar.
3. Want expert, hands-on assistance while you work on your school's E-CAR 2018 application? Attend one of the hands-on Drop-In Assisted Preparation Workshops that are being held at locations across the District during September, 2018. The complete schedule is posted on the E-CAR website at www.laschools.org/ecar. No appointment is needed!
4. Ready to start? Simply log-in to E-CAR at www.laschools.org/ecar using your LAUSD Single-Sign-On!

NEED HELP?

- For assistance with your E-CAR user account or the E-CAR capacity assessment review process, contact E-CAR Customer Service at 213-241-8044 press #9.
- For technical assistance with the online E-CAR application, website access or Citrix, contact the FTS Hotline at 213-241-4642.
- For technical assistance with your LAUSD SSO account, contact the ITD Service Desk at 213-241-5200.