

## Preparing For E-CAR 2018

**E-CAR 2018 opens *Tuesday, September 4, 2018*  
and runs through *Friday, September 28, 2018*.**

E-CAR's purpose is to verify the number of classrooms at each school and how they are used, to calculate school operating capacities, and to identify available classrooms for future use. Information gathered during E-CAR is shared with Facilities Division staff for its use in identifying potential planning and development opportunities, options and solutions, and with the Proposition 39 Manager for potential Proposition 39 offers.

As your school's Principal, Assistant Principal or authorized representative, you will review and update your school's classroom inventory and capacity assessment during the E-CAR process.

**To prepare for E-CAR 2018, please follow these guidelines:**

1. **PRE-REQUISITES:** Review all the pre-requisite reference documents posted on the E-CAR website at [www.laschools.org/ecar](http://www.laschools.org/ecar).
2. **TRAINING:** Take the E-CAR online training class on LAUSD's MyPLN, and/or review the E-CAR 2018 Quick-Start Manual. Details are posted at [www.laschools.org/ecar](http://www.laschools.org/ecar).
3. **PREPARATION ASSISTANCE:** Drop in to one of E-CAR's optional Assisted Preparation Workshops held during September, 2018. Schedule is posted at [www.laschools.org/ecar](http://www.laschools.org/ecar).
4. **MATERIALS TO HAVE ON HAND:** When you are ready to start E-CAR, have available:
  - a. Your Prior-Year E-CAR Report - For most schools, this will be the 2017 E-CAR Report, available by clicking the link on your E-CAR Dashboard tab after you login. It may be downloaded or printed out for your convenience.
  - b. Your School Map - Your own paper copy, or an e-copy, which may be available as part of your prior-year E-CAR Report (see above).
  - c. Enrollment Report - ***District schools:*** Have available current classification reports for each of your cost centers. ***Independent charter schools:*** Have available your most current official enrollment that has been, or will be, reported to LAUSD.
  - d. Number of Teachers - A count of the number of teaching positions at your school, in all categories, including General Education, Special Day, Magnet, Dual-Language, Physical Education, and off-Norm-funded positions.
5. **LOG-IN:** Log-in to E-CAR at [www.laschools.org/ecar](http://www.laschools.org/ecar) using your LAUSD Single Sign-On.

*IMPORTANT: Principals at participating PSC Charter Schools must have an LAUSD Single-Sign-On account in order to use E-CAR. Please contact E-CAR Customer Service at 213-241-8044 press #9 for assistance.*

Thank you for your participation in E-CAR 2018!

***Questions? Need Help? Contact E-CAR Customer Service at 213-241-8044 press #9***