



**TITLE:** Student Scheduling and Request to Change Student Class Assignments  
**NUMBER:** BUL-5252.0  
**ISSUER:** Michelle King, Chief of Staff  
Office of the Superintendent  
**DATE:** September 17, 2010

**ROUTING**  
 Local District  
 Superintendents  
 School Services Directors  
 Operations Coordinators  
 School-Site Principals  
 Assistant Principals  
 Counselors  
 Pre K-12 Counseling  
 Coordinators  
 Administrators of Instruction  
 Directors

**MAJOR CHANGES:** This is a new policy bulletin.

I. PURPOSE

The purpose of this bulletin is to clarify the procedures of scheduling students into classes. All staff in the Los Angeles Unified School District (LAUSD) strive to maximize academic achievement of all students. Principals will work collaboratively with their staff to create a strong instructional program that addresses the needs of all students. The Board of Education believes that teacher effectiveness is not determined by a single measure. Therefore, requests for a class change based on a single measure will not be granted.

II. Background

Prior to the start of every year, student rosters and student data are reviewed and students, teachers, and paraprofessional staff are assigned to classes based on the needs of students as learners. In a climate of data and accountability, it is recognized that all teachers strive for instruction that will maximize student achievement.

III. Procedures

Student and teacher class assignments are the principal’s responsibility. LAUSD is obligated to schedule students to fulfill the course of study required for the appropriate grade level. Schools should refer to the norm charts when determining their staffing and class sizes. Class sizes are to be balanced in relation to the other classes. The assignment of a student to a particular teacher is to be based on the instructional needs of the students, classroom space, and the needs of the school.

On occasion, a student may require a change in class assignment. The Principal/designee will take into consideration the above factors when reassigning a student. It is not the policy of LAUSD to allow students or parents to request a teacher based on preference.



To minimize disruption to a class, it is important that school staff only reassign students if there is an extenuating circumstance as determined by the Principal/designee requiring the reassignment of the student.

IV. Parent Requests for a Class Change:

A parent requesting a class change for his/her child must follow these procedures:

1. Parent makes the request to the principal/designee in writing and provides the reasons for the request for a change in class assignment.
2. Principal/designee reviews the request and all available data.
3. Parent is notified that the class change is either accepted or rejected

The Principal will have the final decision on a request for a class change.

**AUTHORITY:** California Education Code, sections 35160 and 35160.1  
Board Resolution, September 2, 2010

**ASSISTANCE:** For assistance or further information, please contact the Local Districts.