

**LOS ANGELES UNIFIED SCHOOL DISTRICT**

**MEMBERS OF THE BOARD**

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**Human Resources Division**  
**Certificated Workforce Management & Qualifications**  
333 South Beaudry Avenue, 15<sup>th</sup> Floor - Los Angeles, CA 90017  
Telephone: (213) 241-5300 - Fax: (213) 241-8412

**JOHN E. DEASY Ph.D.**  
*Superintendent of Schools*

**VIVIAN K. EKCHIAN**  
*Chief Human Resources Officer*

**DEBORAH A. IGNAGNI**  
*Asst. Chief Human Resources Officer*

**DEREK M. RAMAGE**  
*Director*

Dear Candidate:

Thank you for considering the Los Angeles Unified School District for employment as a Pupil Services and Attendance Counselor. The Human Resources Division works hand-in-hand with the Pupil Services Division to insure candidates selected for employment are the most highly qualified.

Candidates for this position will be evaluated in three basic areas: training; references; and an interview which will be conducted by the Pupil Services and Attendance staff. The following pages will provide guidelines and information necessary to accomplish this confidential application process. Pupil Services and Attendance will be in contact with you throughout this process.

If you have any additional questions, you can contact Pupil Services at (213) 241-3844.

Sincerely,

A handwritten signature in black ink that reads 'D. M. Ramage'.

Derek M. Ramage



# SERVE THE LOS ANGELES UNIFIED SCHOOLS CERTIFICATED EXAM ANNOUNCEMENT

PROBATIONARY EXAMINATION

## COUNSELOR, PUPIL SERVICES AND ATTENDANCE

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HUMAN RESOURCES DIVISION - CERTIFICATED WORKFORCE MANAGEMENT & QUALIFICATIONS  
333 SOUTH BEAUDRY AVENUE, 15<sup>TH</sup> FLOOR LOS ANGELES, CA 90017 (213) 241-5300

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**Job Purpose:** Pupil Services and Attendance Counselors (PSA) Counselors are Child Welfare advocates who serve as the liaison between school, home and the community. They work with and on behalf of students whose home or community life presents barriers which impede educational progress. PSA Counselors work directly with students who experience difficulties in educational achievement due to social/emotional, adjustment and/or attendance issues. They provide direct clinical and case management services to students and parents, and provide consultation and in-services to school site personnel. PSA Counselors work to ensure equity and access for students to all available educational resources and link students to community resources in order to advance opportunities for success.

PSA Counselors serve in the Pupil Services Unit, under the Division of Health and Human Services. The PSA Counselor receives administrative and technical direction from the Director and PSA Field Coordinators.

### Assignment and Salary

Assignment is C-basis (160 hours per pay period, 10.2 school months) on schedule 33 D of the Special Services Salary Schedule.

### Duties and Responsibilities:

- Identify and provide advocacy, child welfare and attendance services to students.
- Facilitate student achievement by preventing students dropping out, improving their social adjustment, and adding to their sense of school stability.
- Identify, assess, and provide clinical intervention to students with behavioral, social, and attendance issues for appropriate school-based and community services.
- Have knowledge of and ability to utilize effective group and individual counseling skills and techniques.
- Provide in-home and/or school-based counseling services and on-going case management to targeted students and their families.
- Participate in the development of district-wide initiatives and policy and procedure bulletins in all areas related to safety, violence prevention, and the welfare of students.
- Protect the educational rights of at-risk students, foster-care, homeless students, pregnant and parenting teens, camp returnees, and other disenfranchised youth by linking them to the appropriate services and advocating on their behalf.
- Participate in the development, planning and implementation of multi-disciplinary and integrated learning support services at the school, local district, and LAUSD levels. These services include but are not limited to Student Success Team (SST), Resource Coordinating Teams (RCT), School Attendance Review Teams (SART), and Dropout Prevention and Recovery Teams.
- Initiate referrals for parents and students to appropriate community agencies when their needs are beyond the scope of the school; work cooperatively with these and other agencies on a continuing basis regarding aspects of the student's problems which may affect school adjustment.
- Develop and implement training for school and local district personnel on the California Codes (Education, Welfare and Institutions, Labor, Penal, etc.) as they relate to the welfare of students and to the District's policies and procedures.
- Develop and maintain school -site attendance plans and motivation and incentive programs.
- Promote the development and involvement of community partnerships such as law enforcement, Probation, and government agencies.
- Prepare cases referred to Resource Panel, Student Attendance Review Team, and the School Attendance Review Board, the City/District Attorney's Office, and Juvenile Court.
- Participate on school-based and/or local district Crisis Response Teams. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Los Angeles County Office of Education, and are part of the class description requirements in effect at the time such duties are performed, in accordance with the District-UTLA Agreement.
- Provide leadership in facilitating group processes, including consensus building and conflict resolution.
- Able to traverse all areas of the worksite and ability to travel to other site locations.

## **Qualifications**

This examination is open to all persons from within and outside of the Los Angeles Unified School District who qualify under the requirements listed below. All requirements must be completed at the time of filing:

### **A. Education**

An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university in the school of: Education, Psychology, Social Work, or Counseling.

### **B. Experience**

In at least one of the following areas:

1. One year of successful full-time teaching experience at the elementary and/or secondary level.
2. One year of supervised field experience working with school age children, as verified by an approved institution, in social work, school counseling, or school psychology;
3. One year of successful full-time service in a certificated position which requires a pupil personnel services credential.

### **C. Credentials**

The applicant must hold or be eligible for one of the following California credentials or credential combinations authorizing K-12 service:

1. A Pupil Personnel Services Credential authorizing service in child welfare and attendance (R514, If obtained after 1992).
2. Basic Pupil Personnel Services Credential

### **D. California Basic Education Skills Test (CBEST)**

A copy of the CBEST verification card must be included in the application unless a certificated person holds a valid, applicable California credential which was initially issued prior to February 1, 1983.

### **E. Health**

Physical and mental fitness to engage in counseling service as certified by a licensed physician or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

### **F. Special Requirements**

The use of an automobile including a valid California Driver's License, and automobile insurance.

## **Application Procedure**

A new application must be filed regardless of any applications previously filed. Applications are available on the web at <http://www.teachinla.com> (under jobs, click on "online certificated application", under Support Services Jobs, click on Pupil Services and Attendance Counselor). Completed applications may be returned in person or sent through U.S. Mail. The mailing address is:

Los Angeles Unified School District- Pupil Services  
333 South Beaudry Avenue, 29<sup>th</sup> Floor  
Los Angeles, California 90017  
Attention: Debra Duardo, Director Pupil Services

## **Examination Procedure**

The examination process will include:

1. An evaluation of training and experience based upon ratings received from referents.
2. An evaluation of personal qualities based upon an oral interview and ratings received from referents.
3. A Review of application packet materials

## **Interview Examination**

Placement on the eligibility list for Pupil Services and Attendance Counselor position requires that the applicant successfully pass the oral interview. The eligibility list is viable for one year.

**PLEASE NOTE:** The written application is only part of the examination process. Each application is thoroughly reviewed for materials submitted, level of experience, professional references, and appropriateness for the position. The **Submission of an application does not guarantee an interview.**

## **Filing Deadline**

Applications are accepted on a continuous basis except during periods when there are sufficient numbers of available candidates on the eligibility list.

LOS ANGELES UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION  
CERTIFICATED WORKFORCE MANAGEMENT & QUALIFICATIONS

**PUPIL SERVICES  
APPLICANT CHECKLIST**

COUNSELOR, PUPIL SERVICES AND ATTENDANCE

**READ CAREFULLY.** Please use this checklist to determine if you have included all necessary materials prior to submitting your application.

**DO NOT FILE** an application if you have not met **ALL** of the minimum requirements indicated in the Certificated Application.

Please check each of the boxes below to assure your application is complete:

- 1. Have you accurately completed your application? If an item does not apply, "N/A" should be indicated. Be sure to sign and date the application.
- 2. Have you attached the required **three Confidential** Reference Forms (for Non-LAUSD Employees) or the required **three Non-Confidential** Reference Forms (for current LAUSD Employees) completed by individuals submitting Letters of Recommendation. One of which must be from your present or immediate supervisor. All letters must include formal letterheads.
- 3. Have you included a photocopy of the front and back of the appropriate California credential or credential verification from the California Commission on Teacher Credentialing (CCTC) for the Child Welfare and Attendance Specialization (CWA) required for this position?
- 4. Have you submitted original transcripts for both your Bachelors and Masters Degrees?
- 5. Have you included a copy of your official C-BEST Certification card?
- 6. Have you included your supplemental information sheet (personal narrative)? Be sure to include your CWA training and experience.
- 7. Have you included your resume?

Please note that our department will review and respond to your application in approximately four weeks. After completing all of the above listed items, please return this checklist along with your application. Applications may be returned in person or by U.S. Mail to:

Los Angeles Unified School District -Pupil Services  
333 South Beaudry Avenue, 29<sup>th</sup> Floor  
Los Angeles, California 90017  
Attention: Debra Duardo, Director Pupil Services

If you have any questions please call Pupil Services at (213) 241- 3844.

## APPLICATION FOR EMPLOYMENT

**APPLICANT INFORMATION:**

Applying for: <b><u>COUNSELOR, PUPIL SERVICES AND ATTENDANCE</u></b>			
SOCIAL SECURITY #:			
NAME:			E-mail:
Last	First	Middle	
ADDRESS:			
TELEPHONE:			
Residence		Cell	Other

**QUESTIONNAIRE:**

1. Are you a former employee of the LAUSD? Yes No From: To: Pers. ID/Emp. #
2. Former name(s) by which your records may be identified:
3. Are you under contract with another school district? Yes No District:
4. If you hold a California or out-of-state teaching credential, indicate state, type, subject fields and expiration date:
  
5. Have you ever taken an examination or filed an application for certificated employment in the Los Angeles Unified School District? Yes No

**EDUCATION:** List all colleges or universities from which you have received a degree. Indicate the number of units beyond your last degree. List your most recent education first.

COLLEGE/UNIVERSITY	STATE/COUNTRY	MAJOR	DEGREE CONFERRED	DATES	
				FROM MO/YR	TO MO/YR

**PAID EMPLOYMENT:** Give a complete record of employment held within the last five years which relates to the position for which you are applying under "Qualifications" in the Examination Announcement in Section B, items #1, #2, and # 3. List your most recent experience first. List all principals and/or supervisors at any one location under whom you served one year or more. Assignments that were part time or less than a year should be included in your supplementary information sheet. A current original letter from your present employer is required, regardless of your length of service. LETTERS OF RECOMMENDATION are required for each listed employer. Additional letters of recommendation may be required after an evaluation of your application.

SCHOOL/EMPLOYER	COMPLETE MAILING ADDRESS	PRINCIPAL/SUPERVISOR	POSITION HELD	DATES	
				FROM MO/YR	TO MO/YR



**CREDENTIALS:**

TYPE AND LEVEL	EXPIRATION DATE	COUNTY CODE NUMBER

**AGREEMENT TO EMPLOYMENT**

1. **CONVICTIONS:** You must complete Form 6087 if you have ever been convicted, fined, placed on probation, given a suspended sentence, or forfeited bail in connection with any violation of law, regardless of any subsequent court dismissal or expungement, with the exception of minor traffic violations such as parking or speeding.

**PENDING COURT CASES:** You must complete Form 6087 if you have any pending criminal court cases.

**Do you have a conviction or pending criminal court case to report on form 6087?**

Yes  No

Verified by:

Date:

2. **FOR EVALUATIONS THAT DENOTE LESS-THAN-SATISFACTORY SERVICE:** "I understand that, if I have been issued an evaluation of any kind that denotes less-than-satisfactory service while employed with the Los Angeles Unified School District (LAUSD) or while serving in any school or school district, public or private, including evaluations currently pending, I must attach a statement on Form 1088, Report of Evaluation of Less-Than-Satisfactory Service." This information will be considered in your evaluation for employment with the Los Angeles Unified School District.

"Do you need to request a copy of Form 1088?" Yes  No

Verified by:

Date:

**An evaluation indicating less-than-satisfactory service by itself does not necessarily disqualify an applicant from employment. However, failure to account for all evaluations indicating less-than-satisfactory service either by not requesting form 1088 or failing to declare all evaluations of less-than-satisfactory service on form 1088 will result in disqualification or dismissal.**

3. Have you ever had a credential, application, permit, license, or other document authorizing public school service or teaching suspended, revoked, voided, denied and/or otherwise rejected for cause in California or any other state or place?

Yes  No

4. Have you resigned from or otherwise left any type of employment to avoid investigation for alleged misconduct and/or dismissal in California or any other state or place? Yes  No

5. Have you ever been dismissed from or not reemployed by a public or private school while holding a teaching or non-teaching position(s), or while in any other type of employment?

Yes  No

6. Are you now the subject of any inquiry, disciplinary action, review or investigation, in any school district, by a teacher licensing agency, or in the courts of California or any other state in connection with any alleged misconduct?

Yes  No

7. Is any adverse action now pending against a credential or permit which you hold and which authorizes public school service or teaching in California or any other state?

Yes  No

#3 - 7 Verified by:

Date

"I understand that, if I have responded **yes** to any question (numbers 3-7) above, I must request and complete Form 1086."

- 8. "I understand that, before I may be assigned to a LAUSD position, I must meet the health standards required by the State of California. This includes a test for tuberculosis (must be determined through a Mantoux tuberculin skin test) pursuant to Education Code 49406 and certification from a licensed physician that my health meets state standards, in accordance with Education Code 44839, to perform in the position for which I am applying. I further understand that this is at my own personal expense."
- 9. "I understand that the Education Code Section 44838 requires that if I have ever rendered military service I must indicate such, and submit, as part of this application, a copy of the discharge release from service."  
"Did you serve in the Armed Services?" Yes  No
- 10. "I understand that, prior to employment, each new employee of the Los Angeles Unified School District must complete and sign the Oath of Allegiance required of all public employees by Section 3, Article XX, of the Constitution of the State of California."
- 11. "I understand that, in order to serve in this classification in the Los Angeles Unified School District, it is necessary to hold or be eligible for a valid credential issued by the Commission on Teacher Credentialing, Sacramento, California."
- 12. "I understand that federal immigration laws (Immigration Reform and Control Act of 1986) require employers to verify and attest to the employment eligibility of new employees to work in the United States." This requirement applies to all applicants.

Are you legally authorized to work in the United States? Yes  No

Will you now or in the future require District sponsorship for employment (e.g. H-1B visa)?

Yes  No

Verified by:	Date
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"I hereby certify that I have completed this application accurately and that I have read the statements above. I authorize the Los Angeles Unified School District to obtain information concerning me from current and former employers and any other persons I have given as references. I release all concerned from liability in connection therewith. I understand that incomplete or false statements may disqualify me from employment with the Los Angeles Unified School District."

Signature \_\_\_\_\_

Date \_\_\_\_\_

Applications may be returned in person or by U.S. Mail to:

Los Angeles Unified School District -Pupil Services  
333 South Beaudry Avenue, 29<sup>th</sup> Floor  
Los Angeles, California 90017  
Attention: Debra Duardo, Director Pupil Services

For further information please call Pupil Services at (213) 241-3844.

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*Superintendent of Schools*

**VIVIAN K. EKCHIAN**  
*Chief Human Resources Officer*

**DEBORAH A. IGNAGNI**  
*Asst. Chief Human Resources Officer*

**DEREK M. RAMAGE**  
*Interim Director*

Name of Applicant:

Application for:

To the Referent:

The Individual named above is applying for employment as a Counselor, Pupil Services and Attendance, with the Los Angeles Unified School District. He/She has given your name as a reference.

Your reference and recommendation for a possible contract will assist us in our efforts to make an equitable assessment of the candidate's personal qualifications and training experience for employment. To be considered for employment in the Los Angeles Unified School District, a candidate's reference must reflect a satisfactory or better evaluation in each competency area.

As the referent, if you delegate this responsibility to a designee, please indicate that you concur with the evaluation by co-signing the reference form.

Your cooperation in helping assess this candidate's competency in the area for which he/she has applied is greatly appreciated. Please do not hesitate to contact Pupil Services at (213)241-3844, if you have any questions or if you require additional information.

Completed reference forms may be returned by mail or fax to:

Los Angeles Unified School District  
Pupil Services  
333 South Beaudry Avenue, 29<sup>th</sup> Floor  
Los Angeles, California 90017  
Attention: Debra Duardo, Director Pupil Services  
Fax: (213)241-6858

Sincerely,

A handwritten signature in black ink that reads "D. M. Ramage".

Derek M. Ramage

**CONFIDENTIAL REFERENCE FORM – (NON-LAUSD EMPLOYEES)**

**RELATING TO EMPLOYMENT FOR  
COUNSELOR, PUPIL SERVICES AND ATTENDANCE  
COUNSELOR, PUPIL SERVICES AND ATTENDANCE- BILINGUAL**

Name:

SS#:

Employee #:

has submitted your name as a professional reference in applying for a Counselor, Pupil Services and Attendance/ Counselor, Pupil Services and Attendance - Bilingual position.

Please indicate your estimate of this candidate's potential for success in this position. As your criteria for evaluation, consider both the amount of experience and the degree of success in each area listed. We request that you give a frank and critical evaluation, citing only those experiences which the candidate has had under your direction or which you know personally to be a fact. This reference is not subject to review under the grievance procedure described in the LAUSD-UTLA Agreement, except as provided in Article V, Section 1.1.

PLEASE CHECK APPROPRIATE BOXES

<b>PERSONAL AND PROFESSIONAL QUALIFICATIONS</b>		No Basis For Judgment	Not Endorsed	Endorsed	Endorsed with Confidence	Endorsed with Enthusiasm
1.	Appropriate choice of clothing and good grooming. Shows friendliness, courtesy, tact and enthusiasm.					
2.	Voice quality pleasing and speech clear and distinct. Is logical and to the point. Able to exchange ideas with people of varied backgrounds.					
3.	Alert and responsive. Grasps essential points quickly. Understands new ideas. Has own ideas and is prepared to substantiate them.					
4.	Displays the necessary leadership characteristics for the position. Gains the cooperation of others. Reacts well under tension.					
5.	Displays good judgment, emotional maturity and a sense of humor.					
6.	Shows professional integrity. Has an acceptable code of professional ethics. Handles confidential materials appropriately.					
7.	<b>OVERALL PERSONAL AND PROFESSIONAL FITNESS FOR THE POSITION</b>					

Remarks (Positive or Negative):



PLEASE CHECK APPROPRIATE BOXES

<b>TRAINING AND EXPERIENCE</b>		No Basis For Judgment	Not Endorsed	Endorsed	Endorsed with Confidence	Endorsed with Enthusiasm
1.	Displays skill in organizing and performing duties assigned. Has ability to identify problems and to assign and work within valid priorities.					
2.	Shows ability to present ideas in a logical, well-organized manner. Makes effective written and oral presentations to both professional and lay groups.					
3	Has the capacity to analyze, absorb and organize ideas. Understands the educational objectives of the District and their implication to the instructional program.					
4.	Shows sensitivity to the needs of the community, students and staff. Gives evidence of leadership and is able to work with individuals and groups. Helps resolve conflicts and builds morale. Is able to hold a point of view with assurance without giving offense. Enlists community support and participation in programs of the District.					
5.	Shows evidence of breadth and depth of scholarship; is self-motivated and continues professional growth by keeping abreast of current trends, methods and publications appropriate for this position.					
6.	<b>OVERALL FITNESS FOR THE POSITION</b>					

Remarks (Positive or Negative):

This person has served:      Full-Time      Part Time

Position held: \_\_\_\_\_, From \_\_\_\_\_ to \_\_\_\_\_  
at \_\_\_\_\_

Evaluator Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

RETURN TO: LOS ANGELES UNIFIED SCHOOL DISTRICT  
PUPIL SERVICES  
333 South Beaudry Avenue, 29<sup>th</sup> Floor  
Los Angeles, California 90017  
ATTENTION: Debra Duardo, Director Pupil Services

**NON- CONFIDENTIAL REFERENCE FORM – (Current LAUSD EMPLOYEES)**

**RELATING TO EMPLOYMENT FOR  
COUNSELOR, PUPIL SERVICES AND ATTENDANCE  
COUNSELOR, PUPIL SERVICES AND ATTENDANCE- BILINGUAL**

Name:

SS#:

Employee #:

has submitted your name as a professional reference in applying for a Counselor, Pupil Services and Attendance/  
Counselor, Pupil Services and Attendance - Bilingual position.

Please indicate your estimate of this candidate's potential for success in this position. As your criteria for evaluation, consider both the amount of experience and the degree of success in each area listed. We request that you give a frank and critical evaluation, citing only those experiences which the candidate has had under your direction or which you know personally to be a fact. This reference is not subject to review under the grievance procedure described in the LAUSD-UTLA Agreement, except as provided in Article V, Section 1.1.

PLEASE CHECK APPROPRIATE BOXES

<b>PERSONAL AND PROFESSIONAL QUALIFICATIONS</b>		No Basis For Judgment	Not Endorsed	Endorsed	Endorsed with Confidence	Endorsed with Enthusiasm
1.	Appropriate choice of clothing and good grooming. Shows friendliness, courtesy, tact and enthusiasm.					
2.	Voice quality pleasing and speech clear and distinct. Is logical and to the point. Able to exchange ideas with people of varied backgrounds.					
3.	Alert and responsive. Grasps essential points quickly. Understands new ideas. Has own ideas and is prepared to substantiate them.					
4.	Displays the necessary leadership characteristics for the position. Gains the cooperation of others. Reacts well under tension.					
5.	Displays good judgment, emotional maturity and a sense of humor.					
6.	Shows professional integrity. Has an acceptable code of professional ethics. Handles confidential materials appropriately.					
7.	<b>OVERALL PERSONAL AND PROFESSIONAL FITNESS FOR THE POSITION</b>					

Remarks (Positive or Negative):



LOS ANGELES UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION – CERTIFICATED WORKFORCE MANAGEMENT & QUALIFICATIONS

PLEASE CHECK APPROPRIATE BOXES

<b>TRAINING AND EXPERIENCE</b>		No Basis For Judgment	Not Endorsed	Endorsed	Endorsed with Confidence	Endorsed with Enthusiasm
1.	Displays skill in organizing and performing duties assigned. Has ability to identify problems and to assign and work within valid priorities.					
2.	Shows ability to present ideas in a logical, well-organized manner. Makes effective written and oral presentations to both professional and lay groups.					
3.	Has the capacity to analyze, absorb and organize ideas. Understands the educational objectives of the District and their implication to the instructional program.					
4.	Shows sensitivity to the needs of the community, students and staff. Gives evidence of leadership and is able to work with individuals and groups. Helps resolve conflicts and builds morale. Is able to hold a point of view with assurance without giving offense. Enlists community support and participation in programs of the District.					
5.	Shows evidence of breadth and depth of scholarship; is self-motivated and continues professional growth by keeping abreast of current trends, methods and publications appropriate for this position.					
6.	<b>OVERALL FITNESS FOR THE POSITION</b>					

Remarks (Positive or Negative):

This person has served:	Full-Time	Part Time	
Position held:		, From	To
at			
Evaluator Name (print):		Title:	
E-Mail Address:		Telephone Number:	
Signature of Evaluator:		Date:	
<p>RETURN TO: LOS ANGELES UNIFIED SCHOOL DISTRICT PUPIL SERVICES 333 South Beaudry Avenue, 29<sup>th</sup> Floor Los Angeles, California 90017 ATTENTION: Debra Duardo, Director Pupil Services</p>			