

**INTER-OFFICE CORRESPONDENCE  
LOS ANGELES UNIFIED SCHOOL DISTRICT**

**TO:** Elementary Teachers                      **DATE:** October 31, 2016  
School Administrative Assistants

**FROM:** Jorge Amador  
Assistant Director, Human Resources

**SUBJECT: GRADE IDENTIFICATION IN SMARTFIND**

This message is being sent to request that you take a moment to re-record your name to include your grade level in the *SmartFindExpress* substitute request system. Special Education teachers should also identify the disability code in their name recording (i.e. mild moderate, moderate severe, ED., etc.). When substitutes know what grade level they will be teaching in advance, it greatly improves their ability to prepare and plan a successful day.

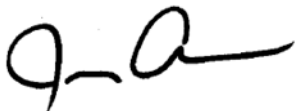
Please follow these instructions to revise your name recording:

1. Dial the *SmartFindExpress* system at (877) 528-7378
2. Log in using  
    Access ID= Employee number, then star (\*)  
    PIN= Date of Birth (mmddyy), then star (\*)
3. Select option 4 to change the recording of your name.
4. Press 2 to re-record your name, including grade level and/or disability.

**Example: “Jane Garcia, 4<sup>th</sup> Grade” or “Jane Garcia, Moderate/Severe.”**

Finally, I would like to congratulate you on the overall increase in teacher attendance. Teachers in LAUSD are showing up for students. Records show that teacher attendance has increased by nearly 14% as of this date last year.

Keep up the great work!



Jorge Amador  
Assistant Director, Certificated Substitute Unit