

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Chief of Special Education and Specialized Programs
Division of Special Education

TO: Schools, Regions, and
Central Office Leadership

DATE: September 10, 2026

FROM: Anthony Aguilar 
Chief of Special Education and Specialized Programs

**SUBJECT: 2026–2027 SPECIAL DAY PROGRAM CLASS SIZE OVER-NORM
STIPEND-VERIFICATION AND SUBMISSION PROCESS**

PURPOSE

The purpose of this communication is to provide guidance to school site administrators on the process for verifying, approving, and submitting Special Day Program class-size over-norm stipend requests for the 2026–2027 school year.

Pending the development of a dedicated payroll code, the Division of Special Education (DSE) will coordinate centralized processing of approved over-norm stipend requests. Principals or assistant principals are responsible for reviewing and verifying each request prior to submission to DSE.

ELIGIBILITY

Over-norm stipend requests must meet the applicable class size criteria established in the 25-27 LAUSD/UTLA Collective Bargaining Agreement. Elementary Special Day Teachers assigned two students over the class size cap for 50% or more of a classification period will receive \$500; Elementary Teachers assigned three or more students over the cap will receive \$1,000. For Secondary Special Day Teachers, compensation is based on the number of applicable instructional periods. Please refer to Class Size Overage Stipend linked [here](#) for additional information.

TEACHER RESPONSIBILITIES

Teachers requesting an over-norm stipend must:

1. Complete the appropriate 2026–2027 Special Day Programs – Class Size Overage Stipend Request Form (Elementary or Secondary) for each applicable classification period.
2. Accurately identify the days and/or instructional periods during which the class exceeded the applicable class size cap.
3. Attach the corresponding MiSiS classification report or student roster supporting the reported class size for each applicable classification period.
4. Sign and date the completed form to certify that the information provided is accurate.

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5. Submit the completed form and supporting documentation to the school site administrator for review and approval.

PRINCIPAL/ADMINISTRATOR VERIFICATION

Prior to approving an over-norm stipend request, the principal or assistant principal must review the form and supporting documentation to verify that:

- The teacher is assigned to the Special Day Program identified in the request.
- The applicable Special Day Program class size cap has been correctly identified.
- The reported enrollment/class size is supported by the attached MiSiS classification report or student roster.
- The dates and classification periods reported on the form are accurate.
- The over-norm criteria have been met for the applicable classification period.
- For secondary requests, only applicable instructional periods are included; homeroom/advisory and conference periods are excluded.
- The requested stipend amount is consistent with the information documented on the form.
- All required sections of the form have been completed, and supporting documentation is attached.

Once the information has been verified, the principal or assistant principal must **sign and date the Administrator Signature section** of the form.

The administrator's signature confirms that the school has reviewed the request and supporting documentation and verified the information submitted for payment processing.

SUBMISSION PROCESS

Following administrator approval:

1. The signed form must be returned to the teacher.
2. The **teacher is responsible** for submitting the completed and signed form, along with all required supporting documentation, through the designated Google submission link:
[Over-norm Verification Link](#)
3. All submissions must be received by **the dates listed [here](#).**
4. Forms submitted without administrator approval and/or required supporting documentation will be returned and may delay payment processing.

Teachers should submit the completed form and supporting documentation as directed and retain a copy for their records.

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DIVISION OF SPECIAL EDUCATION REVIEW AND PAYMENT PROCESSING

The Division of Special Education will review submitted requests for completeness and validate the documentation received. DSE will consolidate validated requests for centralized batch upload to the Payroll Department.

Requests that are incomplete, contain discrepancies, or lack the required supporting documentation may require additional follow-up with the school prior to processing.

This centralized process will remain in place until a dedicated payroll code is developed and implemented for over-norm stipend payments.

Stipends will be funded from Special Education funds and closely monitored by the Division of Special Education and Budget Services. Schools that do not follow the above guidelines may have these expenditures transferred to their school site's General Fund School Program Account (13027).

For questions regarding the over-norm stipend procedure, please contact your Region Special Education Administrator.

<u>Region</u>	<u>Special Education Administrator</u>	<u>Email</u>
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