

**INTEROFFICE CORRESPONDENCE**  
**Los Angeles Unified School District**  
**Federal and State Education Programs Branch**

**DATE:** January 8, 2015

**TO:** PSP Math Teachers & Vendors in the Archdiocese ONLY  
Principals at Participating Archdiocese Schools

**FROM:** Tina Saunders, Coordinator  
Title I, Part A, Private Schools Program

**SUBJECT:** Extended Day Program Duties and Responsibilities

Beginning January 12, 2015 through May 15, 2015, Math teachers/vendors serving the Archdiocese of Los Angeles schools have the opportunity to provide Extended Day services at 2 assigned schools for 1 hour at each site. These services will consist of direct instruction to eligible students receiving Title I services and additional Tier 2 (second scoop) supplemental services in mathematics. Every effort should be made to serve those students at greatest risk.

Teachers will meet and consult with the private school principal to:

1. Establish that services are dependent upon the availability of an afterschool program at the school site.
2. Determine participating students, target skill(s) and curriculum for each group.
3. Indicate the days and hours Extended Day services will be provided.

Requirements:

- Submit an *Extended Day Schedule* prior to beginning services.
- Submit *Student Attendance Sheets* (clearly indicating Extended Day participation) for each school. Use the blank attendance sheet on your flash drive.
- Recommended- Attend the one hour of wraparound services per month (Feb, Mar, Apr/May) for private school teachers facilitated by the ELA teacher. (Attendance at the wraparound session will be in lieu of extended day instruction to students.)
- LAUSD Teachers: Submit one Extended Day time sheet for ALL Extended Day schools. (Preparation time is not included in the time submitted for payment.)
- Vendors: Submit your additional hour(s) on your invoice, keeping within your contract amount. (Preparation time is not included in the time submitted for payment.)