

E-CAST Frequently Asked Questions

Getting Started With E-CAST

What is E-CAST?

E-CAST is LAUSD's online school-by-school enrollment projection review process and web application. During E-CAST's annual review period that begins in late January, Principals, Assistant Principals and other authorized school-based administrators have the opportunity to review and respond to their schools' enrollment forecasts using E-CAST's online application.

Does E-CAST have a website?

YES! Type E-CAST's web address, www.laschools.org/ecast, directly into your web browser's address bar, then press enter. Visit the E-CAST website for timetables, up-to-the-minute information, pre-requisite reference documents and important links. This is also where you login to the E-CAST application.

Is there any training for E-CAST?

YES! An online training course for E-CAST, geared to Principals and Assistant Principals, is offered on LAUSD's MyPLN. There are also many reference documents, FAQs, and a 'Quick Start' user manual posted on the E-CAST website.

Will someone with basic computer skills be able to use E-CAST?

YES. E-CAST has an intuitive interface that smoothly guides the user through the process. It is designed to be easy to use for people with basic computer skills.

What will I need to have prepared in order to complete the E-CAST enrollment projection review process correctly for my school?

During E-CAST, you will make an open enrollment declaration and review your magnet forecast, so you will need to have decided whether you wish to make any changes to your open enrollment status or to your magnet enrollment. You will also review your resident and permit forecasts, and, if your school meets criteria, you may choose to submit a Staffing Appeal. In order to complete these activities correctly, you will need to familiarize yourself with the pre-requisite reference materials that are posted on the E-CAST website.

Once I'm prepared, how do I start the E-CAST enrollment projection review process?

During the E-CAST enrollment projection review process, go to the E-CAST website at www.laschools.org/ecast, login using your LAUSD Single Sign-On (SSO) username and password, and complete your school's enrollment projection review process by visiting and responding to each E-CAST screen.

Can I use E-CAST from a computer at my school or from home?

YES! E-CAST can be accessed from any computer with an internet connection.

Do I need a user account to get into E-CAST?

YES. Everyone must have a user account in order to use E-CAST online. For most Principals and Assistant Principals, your E-CAST user account will be established

E-CAST Frequently Asked Questions

automatically and will be updated regularly so as to reflect your most current school assignment. User accounts for operations administrators, coordinators, directors and central office staff are established by request. If you have any questions or concerns about your existing E-CAST user account, or if you need a new E-CAST account, contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will be happy to investigate your E-CAST account status and make any necessary updates.

Is E-CAST open all the time?

YES. E-CAST is open year- round, 24 hours a day, 7 days a week, from any computer with internet access, to anyone with an E-CAST account. The only time that E-CAST is closed is for a short period when new data are loaded into the E-CAST application in preparation for the start of the enrollment projection review process that begins in late January.

Since E-CAST is open year-round, does that mean that I can make changes to my school's enrollment forecast year-round?

NO. Principals, Assistant Principals and other authorized school-based administrators have the opportunity to review and respond to their schools' enrollment forecasts in E-CAST only during the school-by-school enrollment projection review process that begins in late January. At all other times, E-CAST will still be open, but the data will be view-only.

Which schools participate in the E-CAST process?

Almost all District schools participate in the E-CAST enrollment projection review process. See the "E-CAST Schools List" posted on the E-CAST website for a complete list of participating schools.

What are the benefits of using the E-CAST online system?

Using E-CAST online, Principals, Operations Administrators and central office staff can complete the enrollment projection review process without leaving their campuses or offices. The E-CAST system is available year-round, 24/7, from any computer with an internet connection, allowing Principals to respond to their enrollment projections whenever it's convenient for them. Principals may log off and log on, saving their work each time, and may review E-CAST support and training materials at any time.

Do I have to use E-CAST to complete my school's enrollment projection review process?

YES. If your school is on the E-CAST schools' list, then you must submit your school's enrollment projection review application into E-CAST in order to have any input into enrollment and staff planning for the coming school year. Schools that do not complete an E-CAST application online may have their forecasts determined for them by the Master Planning and Demographics, School Management Services, Budget Services and Magnet offices and automatically recorded at the end of the E-CAST filing period.

E-CAST Frequently Asked Questions

Can I opt out of the E-CAST process and request to have my enrollment forecast mailed, faxed, or sent to me by email?

NO. All schools on the E-CAST schools list must use the E-CAST online system to complete the enrollment forecast process.

Will I be able to send my documents and correspondence via fax or email?

NO. All transactions must be conducted using the E-CAST online system. All forecast reviews and appeals must be completed online.

Will I need to scan or upload documents into E-CAST in order to support my case if I disagree with the enrollment forecast for my school?

NO. E-CAST does not have document upload capabilities. Explanations and justifications for modifying the enrollment forecasts for your school can be typed directly into E-CAST's dialog boxes.

My school is a Special Education Center. Is there any reason that we should participate in E-CAST?

YES! Although your school may not need to submit an E-CAST application based on resident, permit, open enrollment or magnet enrollment categories, E-CAST is an important resource for your school. E-CAST is the Special Education Office's official repository for all SPED program changes for the upcoming school year, so any changes anticipated for your school are recorded on your school's SPED tab. E-CAST is also where Budget Services posts the enrollments they will use to establish your school's resource allocations for the upcoming school year, and you may view this enrollment baseline on your school's BUDGET tab. Finally, your school's historical monthly enrollment is displayed in the "Month-To-Month Enrollment Comparison" report on your school's Enrollment History tab.

Where do the historical resident and permit enrollments that are posted for my school in E-CAST come from?

The official Norm Day enrollment counts that are posted for your school in E-CAST have been provided by LAUSD's Budget Services Office. For more detailed information about your school's historical E-CAST data, please refer to "Understanding Enrollment History Tables" which is posted on the E-CAST website under Reference Documents.

Where does my Magnet's enrollment forecast come from?

Forecasts for Magnet Schools and Centers are generated by Magnet Specialists in the Office of Student Integration for newly approved programs, schools with approved expansions/reconfigurations, and schools with known anticipated changes.

My school is a Magnet Center / Magnet School. We don't have resident enrollment, but our magnet enrollment is growing. Can we be considered for an allocation of additional FTEs?

YES. If there are changes occurring at your magnet that are expected to result in increased magnet enrollment that has not already been accounted-for in your forecast, and you want your magnet to be considered for an allocation of additional FTEs, you may submit a

E-CAST Frequently Asked Questions

Staffing Appeal. Such a situation would typically pertain to a magnet school undergoing an expansion, a school that is converting an SLC to a magnet, or an entire school that is converting to a magnet. In the Staffing Appeals module, you must use “Rationale J” for Magnet Centers and Magnet Schools, and enter your explanation into the required text box. For your appeal to receive consideration, it must meet these criteria, and it must be submitted online using the E-CAST 2018 Staffing Appeals module by midnight, **February 20, 2018**.

What is the difference between disagreeing with my school’s Magnet forecast on the Magnet screen and submitting a request for additional FTEs using the Staffing Appeals module?

On the Magnet screen, you are responding to the anticipated distribution, by ethnic type and the number of applications and openings, of the grade-by-grade enrollment forecast that has been developed for your Magnet by LAUSD’s Magnet Office. If you disagree with the forecast on the E-CAST Magnet screen, you are disagreeing with how that forecast should be distributed--not with the enrollment forecast total itself. On the other hand, in the E-CAST Staffing Appeals module, you are disagreeing with the Magnet enrollment forecast total itself, because you believe it is too low, and consequently you are making an appeal to have additional FTEs allocated to your Magnet based on the anticipated revision to your magnet’s enrollment.

Is TKE included in my school’s E-CAST forecast?

While Transitional Kindergarten *is* included in your school’s Normed enrollment, Transitional Kindergarten Expansion is *not* included in your school’s Normed enrollment and is not a factor in the allocation of teachers and other resources based on Normed enrollment.

How accurate are Master Planning and Demographics’ enrollment forecasts?

For each of the last seven years, the District’s overall E-CAST forecasts, as developed by Master Planning and Demographics, have been accurate to within less than one percent (<1%) of their corresponding total Norm Day actual enrollments.

Getting Access to E-CAST

Who will have access to E-CAST?

Principals, Assistant Principals and School Administrative Assistants at E-CAST schools; Operations Administrators, Operations Coordinators, Instructional Area Superintendents and Instructional Directors; Magnet Coordinators; SPED Coordinators; and selected LAUSD central office and programmatic staff will have access to E-CAST.

How do I know whether my school will have E-CAST access?

All District schools that are listed as participants in the “E-CAST Schools List” should have representatives with E-CAST access. This list is posted on the E-CAST website at www.laschools.org/ecast.

E-CAST Frequently Asked Questions

My Magnet isn't on the list of E-CAST schools. What does this mean?

The "E-CAST Schools List" contains E-CAST's list of 'host' schools. Many of these schools have magnet centers on their campuses. If your magnet program is located on the campus of one of the schools in the E-CAST list, then it will be included in E-CAST on that host school's magnet screen.

I'm a brand new Principal, and I don't know whether or not I have an E-CAST account. How do I find out whether I'm listed as an E-CAST Principal for my school this year?

For most Principals and Assistant Principals, updates to your E-CAST user accounts will be made automatically and will reflect any new school assignments that you may have. However, if you have any questions about whether your new school assignment has been made in E-CAST, contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will be happy to investigate your E-CAST account status and make any necessary updates.

I'm an LAUSD central office employee who needs to be able to use E-CAST. What do I do?

Contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will be happy to add you to the list of E-CAST central users.

I'm already an E-CAST user but E-CAST is telling me that I don't have a valid account, and I can't logon. What should I do?

Invalid account problems reported by E-CAST usually mean that E-CAST doesn't have you on its internal user list. Please contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net to make sure that your account is properly set up for E-CAST. If, however, you have problems accessing the E-CAST website or logging in using your SSO credentials, please contact the Facilities Technology Services hotline at 213-241-4642.

I need to serve as an E-CAST Principal for more than one school. Can that be arranged?

YES. Contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will create the necessary multiple accounts for you.

Will Principals and Assistant Principals all have access to the same information on E-CAST?

NO. Each school's official E-CAST representatives (Principals and Assistant Principals), School Administrative Assistants, and Magnet Coordinators will only be able to access information for their own school.

E-CAST Frequently Asked Questions

I'm a school-based employee and I don't know if I'm supposed to use E-CAST. What should I do?

Typically, a school's E-CAST representatives are only the Principal and/or the Assistant Principal, but, depending on its needs, a school may choose to have someone else serve as its official E-CAST representative. Please note that an official representative for a school is responsible for completing that school's online E-CAST application. In some cases, school-based staff need access to E-CAST not as representatives, but as operators. Discuss your school's needs with your Principal. If it is decided that you should become an E-CAST operator or one of your school's representatives, you or your Principal should contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will discuss your access needs with you.

I'm an Operations Coordinator, but I'm going to have to serve as a school's Principal for E-CAST because there is no Principal assigned to it yet. What do I do?

Contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will create a Principal's account for you for that school. Once you have a Principal's account, you will be the official representative for that school and will be responsible for completing its online application. Please note that in order to create a Principal's account for you, you must have an lausd.net email address. Also note that you may only have one role in E-CAST at a time. You cannot act as both a Principal and an Operations Coordinator at the same time.

Can anyone participate as an online user of E-CAST?

NO. Only Principals, Assistant Principals and School Administrative Assistants at E-CAST schools; Operations Administrators, Operations Coordinators, Instructional Area Superintendents and Instructional Directors; Magnet Coordinators; SPED Coordinators; and selected LAUSD central office and programmatic staff will have access to E-CAST.

Are there exceptions to allow other staff members (aside from Principals, Assistant Principals and LD Personnel) to access E-CAST on my behalf?

NOT USUALLY. Due to limitations on authenticating the authority of individuals to act on behalf of the school Principal, access will usually only be supplied to Principals, Assistant Principals, Operations Administrators, Operations Coordinators, Instructional Area Superintendents or Instructional Directors. If you believe that your situation requires special access permissions, please contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net.

Will I still be able to access E-CAST if I retire or leave district employment?

NO. Only active LAUSD employees currently associated with the schools on E-CAST's enrollment forecast list will have access to E-CAST.

If I am reassigned to another school and/or position, will my E-CAST registration automatically change the enrollment forecast information I'm able to access?

POSSIBLY. Your access to E-CAST will depend on the class code and cost center code associated with your new assignment. Please contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net for help regarding your E-CAST access permissions.

E-CAST Frequently Asked Questions

E-CAST Support

What are E-CAST's technical computer specifications?

For the best E-CAST experience, LAUSD's Facilities Technology Services recommends that E-CAST be run on computers with Windows 7 or higher, using Internet Explorer, Chrome, or Firefox browsers. If you have technical questions about your computer's specifications, contact the Facilities Technology Services hotline at 213-241-4642.

Who should I contact if I have technical problems with logging on, accessing my E-CAST account, or network connections?

If you have network connection problems, contact the ITD help desk at 213-241-5200. If you have problems accessing the E-CAST website or the E-CAST application specifically, then contact the Facilities Technology Services hotline at 213-241-4642.

What do I do or who should I contact if I forget my username and/or password to log on to E-CAST?

In E-CAST, you login using your LAUSD Single Sign-On (SSO) username and password. If you forget your SSO username or password, you will need to contact the ITD help desk at 213-241-5200.

Who should I contact to get a new E-CAST account or to change my account settings?

Contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will be happy to discuss your account needs with you.

Is there live telephone support for E-CAST?

YES. Limited live telephone support for E-CAST is available during regular business hours. The E-CAST specialist contact list is posted on the E-CAST website to guide you to the right people who can help you and answer your questions.

How secure is the E-CAST online system from hackers?

The laschools.org website supports user authentication to provide application security and access control for employees and contractors. The Single Sign-On (SSO) authentication system will be used to authenticate users against the LAUSD employee directory and link their laschools.org credentials to their assigned location code. Because the application is housed on LAUSD's network, users can feel comfortable and safe when utilizing the E-CAST system.