Frequently Asked Questions –
E-CAST Resident & Permit Appeal Process

What is the E-CAST Resident & Permit Appeals Process?
The E-CAST Resident & Permit Appeals process is available to Principals who believe there is a significant error or omission to their school’s Resident & Permit forecast. For an appeal to receive consideration, it must meet specific criteria, and must be submitted online using the E-CAST 2017 Resident & Permit Appeals Module, by midnight, February 21, 2017.

Who is eligible to submit an online Resident & Permit Appeal?
A Principal or authorized representative of any school for which Master Planning and Demographics has developed a Resident & Permit forecast may submit an online appeal if they believe there is a significant error or omission to that forecast, provided they have already completed and submitted their regular E-CAST 2017 online application and their case meets specific criteria. In some cases, Magnet Centers / Magnet Schools without any resident enrollment may also use the Resident & Permit Appeals Module to request consideration for an allocation of additional FTEs.

How do I submit an online Resident & Permit Appeal?
You must complete and submit your regular E-CAST application before you may make a Resident & Permit Appeal. Once you’ve submitted your regular E-CAST application, you will be allowed to enter the E-CAST 2017 Resident & Permit Appeals Module from your E-CAST Dashboard. Once you are in the Resident & Permit Appeals Module, simply complete the required activities on each screen and submit your appeal.

What must be included in an online Resident & Permit Appeal?
To receive consideration, an appeal must 1.) provide an acceptable justification for the proposed alternate forecast, 2.) show evidence demonstrating that the justification meets required criteria, 3.) include the alternate Resident & Permit forecast being proposed, and 4.) be submitted online, using the E-CAST 2017 Resident & Permit Appeals Module, by midnight, February 21, 2017.

What justifications are acceptable?
Acceptable justifications include, but are not limited to: two years’ significant difference between forecast and actual Norm Day enrollments; significant growth in month-to-month enrollment for new schools without enrollment histories; new residential construction in a school’s attendance area; and the closing of a charter / private / parochial school in a school’s attendance area. A detailed list of acceptable justifications and their specific required criteria is posted on the E-CAST website.

What are the required criteria for each justification?
Each acceptable justification has specific, required criteria that may serve as acceptable supporting evidence. Any of the criteria on the list, if they are properly documented and substantiated, may be considered appropriate justifications for a resident enrollment forecast appeal. A detailed list of acceptable justifications and their specific required criteria is posted on the E-CAST website.
Can I make my Resident & Permit Appeal by fax, email, phone, or postal mail?
NO. To receive consideration, a Resident & Permit Appeal must be made through E-CAST’s online Resident & Permit Appeals Module.

Do I have to submit a regular online E-CAST application before I can make a Resident & Permit Appeal?
YES. You must complete and submit your regular E-CAST application before you may make a Resident & Permit Appeal. Once you’ve submitted your regular E-CAST application, you will be allowed to enter the E-CAST 2017 Resident & Permit Appeals Module from your E-CAST Dashboard. Once you are in the Resident & Permit Appeals Module, simply complete the required activities on each screen and submit your appeal.

If my school is a Magnet Center / Magnet School, can I submit a Resident & Permit Appeal even if my school doesn’t have any Resident enrollment?
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 Resident & Permit Appeal. You must use “Rationale J” for Magnet Centers and Magnet Schools and enter 0s for your proposed Resident & Permit forecasts. 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. For your appeal to receive consideration, it must meet specific criteria, and must be submitted online using the E-CAST 2017 Resident & Permit Appeals module by midnight, February 21, 2017.

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 Resident & Permit 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 Resident & Permit 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.