

ADMINISTRATIVE CIRCULAR NO. 44
Office of the Chief Logistics Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: November 18, 2008

To: Elementary School Principals

Subject: CLASSROOM USAGE MAP UPDATE

**Department and/or
Persons Concerned:** Elementary School Principals

Due Date: December 5, 2008

Reference: None

Action Requested: Review, revise, and submit updated map by due date

Brief Explanation:

The Instructional Facilities Planning Department maintains a database of all school sites and each year we update our records with classroom use information provided by each site administration. We are requesting that you help us update our information to reflect your school's 2008-09 usage of classrooms.

We have attached a map (site floor plan) of your school with classrooms highlighted in yellow and last year's usage noted. Please use a **red pen to update** the information by crossing out any outdated information and adding new information as appropriate. Also, identify any nonclassroom (not highlighted in yellow) spaces currently being used for regular or special day classes.

Please note the following on the map:

1. Label classrooms with grade level or type of Special Day Class (e.g., "5" for fifth grade, "PRS" for Preschool, or "NS" for a Nonsevere class, etc. See table of abbreviations on page 2).
2. Label seminar classes and indicate whether they are district or site funded.
3. Label any classrooms used for instructional or administrative support (e.g., Psychologist, Resource Teacher, RSP, Speech, Lounge, Counseling, etc.).
4. Label any District, non-District or grant-funded program use (e.g., Prime Time, CBET, Price Charities, EMHI, Parent Foundation, etc.).
5. Label any spaces that are not highlighted (yellow) that you use for instruction.
6. Feel free to add notes with any other information you would like to tell us regarding your program or your facility.

7. Physical Plant Operations Support Services has asked for our assistance in collecting information regarding how school sites identify each of their buildings. So please, next to each permanent building, write the **building number or name** by which you refer to that building.

Abbreviation	Classroom Usage
DHH	Deaf & Hard of Hearing
ED	Emotional Disabilities
HDS	Head Start Program
ILS	Integrated Life Skills
ISS	Instructional Support Space
NS	Nonsevere
PACE	Progressive Alternative Curriculum Environment
PH	Physically Handicapped
PLG	Preschool Language Group
PRS	State Preschool
SEEC	Special Education Early Childhood
STARS	Successful Transitions Achieved with Responsive Support
VI	Visually Impaired

Along with the updated Site Map, please send us copies of the following:

Your site's own *School Map*

Your school's *Teacher List*, with grade taught and room number

Your school's *Support Staff List*, with staff position and room number

If you have any questions or need assistance, please contact Lucy Thurston, Facilities Planner, at (619) 725-7552.

Please return all four documents via school mail to the Instructional Facilities Planning Department, Eugene Brucker Education Center, Annex 2, Room 101, Attn.: Lucy Thurston.

We rely on you to provide us with complete and accurate data regarding your school's use of facilities. Your help enables us to provide the best possible support for your current and future facilities needs. Thank you for your time and assistance.

Roy MacPhail, Director
Instructional Facilities Planning Department

APPROVED:

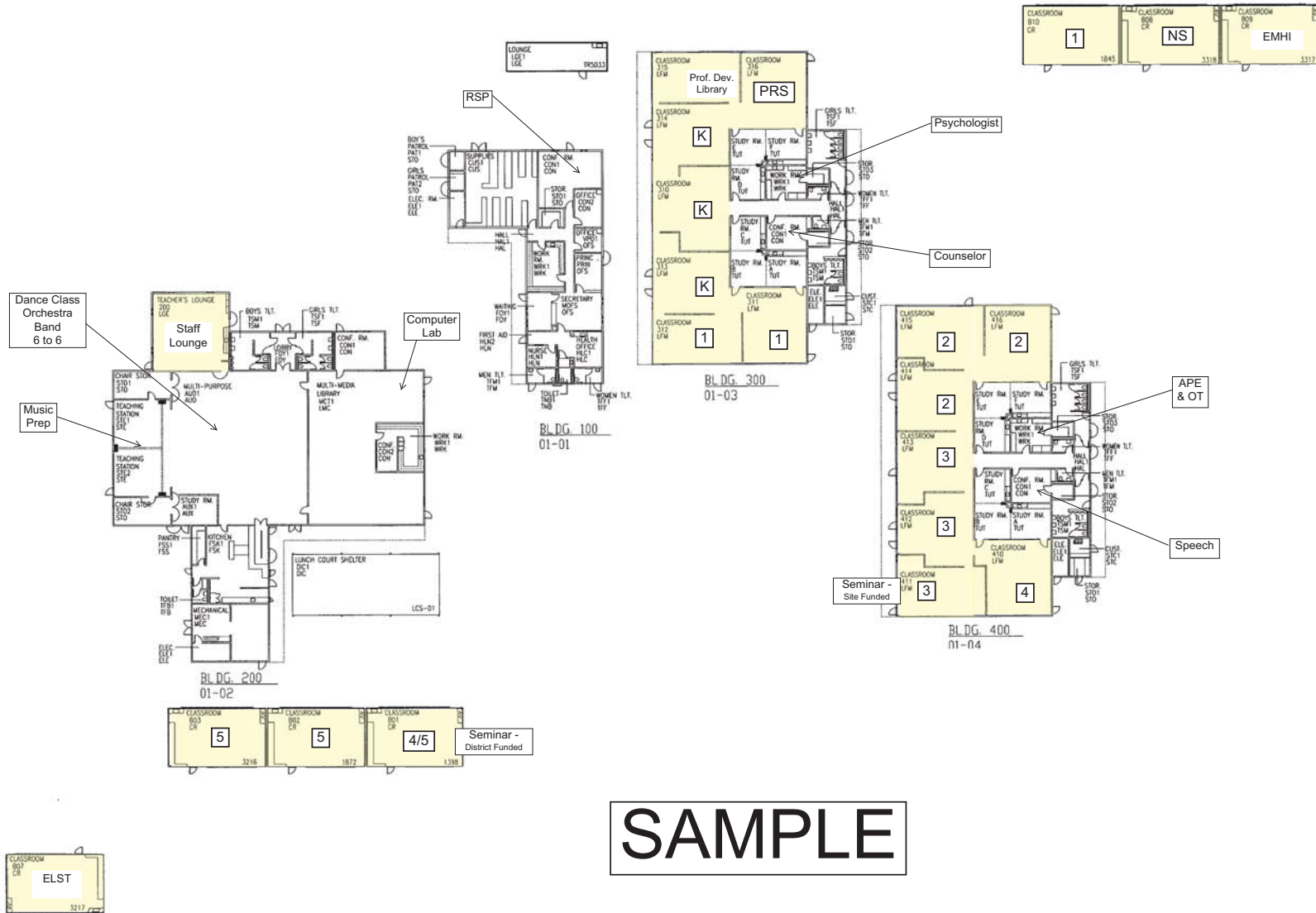


William Kowba
Chief Logistics Officer

RM:gff

Attachment

Distribution: List D



SAMPLE

HAPPY VALLEY ELEMENTARY SCHOOL

