

STEP 1

Open **Google Chrome**




STEP 2

Enter **dacesis.lausd.net** in the Address Bar

A screenshot of a web browser window. The address bar shows "dacesis.lausd.net" with a red box around it. The page content includes the Los Angeles Unified School District logo, a sign-in prompt, and two input fields for email and password. A blue "Sign in" button is visible below the fields. At the bottom, there is a note about entering the full LAUSD email address and password, with examples like "msmith@lausd.net".

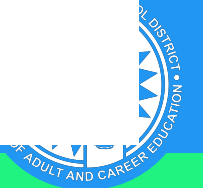
→ ↻ dacesis.lausd.net (R) Paused



Sign in with your organizational account


Sign in

Enter your full LAUSD email address and password to Log In.
e.g (msmith@lausd.net, mary.smith@lausd.net)



STEP 3 In to Your Student Portal with Your LAUSD Email & Password


→ ↻ dacesis.lausd.net R Paused



Sign in with your organizational account

[Sign in](#)

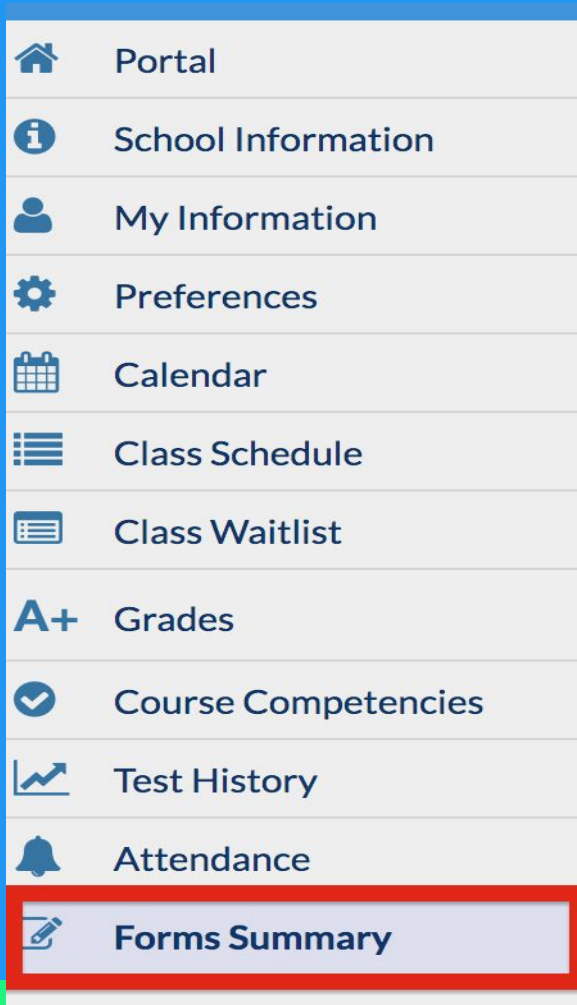
Enter your full LAUSD email address and password to Log In.
e.g (msmith@lausd.net, mary.smith@lausd.net)



STEP 4

Click On **Forms Summary** in the Navigation Bar

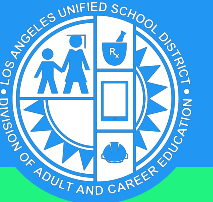
Find **CASAS Program Entry Record** – It will be available under **Available Forms**.



Available Forms

The district has made the following forms available for you to complete as needed.

- **CASAS Program Entry Record** ←
- Perkins Declaration of Eligibility
- Student Registration Form



STEP 5 e Language

Select the first language spoken in the home. Do NOT Select N/A.



CASAS Program Entry Record

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TOPS

Tracking of Programs and Student Records

PROGRAM ENTRY RECORD

Native Language

English

Years of School Completed

Filter

Majority of my schooling was outside of the U.S.

~~N/A~~

English

Highest Degree or Diploma Earned

Spanish

Amharic

Arabic

Bengali

I earned the above outside the U.S.

Cambodian

Chinese

German

Primary Attainable Goal

Farsi



STEP 6 of School Completed (NUMBERS ONLY)

Total number of **years of schooling** you have completed. Include schooling in the United States or outside of the U.S.

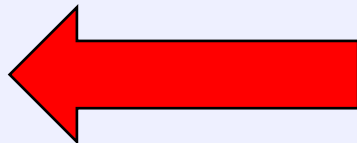
Native Language

N/A

Numbers Only

Years of School Completed

Majority of my schooling was
outside of the U.S.



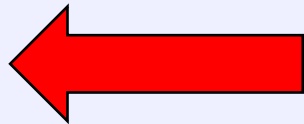
STEP 7 Highest Degree or Diploma Earned

Select the **highest credential/degree earned** in the U.S. or any other country.
Do NOT Select N/A.

| | |
|-------------------------------------|--------------------------|
| Highest Degree or Diploma Earned | N/A |
| I earned the above outside the U.S. | <input type="checkbox"/> |
| Primary Attainable Goal | |
| Employment Barriers | |

- ~~N/A~~
- None
- HSE Certificate
- High School Diploma**
- Technical/Certificate
- Some college, no degree
- A.A. / A.S. Degree
- 4 yr. College Graduate
- Higher than B.A./B.S.

| | |
|-------------------------------------|--------------------------|
| Highest Degree or Diploma Earned | High School Diploma |
| I earned the above outside the U.S. | <input type="checkbox"/> |



STEP 8

Primary Attainable Goal

Select a **primary goal** that you hope to achieve during this school year. Do **NOT** Select N/A.

| | |
|-------------------------|-------------------------------------|
| Primary Attainable Goal | N/A |
| Employment Barriers | <input type="text" value="Filter"/> |
| | N/A |
| | Enter college or training |
| | Family Goal |
| | Get a better job |
| | Get a Job |
| | H.S. Diploma / HSE |
| | Improve basic skills |
| | Improve English skills |
| | Military |
| | None |

STEP 9

Employment Barriers: Select ALL that Apply

Employment Barriers

- Cultural Barriers
- Disabled
- Displaced Homemaker
- English Language Learner
- Ex-Offender
- Foster Care Youth
- Homeless
- Long-term Unemployed
- Low income
- Low Levels of Literacy
- Migrant Farmworker
- Seasonal Farmworker
- Single Parent
- No TANF within 2 Years

Employment Barriers: Select **ALL** that Apply

CULTURAL BARRIERS

You have customs or practices that may cause challenges to **cross cultural communication** in the American workplace (i.e. eye contact, gender roles, hand shaking, etc.).

DISABLED

You have any **disability**.

DISPLACED HOMEMAKER

You have been dependent on the income of another family member but are **no longer supported** by that income (i.e. spouse is deployed); or if you are unemployed or underemployed and are experiencing difficulty in **getting/upgrading** your job.

ENGLISH LANGUAGE LEARNER

You have **limited ability** in **speaking, reading, writing or understanding English** because your native language is a language other than English. All ESL learners are English Language Learners.



Employment Barriers: Select ALL that Apply

EX-OFFENDER

You have been through the criminal justice process resulting from an **arrest** or **conviction**.

FOSTER CARE YOUTH

You are currently in foster care or if you have aged out of the **foster care system**.

HOMELESS

You do not have a fixed, regular, and **adequate residence**.

LONG-TERM UNEMPLOYED

You have been **unemployed** for 6½ or more consecutive months.

LOW INCOME

In the last 6 months, you have **received** any form of **assistance** through (i.e. CalFRESH, CalWORKs (TANF), Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), free or reduced school lunches, Social Security Benefits, etc.).



Employment Barriers: Select ALL that Apply

LOW LEVELS OF LITERACY

You are **unable** to **read, write,** and **speak** in **English**. All ABE/HSD/HSE learners are Low Levels of Literacy.

MIGRANT FARMWORKER

You are a **farmworker** or a **dependent** of a farmworker and are unable to return to your residence within the same day.

SEASONAL FARMWORKER

You have been primarily **employed in agriculture or fish farming** labor or if you are a **dependent** of a seasonal farmworker.

SINGLE PARENT

You are single, separated, divorced or widowed and have **primary responsibility for** one or more dependent **children**, including single **pregnant women**.

No TANF (CalWORKs) within 2 Years

You are within 2 years of exhausting lifetime **CalWORKs/TANF** eligibility.



STEP 10 Labor Force Status: Select ONE

Employed – You are currently working.

Employed, with Notice – You are currently working, but have received a notice of termination or a notice that your facility will close.

Not in Labor Force – You are not looking for work.

Unemployed – You are not working and are seeking employment.

Once you select your Labor Force Status, you **MUST** select a **Start Date** (the date students are completing the form) and click on **SAVE**. Do **NOT** select an End Date.

| | | | |
|--------------------|-----------------------|------------|------------|
| Labor Force Status | Employed | Start Date | End Date |
| | Employed, with notice | | 08/18/2020 |
| | Not in labor force | | |
| | Unemployed | | |
| | Filter | | |

STEP 11 Submit and Finish

Click



Submit and Finish

THANK YOU!