

**ADMINISTRATIVE CIRCULAR NO. 55**  
Office of School Site Support

**SAN DIEGO CITY SCHOOLS**

**Date:** January 10, 2006

**To:** Elementary and Atypical School Principals

**Subject:** K-3 CLASS SIZE REDUCTION (CSR)

**Department and/or Persons Concerned:** K-3 General Education Classroom Teachers

**Due Date:** February 10, 2006

**Reference:** SB1777 Legislation

**Action Requested:** Complete and return Attachment 1 **or** Attachment 2 and required sign-in sheets by the due date.

**Attachments:**

- (1) *Class Size Reduction (CSR) Training 2005-2006 Site Verification Form A* (to be used by sites where **all** general education K-3 teachers met the CSR requirement by attending a Mandatory Staff Development Day on September 1 or 2, 2005)
- (2) *Class Size Reduction (CSR) Training 2005-2006 Site Verification Form B* (to be used by sites where some but **not all** general education K-3 teachers met the CSR requirement by attending a Mandatory Staff Development Day on September 1 or 2, 2005)

**Brief Explanation:**

The state's Class Size Reduction (CSR) program requires that all general education K-3 teachers receive training prior to assuming teaching responsibilities for reduced size classes. During an annual state audit, the district is required to verify that general education K-3 teachers have met the CSR training requirement. Failure to do so will result in substantial loss of CSR funding to the district.

Site administrators are responsible for ensuring that general education K-3 teachers are aware of and have met the CSR training requirement. The 2005-2006 CSR training was to have been included in Mandatory Staff Development Day training on September 1 or 2, 2005. The following CSR elements (as required by law) were to be embedded in the training:

- Individualized instruction
- Effective teaching, including classroom management
- Identifying and responding to pupil needs

- Opportunities to build on the individual strengths of pupils

To verify that all general education K-3 teachers have met the CSR requirement, each elementary and atypical school site serving general education students in grades K-3 must complete Attachment 1 **or** Attachment 2 (*CSR Training 2005-2006 Site Verification Form A* **or** *CSR Training 2005-2006 Site Verification Form B*) and return applicable sign-in sheets no later than February 10, 2006.

- Attachment 1 (Form A) is to be used by sites where **all** general education K-3 teachers met the CSR requirement by attending a Mandatory Staff Development Day on September 1 or 2, 2005.
- Attachment 2 (Form B) is to be used by sites where some but **not all** general education K-3 teachers met the CSR requirement by attending a Mandatory Staff Development Day on September 1 or 2, 2005.

Submit the completed form and sign-in sheets to: Lucy del Valle, Teacher Preparation and Student Support Division, Eugene Brucker Education Center, Room 2140, or fax to 619-692-3504. Questions regarding CSR training requirements may be directed to Lucy del Valle at 619-725-7140 or [ldelvall@sandi.net](mailto:ldelvall@sandi.net).

Mariam L. True  
Executive Director  
Teacher Preparation and Student Support Division

APPROVED:



Geno Flores  
Deputy Superintendent

MLT:ms

Attachments

Distribution: List D

San Diego City Schools  
Teacher Preparation and Student Support Division

**CLASS SIZE REDUCTION (CSR) TRAINING  
2005-2006 SITE VERIFICATION FORM A**

*(This form to be used by sites where **all** general education K-3 teachers met the CSR requirement by attending a Mandatory Staff Development Day on September 1 or 2, 2005)*

School: \_\_\_\_\_ Completed by: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

This certifies that CSR training has been provided to **all** general education K-3 teachers via on-site professional development on Mandatory Staff Development Days (September 1 or 2, 2005). Individualized instruction; effective teaching, including classroom management; identifying and responding to pupil needs; and opportunities to build on the individual strengths of pupils were embedded within the trainings.

\_\_\_\_\_  
Principal's Name (please print)

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

**IMPORTANT: Attach copies of training sign-in sheets** as documentation that **all** general education K-3 teachers have met the requirement by attending your site's Mandatory Staff Development training.

*(the rest of this page intentionally left blank)*

---

**Return to:  
Lucy del Valle, Eugene Brucker Education Center, Room 2140  
or fax to 619-692-3504**

San Diego City Schools  
Teacher Preparation and Student Support Division

**CLASS SIZE REDUCTION (CSR) TRAINING  
2005-2006 SITE VERIFICATION FORM B**

*(For sites where some but **not all** general education K-3 teachers met the CSR requirement by attending a Mandatory Staff Development Day on September 1 or 2, 2005)*

School: \_\_\_\_\_ Completed by: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

**Complete Parts 1, 2 and 3 below:**

**1.** This certifies that CSR training has been provided to general education K-3 teachers via on-site professional development on Mandatory Staff Development Days (September 1 or 2, 2005). Individualized instruction; effective teaching, including classroom management; identifying and responding to pupil needs; and opportunities to build on the individual strengths of pupils were embedded within the trainings.

**IMPORTANT:** **Attach copies of training sign-in sheets** as verification for those general education K-3 teachers who have met the requirement by participating in your site's Mandatory Staff Development training.

**2.** The general education K-3 teachers listed below did **not** participate in the required CSR training on a Mandatory Staff Development Day (September 1 or 2, 2005). Attach additional sheets if necessary.

<u>Last Name</u>	<u>First Name</u>	<u>Employee ID</u>	<u>Grade</u>
------------------	-------------------	--------------------	--------------

**3.** Explain how and when each general education K-3 teacher shown above will meet the CSR training requirement by April 7, 2006 (e.g., site-based literacy or math professional development, structured classroom observations, etc.). Training must include the four elements.

---

---

---

---

\_\_\_\_\_  
Principal's Name (please print)

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

---

**Return to:  
Lucy del Valle, Eugene Brucker Education Center, Room 2140  
or fax to 619-692-3504**