

November 7, 2011

Dear Substitute Teacher:

This is a reminder that one of the District's requirements for continued employment is for all Certificated personnel to complete the "Child Abuse Awareness Training" (CAAT) on-line. October 31, 2011, was the deadline for completion of the training as the District indicated in their e-mail and letters to employees who had not yet complied. The District also said that to avoid separation this training needed to be completed.

Therefore, if you have not yet taken this training please do so immediately to prevent the loss of your position. You may access the CAAT online at <http://schoolsafety.lausd.net/training>. If you already have taken the CAAT please disregard this letter.

In Unity,



Warren Fletcher, UTLA President



David Lyell, UTLA Secretary

WR/lc