Please Return:

✓ Your **RED PEN** Changes on the Site Floor Plan(s)

✓ School Map, created by your school
  o Room uses/teacher assignments shown

✓ Teacher/Staff Directory, include
  o Grade or subject taught,
  o Staff position and office location

Instructional Facilities Planning Department – Ed Center, Room 3150
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Background

Why?
Administrative Regulation 7111 requires that the capacity of existing school building be calculated regularly, and be included in the Facilities Master Planning process. Usage of facilities can then be matched to the educational needs of the District and to the availability of funding.

How Used?
The updated floor plans and site use data is used to address Leadership inquiries throughout the year. Reports, audits, contracts and accounting for District, regional, state, and federal entities are developed from this data. Staff can assist schools with space concerns, calculate District-wide school capacity, and project future facility needs after collecting this data. Additional uses include the development of maintenance budgets, program budgeting, and project planning for capital improvements.
Guidelines
Floor Plan Update, 2022-23
Elementary Schools
Due: October 14, 2022

Who?
The Instructional Facilities Planning Department (IFPD) maintains room use data for all school sites. Each year, IFPD updates these records with information provided by site administrators. The Department’s core functions include forecasts, reports, and recommendations that support the district’s short- and long-range planning and budgeting decisions.

How to Update Your Floor Plan

The following guidelines are provided to help you and to standardize floor plan mark-up notations.

Enclosed is a copy of your school’s site floor plan(s) showing the 2021-22 site uses you provided last year.

1. Review last year’s floor plan(s) for your school, received in a manila envelope.
   a. Use a RED pen to put a line through any incorrect information; then
   b. Add the new or correct information adjacent to the space
   c. Use the room codes from the tables on last page of this guide.

2. Include
   a. The location of any support staff or program
   b. Classroom teachers or classes from your Master Schedule
   c. Any new building or construction changes to room sizes (mark the grade, subject, or other type of use)
   d. Note any rooms used for advisory periods only or other time-limited use
   e. Add any other information you think may be helpful.

Sample RED PEN Changes on a Floor Plan
A sample marked-up floor plan is provided on Page 5. Every classroom (highlighted in color) should have a label that indicates its use. Co-located charter school or other District-assigned rooms are noted but should be verified for changes this year. Please do not white-out any information.

Include classes on the Master Schedule Indicate by the grade number,

- **K** for kindergarten,
- **TK** for transitional kindergarten,
- **1, 1/2** for single grades or combination classes
- **SAI** for Special Ed.,
- **PRS** for preschool, etc.,
Indicate support staff or program locations

i.e., resource teacher, itinerant personnel, Speech/Language, Psychologist, OT/PT, ELST, non-District program, grant-funded program, community support, parent rooms, before-and after-school programs, etc. located in a classroom or non-classroom space.

Promethean Boards/Boxlight

Review the Promethean board/Boxlight locations. These are labeled with a “P” (free-standing) or “P” (wall-mounted). Indicate any additions, corrections, or changes. If there are classrooms that now have a Promethean board/Boxlight that were not previously identified, please label. Please note that the labels only indicate the presence of a Promethean board/Boxlight, not its actual location in the room.

Special Education Classroom Note

The relocation of Special Education-related classrooms (Self-contained and Pull-out) are often associated with additional funding requirements. These classrooms are not to be relocated from their current location without prior coordination/approval of the Special Education Program Manager of Operations, 619-725-7700.

This requirement is designed to avoid unnecessary expense in the relocation and/or refurbishment of classroom and other school facilities for which financial resources may be unavailable. In certain instances, relocated or newly-located facilities may require (re)certification prior to occupation, which is a lengthy and expensive process.
Key Code, for Reading Your Floor Plan

- = Room counted as a classroom for capacity purposes (Designated by various color)

CR = An instructional class on the school’s Master Schedule

SAI = A Special Education class (Self-contained) on the school’s Master Schedule

SAI = Special Education support function (Pull-out), not a scheduled class

= Allocated General Support Uses, not a scheduled class

= Early Childhood Education, a scheduled class

Other text in a counted classroom (colored spaces) indicates a use other than a scheduled class

Promethean Board:  P = freestanding;  P = wall-mounted

Contact for Help

For assistance with interpretation of these guidelines or RED PEN floor plan mark-ups please contact:

Instructional Facilities Planning Department
Jon Wreschinsky, Facilities Planner
Tel.: (619) 725-7552
jwreschinsky@sandi.net
Sample **RED PEN** Changes on the Site Floor Plan
**Floor Plan Update Codes, For Your Use**

<table>
<thead>
<tr>
<th>Typical Floor Plan Symbol(s)</th>
<th>General Use Code</th>
<th>Types of uses to be classified under the General Use Code</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAI - Self-Contained</td>
<td></td>
<td>Specific use(s). Include the specific uses.</td>
<td></td>
</tr>
<tr>
<td>SAI - Pull Out</td>
<td></td>
<td>Specific use(s). Include the specific uses.</td>
<td></td>
</tr>
<tr>
<td>SAI - Support</td>
<td></td>
<td>Specific use(s). Include the specific uses.</td>
<td></td>
</tr>
<tr>
<td>ECSE</td>
<td></td>
<td>Specific use(s). Include the specific uses.</td>
<td></td>
</tr>
<tr>
<td>SAI - Visual Impairments</td>
<td></td>
<td>Specific use(s). Include the specific uses.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Only Room Types designated as Computer or Tech Lab</td>
<td></td>
</tr>
</tbody>
</table>

**Specialized Academic Instruction (Special Education) – Designated Uses for Self-Contained and Pull-out Classrooms**

**Self-Contained Classrooms**

- **General use code enclosed in a box – designates a classroom teacher or classroom on the Master Schedule.**
- **Modifying designation to help specify classroom use.**

**Pull-out Classrooms**

- **General use code NOT enclosed in a box – designates a special education support pull-out classroom on the Master Schedule.**
- **Modifying designation to help specify classroom use.**

**Designations**

- **SAI - Self-contained – Mild to Moderate**
- **SAI - Pull Out**
- **SAI - Support**
- **ECSE – Early Childhood Special Education classroom**
- **SAI - Visual Impairments**
- **SAI - Deaf and Hard of Hearing Program**

**Note:** Designations can serve to identify both self-contained and support functions.

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**Specialized Academic Instruction (Special Education) – Designated Uses for Special Education Support**

<table>
<thead>
<tr>
<th>Designations</th>
<th>SAI Support VI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech</td>
<td></td>
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<tr>
<td>Speech/Language Pathologist</td>
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</tr>
<tr>
<td>Psychologist</td>
<td></td>
</tr>
<tr>
<td>APE</td>
<td></td>
</tr>
<tr>
<td>Adaptive Physical Education</td>
<td></td>
</tr>
<tr>
<td>OT</td>
<td></td>
</tr>
<tr>
<td>Occupational Therapist</td>
<td></td>
</tr>
<tr>
<td>Physical Therapist</td>
<td></td>
</tr>
</tbody>
</table>

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**Contact for Help**

For assistance with interpretation of these guidelines or RED PEN floor plan markings, please contact:

**Instructional Facilities Planning Department**
Tel: (619) 725-7552
bruchowicz@sandiego.net