



LOS ANGELES UNIFIED SCHOOL DISTRICT

**GARDENA-CARSON COMMUNITY ADULT SCHOOL**

18120 S. NORMANDIE AVENUE GARDENA, CA 90248

PHONE: (310) 354-4900 FAX: (310) 515-7719

Counseling Office Open: Mon-Thur 1:00 p.m.-9:00 p.m.

**CARSON SITE:** (310) 847-6091/92 FAX: (310) 835-2293

Counseling Office Open: Mon- Thur 2:30 p.m.-9:00 p.m. Fri: 9 a.m.-Noon

**DAVID L. BREWER III**  
SUPERINTENDENT OF SCHOOLS

**SANTIAGO JACKSON**  
ASSISTANT SUPERINTENDENT  
DIVISION OF ADULT & CAREER  
EDUCATION

**DONNA BRASHEAR**  
PRINCIPAL

Dear Local 572 Union Member,

We at LAUSD Adult Education Career and Technical Training Centers are pleased that you are interested in either getting your GED, diploma and or studying with our ESL classes.

We are providing you a list of our various locations that offer these classes so that you can choose one closest to where you live or work. Classes are offered at various times of the day, evening and Saturdays. Some schools provide "Distance Learning" (take home work). You can ask about this.

When you select a school take the following steps:

- **Call (Mon-Thur)** and ask for either:
  - The Counseling Dept (for high school or GED class)
  - The ESL department (to learn English)

**Many counseling offices are only open after 1:00 p.m. – 9:00 p.m.**
- **Identify yourself as a *Teamster member of Local 572*** and tell them what you are interested in taking (GED prep-ESL etc)
- **Make arrangements to go in and register.** If there are costs or fees that you pay when you enroll:
  - Save your receipts and turn them into your union (Grace Guitron) she will make sure you are reimbursed or make arrangements for the union to make a check out to the school to pay for the fees.
  - You can ask the school for a letter listing your name, the fees you will be paying and any cost for books.
- **Taking the GED test:** When you are ready to take the GED test you need to have the school where you will be taking the test contact your union person: Grace Guitron. The school will tell her how much the test is and the union will send a check to the school to cover the cost for you.
- If you would like to contact me for any specific questions you may have, please feel free to call: Monday-Thursday 1:00 p.m.-8:00 p.m. or on any Fri 8 a.m. - 3 p.m. I will be happy to assist you.

**Sincerely,**

**Jane Cicala, APACS**  
**Gardena-Carson CAS**