



FORM 700 CHECK LIST

A TEN MINUTE CHECK LIST FOR LAUSD ANNUAL FORM 700 FILERS

Full = 1,2,3

Partial = 1,4 or 2,3 or 4,5 or 4

Step 1: Level of Disclosure

Circle One: Full or Partial

Each LAUSD position designated to file the Form 700 is assigned a disclosure category. They determine the scope and types of financial interests to disclose. Disclosure categories can be found to the right of positions in LAUSD's Conflict of Interest Code. Click [here](#) to access the Code.

Step 2: Cover Page (Complete Sections 1-5)

There are 5 sections on the "Cover Page" that require completion by ALL LAUSD FILERS, including the filers "official name."

Section 1: Office, Agency or Court

We've included LAUSD for you, make sure to include your: *Division, Board, Department, Office or District*. Also, include your LAUSD *position title*.

Section 3: Type of Statement

For annual filings, please check the "Annual" box. The Form 700 is looking at the previous calendar year, so do not alter the years listed. If you started after the 1st of the year, you may write in your start date in the boxes provided.

Section 2: Jurisdiction of Office

This section is already included for you. For all filers (other than Boards Members & Superintendent), the filing jurisdiction is "Other: Portion of LA County (LAUSD)."

Section 4: Schedule Summary

Save this section until the end. If you, after reviewing all schedules, find that you do not have interests to disclose, check "None" and write-in "1" for the number of pages included. Otherwise, check the corresponding schedule boxes and write in the number of pages attached.

Section 5: Verification

Please remember that the Form 700 is a PUBLIC DOCUMENT. When completing the verification section use your LAUSD contact information, including address, phone number and email address. We are prohibited, by law, from accepting copies, scans, emails or faxes of Form 700s. Be sure to date and sign your form, sending the original version to the ETHICS OFFICE.

Please use [blue ink](#) for ease of identifying an original signature.

In reviewing the Schedules for Steps 3-7, consider your personal financial interests during the 2013 calendar year.

Step 3: Schedules A-1 & A-2 (Investments) A-1=Ownership < 10%, A-2=Ownership ≥ 10%

1. Do you/your spouse/domestic partner/or dependent child have any investments worth over \$2000 in a company or individual that could one day sell goods or services to LAUSD? YES or NO If yes, note on your F700:_____

Step 4: Schedule B (Interest in Real Property)

1. Do you/your spouse/your domestic partner/or dependent child have an interest in any real property located within two (2) miles of LAUSD's boundaries? YES or NO If yes, note on your F700:_____

Step 5: Schedule C (Sources of Income)

1. Do you/your spouse/your domestic partner/or dependent child receive any income from a company or individual that could one day sell goods or services to LAUSD? YES or NO If yes, note on your F700:_____
2. Did you/your spouse/your domestic partner/or dependent child receive any loans from a company or individual that could one day sell goods or services to LAUSD? YES or NO If yes, note on your F700:_____

Step 6: Schedule D (Income-Gifts)

1. Did you/your spouse/your domestic partner/or dependent child receive any gifts or prizes from a company or individual that could one day sell goods or services to LAUSD? YES or NO If yes, note on your F700:_____

Step 7: Schedule E (Travel Payments)

1. Did you receive any gifts of travel from a company or individual that could one day sell goods or services to LAUSD? YES or NO If yes, note on your F700:_____

Step 8: Sign & Date, Send Original to the Ethics Office by April 1st!

LAUSD Ethics Office
333 S. Beaudry Ave., 20th Floor • Los Angeles, CA 90017
Tel: (213) 241-3330

Proclaimer: This sheet covers the most common items, but is by no means exhaustive. If your finances are more complex, please review the Form 700 directions in full.