



BUL- 6745.4 Guidelines for the Required English Learner Advisory Committee

ELAC English Learner Parent Composition

Composition of ELAC

1. Parents and legal guardians of EL students, not employed by the District, shall constitute membership on the ELAC in at least the same percentage as EL students in the school.
2. The parents and legal guardians of EL students must elect all members of the ELAC.
3. The ELAC must elect an EL parent member of the ELAC to attend the ELAC Delegate Convening in the Fall.
4. Other members may be from any of the following groups:
 - PTA/PTSA/PTO/Booster Club members
 - Parents and legal guardians of non-EL students, RFEP, SELs, not employed by the District
 - Certificated and classified staff
 - LAUSD secondary school students
 - Community members – all community members must be verified by the principal
 - Community-based organizations that support the school

The minimum required number of ELAC members will be as follows:

Number of English Learners	Minimum Number of ELAC Members Required
21 to 75 ELs	A minimum of 3 members required
76 to 150 ELs	A minimum of 5 members required
151 to 225 ELs	A minimum of 7 members required
226 ELs and above	A minimum of 9 members required

*** It is highly recommended that you exceed the percentage of EL parent members required.**

Example of ELAC Members

Your school has 458 students in total and 121 of those students are ELs. You want to figure out the percentage of ELs for your ELAC membership.

Step 1: Identify the minimum ELAC members required using page 15 of BUL-6745.4

Step 2: Calculate the percentage of EL students enrolled on campus. $121 \text{ ELs} / 458 \text{ total students} = 0.26$
Moving the decimal two places to the right will provide you with the percent $.26 = 26\%$

Step 3: Calculate the number of EL parents required on the ELAC. In this example, you form an ELAC committee with five members, then calculate: $26\% \text{ of } 5 \text{ ELAC members} = .26 \times 5 = 1.3$ minimum, best practice is to round up to 2 EL parents

Who Qualifies as an ELAC Officer?

- The ELAC Chairperson and Vice-Chairperson must be parents of EL students, who are not employed by LAUSD.
- The Secretary and Parliamentarian positions may be filled by any ELAC member.

Secondary Student Members

A student is an individual who is verifiably enrolled at the LAUSD school in which an ELAC or SSC is established. Students under 18 should have parental consent to participate.



***Officer elections must appear in the meeting minutes.**

September 2021