



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Principal’s Portal Certification for Local Control and Accountability Plan, Title I Parent and Family Engagement Requirements and English Learner Advisory Committee Mandates

NUMBER: REF-6749.2

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Office of Deputy Superintendent

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Office of Parent and Community Services

DATE: August 30, 2018

ROUTING

- Local District Superintendents
- Instructional Directors
- Operations Administrators
- Operations Coordinators
- Parent and Community Engagement Administrators
- District Categorical Coordinators
- Parent Educator Coaches
- Principals
- School Administrative Assistants
- School Categorical Coordinators
- School English Learner Designees
- Parent and Family Center Staff

PURPOSE: The purpose of this Reference Guide is to describe the process for certification of the parent and family engagement requirements identified in the Local Control and Accountability Plan (LCAP), Title I of the Every Student Succeeds Act of 2015 and the English Learner Advisory Committee (ELAC) mandates. In addition, the procedure for submitting documents related to each requirement is outlined in Attachment A.

MAJOR CHANGES: This Reference Guide replaces Reference Guide 6749.1. Due dates have been updated to reflect the 2018-2019 school calendar and have been scheduled for September 28, 2018, November 30, 2018 and April 30, 2019. The submission of documents supporting the formation and training of the ELAC are required for upload in the Parent and Community Services Certification link. In addition, one of the mandated LCAP parent workshops will be on the Attendance Matters, which replaces the mandated workshop on the California School Dashboard. Finally, the signed School Site Council (SSC) Certification Form must be uploaded; however, the uploading of election ballots is no longer required.

INSTRUCTIONS: Principals must certify through the Principal’s Portal that they have met the parent involvement requirements for the LCAP, for the Title I Program if their schools are receiving Title I funds, and for the formation and training of ELAC if their schools have 21 or more English Learner students. The District is responsible for ensuring that all schools comply with federal and state requirements for the involvement of parents and uses the Principal’s Portal to monitor the timely completion of mandates.

PRINCIPAL’S PORTAL



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To access the Principal’s Portal, go to <https://principalportal.lausd.net/> .
 -- Click on the *Parent and Community Services Certification* link.
 -- Enter the LAUSD Single-Sign On username and password.

Every school principal or designee is responsible for entering the required information into the Principal’s Portal before the due date and for monitoring and certifying the completion of requirements for parent involvement as described below. Attachment A contains detailed directions for uploading the required information. Attachment B describes strategies a school can use to increase the number of parents attending workshops. These strategies were generated by schools including parents.

Please see the chart below for the deadlines to upload required parent engagement documentation:

Required Documents	Due Dates
SSC and ELAC Certification Forms	September 28, 2018
Title I Requirements: -Annual Meeting Certification -District Title I Parent and Family Engagement Policy -School Title I Parent and Family Engagement Policy -Title I School-Parent Compact -Staff Training	November 30, 2018
4 LCAP Workshops: -Graduation Requirements -Attendance Matters -2 instructional workshops ELAC Parent Workshops: -Master Plan -Attendance Matters -Comprehensive Needs Assessment -Single Plan for Student Achievement -Language Census	April 30, 2019

RELATED

RESOURCES: The Local Control and Accountability Plan at <http://achieve.lausd.net/lcap>



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MEM-6750.2 “Notification of Federal Title I Parent and Family Engagement Mandates”, dated August 30, 2018

BUL-6745.1 “Guidelines for the Required English Learner Advisory Committee and School Site Council”, dated August 30, 2018

ASSISTANCE: For assistance or further information, please contact the Office of Parent and Community Services at (213) 481-3350.



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Attachment A

ELAC Certification Form--Due September 28, 2018

According to the California Education Code, section 52176, every school with 21 or more English Learner students must establish an ELAC. Principals will complete the ELAC Certification Form found on the Parent and Community Services link within the Principal's Portal. See the directions below for detailed instructions on uploading information.

Steps to Certify the ELAC Composition

1. Click on the *English Learner Advisory Committee Certification Form* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Complete the blank fields to provide information about the ELAC composition and process of formation.
3. Check the appropriate box to verify the use of bylaws.
4. Click on the *Download Fillable ELAC Certification Form (PDF) Here* box to print a copy of the document for signatures.
5. Under *File Upload*, select the signed ELAC Certification Form and click *Browse* to identify the appropriate file.
6. Once the correct file name appears in the window, select *Upload* to attach the file.
7. After all relevant fields have been completed, click on the *Submit* tab.

ELAC Workshops--Due April 30, 2019

According to the California Education Code, section 52176, the ELAC is required to review various topics related to the progress of English Learners. The following topics must be presented to the ELAC: Master Plan, Attendance Matters, Comprehensive Needs Assessment, Single Plan for Student Achievement, and the Language Census. Principals will upload documentation verifying that the ELAC has reviewed these topics on the Parent and Community Services link within the Principal's Portal. See the directions below for detailed instructions on uploading information.

Steps to Certify the ELAC Workshops

1. Click on the *English Learner Advisory Committee Certification Form* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Under the Topic 1 heading, type in the Workshop Date and Number of Participants attending the workshop.
3. Check the certification box.
4. After all relevant fields have been completed, click on the *Submit* tab.
5. Repeat steps 2, 3 and 4 for Topic 2 through Topic 5.
6. Under *File Upload*, select the agenda, sign-in sheet, and minutes for the workshop on Topic 1. The flyers and handouts are optional to upload.
7. Click *Browse* to select the appropriate files.
8. Once the correct file name appears in the window, select *Upload* to attach the file.
9. Repeat steps 6, 7 and 8 for Topic 2 through Topic 5 to complete document uploading.



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SSC Certification Form—Due September 28, 2018

According to the California Education Code, section 52852, every school receiving Title I funds is required to form a SSC to serve as the school's decision-making council for all funds listed in the District's Consolidated Application. Principals will complete the SSC Certification Form found on the Parent and Community Services link within the Principal's Portal. In addition, approved SSC minutes detailing the election process for all stakeholder groups will be uploaded along with supporting documentation. See the directions below for detailed instructions on uploading information.

Steps to Certify the SSC Composition

1. Click on the *School Site Council Certification Form* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Complete the blank fields to provide information about the School Site Council composition and process of formation.
3. Under *File Upload*, select the type of document and click *Browse* to select the appropriate file.
4. Once the correct file name appears in the window, select *Upload* to attach the file.
5. Repeat Steps 3 and 4 to upload agendas, sign-in sheets and flyers/notices for the orientation and election process of each stakeholder group, if used.
6. Check the appropriate box to verify the use of bylaws.
7. Check the appropriate box to indicate whether the SSC has accepted the delegation of authority by the school's ELAC, and upload Attachment F from Bulletin 6745.1.
8. Check the *Print* box to print a copy of the document for signatures. The signed form should be kept at the school site for a minimum of five years.
9. Under *File Upload*, select the signed SSC Certification Form and click *Browse* to identify the appropriate file.
10. Once the correct file name appears in the window, select *Upload* to attach the file.
11. After all relevant fields have been completed, click on the *Submit* tab.

Title I Annual Meeting Certification—Due November 30, 2018

Schools receiving Title I funds are required to hold a Title I Annual Meeting at the beginning of the school year for parents to be informed regarding the requirements of the Title I program, how their school was designated, parent rights under Title I and ways to become involved in improving the school's Title I program. Principals will upload the sign-in sheet, agenda or meeting announcement, with the date and number of attendees. See the directions below for detailed instructions on uploading information.

Steps to Certify for the Title I Annual Meeting

1. Click on the *Title I Annual Meeting Certification* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Click in the box on the right of the *Annual Meeting Date* to activate the calendar, and use the calendar to select the meeting date.
3. Type in the number of people in attendance at the meeting.
4. Select *Browse* to attach the meeting sign-in sheet from the computer's desktop.



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5. Once the correct file name appears in the window, select *Upload Sign-in Sheet* to attach the file.
6. Repeat Steps 2 and 3 to upload the agenda or announcement.
7. Check the box to ensure the meeting was held on the selected date.
8. After all relevant fields have been completed, click on the *Submit* tab.

District Title I Parent and Family Engagement Policy--Due November 30, 2018

As required under Title I, section 1116, of the Every Student Succeeds Act of 2015, the LAUSD Title I Parent and Family Engagement Policy must be mailed annually to all Title I parents. To meet this requirement, principals can mail a summary of the policy located in Memorandum 6750.2 before November 30. Principals will identify the date that the policy was mailed, provide a website screenshot of the notification of mailing or a newsletter with the notification. See the directions below for detailed instructions on uploading information.

Steps to Certify for the District Title I Parent and Family Engagement Policy

1. Click on the *District Title I Parent and Family Engagement Policy* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Click in the box on the right of the *District Policy Mailing Date* to activate the calendar, and use the calendar to select the mailing date.
3. Select *Browse* to attach the website screenshot of the notification of mailing or a newsletter with the mailing notification.
4. Once the correct file name appears in the window, select *Upload Screenshot or Newsletter* to attach the file.
5. Check the box to ensure mailing.
6. After all relevant fields have been completed, click on the *Submit* tab.

School Title I Parent and Family Engagement Policy-- Due November 30, 2018

Each school receiving Title I funds must develop with parents a School Title I Parent and Family Engagement Policy each year, and the policy must be approved by the school's SSC annually. To inform parents of the school's policy for involving them, schools must mail the policy to them annually also. Evidence of development, approval and mailing must be uploaded. The policy requires the training of school staff to work with parents to help parents support student academic achievement. Principals will provide evidence of the training of staff twice in the fall semester. Subsequently, principals will attach the policy and related documentation along with evidence of staff training for submission. See the directions below for detailed instructions on uploading information.

Steps to Certify for the School Title I Parent and Family Engagement Policy

1. Click on the *School Title I Parent and Family Engagement Policy* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Under the Policy heading, select *Browse* to attach the School Title I Parent and Family Engagement Policy.
3. Once the correct file name appears in the window, select *Upload Policy* to attach the policy.
4. Under the Title I Parent Review/Development heading, click in the box on the right side of the *Date Reviewed* to activate the calendar, and use the calendar to select the review /



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development date.

5. Continue to repeat Steps 2 and 3 to upload the sign-in sheet and agenda demonstrating parent review and development of the policy.
6. Under the SSC Approval heading, click in the box on the right of the *Date Approved* to activate the calendar, and use the calendar to select the approval date.
7. Continue to repeat Steps 2 and 3 to upload the minutes, sign-in sheet and agenda demonstrating SSC approval of the policy.
8. Under the Mailing to Parents heading, click in the box on the right of the *Date Mailed to All Title I Parents* to activate the calendar, and use the calendar to select the mailing date.
9. Continue to repeat Steps 2 and 3 to upload the website screenshot or newsletter indicating mailing of the policy.
10. Under the Staff Training heading, repeat Steps 2 and 3 to upload the sign-in sheets and agendas showing the two staff training sessions on how to partner with parents.
11. Check the box to ensure the requirements regarding the Title I Parent and Family Engagement Policy have been fulfilled.
12. After all relevant fields have been completed, click on the *Submit* tab.

Title I School-Parent Compact--Due November 30, 2018

Each school receiving Title I funds must develop with parents a Title I School-Parent Compact that has been approved annually by the school's SSC. This approved compact must be mailed home to parents each year. Evidence of development, approval and mailing must be uploaded. See the directions below for detailed instructions on uploading information.

Steps to Certify for the Title I School-Parent Compact

1. Click on the *Title I School-Parent Compact* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Under the School-Parent Compact heading, select *Browse* to attach the Title I School-Parent Compact.
3. Once the correct file name appears in the window, select *Upload Compact* to attach the compact.
4. Under the Parent Review/Development heading, click in the box on the right of the *Date Reviewed* to activate the calendar, and use the calendar to select the review date.
5. Continue to repeat Steps 2 and 3 to upload the sign-in sheet and agenda showing parent review and development of the compact.
6. Under the SSC Approval heading, click in the box on the right of the *Date Approved* to activate the calendar, and use the calendar to select the approval date.
7. Continue to repeat Steps 2 and 3 to upload the minutes, sign-in sheet and agenda demonstrating SSC approval of the compact.
8. Under the Mailing to Parents heading, click in the box on the right of the *Date Mailed to All Title I Parents* to activate the calendar, and use the calendar to select the mailing date.
9. Continue to repeat Steps 2 and 3 to upload the website screenshot or newsletter indicating mailing of the compact.
10. Check the assurance box.
11. After all relevant fields have been completed, click on the *Submit* tab.



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LCAP Parent Workshops--Due April 30, 2019

One goal of the LCAP requires principals to provide four workshops to parents annually. Each school must provide a workshop on Graduation Requirements, and this year, on Attendance Matters. In addition to these two workshops, schools should present two academic workshops to the parents. See the drop down menu on the Principal's Portal for options. Each workshop needs to have at least 24 parents attending, or the workshop needs to be repeated until a minimum of at least 24 parents total have participated in the workshop. Attachment B contains a list of ideas generated from schools that have exceeded the goal of 24 parents. Similarly, the School Title I Parent and Family Engagement Policy requires that schools provide training to their parents to support student academic achievement. These LCAP workshops meet the School Title I Parent and Family Engagement Policy requirements. In order to fulfill the LCAP and Title I requirements, principals will identify the date that a workshop occurred, the number of participants, upload the agendas, and sign-in sheets from each workshop. See the directions below for detailed instructions on uploading information.

Steps to Certify for the Parent Workshops

1. Click on the *Parent Workshops* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Under the Parent Workshop 1 heading, click in the box on the right of the *Workshop Date* to activate the calendar.
3. Type in the number of people in attendance at the workshop.
4. Select *Browse* to attach the agenda, flyer, and sign-in sheet for Changing Graduation Requirements workshop.
5. Once the correct file name appears in the window, select the appropriate *Upload* tab to attach each document.
6. Under the Parent Workshop 2 heading, repeat steps 2 through 5 for the assigned workshop, the Attendance Matters.
7. Under the Parent Workshop 3 heading, select a *Topic* from the drop-down menu.
8. Repeat steps 2 through 5 for the selected workshop.
9. Under the Parent Workshop 4 heading, select a *Topic* from the drop-down menu.
10. Repeat steps 2 through 5 for the selected workshop.
11. Check the box to ensure all workshops were conducted with and for parents.
12. After all relevant fields are completed, click on the *Submit* tab.



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Attachment B

Ideas for Reaching 24 Parents for LCAP Workshops	
<p align="center">Parent Ambassadors</p> <p>Identify parent leaders who can be “Parent Ambassadors” who can invite other parents to workshops. Each ambassador should have a quota of how many parents they need to invite. (e.g. 5 parent leaders can each invite 5 other parents to the training)</p>	<p align="center">Incentives for Parent Leaders</p> <p>Provide incentives to the parents that bring other parents to the workshops. Incentives can be provided through donations. For example, the more parents they bring, the more raffle tickets they receive to be eligible to win a donated item. If one parent attends the training, they get 1 raffle ticket but if they bring another parent they get 2 raffle tickets.</p>
<p align="center">Differentiated Time for Training</p> <p>Survey parents to identify what days and times they are most available to attend workshops. Try varying the workshop offerings on alternate days and times so that more and different parents are available to attend, like weekends or evenings.</p>	<p align="center">Nationally Board Certified Teachers</p> <p>Ask Nationally Board Certified teachers to provide trainings to parents of a specific grade or subject, focusing on data reviews. The trainings can be held on Saturday. For example, 5th grade parents can be invited to learn about their students’ scores on math assessments and learn strategies to use at home to strengthen students’ skills.</p>
<p align="center">Parent Conference Week</p> <p>Plan to offer parent workshops during Parent Conference Week. LCAP parent workshops can be held in the auditorium where parents can be invited to stop by for the training after meeting with teachers.</p>	<p align="center">Holiday Program</p> <p>LCAP workshops can be held in the Parent and Family Center where parents are invited to attend the workshop after the holiday programs.</p>
<p align="center">Incentives</p> <p>Offer incentives to students if parents come to the workshop (e.g. class ice cream parties, raffle tickets, special lunch spot for one week)</p>	<p align="center">Student Performances</p> <p>LCAP workshops can be held in the Parent and Family Center where parents are invited to attend the workshop after the student performance.</p>
<p align="center">“Coffee with the Teacher”</p> <p>One teacher per grade level can host a “Coffee with the Teacher” event afterschool for the entire grade level. Parents can receive parenting information including LCAP workshop.</p>	<p align="center">“Waiting for Dismissal Bell”</p> <p>Have Parent and Family Center Staff meet with parents 60 minutes before school ends and hold a LCAP workshop. Parents could participate in the workshop while waiting for their children.</p>
<p align="center">Student Motivators</p> <p>Students could write an invitation letter to their parents to attend the next LCAP workshop. The students can put the letter in an envelope and mail it to parents.</p>	<p align="center">Main Office</p> <p>In the main office, at the school entrance and dismissal gates, the list of parent workshops should be visible. This information can be posted in Main Office as: Coming Attractions.</p>