



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Title III Annual Measurable Achievement Objective (AMAO) Guidelines for Parent Notification, Fall 2015

NUMBER: MEM-5903.3

ISSUER: Dr. Frances Gipson, Chief Academic Officer
Division of Instruction

Hilda Maldonado, Executive Director
Multilingual and Multicultural Education Department

ROUTING
LD Superintendents
LD Instructional Leaders
LD Principal Leaders
LD EL Program Coordinators
Principals
Assistant Principals
UTLA Chapter Chairs
EL Program Designees

DATE: February 3, 2016

PURPOSE: This Memorandum provides guidelines and procedures for informing all parents of English Learners (ELs) when the district does not meet one or more of the Title III Annual Measurable Achievement Objective (AMAO) performance targets.

MAJOR CHANGES: This Memorandum replaces MEM-5903.2, dated October 8, 2014 and provides updates to AMAO 3 data.

BACKGROUND: The No Child Left Behind (NCLB) Act of 2001 has been reauthorized as the Every Student Succeeds Act (ESSA) and provides supplemental funding to districts to implement programs designed to help ELs attain English proficiency and meet the State’s academic and content standards. Title III requires all states to establish performance targets for ELs in English language proficiency and academic achievement.

In accordance with Title III requirements, the California Department of Education (CDE) is required to annually review the performance of districts receiving Title III funding. As a Title III funded district, LAUSD is required to meet the following three AMAO performance targets annually:

- AMAO 1 – ELs making annual progress in learning English, as measured by the California English Language Development Test (CELDT)
- AMAO 2 – ELs attaining English proficiency, as measured by the CELDT
- AMAO 3 – ELs meeting Academic standards in English-language arts and mathematics, determined by Adequate Yearly Progress (AYP)



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INSTRUCTIONS: When one or more of the AMAO performance targets are not met, Title III requires the District to notify all parents of ELs of such failure. This notification must be provided no later than 30 calendar days after the official release of Title III accountability data from the CDE. **This year the Title III accountability data was released on February 3, 2016**

For 2014-15, the District met the AMAO 2 performance target for ELs with fewer than 5 years of instruction in English as measured by the CELDT. However, the District did not meet the performance targets for AMAO 1 and AMAO 2 for ELs with more than 5 years of instruction in English. The District also did not meet AMAO 3. Due to the newly enacted Every Student Succeeds Act, there are no new AMAO 3 determinations for the 2014–15 school year. The AMAO 3 results are based on the 2012-13 Adequate Yearly Progress (AYP) data for the English Learners student group.

The following table includes the state targets and performance of the District:

2014-2015		State Target	LAUSD	Met Target
AMAO 1		60.5%	53.8%	No
AMAO 2 (less than 5 years)		24.2%	26.3%	Yes
AMAO 2 (5 years or more)		50.9%	33.4%	No
AMAO 3	ELA		38.7% (2012-13)	No
	Math		49.3% (2012-13)	No

An AMAO parent notification letter (Attachment A) must be sent to **all** parents/guardians of ELs **no later than Thursday, March 3, 2016**. To ensure meaningful communication with parents/guardians of English Learners, the parent notification letter is available in Spanish, Armenian, Chinese, and Korean. If a parent/guardian has questions regarding the AMAO letter, the school site should make every effort to provide oral translation for clarification in a language the parent/guardian understands.

To ensure compliance with Title III requirements, schools are to:

1. Use the My Integrated Student Information System (MiSiS) to identify and send notice to parents/guardians of all ELs. To generate an English Learner Monitoring Roster, use the following steps:
 - a. Log into MiSiS using your Single Sign-On
 - b. Click the *Reports* tab on the landing page.
 - c. Locate the *English Learner* section (left-hand menu)
 - d. Click *English Learner Monitoring Roster*
 - e. Enter values for your school
 - f. Click *View Reports* to download report
 - g. Print report



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2. Photocopy the attached English AMAO parent notification letter (Attachment A) for all ELs and photocopy the appropriate home language version on the reverse side.

Note: An optional notification letter notifying parents of the school's progress or achievement of the AMAO targets may be used in addition to the district letter, not in lieu of it. The *2014-15 LAUSD Accountability Report* and [school-level data](#) can be accessed on the Multilingual & Multicultural Education Department website.

3. Distribute the AMAO parent notification letter(s) to all ELs enrolled at the school. For multi-track schools, send the notification letter via U.S. mail to the parents of all ELs who are off-track.
4. Complete the attached *Annual Measurable Achievement Objectives (AMAOs) Notification School Certification Form*. The principal must sign and date this form as well as document the date that AMAO notification was sent to all parents/guardians of ELs.
5. Certify on the Online Accountability System (OLAS) that the AMAO parent notification letter was sent to the parents/guardians of all ELs by uploading the *Annual Measurable Achievement Objectives (AMAOs) Notification School Certification Form*.
6. File the *Annual Measurable Achievement Objectives (AMAOs) Notification School Certification Form*, the English Learner Roster, a copy of the District's parent notification letter, and the (optional) school notification letter. **These documents must be kept on file for a minimum of five years.**

AUTHORITY: The No Child Left Behind Act (NCLB) of 2001 has been reauthorized as the Every Student Succeeds Act (ESSA).

ASSISTANCE: For assistance or further information, please contact the Multilingual and Multicultural Education Department at (213) 241-5582.



Annual Measurable Achievement Objectives Notification
School Certification Form

_____ School

Fall 2015

EL 7 – Progress Toward Annual Measurable Achievement Objectives (AMAOs)

When a district does not meet the established AMAO requirements, each school must inform parents of English Learners (ELs) within 30 days per Title III guidelines.

For the 2014-15 school year, the Los Angeles Unified School District did not meet its AMAO objectives for ELs.

Notification was sent to parents/guardians of **all** EL students on _____
Date

The following information must be kept on file at the school site for a minimum of five years:

- *English Learner Monitoring Roster*
- District AMAO parent notification letter
- Optional school’s AMAO notification (if applicable)
- Signed *Annual Measurable Achievement Objectives Notification School Certification Form*

Completed by _____ Title _____

Principal’s Name (please print) _____

Principal’s Signature _____ Date _____