

Los Angeles Unified School District  
 Parent Community Student Services Branch  
**School Site Council Certification Form**

School _____	ESC _____
Total number of School Site Council members _____	

Please complete according to your school classification. Check one below:

- Elementary School**  
*Refer to BUL. 6332.0*      Must have a minimum membership of **ten (10)**: 1 principal, 3 classroom teachers, 1 other school personnel, 5 parents or other community members elected by parents.
  
- Secondary School**  
 Middle/High/Options      Must have a minimum membership of **twelve (12)**: 1 principal, 4 classroom teachers, 1 other school personnel; 3 parents or other community members elected by parents and three (3) students elected by students.
  
- Other Schools**  
 Must have a minimum membership based on the District classification of the school (elementary, middle or high school). *Pilot, Span, Special Education Center and Affiliated Charter.* Attach additional names to this form as needed.

Membership on a School Site Council may exceed the minimum membership requirements for the purpose of increased involvement; however, parity must be maintained with the increased membership. All members are elected prior to the election of officers by their respective groups.

Orientation held on: \_\_\_\_\_ by \_\_\_\_\_ at \_\_\_\_\_  
Date                                  Name and Title                                  Location

Election held on: \_\_\_\_\_ by \_\_\_\_\_ at \_\_\_\_\_  
Date                                  Name and Title                                  Location

**PLEASE PRINT OR TYPE**

**ELEMENTARY**

Principal: \_\_\_\_\_

Teachers: Date election held on \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Alternate: \_\_\_\_\_

Other School Personnel: Date election held on \_\_\_\_\_

1. \_\_\_\_\_

**Names of Parents and Community Members**  
**Check box (  ) if a community member.**

Date election held on \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Alternate: \_\_\_\_\_

**SECONDARY**

Principal: \_\_\_\_\_

Teachers: Date election held on \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Alternate: \_\_\_\_\_

Other School Personnel: Date election held on \_\_\_\_\_

1. \_\_\_\_\_

**Names of Parents and Community Members**  
**Check box (  ) if a community member.**

Date election held on \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Alternate: \_\_\_\_\_

Students: Date election held on \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Alternate: \_\_\_\_\_

**Verification of By-laws:** School Site Council by-laws are District provided.     Yes     No    If alternate by-laws are being used, please submit a copy of the by-laws with this form.

Please print or type.

\_\_\_\_\_  
Name of Chairperson                                  Email Address

\_\_\_\_\_  
Name of Vice-Chairperson                                  Email Address

\_\_\_\_\_  
Name of Secretary                                  Email Address

\_\_\_\_\_  
Name of Parliamentarian                                  Email Address

We certify that the above information is accurate. The school has filed copies of all documentation required for parents, legal guardians and/or community members as outlined in the District Guidelines for Required School and Central Advisory Committees and School Site Councils. Documents will be retained for five (5) years.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Council Chairperson's Signature

\_\_\_\_\_  
PACE Administrator's Signature

\_\_\_\_\_  
Date Submitted

**PCSB Office use only**

Received from ESC \_\_\_\_\_ 20 \_\_\_\_\_ Initials \_\_\_\_\_

Completed

Incomplete

Dated Returned to ESC