



BUL- 6745.5 Guidelines for the Required English Learner Advisory Committee

English Learner Parent Composition

Composition of ELAC

1. Parents/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/legal guardians of EL students from the school site must elect all the members of the ELAC, including non-EL members.
3. The ELAC must elect an EL Delegate parent member who must attend the ELAC Delegate Convening in the fall.
4. Other members may be from any of the following groups:
 - Parents/legal guardians from any of the following language classifications RFEP, IFEP, and EO
 - LAUSD employees from the school site
 - Secondary Students (grades 6-12)
 - Community members
 - Representatives from community-based organizations that are actively involved in the school
 - PTA/PTSA/PTO/Booster Club Members

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 130 ELs	A minimum of 4 members required
131 to 185 ELs	A minimum of 5 members required
186 to 240 ELs	A minimum of 6 members required
241 to 295 ELs	A minimum of 7 members required
296 to 350 ELs	A minimum of 8 members required
351 to 405 ELs	A minimum of 9 members required
406 to ELs and above	A minimum of 10 members required

*Parents whose EL student reclassifies after the ELAC elections and is an EL officer or EL member, will continue in their position until the end of the school year.

* 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. Next, you want to determine the percentage of ELs for your ELAC membership.

Step 1: Identify the minimum ELAC members required using the table above. In this example, a minimum of 4 members are required when there are 121 ELs.

Step 2: Calculate the percentage of EL students enrolled on campus.

- $121 \text{ ELs} / 458 \text{ total students} (121 \text{ divided by } 458 = 0.26)$

Step 3: Move the decimal two places to the right. This will provide the EL percentage. $.26 = 26\%$

Step 4: Calculate the number of EL parents required on the ELAC. $26\% \times 4 = 1.04$ minimum; the best practice is to round up to 2 EL parents.

Who Qualifies as an ELAC Officer?

- The ELAC Chairperson, Vice-Chairperson, and EL Delegate must be parents/legal guardians of EL students.
- The Secretary and Parliamentarian may be any other member of the ELAC, including a parent/legal guardian of EL, Reclassified Fluent English Proficient (RFEP), Initial Fluent English Proficient (IFEP), or English Only (EO).
- The EL Delegate will attend the Local District ELAC Delegate Convening.

Secondary Student Members

A student is an individual who is verifiably enrolled at the LAUSD school site 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.

August 9, 2022