POLICY: The purpose of this Bulletin is to provide a policy governing conference attendance and reimbursement procedures for LAUSD parents attending District-approved conferences.

MAJOR CHANGES: This Bulletin replaces Bulletin 6334.0. It allows for the reimbursement of childcare to parents following the approved attendance at a conference or workshop using Targeted Student Population and other general funds. It prohibits the use of Title I funds for the reimbursement of childcare.

GUIDELINES: DISTRICT-APPROVED PARENT TRAVEL

School Site Councils (SSCs) may elect to send parents to local conferences (less than 45 miles from the school of the child) using Title I parental involvement funds.

Federal funds may only be used to support attendance at conferences for parents of currently enrolled students. A parent must complete a Request for Travel and Attendance Form 10.12.1 when requesting to attend a conference. This form must be approved and signed by the sponsoring school principal before a parent registers for and attends a conference.

Upon return from the conference, parents must complete a written or oral report detailing what was learned (Attachment B), which should be attached to the Request for Travel and Attendance Form 10.12.1. School staff may use the Conference Preparation Guide (Attachment C) to prepare parents to attend the conference.

A. Reimbursement for Registration and Associated Travel Costs
Conference registration fees, mileage, and reasonable parking-related costs can be reimbursed to parents if these fees are paid by parents, not to include parking citations incurred during travel. Schools cannot provide a monetary conference advance to parents to attend conferences. Conference attendance reimbursement will not include reimbursement for gasoline. Conference registration fees paid by the Imprest Fund, purchase order, P-card and T-card are not eligible for reimbursement to the traveler. If seeking reimbursement, parents must report only actual expenses incurred for conference-related fees and submit either an original receipt, copy of a canceled check, or credit card/bank statement. Documentation should be attached to the Request for Travel and Attendance Form 10.12.1 when sent to the Accounts Payable Branch, the original copies of which should be maintained in a secure location at the school for five years.

B. Reimbursement For Meals and Childcare

Both meal and childcare reimbursement can be paid using Targeted Student Population or general funds. If meals are provided during the conference for breakfast and/or lunch, parents will not be reimbursed for purchasing additional meals, unless parents have documented medical dietary restrictions. If seeking reimbursement for meals, parents must report only actual expenses incurred and submit an original receipt. Documentation should be attached to the Request for Travel and Attendance Form 10.12.1 when sent to the Accounts Payable Branch, the original copies of which should be maintained in a secure location at the school for five years.

A standard rate of $4.79 per hour may be reimbursed for childcare to parents of children from infancy to age 5. Prior to requesting childcare reimbursement, parents must receive a written signature from the school principal on Attachment A and attach the appropriate documentation, including a copy of the birth certificate, a Record of Birth, or a current court order demonstrating guardianship and control over the educational rights for the child of or under 5 years old. The documentation must remain confidential and must not be used for any other purpose. The name of the person providing childcare, excluding spouses, is required for each meeting for which the childcare reimbursement is requested. Parents must be present at meetings for at least two hours to be eligible to receive reimbursement. Only one reimbursement per family, per conference, can be provided. Parents can be reimbursed for one hour before the conference and one hour after the conference, to account for travel time. Attachment A and accompanying childcare documentation must be attached to the Request for Travel and Attendance Form 10.12.1 when seeking reimbursement from the Accounts Payable Branch. The original documents should be maintained at the school site in a secure location and be available upon request for auditing for five years.

C. Request and Approval Procedure
Step 1. After the SSC has approved parent conference attendance, staff may assist parents in completing a Request for Travel and Attendance Form 10.12.1 with attached documentation, including Attachment A, and submit the forms for the approval and signature of the principal.

Step 2. School staff should review the Conference Preparation Guide with parents approved to attend conferences and provide parents with copies of the written report form.

Step 3. During the conference, parents must retain original receipts for submission to the District for reimbursement.

Step 4. Upon return from the conference, parents must submit the original receipts for reimbursement to the site administrator and complete Attachment B. The site administrator will review the documents and issue a reimbursement check to the traveling parent. Reimbursement of the Imprest Fund will be done via submission of Imprest Fund Claim Form to the Accounts Payable Branch, Transaction Support Unit, while following current procedures for Imprest Fund replenishment under Reference Guide 1706.4.

Step 5. The principal must maintain copies of the approved Request for Travel and Attendance Form 10.12.1 with receipts and supporting documentation. These should be available upon request for auditing for five years and kept in a secure location.

AUTHORITY: This is a policy of Los Angeles Unified School District.

RELATED RESOURCES: Reference Guide 1706.4
Memorandum 6069.0

ASSISTANCE: For assistance or further information please contact:
Parent, Community and Student Services at (213) 481-3350
Accounts Payable Customer Service at (213) 241-4800
CHILDCARE REIMBURSEMENT FORM

Conference Name: ____________________________________________

Location of Conference: ____________________________________________

Date(s) of Conference: ____________________________________________

Hours Attended + 2 (one hour before and one hour after conference): ______

Childcare Total: $4.79 x (number of hours calculated above) =

Reimbursement Total $______________________

Name of Parent: ________________________________________________

Name of Child, Age 0-5: ____________________________________________

Age of Child, Age 0-5: ____________________________________________

Name of Childcare Provider: ______________________________________ (Cannot be spouse)

MANDATORY ATTACHMENTS: □ Birth Certificate □ Record of Birth
(Please check and attach one) □ Court Order Demonstrating Guardianship

Name of Principal or District Administrator: ____________________________

Signature of Principal or District Administrator: ____________________________

Date: ________

Please attach this to your Request for Travel and Attendance Form 10.12.1 prior to attending the conference.
CONFERENCE REPORT FORM

Conference Name: ___________________________________________________

Location of Conference: _______________________________________________

Date(s) of Conference: _______________________________________________

Report Submitted By: _________________________________________________

Topic: ______________________________________________________________

At this conference, I learned the following information:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Please explain how this information will help parents support learning at home or at school.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Please return this form to ______________________ a week after you return from the conference.
CONFERENCE PREPARATION GUIDE

LOCAL CONFERENCES
A local conference is within 45 miles of the school and does not require an overnight stay. District personnel must inform parents about the provisions for all reimbursement as outlined in Bulletin 6748.0.

LOCAL CONFERENCE TRANSPORTATION
Parents are required to provide their own transportation daily. Parents can drive their own cars or travel by public transportation. Parents can be reimbursed for mileage to and from a conference and for fees incurred for parking, upon the submission of receipts.

REGISTRATION
District personnel must make the necessary arrangements to register parents ahead of time when paying for conference registration fees.

PLANNING DAILY SCHEDULES
It is a good idea to plan the complete day, every day, in the mornings. Parents should do the following:
- Make plans to attend the general session of the conference.
- Select the workshops you wish to attend that day.
- Find out where the workshops are taking place in advance.

HOW TO SELECT WORKSHOPS
There is usually a selection of workshops. Parents should do the following:
- Select workshops specifically targeted to parent engagement.
- Select workshops with translation, if you need it and if available.
- Select workshops and prioritize in case of a cancellation or a full room.

HOW TO LEARN THE MOST FROM THE WORKSHOPS
Once workshops have been selected, parents should do the following:
- Be on time.
- Ask for translation, if needed and if available.
- Listen carefully and ask questions.

REPORTING TO THE SCHOOL SITE COUNCIL
It is expected that parents will learn much during the conference, gather knowledge and return to share it with the School Site Council in a report. The report does not need to be typed and can be written in a language that parents choose. Parents should turn in the conference report to the designated employee. It might be requested that parents provide an oral report of the conference to the SSC. A copy of the written report that was prepared may be read for the oral report. Parents should keep a copy for their records.