



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Parent Conference Attendance

NUMBER: BUL-6748.0

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

Rowena Lagrosa, Senior Executive Director
Parent, Community and Student Services

DATE: August 10, 2016

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

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



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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



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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



**LOS ANGELES UNIFIED SCHOOL DISTRICT
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Attachment A

LOS ANGELES UNIFIED SCHOOL DISTRICT

_____ School Name

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.



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Attachment B

LOS ANGELES UNIFIED SCHOOL DISTRICT

School Name

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.



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Attachment C

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.