



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Principals' Portal Verification for Local Control and Accountability Plan, Title I and Family Engagement Requirements and English Learner Advisory Committee Mandates

**NUMBER:** REF-6749.4

**ISSUER:** Pedro Salcido, Interim Deputy Superintendent  
Office of the Deputy Superintendent

Antonio Plascencia, Jr., Director  
Office of Parent and Community Services

**DATE:** August 16, 2021

## ROUTING

Local District Superintendents  
Administrators of Instruction  
Community of School Administrators  
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

**PURPOSE:** The purpose of this Reference Guide is to describe the process for verification of the parent and family engagement requirements identified in the Local Control and Accountability Plan (LCAP), Title I of the Every Student Succeeds Act of 2015 and the English Learner Advisory Committee mandates. In addition, the procedure for submitting documents related to each requirement is outlined in Attachment A.

**MAJOR CHANGES:** This Reference Guide replaces REF-6749.3. Due dates have been updated to reflect the 2021-2022 school calendar and have been scheduled for September 24, 2021, January 28, 2022, and June 24, 2022. A new requirement has been added to verify the holding of an Annual School Goals and Budget Consultation Meeting. The requirement to hold four academic workshops has changed to holding one family engagement activity monthly between September of 2021 through May of 2022, which must be certified online. The requirement to mail District and School Title I Parent and Family Engagement Policies has been removed and replaced with a requirement for distribution. Additionally, the requirement to have at least 24 parents/guardians attend each workshop has been removed.

**INSTRUCTIONS:** All principals must verify through the Principal's Portal that they have met the parent involvement requirements for LCAP. If a school is receiving Title I funds, the school principal must complete the formation requirements for the School Site Council and verify the family engagement requirements for the Title I Program. If a school has 21 or more English Learners, the school principal must verify the formation and training of the English Learner Advisory Committee. The District is



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

responsible for ensuring that all schools comply with federal and state requirements for the involvement of parents and uses the Principal’s Portal to monitor the timely completion of requirements.

## PRINCIPAL’S PORTAL

Go to <https://principalportal.lausd.net/> to access the Principal’s Portal.

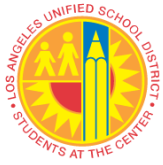
- Click on the *Parent and Community Services Verification* link.
- Enter the LAUSD Single-Sign On username and password.

Every school principal or designee is responsible for entering the required information into the Principal’s Portal before the due date and for monitoring and verifying the completion of requirements for parent engagement as described below. Attachment A contains detailed directions for uploading the required information. Attachment B describes strategies a school can use to increase the number of parents attending monthly family engagement opportunities.

Please see the chart below for the deadlines to upload required parent engagement documentation:

| Required Verification  | Due Dates          |
|--|--------------------|
| SSC and ELAC Verification Forms and Election Documents   | September 24, 2021 |
| Title I Requirements: <ul style="list-style-type: none"> <li>- Annual Meeting Verification</li> <li>- District Title I Parent and Family Engagement Policy Summary Distribution</li> <li>- School Title I Parent and Family Engagement Policy</li> <li>- Title I School-Parent Compact</li> <li>- Staff Training</li> </ul>  | January 28, 2022   |
| Stakeholder Engagement Requirement: <ul style="list-style-type: none"> <li>- Annual School Goals and Budget Consultation Meeting</li> </ul><br>Monthly Family Engagement Activities<br><br>ELAC Parent Workshops: <ul style="list-style-type: none"> <li>- Master Plan</li> <li>- Importance of Attendance</li> <li>- Comprehensive Needs Assessment</li> <li>- School Plan for Student Achievement</li> </ul> | June 24, 2022      |

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



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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- RELATED RESOURCES:** The Local Control and Accountability Plan at <http://achieve.lausd.net/lcap>  
MEM-6750.4, *Notification of Federal Title I Parent and Family Engagement Mandates*, dated August 16, 2021  
BUL-6745.4, *Guidelines for the Required School Site Council and English Learner Advisory Committee*, dated August 16, 2021
- ASSISTANCE:** For further assistance or further information, please contact the Office of Parent and Community Services at (213) 481-3350 or the Information Technology Division at (213) 241-5200.



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

## ATTACHMENT A

### **English Learner Advisory Committee (ELAC) Verification Form – Due September 24, 2021**

According to the California Education Code, section 52176, every school with 21 or more English Learner students must establish an ELAC. Principals will complete the ELAC Verification Form found on the Parent and Community Services link within the Principal's Portal. See the directions below for detailed instructions on uploading information.

#### **Steps to Verify the ELAC Composition**

1. Click on the *English Learner Advisory Committee Verification Form* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Complete the blank fields to provide information about the ELAC composition and process of formation.
3. Check the appropriate box to verify the use of bylaws.
4. Click on the *Download Fillable ELAC Verification Form (PDF) Here* box to print a copy of the document for signatures for keeping on file at the school.
5. After all relevant fields have been completed, click on the *Submit* tab.

### **ELAC Workshops – Due June 24, 2022**

According to the California Education Code, section 52176, the ELAC is required to review various topics related to the progress of English Learners. The following topics must be presented to the ELAC: Master Plan, Importance of Attendance, Comprehensive Needs Assessment, and the School Plan for Student Achievement. Principals will verify that the ELAC has reviewed these topics on the Parent and Community Services link within the Principal's Portal. See the directions below for detailed instructions on verifying information.

#### **Steps to Verify the ELAC Workshops**

1. Click on the *English Learner Advisory Committee Verification Form* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Under the Topic 1 heading, type in the Workshop Date.
3. Check the verification box.
4. Repeat steps 2, 3 and 4 for Topic 2 through Topic 4.
5. After all relevant fields have been completed, click on the *Submit* tab.

### **School Site Council (SSC) Verification Form – Due September 24, 2021**

According to the California Education Code, section 65000, every school receiving Title I funds is required to form a School Site Council (SSC) to serve as the school's decision-making council for all funds listed in the District's Consolidated Application. Principals will complete the SSC Verification Form found on the Parent and Community Services link within the Principal's Portal. In addition, approved SSC minutes detailing the election process for all stakeholder groups will be uploaded along with supporting documentation. The officer election documentation is not being requested. See the directions below for detailed instructions on uploading information.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

### ATTACHMENT A

#### **Steps to Verify the SSC Composition**

1. Click on the *School Site Council Verification Form* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Complete the blank fields to provide information about the School Site Council composition and process the information.
3. Under *File Upload*, select the type of document and click *Browse* to select the appropriate file.
4. Once the correct file name appears in the window, select *Upload* to attach the file.
5. Repeat Steps 3 and 4 to upload agendas, sign-in sheets and flyers/notices for the orientation and election process of each stakeholder group, if used.
6. Check the appropriate box to verify the use of bylaws.
7. Check the appropriate box to indicate whether the SSC has accepted delegation of authority by the school's ELAC, and upload Attachment G from Bulletin 6745.4.
8. Check the *Print* box to print a copy of the document for signatures.
9. After all relevant fields have been completed, click on the *Submit* tab.

#### **Title I Annual Meeting Verification – Due January 28, 2022**

Schools receiving Title I funds are required to hold a Title I Annual Meeting at the beginning of the school year for parents to be informed regarding the requirements of the Title I program, how their school was designated, parent rights under Title I and ways to become involved in improving the school's Title I program. Principals will identify the date of the meeting and verify that the meeting was held. See the directions below for detailed instructions on verifying information.

#### **Steps to Verify for the Title I Annual Meeting**

1. Click on the *Title I Annual Meeting Verification* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Click in the box on the right of the *Annual Meeting Date* to activate the calendar, and use the calendar to select the meeting date.
3. Check the box to verify the meeting was held on the selected date.
4. After all relevant fields have been completed, click on the *Submit* tab.

#### **District Title I Parent and Family Engagement Policy – Due January 28, 2022**

As required under Title I, section 1116, of the Every Student Succeeds Act of 2015, the LAUSD Title I Parent and Family Engagement Policy must be mailed annually to all Title I parents. To meet this requirement, principals can mail a summary of the policy located in Memorandum 6750.4 before January 28, 2022. Principals will identify the date that the policy was mailed and verify that notification of the mailing was provided to parents and family members. See the directions below for detailed instructions on verifying information.

1. Click on the *District Title I Parent and Family Engagement Policy* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Click in the box on the right of the *District Policy Mailing Date* to activate the calendar, and use the calendar to select the mailing date.
3. Check the verification box.
4. After all relevant fields have been completed, click on the *Submit* tab.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

### ATTACHMENT A

#### **School Title I Parent and Family Engagement Policy – Due January 28, 2022**

Each school receiving Title I funds must develop with parents a School Title I Parent and Family Engagement Policy each year, and the policy must be approved by the school's SSC annually. To inform parents of the school's policy for involving them, schools must distribute the policy to them annually also. The policy must be uploaded and the verification box checked to ensure that the policy was developed with parents, approved by parents and distributed to families. The policy requires the training of school staff to work with parents to help parents support student academic achievement.

Principals will verify the training of staff. See the directions below for detailed instructions on verifying information.

#### **Steps to Verify for the School Title I Parent and Family Engagement Policy**

1. Click on the *School Title I Parent and Family Engagement Policy* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Under the Policy heading, select *Browse* to attach the School Title I Parent and Family Engagement Policy.
3. Once the correct file name appears in the window, select *Upload Policy* to attach the policy.
4. Check the boxes to verify that the requirements regarding the Title I Parent and Family Engagement Policy have been fulfilled.
5. After all relevant fields have been completed, click on the *Submit* tab.

#### **Title I School-Parent Compact – Due January 28, 2022**

Each school receiving Title I funds must develop with parents a Title I School-Parent Compact that has been approved annually by the school's SSC. This approved compact must be distributed home to parents each year. The compact must be uploaded and the verification box checked to ensure that the compact was developed with parents, approved by parents and distributed to families. See the directions below for detailed instructions on uploading information.

#### **Steps to Verify for the Title I School-Parent Compact**

1. Click on the *Title I School-Parent Compact* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Under the School-Parent Compact heading, select *Browse* to attach the Title I School-Parent Compact.
3. Once the correct file name appears in the window, select *Upload Compact* to attach the compact.
4. Check the box to verify that the requirements regarding the Title I School-Parent Compact have been fulfilled.
5. After all relevant fields have been completed, click on the *Submit* tab.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

### ATTACHMENT A

#### **Monthly Parent and Family Engagement Activities – Due June 24, 2022**

One goal of the LCAP requires principals to offer monthly engagement opportunities with parents annually. Each school must provide one engagement opportunity each month from September of 2021 through May of 2022. See the drop-down menu on the Principal's Portal for options. Similarly, the School Title I Parent and Family Engagement Policy requires that schools provide training to their parents to support student academic achievement. These LCAP workshops meet the School Title I Parent and Family Engagement Policy requirements. In order to fulfill the LCAP and Title I requirements, principals will identify the date that the engagement occurred and click boxes verifying that these were held. See the directions below for detailed instructions on verifying information

#### **Steps to Verify for the Monthly Parent and Family Engagement Activities**

1. Click on the *Monthly Family Engagement* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Under the *Monthly Listings* heading, click in the box on the right of the *Date* to activate the calendar, and use the calendar to select the meeting date.
3. Repeat Step 2 for each month.
4. Check the box to verify all activities were conducted for parents.
5. After all relevant fields are completed, click on the *Submit* tab.

#### **Annual School Goals and Budget Consultation Meeting Verification – Due June 24, 2022**

In order to deepen parents' understanding of how school funds support plans for student achievement and to provide opportunities for parent input in plan development and decision-making, schools must hold an Annual School Goals and Budget Consultation Meeting prior to the budget development in the Spring semester. All families must be invited to this meeting. A needs and assets assessment, along with other data, including results from the California School Dashboard, should be shared with parents and connected to the goals and actions defined by the school for student achievement and success. Principals will identify the date of the meeting and verify that the meeting was held. See the directions below for detailed instructions on verifying information.

#### **Steps to Verify for the Annual School Goals and Budget Consultation Meeting**

1. Click on the *Annual School Goals and Budget Consultation Meeting Verification* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Click in the box on the right of the *Date* to activate the calendar, and use the calendar to select the meeting date.
3. Check the box to verify the meeting was held on the selected date.
4. After all relevant fields have been completed, click on the *Submit* tab.



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

## ATTACHMENT B

| <b>Ideas for Increasing Monthly Family Engagement Attendance</b>  |  |
|---|--|
| <p><b>Parent Ambassadors</b></p> <p>Identify parent leaders who can be ambassadors and invite other parents to workshops. Each ambassador should have a quota of how many parents they need to bring. (e.g., 5 parent leaders can each invite 5 other parents to the training)</p>  | <p><b>Incentives for Parent Leaders</b></p> <p>Provide incentives to the parents that bring other parents to the workshops. Incentives can be provided through donations. For example, the more parents they bring, the more raffle tickets they receive to be eligible to win a donated item.</p>   |
| <p><b>Differentiated Time for Training</b></p> <p>Survey parents to identify what days and times they are most available to attend workshops. Try varying the workshop offerings on alternate days and times so that more and different parents are available to attend, like holding some during weekends or evenings.</p> | <p><b>Nationally Board Certified Teachers</b></p> <p>Ask Nationally Board Certified teachers to train parents of a specific grade or subject, focusing on data reviews. The trainings can be held on Saturday. For example, 5<sup>th</sup> grade parents can learn about their students' scores on math assessments and strategies to use at home to strengthen students' skills.)</p> |
| <p><b>Parent Conference Week</b></p> <p>Plan to offer workshops during Parent Conference Week. LCAP workshops can be held in the auditorium where parents can be invited to stop by for the training after meeting with teachers.</p>   | <p><b>Holiday Program</b></p> <p>LCAP workshops can be held in the Parent and Family Center where parents are invited to attend the workshop after the holiday program event.</p>  |
| <p><b>Incentives</b></p> <p>Offer incentives to students if parents come to the workshop (e.g., class ice cream parties, raffle tickets, parking spot for one week).</p>  | <p><b>Student Performances</b></p> <p>LCAP workshops can be held in the Parent and Family Center where parents are invited to attend the workshop after the student performance.</p>   |
| <p><b>“Coffee with the Teacher”</b></p> <p>Ask the teachers of one grade level to invite parents to a “Coffee with the Teacher” afterschool. The grade level teachers can cover various topics, including holding a LCAP workshop.</p>  | <p><b>“Waiting for Dismissal Bell”</b></p> <p>Have Parent and Family Center Staff meet with parents 60 minutes before school ends and hold a LCAP workshop. Parents could participate in the workshop while waiting for their students.</p>  |
| <p><b>Student Motivators</b></p> <p>Students should be asked to write an invitation letter to their parents to attend the next LCAP workshop. The students can put the letter in an envelope and mail it to parents.</p>  | <p><b>Main Office</b></p> <p>In the main office, at the school entrance and gates, the list of parent workshops should be visible. A review of the workshop information can be available to parents in the main office. (e.g., Coming Attractions)</p>   |