



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: 2018-2019 SY Parent Student Handbook Distribution

NUMBER: MEM-5497.7

ISSUER: Diane H. Pappas, Chief Executive Officer
Office of District Operations & Digital Innovation

Darneika Watson-Davis, Ph.D., Executive Director
Division of District Operations

DATE: May 17, 2018

ROUTING

LD Superintendents
LD Administrators of Operations
LD Administrators of Instruction
Principals
Operations Coordinators
School Administrative Assistants
Plant Managers

PURPOSE: The California Education Code 51101 mandates that school districts annually notify K-12 students and their parents or guardians about their rights and responsibilities relative to the code’s statutory provisions.

LAUSD publishes the Parent Student Handbook annually to ensure compliance and consistency and to relieve schools of the responsibility of gathering and duplicating required notices. The Handbook contains all of the state mandated notifications and forms for parents to sign and return relative to receipt of the document and the release of student information.

MAJOR CHANGES: This revision replaces MEM-5497.6, 2017-2018 SY Parent Student Handbook Distribution, dated May 8, 2017.

INSTRUCTIONS: The following are guidelines in distributing and requesting additional copies of the Handbook:

DELIVERY/DISTRIBUTION

Handbooks will be delivered to schools during the second and third weeks of August. All schools are required to distribute the Parent Student Handbook annually to all students at the beginning of the school year. Please attach cover letter (Attachment A-Sample Letter) when sending out the handbooks.

The handbook is printed in 9½ x 7 size books in black and white. The forms and information are printed separately in an 8½ x 11 size handbook and include the following:

1. Parent Student Acknowledgement Form
2. Information Release Form
3. Notice of Privacy Practices
4. Parent/Guardian Publicity Authorization and Release



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

5. Annual Pesticide Notification Form
6. Approved Pesticide List
7. School Climate Bill of Rights Elementary
8. School Climate Bill of Rights Secondary

Copies of the Handbook will be delivered to schools based on the enrollment data received from the Office of Data and Accountability. They will be available in English/Spanish (combined), Armenian, Chinese, and Korean languages.

ADMINISTRATOR RESPONSIBILITY

School administrators are required to certify online through the Principal's Portal-Administrator Certification system that required actions regarding the distribution of the Parent/Student Handbook have been completed by the due date.

Principals should certify distribution of the handbook in the Non-Discrimination and Sexual Harassment Policy tab of the Administrator Certification system that may be accessed through the Principal's Portal at <https://principalportal.lausd.net> or through the Division of District Operations website.

As part of the certification, schools are required to collect and keep on file all parent forms that require response and signature to be submitted to the school. The completed and signed Parent Student Acknowledgement Form must be kept on file at the school for a period of three years at a central location such as cumulative files.

REQUEST FOR ADDITIONAL COPIES

If a school does not receive sufficient copies of the handbook during the initial delivery, an online ordering process must be completed through <http://parentstudenthandbook.net/>.

Requests for additional handbooks in excess of 200 copies will be reviewed and verified with the student enrollment data of the requesting school before the order is processed. Requests for additional copies will only be processed through December 21, 2018.

ONLINE POSTING AND AVAILABILITY

The 2018 - 2019 SY electronic version of the Parent Student Handbook and Forms will be available after July 30, 2018 at the Division of District Operations website <https://achieve.lausd.net/page/13189> under RESOURCES.

ASSISTANCE: For assistance or information, please contact District Operations at (213) 241-5337.



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

ATTACHMENT A

(SCHOOL LETTERHEAD)

SAMPLE LETTER TO PARENTS/GUARDIANS

REQUIRED FORMS TO BE COMPLETED AND RETURNED TO SCHOOL FOR STUDENT
INFORMATION

(DATE)

Dear Parent/Guardian:

The attached 2018-2019 SY Parent Student Handbook is being sent home with your child to notify you of your rights and responsibilities under California Education Code 51101. Included with this handbook are several important forms that you need to read, complete, sign, and return to the school with your child. The handbook and forms are also available electronically at the Division of the District Operations website <https://achieve.lausd.net/page/13189> under RESOURCES.

By completing and returning these forms to your child's school, you can communicate how you want the school staff to help and support your child. In some cases, schools need information from parents before they can act; please help us serve your child by giving us clear directions.

It is important that we receive these forms back completed and signed by **(add return date)** so we can better assist you and your child to make this a successful school year.

We hope this information is helpful to you and your child. If you have questions or need more information, please feel free to call the school at **(add school's telephone number)**.

Sincerely,

(Add principal's name)
Principal