



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Certification of Instructional Materials Sufficiency,
Elementary Schools

NUMBER: REF-6312.2

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DATE: August 22, 2016

PURPOSE: To provide instructions regarding certification of textbook/instructional materials
sufficiency.

MAJOR CHANGES: This Reference Guide replaces REF-6312.1 titled Certification of Instructional Materials
Sufficiency, Elementary Schools, dated August 5, 2015, to provide a timeline, reflect
personnel changes, and introduce the new *Teacher's Portal* for teacher certification of
Williams sufficiency.

BACKGROUND: The District's policy requires that each student, including English Learners and those in
special day classes, have a State-adopted, standards-based textbook/application for use in
the defined subject areas of English/reading/language arts, history-social science,
mathematics, science, and health. Students must be assigned a single textbook/application
in each subject that they can use both at home and in class. District policy does not allow
the use of State textbook funding for the purchase of class sets in addition to the books
issued directly to the student.

INSTRUCTIONS: In order to document compliance with California Education Code Section 60119, an
annual certification of student textbook sufficiency is required of all teachers,
principals, and Local District Superintendents regardless of decile level.

School Principals will:

- Ensure teachers have access to the *Teacher's Portal* and the step-by-step
instructions to access the portal (see Attachment B):
(<https://myapps.lausd.net/TeacherPortal/Pages/>)
- Compare final master program with current textbook/application inventory by
course enrollment two weeks prior to the first day of instruction to ensure
sufficient supplies of student textbooks/applications.

ROUTING

Local District Superintendents
Local District Administrators of
Instruction
Local District Directors
Local District Fiscal Services
Managers
Principals
UTLA Chapter Chairpersons



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- Print the appropriate District Adopted/District Approved Instructional Materials Lists from the Integrated Library and Textbook Support Services (ILTSS) website (<http://www.iltss.org> under *Williams Sufficiency*) to assist teachers in identifying any missing or insufficient instructional materials. Additional components such as teacher's editions and ancillary materials are not mandated for sufficiency.
- Distribute the appropriate list, together with the step-by-step procedure to access the *Teacher Certification of Textbook Sufficiency* portal (see Attachment B; instructions are also available on the ILTSS website <http://www.iltss.org> under *Williams Sufficiency*) to teachers on the first day of instruction for the new school year.
- Ensure the teachers use the online *Certification of Textbook Sufficiency* by **Monday** of the **third week** of instruction. These certifications are subject to audit so principals must export the data and maintain a file for at least two years.
- Resolve verified insufficiencies *before* completing the *Principal Certification of Textbook Sufficiency* online (see Attachment A; a worksheet for preparing to complete the form online is also available on the ILTSS website <http://www.iltss.org> under *Williams Sufficiency*).
 - Investigate possible on-site resources to determine, for example, if books are in storage and not yet distributed.
 - Investigate the possibility of transferring unassigned books from another school.
 - Order replacement materials through an approved used book vendor if possible. A list of used book vendors is posted on the ILTSS website (<http://www.iltss.org>).
 - Submit the orders, using the *Instructional Materials* form, to your Local District for approval.
 - Submit the order via LRP. Include the approved Instructional Materials Request form and the Justification for Late Textbook Orders form.
 - Any teacher who declared insufficiencies that have been resolved must login to the *Teacher's Portal* and resubmit indicating sufficiency.
- Submit *Principal Certification of Textbook Sufficiency* via the Principal's Portal (<http://principalportal.lausd.net/>) by **Thursday** of the **third week** of instruction.
- Send an electronic copy of the completed online *Teacher Certification of Textbook Sufficiency* file to your Local District by **Thursday** of the **third week** of instruction. For schools that share a campus with one principal as the administrator of all the schools, an electronic file must be submitted for each site using the site's cost center.



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- If there are unresolved insufficiencies, be prepared to explain at the public hearing before the Board of Education, the reasons for the insufficiencies. Principals of schools with insufficient instructional materials must communicate to community stakeholders the reasons why there are insufficiencies, the percentage of students who are without textbooks or materials, and what action is being taken to remedy the insufficiency.

Local District Superintendents will:

- Review each school's *Teacher Certification of Textbook Sufficiency* submissions and *Principal Certification of Textbook Sufficiency* submissions for insufficiencies and maintain a file of all the forms for two years.
- Send the *Local District Superintendent Certification of Textbook Sufficiency* form (see Attachment C, also available on the ILTSS website <http://www.iltss.org> under *Williams Sufficiency*), to Integrated Library and Textbook Support Services (ILTSS) on or before **Wednesday** of the **fourth week** of instruction for each track, via school mail or fax.
- Separate the Decile 1-3 schools' *Certification of Textbook Sufficiency for Classroom Teachers* reports for the Los Angeles County Office of Education (LACOE) as part of LACOE's initial textbook sufficiency audit process by the **end of the third week** of instruction.
- Ensure all textbook orders are submitted in a timely manner.

Should any school be certified insufficient at the 8th week of instruction, that school will be announced at the public hearing. The certification of insufficiency announcement will include the percentage of students without textbooks or materials and the action being taken to remedy the insufficiencies. The Local District Superintendent and the principal will explain the reason for the insufficiency to the Board of Education.

TIMELINES:

- Teacher Certification submissions are due to principals by **Monday** of the **third week** of instruction via the Teacher's Portal.
- Principal Certification of Textbook Sufficiency submissions are due by **Thursday** of the **third week** of instruction via the Principal's Portal.
- Local District Superintendents must return the Local District Superintendent Textbook Certification Form to ILTSS on or before **Wednesday** of the **fourth week** of instruction.



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- Each Local District must separate the Decile 1-3 schools' certifications for LACOE as part of LACOE's initial textbook sufficiency audit process by the **end of the third week** of instruction.

RELATED RESOURCES

A detailed timeline and principal's responsibilities checklist have been provided to assist principals and Local District administrators (see Attachments D and E).

BUL-6111.1, Instructional Materials Policies and School Site Procedures dated August 22, 2016.

BUL-6210.1, Targeting the Purchase of Textbooks for Grades K-12, dated August 22, 2016.

ASSISTANCE:

- For selection of textbooks, price list and order form assistance, or help with the Instructional Material Surveys, call ILTSS at (213) 241-2733 or visit the ILTSS website at <http://www.iltss.org>.
- For assistance with the Teacher and/or Principal Williams Sufficiency Portals, please open a help desk ticket.
- For *Williams*-related information and instructional materials complaint procedures and audit information, call the Office of Educational Equity Compliance Office (213) 241-7682.
- For budget information, call the Local District Fiscal Services Manager.



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ATTACHMENT A

Division of Instruction PRINCIPAL'S Certification of Williams Sufficiency – ELEMENTARY/SPAN

Purpose: To provide instructions on how to access the Elementary Principal's portal to run the necessary reports needed to declare Williams Sufficiency using the online portal.

Requirements to access the Portal:

- An LAUSD SSO
- Internet access

Step One: *Logging into the Principal's Portal*

1. Access the portal by using the following link: <http://principalportal.lausd.net/>
2. Locate and click on the Williams Sufficiency link

Step Two: *Navigating the Williams Certification Menu (The Blue button)*

1. Start by ensuring that you are certifying for the 2016-2017 school year
2. Verify that you are assigned to the correct Cost Center in the application
3. Locate the "Williams Certification" link once you have checked that the portal is appropriately set-up
4. Elementary Principal's Certification of Textbook Sufficiency—Use the radio dials to certify sufficiency for the core curricular areas:
 - *Yes*=Sufficient
 - *Not Applicable*=Not a clickable option
 - *No*=Insufficient

Core Curricular Areas to Certify:

- A. My school has sufficient textbooks in **English/Language Arts (including ELD)**. *
- B. My school has sufficient textbooks in **Mathematics**. *
- C. My school has sufficient textbooks in **Science**. *
- D. My school has sufficient textbooks in **History/Social Science**. *
- E. My school has sufficient textbooks in **Health**. *

(* Denotes a mandatory field in the portal)

5. Insufficient Records: Details the teachers who have declared an insufficiency. To view the "Details" click on the link
6. Resource and Contact: Contains links to the Instructional Materials List for elementary grades and the Williams Compliance FAQs.

Step Three: *Accessing the Report Menu*

1. Click on the report menu
2. Once on the report menu screen, you are able to view the teacher's certification statuses:
 - A. Employee name
 - B. Employee number
 - C. Subject



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D. Sufficient

- Non-Core/Not Applicable
- SUFFICIENT
- INSUFFICIENT

E. View: Allows you to see a “screenshot” of the teacher’s submissions. You will not be able to modify the page.

- Non-Core/Not Applicable-To be used by the non-core teachers, e.g. Arts education, Physical Education teachers
- SUFFICIENT –Core teachers that have enough textbooks
- INSUFFICIENT-Core teachers that do not have enough textbooks

3. Export Status Report button - Allows you to export the data in an Excel spreadsheet

4. Manage Subs button - Enabled for the purpose of supporting the certification process in the event the school has an “unfilled” position on the first day of school.

- Adding a Substitute: To add a substitute, type in the substitute’s employee number, grade and class room number. Select the “Add” button. Once you add a substitute, s/he will have access to the Teacher’s Portal in order to certify for that class.
- Deleting a Substitute: Once you have a record of the substitute certifying for Williams, please delete him/her from the Teacher’s Portal Roster by selecting the “Delete” button.
- Hiding the Substitutes: This button allows you to close the “add/delete” substitute tool on the page.

Step Four: *Viewing the Teacher’s Sufficiency Status*

1. As the principal, you have access to view the teachers’ responses

- *Non-core/Not Applicable:* Teachers that are not providing instruction in one of the core curricular areas have the ability to select the *not applicable* radio dial and the Teacher’s Portal will log the transaction.
- *Sufficient:* Denotes teachers who declare sufficiency in the Teacher’s Portal. As the principal, you have access to view the submissions.
- *Insufficient:* Documents teachers who declare that they have an insufficiency. When a teacher declares textbook insufficiency, an email will be sent to you. Under the Williams Certification link, you will see the insufficiency highlighted on the “insufficient records” chart.
 - Note: Teachers who have declared insufficiency will be highlighted in red. The teachers who **have not** declared sufficiency will be highlighted in yellow.

2. To see the next page, be sure to use the page number boxes located at the bottom of the screen.

Step Five: *Using the extra Principal’s Portal tools*

1. To logout, use the logout icon (🔌) located in the upper-right corner above your username

- Note: The Principal’s portal will automatically logout after five-minutes of idling.

2. Use the house icon (🏠) to navigate back to the Principal’s Portal homepage

3. Use the wrench icon (🔧) to go to the “Admin Tools” which enable you to add/delete designees to the portal

4. Use the question mark icon (❓) to navigate back to the Williams Certification Menu page



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ATTACHMENT B

Division of Instruction TEACHER'S Certification of Williams Sufficiency – ELEMENTARY/SPAN

Directions for completing and submitting the Teacher's Certification of Williams Sufficiency using the Teacher's Portal:

Purpose: To provide instructions on how to access the Elementary/SPAN Teacher's portal needed to declare Williams Sufficiency using the online portal.

Requirements to access the Portal:

- An LAUSD SSO
- Internet access

Step One: *Logging into the Teacher's Portal*

1. Access the Teacher's Portal by using the following link: <https://myapps.lausd.net/TeacherPortal/Pages/>
2. Use your LAUSD SSO to login into the Teacher's Portal
3. Check to ensure you are accurately logged. In the upper-right corner next to the lock, you should see your username displayed

Step Two: *Verifying the Information Displayed*

1. Verify that the following account information is correct:
 - School Calendar: Select the current school year
 - School: Your school assignment for the current year
 - Teachers Name: The employee's name
 - School Type: Information is extracted from the MISIS data; this is not an adjustable field
 - # of Students: Information is extracted from the MISIS data; it is not a fillable field
 - Room Number: Information is extracted from the MISIS data; it is not a fillable field

Step Three: *Certifying for Williams Sufficiency*

1. Before certifying **please** read the red lettered notes:
 - ****Additional components such as teacher's editions and ancillary material are not mandated for sufficiency.***
 - ****District policy does not allow the use of State textbook funding for the purchase of class sets.***
2. As an elementary teacher, you will certify for EACH subject on the page:
 - Reading/English Language Arts/ELD
 - Mathematics
 - Science
 - History/Social Science
 - Health
3. To declare **SUFFICIENT**, select: I have sufficient textbook/instructional materials



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4. To declare **INSUFFICIENT**, select: I DO NOT have sufficient textbook/instructional materials:
 - If you select **INSUFFICIENT** for any of the curricular areas, fillable fields will populate on the screen so you may type in the following information:
 - Copies needed to remedy the insufficiency
 - Title of the instructional material needed
 - The ISBN of the book needed
 - If you need more lines to add additional textbooks, click on the blue “add more” button (the remove button will delete fields you do not need or wish to clear)
5. If you are a non-core teacher, select: Not Applicable
6. Once you have verified your answers, select the blue “Submit” button. Your responses will be recorded and viewable by the school’s principal and the Local District.
7. If you declare **INSUFFICIENT**, an email will be **immediately** sent to the principal’s inbox to notify him/her of the issue.
8. Once the principal has remedied the insufficiency, you are required to login to the Teacher’s Portal to **resubmit** in order to declare **SUFFICIENT**.
9. Be sure to logout of the Teacher’s Portal by clicking on the logout icon (🔌).



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ATTACHMENT C

Los Angeles Unified School District
INTEROFFICE CORRESPONDENCE

TO: Dr. Frances Gipson, Chief Academic Officer
Division of Instruction

FROM: _____, Superintendent
Local District: _____

SUBJECT: LOCAL DISTRICT SUPERINTENDENT CERTIFICATION OF TEXTBOOK SUFFICIENCY

This form must reflect certification for each track (check all those that apply below). Return this certification to Integrated Library and Textbook Support Services by **Wednesday** of the **Fourth** week of instruction. **Attach the principal certifications for each school.**

The schools in Local District _____ **have sufficient textbooks and instructional materials** in the defined subject areas of reading/English/English Language Development, English as a Second Language, and/or intervention textbooks, history/social science, mathematics and science for Grades K-12, and in the subject areas of foreign language for Grades 9-12 and health for Grades K-7 and Grade 9 as mandated.

OR

The schools in Local District _____ **DO NOT have sufficient textbooks and instructional materials** or both in the following subjects or grades for the following reasons:

I further certify that, within Local District _____, all principals have been directed to ensure that every student has a textbook to use in class and to take home for the core and required subject areas and that the LOCAL DISTRICT maintains a file, for public review, containing **CERTIFICATIONS OF TEXTBOOK/INSTRUCTIONAL MATERIALS SUFFICIENCY** from all principals and teachers from each school within the scope of my responsibility.

Date: _____

Local District Superintendent's Signature

Return to ILTSS by fax (213) 241-2560 or via school mail to Integrated Library and Textbook Support Services, 333 S. Beaudry, 29th Floor, no later than **Wednesday** of the **fourth** week of instruction for each track.



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ATTACHMENT D

Williams Board Hearing - Tuesday, September 20, 2016

Single Track Calendar		
Tuesday	August 16, 2016	First Day – Distribute Books
Monday	August 29, 2016	Teacher Certifications Due to Principal
Thursday	September 1, 2016	Principals Certification Due to Local District
Wednesday	September 7, 2016	Local District Superintendent Certification Due to ILTSS

Bell Senior High School

Track B, C, and D Year Round		
Tuesday	July 5, 2016	First Day – Distribute Books
Monday	July 18, 2016	Teacher Certifications Due to Principal
Thursday	July 21, 2016	Principals Certification Due to Local District
Wednesday	July 27, 2016	Local District Superintendent Certification Due to ILTSS

Track A Year Round		
Tuesday	August 15, 2016	First Day – Distribute Books
Monday	August 29, 2016	Teacher Certifications Due to Principal
Thursday	September 1, 2016	Principals Certification Due to Local District
Wednesday	September 7, 2016	Local District Superintendent Certification Due to ILTSS



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ATTACHMENT E

Principal's Responsibilities Regarding Textbooks at the School Site

<input type="checkbox"/>	Designate one Administrator and one technician/clerk to manage textbooks.
<input type="checkbox"/>	Maintain a secure textbook room by limiting access to only the designated staff.
<input type="checkbox"/>	Maintain an organized textbook room.
<input type="checkbox"/>	Distribute books directly to the students beginning the first day of instruction. Use Destiny textbook management system if installed.
<input type="checkbox"/>	Notify student and parent/guardians upon enrollment or at the beginning of the school year of the District's and school's policies regarding the parents' or guardians' financial responsibility for school property that is not returned or where the student causes damage to school property.
<input type="checkbox"/>	Implement a restitution process in which students are afforded the opportunity to return/replace missing property, pay for lost or damaged property or participate in a voluntary work program in lieu of payment.
<input type="checkbox"/>	Remove obsolete and damaged books and send them to the warehouse.
<input type="checkbox"/>	Send surplus materials to the warehouse in December.
<input type="checkbox"/>	Conduct an annual inventory by January 30 th each year.
<input type="checkbox"/>	Return textbooks to storage room at the end of the semester or school year.
<input type="checkbox"/>	Compare inventory with projected enrollment to target textbook purchases for the upcoming year.
<input type="checkbox"/>	Meet with Local District to review current inventory, projected enrollment and master schedules to ensure textbooks and instructional materials are ordered, <u>to the extent practicable</u> , before the school year begins.
<input type="checkbox"/>	Compare existing inventory to the projected enrollment in defined subject area at each grade level to identify possible insufficiencies two weeks prior to opening a semester.
<input type="checkbox"/>	Review inventory information with Local District personnel to ensure sufficiency and identify surplus that can be shared with other schools.
<input type="checkbox"/>	Process all incoming book by applying barcodes, if necessary, and entering data into Destiny.
<input type="checkbox"/>	Distribute Teacher certification forms on the first day of instructions.
<input type="checkbox"/>	Review all teacher Certification forms and resolve any insufficiencies by <ul style="list-style-type: none">○ Searching in Destiny○ Contacting your Local District
<input type="checkbox"/>	Submit Teacher and Principal certifications to Local District by Thursday, third week of instruction. Maintain copies for school records. All forms should indicate sufficient and be on the current year's form (forms change annually).
<input type="checkbox"/>	Conduct internal textbook and instructional materials audit at least twice a year.