TITLE:	Verification of Instructional Materials Sufficiency, Elementary Schools
NUMBER:	REF-6312.7
ISSUER:	Alison Yoshimoto-Towery Chief Academic Officer Division of Instruction Esther Sinofsky, Ph.D. Administrative Coordinator Integrated Library and Textbook Support Services
DATE:	August 16, 2021

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ROUTING
Local District
 Superintendents
Administrators of Instruction
Community of Schools
 Administrators
Elementary Schools
Principals
School Administrative
 Assistants
UTLA Chapter Chairpersons

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

MAJOR CHANGES: This reference guide replaces REF-6312.6 titled, *Certification of Instructional Materials Sufficiency, Elementary Schools*, dated August 17, 2020. Changes to this version include:
- Updated timeline for verification of *Williams* sufficiency for the 2021-2022 academic year.
- Updated sample textbook distribution plan.

INSTRUCTIONS: California Education Code requires that each student, including English Learners and those in special day classes, have a State/District-adopted, standards-based textbook/application for use in the defined subject areas of reading/language arts, history-social science, mathematics, and science. Students must be assigned a single textbook/application in each subject that they can use both at home and in class. District policy <u>does not allow</u> the use of State textbook funding for the purchase of class sets in addition to the books issued directly to the student. If the school can assure the student has access to the internet and a device, web books or electronic textbooks will provide sufficiency.

In order to document compliance with California Education Code Section 60119, an annual certification of student textbook sufficiency is required of <u>all</u> teachers, principals, and Local District Superintendents.

A. The role of the <u>school principal or designee</u> is to:

  1. Ensure all textbook orders are submitted in a timely manner.

2. Ensure teachers have access to the *Teacher's Portal,* https://teacherportal.lausd.net and the step-by-step instructions to access the portal. See Attachment B.

3. Ensure substitute teachers certify using an online form that will be monitored and updated by Integrated Library & Textbook Support Services (ILTSS) (http://bit.ly/lausdsubs). See Attachment D.

4. 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.

5. Direct teachers to the District Adopted/District Approved Instructional Materials Lists from the ILTSS website (https://achieve.lausd.net/iltss Textbooks → 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.

6. Assign instructional materials directly to individual students and teachers on or before the <u>first day of instruction</u>. See Attachment A for a sample textbook distribution plan.
   a. Use a barcode scanner or manually enter the student ID number and then the textbook barcode number into the Check Out Text section of the Circulation tab in Destiny Resource Manager.

7. Ensure the teachers use the online *Verification of Textbook Sufficiency* which can be accessed through the Teacher's Portal, https://teacherportal.lausd.net no later than **August 30, 2021**. These verifications are subject to audit so principals must export the data and maintain a file for at least two years.

8. Resolve verified insufficiencies *before* completing the *Principal Verification of Textbook Sufficiency* which can be accessed through the Principal's Portal, https://principalportal.lausd.net/. See Attachment C.
   a. Investigate possible on-site resources to determine, for example, if books are in storage and not yet distributed.
   b. Investigate the possibility of transferring unassigned books from another school. If textbooks are unable to be transferred, submit a remedy ticket to request the appropriate textbooks (https://lausd-myit.onbmc.com/).
   c. Any teacher who declared insufficiencies that have been resolved must login to the *Teacher's Portal* and **resubmit** indicating sufficiency.

9. Submit *Principal Verification of Textbook Sufficiency* no later than **September 2, 2021**.

10. Send an electronic copy of the completed online *Teacher Verification of Textbook Sufficiency* file to your Local District by **September 2, 2021**.

11. 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.

B. The role of the <u>Teacher</u> is to:

1. Verify that each student has the required instructional materials in the following subject areas:
   a. ELA/ELD
   b. Mathematics
   c. History/Social Science
   d. Science

2. Notify the principal immediately of any insufficiencies.

3. Complete the online *Teacher Verification of Textbook Sufficiency* accessible through the *Teacher's Portal* by **August 30, 2021**.

B. The role of the <u>Local District Superintendent</u> is to:

1. Ensure all textbook orders are submitted in a timely manner.

2. Review each school's *Teacher Verification of Textbook Sufficiency* submissions and *Principal Verification of Textbook Sufficiency* submissions for insufficiencies and maintain a file of all the forms for two years.

3. Send the *Local District Superintendent Verification of Textbook Sufficiency* form (see Attachment E) to ILTSS on or before **September 10, 2021**, via email.

Should any school be certified insufficient at the 7th week of instruction, that school will be announced at the public hearing. The verification 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.

RELATED RESOURCES:

BUL-6111.2, *Instructional Materials Policies and School Site Procedures,* dated September 10, 2018.

BUL-6210.2, *Textbook Ordering Policies and School Site Procedures*, dated December 20, 2020.

ASSISTANCE:

- For selection of textbooks or help with the District Adopted/District Approved Instructional Materials list, visit the ILTSS website (https://achieve.lausd.net/iltss → Textbooks → *Williams Sufficiency*), or email, textbooks@lausd.net.

- For assistance with the Teacher and/or Principal Williams Sufficiency Portals, please open an Online Service Request, https://lausd-myit.onbmc.com/.

- For questions related to science kits, contact the Science Branch at (213) 241-5333.

- For *Williams*-related information and instructional materials complaint procedures and audit information, call the Office of Educational Equity Compliance Office at (213) 241-7682.

ATTACHMENT A

SAMPLE TEXTBOOK DISTRIBUTION PLAN

Typically, textbook distribution begins on the first day of instruction. It can also occur prior to the first day of instruction if the school elects to offer a registration day(s) for their students.

Here are some suggestions for textbook distribution when distributing textbooks beginning before/on the first day of instruction:

- Designate a book check out location on campus.
- Receive all incoming barcodes in Destiny Resource Manager (Step 4 in the [Transferring Textbooks](#) Tutorial).
- Create a schedule for distribution based on grade level, then students' last name. Estimated time for textbook distribution per student is 5-10 minutes.
- Print out the *Williams List of District Adopted and Approved Textbooks* for the appropriate grade levels. The Williams list can be found at https://achieve.lausd.net/iltss → Textbooks → *Williams Sufficiency*→ Adopted and Approved Instructional Materials. Highlight the textbook that the school selected and uses per course for quicker identification.
- Print out Patron Barcodes (Patron Reports → Barcode Labels in Destiny Resource Manager) to make distribution easier.
- Ask the students to line up in alphabetical order by their last name to match the Patron Barcode printout.

Students who missed an opportunity to receive one or more textbooks:

- Establish a make up day for distribution based on grade level, then students last name.

Students who are new to the site:

- Students can be directed to the outside location where textbooks are distributed as the final step in the registration process
  - Student will receive textbooks for all their classes

ATTACHMENT B

Division of Instruction

PRINCIPALS Verification of Williams Sufficiency – ELEMENTARY/SPAN

Directions for completing and submitting the Teachers Verification of Williams Sufficiency using the *Teacher's Portal*:

Requirements to access the Portal:
- An LAUSD SSO
- Internet access

Step One: *Logging into the Teachers Portal*
1. Access the *Teachers Portal* by using the following link: https://teacherportal.lausd.net/
2. Use your LAUSD SSO to login into the *Teacher's Portal*
3. Select the "Teacher Verification of Textbook Sufficiency" link
4. Check to ensure you are accurately logged in. In the upper-right corner under the portal tools, you should see your username displayed

Step Two: *Verifying the Information Displayed*
1. Verify that the following account information is correct. The fields listed below are not adjustable. If the information displayed is incorrect, please open an Online Service Request, https://lausd-myit.onbmc.com/.
   - 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

*Note: Magnet Centers and Dual Language will certify under the main school's location code.

Step Three: *Verifying for Williams Sufficiency*
1. Before certifying, **please** pay attention to the following:
   - ***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. To declare **SUFFICIENT**, select: I have sufficient textbook/instructional materials. Upon successful submission you will receive an email confirmation indicating as such.

3. To declare **INSUFFICIENT**, select: I DO NOT have sufficient textbook/instructional materials:
    -   If you select **INSUFFICIENT** for any of the curricular areas, you must fill in the following fields:
        o   Period (only for Span Schools, Elementary mark N/A)
        o   Room number
        o   Grade level/Course
        o   Curricular (dropdown menu)
        o   Title information
        o   ISBN
        o   Students Enrolled in Section
        o   Students Enrolled without textbooks (represents copies needed)
4. If a course you are teaching is **not** a course in the subject areas of: English (ELA/ELD), mathematics, science, or social science, you may select "Non-core/Not Applicable" as a response.
5. 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.
6. If you declare **INSUFFICIENT**, an email will be sent to the principal's inbox to notify him/her of the issue. You will also receive a confirmation email of your submission of insufficiency.
7. Once the principal has remedied the insufficiency, you are required to login to the *Teacher's Portal* to recertify and declare **SUFFICIENT**.
8. Be sure to logout of the *Teachers Portal* by clicking on the logout icon (⏻).

Division of Instruction
PRINCIPALS Verification of Williams Sufficiency – ELEMENTARY/SPAN

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

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
3. Login to the *Principal's Portal* using your LAUSD SSO

Step Two: *Navigating the Home Page (Williams Verification Menu)*
1. Ensure you are verifying for the 2021-2022 school year. If the information displayed is incorrect, please open an Online Service Request for Principal and Teacher's Portal for Textbooks (https://lausd-myit.onbmc.com/).
2. Verify the following on the page:
    - Cost Center
    - School Year
    - Status/Certifier/Verification date (initially these fields will be blank, but once you certify either sufficient or insufficient, it will record your information)
3. Ensure that the buttons on the page are visible (and clickable);
    - Williams Verification button = this button will take you to the verification menu
    - Action button = this button will show the specific details for your school e.g., school name, location code, etc. Also, this is where you will verify either sufficient or insufficient
    - Report menu button = this button will show the teacher roster and will record each teacher's response

Step Three: *Navigating the Portal*
1. Confirm on the Williams Verification Menu (homepage) that the correct school year and cost center are displayed
2. Note that there are clickable links listed under the "Resources and Contact" box. These links will direct you to portal aids and ILTSS support
3. Click either the Williams Verification link (the blue hyperlink on the page) or the Action button (in orange)
4. Locate the "Status" box
5. Look under "count". Below this item, you are provided "at-a-glance" clickable links regarding the teachers' verification: *not recorded, sufficient or insufficient*. By clicking the links (represented by numbers), you will be navigated to the teachers' verification.

6. Locate the "Principal's verification of Textbook Sufficiency" box. This is where you will select one of the following
    a. Yes = sufficient for the course
    b. Not Applicable = course/subject not offered
    c. No = insufficient
7. If teachers declare an insufficiency, their information will populate in the box under "Insufficient Records"
    a. By clicking the "Details" link, you will be taken to the teacher's report. The count will include "at-a-glance" information to the following:
        - Not Recorded: teachers who have yet to declare sufficient or insufficient
        - Sufficient: teachers who have logged into the portal and declared sufficiency
        - Insufficient: teachers who have logged into the portal and declared an insufficiency
    Note: The numbers are clickable links. You may click on the link in order to navigate to the report menu.
    b. On the Report menu, teachers that are highlighted in:
        - Red = declared insufficient
        - Yellow = not recorded
        - No = sufficient
8. To view the details of the teacher's submission, select the "VIEW" link
9. From the details page, you are able to view the following:
    - Teacher/school information
    - Declaration of sufficiency/insufficiency
    - Materials needed in order to declare sufficiency
    - Action dropdown menu
    - Reason dropdown menu
    - Other (Use to document any notes regarding the issue)
10. After you have documented the actions/reasons/other, select either:
    - Submit button = use to save the information entered
    - Main button = use to return to the homepage
    - Report button = use to return to the report page

Step Four: *Declaring Sufficient or Insufficient*
1. Click on the Action button
2. Locate the "Principal's Verification of Textbook Sufficiency" box
3. Certify for each of the following areas:
    - English (ELA/ELD)
    - Mathematics
    - Science
    - History/Social Science
    - Health (elementary principals select "Not Applicable")
    - Foreign Language (elementary principals select "Not Applicable")
    - Laboratory Equipment (elementary principals select "Not Applicable")

4. Once you have filled in the appropriate response, locate the blue "Submit" button to record your declaration.
5. Sufficient or Insufficient
   a. If you have selected "yes" as a response to all the core subject areas, your response will be recorded as **SUFFICIENT** and will be shared with the Local District.
   b. If you have selected "no" as a response to any or all of the core areas, your response will be recorded as **INSUFFICIENT**. Your Community of Schools Administrator will be sent an email notifying him/her of the issue.
   c. Principals should:
      - Work with teachers to resolve insufficiencies. Use *Destiny Textbook Manager* to locate unassigned materials at other sites
      - Remind teachers to revisit the *Teacher's Portal* to recertify after the insufficiency has been resolved
      - Recertify for the school after the insufficiency has been resolved

Step Five: *Using the Report Menu*
   1. Click on the "Report Menu" button (in green)
   2. To export the teacher sufficiency roster, locate the "Export Status Report" button (in blue)
   3. The report will export into an Excel file
   4. Once each teacher has declared sufficient, save the file to your computer

Step Six: *Using the extra Principal's Portal tools*
   1. To logout, use the logout icon (⏻) located in the upper-right corner above your username
      o Note: The *Principal's Portal* will automatically logout if idle for five minutes.
   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 provide you with the "User List Manager" options
   4. Use the question mark icon (❓) to navigate to a help aid for the administrator verification system

Division of Instruction
TEACHERS Verification of Williams Sufficiency – SUBSTITUTE TEACHERS

Directions for completing and submitting the Teachers Verification of Williams Sufficiency using the L.A. Unified Google Drive.

Purpose: To provide instructions for substitute teachers to declare Williams Sufficiency using the LAUSD Google Drive.

Requirements to access the Portal:
- An LAUSD SSO
- Internet Access

Step One: *Logging into L.A. Unified Google Drive*
1. Access the substitute online Williams Verification by using the following URL: http://bit.ly/lausdsubs

2. Login using your L.A. Unified Google account (this is your LAUSD single-sign on)
   Note: Please be sure that you are not logged into Google with an account other than your L.A. Unified account.

3. Enter your L.A. Unified username and password (please include the @lausd.net)

Step Two: *Verifying for Williams Sufficiency*

Note: Please be sure to fill in all fields, otherwise you will be unable to progress to the next screen.

1. Type in the following information:
   - Substitute's name: Use the Last name, First name format
   - Employee ID number: Use the 8-digit format, e.g., 00123456
   - L.A. Unified email address: Please include the *@lausd.net*
   - School name: please provide the name of the school for which you are providing coverage.
   - Name of teacher for whom you are subbing: This information is necessary because the ILTSS team will use it to login and certify on the teacher's behalf
   - School location code: Provide the 4-digit location code of the school

2. Verifying Sufficient or Insufficient
   - Yes = Each student has a textbook assigned to him/her
   - No = There are not enough textbooks and there are students in the course/section without instructional materials.

ATTACHMENT D

3. Submitting verification
   - If you have selected "yes," you will be navigated to the blue SUBMIT button. Once you click "submit," your data will be shared with the site principal and recorded as SUFFICIENT
   - If you have selected "no," you will be prompted to complete the next section: "I do not have sufficient textbooks/components in all my courses/sections."

4. Verifying Insufficient
   a. Please enter the following information:
      - *Period* = Need information to help remedy the insufficiency
      - *Room number* = Aids in delivering the requested materials
      - *Grade level/Course* = Aids in acquiring the correct books, e.g., 5th/ELA
      - *Curricular area* = Use the dropdown menu to select the core subject area, e.g., elementary schools should select "Elementary"
      - *Title information* = Provide the requested book title
      - *ISBN number* = Provide the ISBN of the book. This will ensure the correct book is provided
      - *Number of students enrolled in section* = Provide the number of students included on the roster
      - *Number of students enrolled without textbooks* = Provide the number of students that need instructional materials
   b. If you have finished reporting the sections for which you are insufficient, select "yes." This will take you to the blue SUBMIT button. Once you click "submit," your data will be shared with the site principal and recorded as INSUFFICIENT.
   c. If you still need to report other sections for which you are insufficient, select "no." This will generate a new screen for which you will be required to enter the information necessary to report the insufficiency. Please repeat the steps outlined in #4. Repeat as many times needed to report each course/section for which instructional materials are needed.
   d. Once you have finished reporting all insufficiencies, select "yes." This will take you to the blue SUBMIT button. Once you click "submit," your data will be shared with the site principal and recorded as INSUFFICIENT.

5. After you have verified, please logout of your L.A. Unified Google drive.

ATTACHMENT E

INTEROFFICE CORRESPONDENCE
Los **A**ngeles **U**nified **S**chool **D**istrict
Division of Instruction

TO: Alison Yoshimoto-Towery
Chief Academic Officer
Division of Instruction

FROM: _____Superintendent
Local District: _____

SUBJECT: **LOCAL DISTRICT SUPERINTENDENT VERIFICATION OF TEXTBOOK SUFFICIENCY 2021-2022**

Return this verification to Integrated Library and Textbook Support Services by **September 10, 2021**.

☐ The schools in Local District _____ **have sufficient textbooks and instructional materials** in the defined subject areas of English Language Arts/English Language Development, history/social science, mathematics and science for Grades K-12, and in the subject area of world language for Grades 6-12 and health for Grades 7 and high school as mandated.

OR

☐ The schools in Local District _____ **DO NOT have sufficient textbooks and instructional materials** or both in the following subject areas of English Language Arts/English Language Development, history/social science, mathematics and science for Grades K-12, and in the subject area of world language for Grades 6-12 and health for Grades 7 and high school as mandated

I further verify that, within Local District _____, all principals have been directed to ensure that every student has a textbook and/or access to an electronic textbook for use in class and to take home for the defined subject areas of English Language Arts/English Language Development, history/social science, mathematics and science for Grades K-12, and in the subject area of world language for Grades 6-12 and health for Grades 7 & high school and that the LOCAL DISTRICT maintains a file, for public review, containing **VERIFICATION 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 email to esther.sinofsky@lausd.net no later than **September 10, 2021**.

REF-6312.7
Division of Instruction   August 2, 2021

ATTACHMENT F

2021-2022 Instructional Calendar		
Monday	August 16, 2021	First Day – Distribute Books
Monday	August 30, 2021	Teacher Verifications Due to Principal
Thursday	September 2, 2021	Principal Verification Due to Local District
Friday	September 10, 2021	Local District Superintendent Verification Due to ILTSS

ATTACHMENT G

Principal's Responsibilities
Regarding Textbooks at the School Site

Inventory Management	
☐	Designate one Administrator and one technician/clerk to manage textbooks.
☐	Maintain a secure textbook room by limiting access to only the designated staff.
☐	Maintain an organized textbook room.
☐	Distribute books directly to the students beginning the first day of instruction. Use *Destiny Resource Manager*.
☐	Notify student and parents/guardians upon enrollment or at the beginning of the school year of the District 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.
☐	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.
☐	Remove obsolete and damaged books and send them to the warehouse.
☐	Send surplus materials to the warehouse in November.
☐	Conduct an annual inventory by January 31st each year.
☐	Return textbooks to textbook room at the end of the semester or school year.
Ordering	
☐	Compare inventory with projected enrollment to target textbook purchases for the upcoming year.
☐	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.
☐	Compare existing inventory to the projected enrollment in defined subject areas at each grade level to identify possible insufficiencies two weeks prior to opening a semester.
☐	Review inventory information with Local District personnel to ensure sufficiency and identify surplus that can be shared with other schools.
☐	Process all incoming book by applying barcodes, if necessary, and entering data into *Destiny Resource Manager*.
Williams Sufficiency	
☐	Distribute books directly to the students beginning the first day of instruction. Use *Destiny Resource Manager*.
☐	Review all teacher online e-verifications and resolve any insufficiencies by • Searching in *Destiny Resource Manager* for surplus • Contacting your Local District
☐	Submit via the appropriate portals Teacher and Principal e-verifications to the Local District. Maintain an e-copy for school records.
☐	Conduct internal textbook and instructional materials audit at least twice a year.