



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT B-1

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

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

Purpose: To provide instructions on how to access the online *Teachers Portal* needed to declare Williams Sufficiency.

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.
 - 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.



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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:
 - Period (only for Span Schools, Elementary mark N/A)
 - Room number
 - Grade level/Course
 - Curricular (dropdown menu)
 - Title information
 - ISBN
 - Students Enrolled in Section
 - Students Enrolled without textbooks (represents copies needed)
4. If a course you are teaching is **not** a core course (English (ELA/ELD), mathematics, science, social science, health, foreign language), 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 *Teachers Portal* to recertify and declare **SUFFICIENT**.
8. Be sure to logout of the *Teachers Portal* by clicking on the logout icon (🔌).