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/](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.
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 (וגל).