



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE**

ATTACHMENT E

**Los Angeles Unified School District  
INTEROFFICE CORRESPONDENCE**

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

**FROM:** \_\_\_\_\_, Superintendent  
Local District \_\_\_\_\_

**SUBJECT: LOCAL DISTRICT SUPERINTENDENT VERIFICATION OF TEXTBOOK  
SUFFICIENCY**

Return this verification to Integrated Library and Textbook Support Services by **September 11, 2020**.

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 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 core and required subject areas 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.

\_\_\_\_\_  
**Local District Superintendent's Signature** Date: \_\_\_\_\_

**Return to ILTSS** by email to [esther.sinofsky@lausd.net](mailto:esther.sinofsky@lausd.net) no later than **September 11, 2020**.