



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Verification of Instructional Materials Sufficiency, Secondary Schools

NUMBER: REF-6313.6

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ROUTING

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

DATE: August 17, 2020

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

MAJOR CHANGES: This reference guide replaces REF-6313.5 titled *Certification of Instructional Materials Sufficiency, Secondary Schools*, dated July 9, 2019. Changes to this version include:

- Address *Williams* Sufficiency in relation to COVID-19.
- Provide a timeline for verification of *Williams* sufficiency for the 2020-2021 academic year.
- 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/English/language arts, history-social science, mathematics, science, health (Grades 6-7, 9) and foreign language (Grades 9-12). 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 students. If the school can assure the student has access to the internet and a device, web books or electronic textbooks will provide sufficiency.

In addition, each school must provide the required information for the sufficiency of laboratory science equipment as applicable to science laboratory courses offered in grades 9 to 12, inclusive.

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.



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- A. The role of the school principal is to:
1. Ensure teachers have access to the *Teachers Portal* and the step-by-step instructions to access the portal (see Attachment B):
<https://teacherportal.lausd.net/>
 2. Ensure substitute teachers certify using an online form that will be monitored and updated by Integrated Library & Textbook Support Services
(<http://bit.ly/lausdsbs>) (see Attachment D).
 3. 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.
 4. Direct teachers to the District Adopted/District Approved Instructional Materials Lists posted on the the Integrated Library and Textbook Support Services website (<https://achieve.lausd.net/iltss> under Textbooks → *Williams Sufficiency*) for assistance in identifying any missing or insufficient instructional materials. Additional components such as teacher's editions and ancillary materials are not mandated for sufficiency.
 5. Assign instructional materials directly to individual students and teachers on or before the first day of instruction. See Attachment A for a sample textbook distribution plan.
 - a. Use a barcode scanner or manually enter the student ID number and then textbook barcode number into the Check Out Text section of the Circulation tab in Destiny Textbook Manager.
 6. Ensure the teachers use the online *Teachers Verification of Textbook Sufficiency* no later than **September 2, 2020**. These verifications are subject to audit so principals must export the data and maintain a file for at least two years.
 7. Resolve verified insufficiencies before completing the *Principal Verification of Textbook Sufficiency* online (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.
 - c. Any teacher who cited insufficiencies that have been resolved must login to the *Teachers Portal* and **resubmit** indicating sufficiency.



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8. Submit *Principal Verification of Textbook Sufficiency* via the *Principals Portal* no later than **September 8, 2020**. Send an electronic copy of the completed online *Teacher Verification of Textbook Sufficiency* report to your Local District no later than **September 8, 2020**.
 9. 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 Teacher is to:
1. Verify that each student has the required core instructional materials.
 2. Notify the principal immediately of any insufficiencies.
 3. Complete the online *Teacher Verification of Textbook Sufficiency* accessible through the *Teachers Portal* by **September 2, 2020**.
- C. The role of the Local District Superintendent is to:
1. Review each school's *Teacher Verification of Textbook Sufficiency* submissions and *Principal Verification of Textbook Sufficiency* submission for insufficiencies and maintain a file of all the forms for two years.
 2. Send the *Local District Superintendent Verification of Textbook Sufficiency* form (see Attachment E) to Integrated Library and Textbook Support Services (ILTSS) on or before **September 11, 2020**, via school mail, fax or email.
 3. 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 a 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.



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- RELATED RESOURCES:** BUL-6111.2, *Instructional Materials Policies and School Site Procedures*, dated September 10, 2018.
- BUL-6210.1, *Targeting the Purchase of Textbooks for Grades K-12*, dated August 22, 2016.
- ASSISTANCE:**
- For assistance with the Teacher and/or Principal Williams Sufficiency Portals, please open an Online Service Request for the Principal or Teacher Portal for Textbook, <https://rebrand.ly/iltss-remedyticket>
 - For selection of textbooks or help with the District Adopted/District Approved Instructional Materials list, call ILTSS at (213) 241-2733, email, textbooks@lausd.net, or visit the ILTSS website (<https://achieve.lausd.net/iltss> → Textbooks → *Williams Sufficiency*).
 - For *Williams*-related information and instructional materials complaint procedures and audit information, call the Office of Educational Equity Compliance Office at (213) 241-7682.
 - For questions related to science laboratory equipment for Grades 9-12, contact the Science Branch at (213) 241-5333.



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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:

- 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 Textbook Manager) to make distribution easier.
- Designate a book pick up location at an external point on campus. Use visual aids to indicate a safe distance - every six feet apart. Set up a table for students to pick-up textbooks.

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



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ATTACHMENT B

Division of Instruction TEACHERS Verification of Williams Sufficiency – SECONDARY

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

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

Requirements to access the Portal:

- An LAUSD Single Sign On
- 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 following are not adjustable fields. If the information displayed is incorrect, please open an Online Service Request for Principal and Teacher's Portal for Textbooks (<https://rebrand.ly/iltss-remedyticket>):
 - 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***



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2. To declare **SUFFICIENT**, select: I have sufficient textbook/instructional materials. Upon successful submission, you will receive a confirmation email.
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
 - Room number
 - Grade level/Course
 - Curricular (drop down menu) (the elementary designation is only for K-5 schools)
 - 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. Upon successful submission, you will receive a confirmation email declaring your insufficiency along with steps to remedy the 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 (🔌).



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ATTACHMENT C

Division of Instruction **PRINCIPALS Verification of Williams Sufficiency – SECONDARY**

Purpose: To provide instructions on how to access the Secondary *Principals 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 Principals Portal*

1. Access the portal by using the following link: <http://principalportal.lausd.net/>
2. Locate and select the Williams Sufficiency link
3. Login to the *Principals Portal* using your LAUSD SSO

Step Two: *Navigating the Home Page (Williams Verification Menu)*

1. Ensure you are verifying for the 2020-2021 school year. If the information displayed is incorrect, please open an Online Service Request for Principal and Teacher's Portal for Textbooks (<https://rebrand.ly/iltss-remedyticket>).
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



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Step Three: *Navigating the Portal*

1. Verify 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’ verifications: *not recorded*, *sufficient* or *insufficient*. By clicking the links (represented by numbers), you will navigate to the teachers verification
6. Locate the “Principals 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
 - 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



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Step Four: *Declaring Sufficient or Insufficient*

1. Click on the Action button
2. Locate the “Principals Verification of Textbook Sufficiency” box
3. Certify for each of the following areas:
 - English (ELA/ELD)
 - Mathematics
 - Science
 - History/Social Science
 - Health (grades 6, 7 & 9 only)
 - Foreign Language (grades 9-12 only)
 - Laboratory Equipment (grades 9-12 only)
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 director will be sent an email notifying him/her of the issue.
 - c. If you declare an insufficiency regarding laboratory equipment, you will be prompted to fill in the “Secondary Laboratory Equipment Insufficiency Form.” This form tracks the laboratory equipment insufficiencies for secondary high schools (Please note: ILTSS is not required to replace the equipment needed. Please refer to the “Assistance” section for the appropriate contact):
 - To report a lab insufficiency, click on the “Edit” link
 - Click on the dropdown “Course Title” menu to select one of the following: Biology/AP Biology *or* Chemistry/AP Chemistry *or* Physics/AP Physics
 - Click on the “Equipment” dropdown menu to select one of the following: Microscopes *or* Pan Balances *or* Graduated Cylinders *or* Bunsen Burners and Ring Stands
 - Click in the “Number of Pieces of Equipment Short” field and type in the amount
 - Click on the “Save” link once the insufficiency is recorded
 - If you need to report additional equipment insufficiencies, click on the “Add New” link
 - The “Cancel” link will delete the record
 - d. Principals should:
 - Work with teachers to resolve insufficiencies. Use *Destiny Textbook Manager* to locate unassigned materials at other sites.
 - Remind teachers to revisit the *Teachers Portal* to recertify after the insufficiency has been resolved.
 - Recertify for the school after the insufficiency has been resolved.



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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 Principals Portal tools*

1. To logout, use the logout icon (🔌) located in the upper-right corner above your username
 - Note: The *Principals Portal* will automatically logout if idle for five-minutes.
2. Use the house icon (🏠) to navigate back to the *Principals 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



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ATTACHMENT D

Division of Instruction TEACHERS Verification of Williams Sufficiency – SUBSTITUTE TEACHERS

Directions for completing and submitting the Teachers Verification of Williams Sufficiency using the LAUSD 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 LAUSD Google Drive*

1. Access the substitute online Williams Verification by using the following URL: <http://bit.ly/lausdsbs>
2. Login using your LAUSD 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 LAUSD account.

3. Enter your LAUSD 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
- LAUSD 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



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3. Submitting verification
 - If you have selected “yes,” you will be taken 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. 9th/ELA
 - *Curricular area* = Use the dropdown menu to select the core subject area, e.g. the elementary designation is only for K-5 schools
 - *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 certified, please logout of your LAUSD Google drive.



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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 no later than **September 11, 2020**.



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ATTACHMENT F

2020-2021 Instructional Calendar		
Tuesday	August 18, 2020	First Day – Distribute Books
Wednesday	September 2, 2020	Teacher Verifications Due to Principal
Tuesday	September 8, 2020	Principal Verification Due to Local District
Friday	September 11, 2020	Local District Superintendent Verification Due to ILTSS



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ATTACHMENT G

Principal's Responsibilities Regarding Textbooks at the School Site

Inventory Management	
<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 <i>Destiny Textbook Manager</i> .
<input type="checkbox"/>	Notify student and parents/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 when applicable.
<input type="checkbox"/>	Send surplus materials to the warehouse in November.
<input type="checkbox"/>	Conduct an annual inventory by January 31 st each year.
<input type="checkbox"/>	Return textbooks to textbook room at the end of the semester or school year.
Ordering	
<input type="checkbox"/>	Compare inventory with projected enrollment to target textbook purchases for the upcoming year.
<input type="checkbox"/>	Meet with Local District personnel 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 <i>Destiny Textbook Manager</i> .
Williams Sufficiency	
<input type="checkbox"/>	Distribute books directly to the students beginning the first day of instruction. Use <i>Destiny Textbook Manager</i> .
<input type="checkbox"/>	Review all teacher online e-verifications and resolve any insufficiencies by <ul style="list-style-type: none"> • Searching in <i>Destiny Textbook Manager</i> for surplus • Contacting your Local District
<input type="checkbox"/>	Submit via the appropriate portals Teacher and Principal e-verifications to the Local District. Maintain an e-copy for school records.
<input type="checkbox"/>	Conduct internal textbook and instructional materials audit at least twice a year.