



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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**TITLE:** Principal’s Portal Verification for Local Control and Accountability Plan, Title I Parent and Family Engagement Requirements and English Learner Advisory Committee Mandates

**NUMBER:** REF-6749.3

**ISSUER:** Pedro Salcido, Chief of Staff  
Office of Superintendent

Antonio Plascencia, Interim Administrator  
Office of Parent and Community Services

**DATE:** September 25, 2019

**PURPOSE:** The purpose of this Reference Guide is to describe the process for verification of the parent and family engagement requirements identified in the Local Control and Accountability Plan (LCAP), Title I of the Every Student Succeeds Act of 2015 and the English Learner Advisory Committee mandates. In addition, the procedure for submitting documents related to each requirement is outlined in Attachment A.

**MAJOR CHANGES:** This Reference Guide replaces Reference Guide 6749.2. Due dates have been updated to reflect the 2019-2020 school calendar and have been scheduled for September 27, 2019, January 31, 2020 and June 19, 2020. The vast majority of document uploads have been replaced by verification boxes.

**INSTRUCTIONS:** Principals must verify through the Principal’s Portal that they have met the parent involvement requirements for the LCAP, for the Title I Program if their schools are receiving Title I funds, and for the formation and training of English Learner Advisory Committee if their schools have 21 or more English Learner students. The District is responsible for ensuring that all schools comply with federal and state requirements for the involvement of parents and uses the Principal’s Portal to monitor the timely completion of mandates.

### PRINCIPAL’S PORTAL

To access the Principal’s Portal, go to <https://principalportal.lausd.net/> .

- Click on the *Parent and Community Services* link.
- Enter the LAUSD Single-Sign On username and password.

Every school principal or designee is responsible for entering the required information into the Principal’s Portal before the due date and for monitoring and verifying the completion of requirements for parent engagement as described below. Attachment A contains detailed directions for uploading the required information.

<b>ROUTING</b>
Local District Superintendents
Instructional Directors
Operations Administrators
Operations Coordinators
Parent and Community Engagement Administrators
District Categorical Coordinators
Parent Educator Coaches
Principals
School Administrative Assistants
School Categorical Coordinators
School English Learner Designees
Parent and Family Center Staff



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Attachment B describes strategies a school can use to increase the number of parents attending workshops.

Please see the chart below for the deadlines to upload required parent engagement documentation:

Required Documents	Due Dates
SSC and ELAC Verification Forms	September 27, 2019
Title I Requirements: -Annual Meeting Verification -District Title I Parent and Family Engagement Policy -School Title I Parent and Family Engagement Policy -Title I School-Parent Compact -Staff Training	January 31, 2020
LCAP Workshops: -Graduation Requirements -Importance of Attendance -2 instructional workshops  ELAC Parent Workshops: -Master Plan -Importance of Attendance -Comprehensive Needs Assessment -School Plan for Student Achievement	June 19, 2020

**AUTHORITY:** This is a policy of Los Angeles Unified School District.

**RELATED RESOURCES:** The Local Control and Accountability Plan at <http://achieve.lausd.net/lcap> Memorandum 6750.3, *Notification of Federal Title I Parent and Family Engagement Mandates*, dated August 28, 2019  
 Bulletin 6745.2, *Guidelines for the Required English Learner Advisory Committee and School Site Council*, dated August 12, 2019

**ASSISTANCE:** For assistance or further information, please contact the Office of Parent and Community Services at (213) 481-3350.



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Attachment A

## **English Learner Advisory Committee (ELAC) Verification Form--Due September 27, 2019**

According to the California Education Code, section 52176, every school with 21 or more English Learner students must establish an ELAC. Principals will complete the ELAC Verification Form found on the Parent and Community Services link within the Principal's Portal. See the directions below for detailed instructions on uploading information.

### **Steps to Verify the ELAC Composition**

1. Click on the *English Learner Advisory Committee Verification Form* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Complete the blank fields to provide information about the ELAC composition and process of formation.
3. Check the appropriate box to verify the use of bylaws.
4. Click on the *Download Fillable ELAC Verification Form (PDF) Here* box to print a copy of the document for signatures.
5. After all relevant fields have been completed, click on the *Submit* tab.

## **ELAC Workshops--Due June 19, 2020**

According to the California Education Code, section 52176, the ELAC is required to review various topics related to the progress of English Learners. The following topics must be presented to the ELAC: Master Plan, Importance of Attendance, Comprehensive Needs Assessment, and the School Plan for Student Achievement. Principals will verify that the ELAC has reviewed these topics on the Parent and Community Services link within the Principal's Portal. See the directions below for detailed instructions on verifying information.

### **Steps to Verify the ELAC Workshops**

1. Click on the *Mandated Parent Workshops* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Under the Topic 1 heading, type in the Workshop Date.
3. Check the verification box.
4. Repeat steps 2, 3 and 4 for Topic 2 through Topic 4.
5. After all relevant fields have been completed, click on the *Submit* tab.

## **School Site Council (SSC) Verification Form—Due September 27, 2019**

According to the California Education Code, section 65000, every school receiving Title I funds is required to form a School Site Council (SSC) to serve as the school's decision-making council for all funds listed in the District's Consolidated Application. Principals will complete the SSC Verification Form found on the Parent and Community Services link within the Principal's Portal. In addition, approved SSC minutes detailing the election process for all stakeholder groups will be uploaded along with supporting documentation. See the directions below for detailed instructions on uploading information.

### **Steps to Verify the SSC Composition**

1. Click on the *School Site Council Verification Form* link from the main menu screen within



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- the *Parent and Community Services* page of the Principal's Portal.
2. Complete the blank fields to provide information about the School Site Council composition and process of formation.
  3. Under *File Upload*, select the type of document and click *Browse* to select the appropriate file.
  4. Once the correct file name appears in the window, select *Upload* to attach the file.
  5. Repeat Steps 3 and 4 to upload agendas, sign-in sheets and flyers/notices for the orientation and election process of each stakeholder group, if used.
  6. Check the appropriate box to verify the use of bylaws.
  7. Check the appropriate box to indicate whether the SSC has accepted the delegation of authority by the school's ELAC, and upload Attachment F from Bulletin 6745.2.
  8. Check the *Print* box to print a copy of the document for signatures.
  9. After all relevant fields have been completed, click on the *Submit* tab.

### **Title I Annual Meeting Verification—Due January 31, 2020**

Schools receiving Title I funds are required to hold a Title I Annual Meeting at the beginning of the school year for parents to be informed regarding the requirements of the Title I program, how their school was designated, parent rights under Title I and ways to become involved in improving the school's Title I program. Principals will identify the date of the meeting and verify that the meeting was held. See the directions below for detailed instructions on verifying information.

#### **Steps to Verify for the Title I Annual Meeting**

1. Click on the *Title I Parent and Family Accountabilities* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Click in the box on the right of the *Annual Meeting Date* to activate the calendar, and use the calendar to select the meeting date.
3. Check the box at the bottom of the page to verify the meeting was held on the selected date.
4. After all relevant fields have been completed, click on the *Submit* tab.

### **District Title I Parent and Family Engagement Policy--Due January 31, 2020**

As required under Title I, section 1116, of the Every Student Succeeds Act of 2015, the LAUSD Title I Parent and Family Engagement Policy must be mailed annually to all Title I parents. To meet this requirement, principals can mail a summary of the policy located in Memorandum 6750.2 before January 31, 2020. Principals will identify the date that the policy was mailed and verify that notification of the mailing was provided to parents and family members. See the directions below for detailed instructions on verifying information.

#### **Steps to Verify for the District Title I Parent and Family Engagement Policy**

1. Click on the *Title I Parent and Family Accountabilities* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Click in the box on the right of the *District Policy Mailing Date* to activate the calendar, and use the calendar to select the mailing date.
3. Check the verification box at the bottom of the page.
4. After all relevant fields have been completed, click on the *Submit* tab.

### **School Title I Parent and Family Engagement Policy-- Due January 31, 2020**



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Each school receiving Title I funds must develop with parents a School Title I Parent and Family Engagement Policy each year, and the policy must be approved by the school's SSC annually. To inform parents of the school's policy for involving them, schools must mail the policy to them annually also. The policy must be uploaded and the verification box checked to ensure that the policy was developed with parents, approved by parents and mailed to families. The policy requires the training of school staff to work with parents to help parents support student academic achievement. Principals will verify the training of staff. See the directions below for detailed instructions on verifying information.

### **Steps to Verify for the School Title I Parent and Family Engagement Policy**

1. Click on the *Title I Parent and Family Accountabilities* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Under the School Title I Parent and Family Engagement Policy heading, select *Choose File* to attach the School Title I Parent and Family Engagement Policy.
3. Once the correct file name appears in the window, select *Upload Policy* to attach the policy.
4. Click in the boxes on the right of the *Date Reviewed By Title I Parents*, *Date Approved By SSC*, *Date Mailed to All Title I Parents* to activate the calendar, and use the calendar to select the appropriate dates.
5. After all relevant fields have been completed, click on the *Submit* tab.

### **Title I School-Parent Compact--Due January 31, 2020**

Each school receiving Title I funds must develop with parents a Title I School-Parent Compact that has been approved annually by the school's SSC. This approved compact must be mailed home to parents each year. The compact must be uploaded and the verification box checked to ensure that the compact was developed with parents, approved by parents and mailed to families.. See the directions below for detailed instructions on uploading information.

### **Steps to Verify for the Title I School-Parent Compact**

1. Click on the *Title I Parent and Family Accountabilities* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Under the Title I School-Parent Compact heading, select *Choose File* to attach the Title I School-Parent Compact.
3. Once the correct file name appears in the window, select *Upload Compact* to attach the compact.
4. Click in the boxes on the right of the *Date Reviewed By Title I Parents*, *Date Approved By SSC*, *Date Mailed to All Title I Parents* to activate the calendar, and use the calendar to select the appropriate dates.
5. After all relevant fields have been completed, click on the *Submit* tab.

### **Parent Workshops--Due June 19, 2020**

One goal of the LCAP requires principals to provide four workshops to parents annually. Each school must provide a workshop on Graduation Requirements and on the Importance of Attendance. In addition to these two workshops, schools should present 2 academic workshops to the parents. See the drop down menu on the Principal's Portal for options. Each workshop needs to have at least 24 parents attending, or the workshop needs to be repeated until a minimum of at



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least 24 parents total have participated in the workshop. Attachment B contains a list of ideas generated from schools that have exceeded the goal of 24 parents. Similarly, the School Title I Parent and Family Engagement Policy requires that schools provide training to their parents to support student academic achievement. These LCAP workshops meet the School Title I Parent and Family Engagement Policy requirements. In order to fulfill the LCAP and Title I requirements, principals will identify the date that a workshop occurred and click boxes verifying that workshops were held. See the directions below for detailed instructions on verifying information.

### **Steps to Verify for the Parent Workshops**

1. Click on the *Mandated Parent Workshops* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Under the Parent Workshop 1 heading, click in the box on the right of the *Workshop Date* to activate the calendar.
3. Repeat step 2 for Parent Workshops 2-4.
4. Check the box to verify all workshops were conducted for parents.
5. After all relevant fields are completed, click on the *Submit* tab.





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Attachment B

<b>Ideas for Reaching 24 Parents for LCAP Workshops</b>	
<p align="center"><b>Parent Ambassadors</b></p> <p>Identify parent leaders who can be ambassadors and invite other parents to workshops. Each ambassador should have a quota of how many parents they need to bring. (eg. 5 parent leaders can each invite 5 other parents to the training)</p>	<p align="center"><b>Incentives for Parent Leaders</b></p> <p>Provide incentives to the parents that bring other parents to the workshops. Incentives can be provided through donations. For example, the more parents they bring, the more raffle tickets they receive to be eligible to win a donated item.</p>
<p align="center"><b>Differentiated Time for Training</b></p> <p>Survey parents to identify what days and times they are most available to attend workshops. Try varying the workshop offerings on alternate days and times so that more and different parents are available to attend, like holding some during weekends or evenings.</p>	<p align="center"><b>Nationally Board Certified Teachers</b></p> <p>Ask Nationally Board Certified teachers to provide trainings to parents of a specific grade or subject, focusing on data reviews. The trainings can be held on Saturday. For example, 5<sup>th</sup> grade parents can be invited to learn about their students' scores on math assessments and learn strategies to use at home to strengthen students' skills.)</p>
<p align="center"><b>Parent Conference Week</b></p> <p>Plan to offer workshops during Parent Conference Week. LCAP workshops can be held in the auditorium where parents can be invited to stop by for the training after meeting with teachers.</p>	<p align="center"><b>Holiday Program</b></p> <p>LCAP workshops can be held in the Parent and Family Center where parents are invited to attend the workshop after the holiday program event.</p>
<p align="center"><b>Incentives</b></p> <p>Offer incentives to students if parents come to the workshop (eg. class ice cream parties, raffle tickets, parking spot for one week)</p>	<p align="center"><b>Student Performances</b></p> <p>LCAP workshops can be held in the Parent and Family Center where parents are invited to attend the workshop after the student performance.</p>
<p align="center"><b>“Coffee with the Teacher”</b></p> <p>Ask the teachers of one grade level to invite parents to a “Coffee with the Teacher” afterschool. The grade level teachers can cover various topics, including holding a LCAP workshop.</p>	<p align="center"><b>“Waiting for Dismissal Bell”</b></p> <p>Have Parent and Family Center Staff meet with parents 60 minutes before school ends and hold a LCAP workshop. Parents could participate in the workshop while waiting for their students.</p>
<p align="center"><b>Student Motivators</b></p> <p>Students should be asked to write an invitation letter to their parents to attend the next LCAP workshop. The students can put the letter in an envelope and mail it to parents.</p>	<p align="center"><b>Main Office</b></p> <p>In the main office, at the school entrance and gates, the list of parent workshops should be visible. A review of the workshop information can be available to parents in the main office. (eg. Coming Attractions)</p>