



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ROUTING

Local District Superintendents
Local District Administrators of
Instruction
Local District Directors
Local District Fiscal Services
Managers
Principals
UTLA Chapter Chairpersons

TITLE: Certification of Instructional Materials Sufficiency,
Secondary Schools

NUMBER: REF-6313.1

ISSUER: Dr. Ruth Pérez, Deputy Superintendent
Division of Instruction

DATE: August 6, 2015

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

MAJOR CHANGES: This Reference Guide replaces REF-6313, titled Certification of Instructional
Materials Sufficiency, Secondary Schools, dated June 23, 2014, to provide an
updated timeline and reflect personnel changes.

BACKGROUND: The District's policy 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 subjects of reading-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.

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.

INSTRUCTIONS: 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.

School Principals will:

- 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.
- Print the appropriate District Adopted/District Approved Instructional
Materials Lists from the Integrated Library and Textbook Support Services
(ILTSS) website (<http://www.iltss.org> under *Williams Sufficiency*) to assist
teachers in identifying any missing or insufficient instructional materials.
Additional components such as teacher's editions and ancillary materials are
not mandated for sufficiency.



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- Distribute the appropriate list, together with the *Teacher Certification of Textbook Sufficiency* form (see Attachment A which is also available on the ILTSS website <http://www.iltss.org> under *Williams Sufficiency*) to teachers on the first day of instruction for the new school year.
- Collect the *Teachers Certification of Textbook Sufficiency* by **Monday** of the **third week** of instruction. These certifications are subject to audit and must remain on file at the school site for at least two years.
- Resolve verified insufficiencies *before* completing the *Principal Certification of Textbook Sufficiency* online (see Attachment B, a worksheet for preparing to complete the form on line, available on the ILTSS website <http://www.iltss.org> under *Williams Sufficiency*).
 - Investigate possible on-site resources to determine, for example, if books are in storage and not yet distributed.
 - Investigate the possibility of transferring unassigned books from another school.
 - Order replacement materials through an approved used book vendor if possible. A list of used book vendors is posted on the ILTSS website (<http://www.iltss.org>).
 - Submit the orders, using the *Instructional Materials Request* form, to your Local District for approval.
 - Submit the order via LRP. Include the approved *Instructional Materials Request* form and the *Justification for Late Textbook Orders* form.
 - Any teacher who cited insufficiencies which have been resolved must sign a new form indicating sufficiency.
- Submit *Principal Certification of Textbook Sufficiency* via the Principal's Portal by **Thursday** of the **third week** of instruction, even if insufficiencies have not been resolved.
- Deliver a copy of the completed *Teacher Certification of Textbook Sufficiency* (see Attachment A) forms to your Local District by **Thursday** of the **third week** of instruction. Principals responsible for more than one site (i.e., resident and magnet schools sharing a campus and the principal is the administrator for both sites) will need to complete separate certifications for each site.
- 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.



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Local District Superintendents will:

- Review each school's *Teacher Certification of Textbook Sufficiency* forms and *Principal Certification of Textbook Sufficiency* submission for insufficiencies and maintain a file of all the forms for two years.
- Send the *Local District Superintendent Certification of Textbook Sufficiency* form (see Attachment C, also available on the ILTSS website <http://www.iltss.org> under *Williams Sufficiency*), to Integrated Library and Textbook Support Services (ILTSS) on or before **Wednesday** of the **fourth week** of instruction for each track, via school mail or via fax.
- Separate the Decile 1-3 schools' *Certification of Textbook Sufficiency for Classroom Teachers* forms for the Los Angeles County Office of Education (LACOE) as part of LACOE's initial textbook sufficiency audit process by the **end of the third week** of instruction.
- 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 the public hearing. The certification 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.

TIMELINES:

- Teacher Certification forms are due to principals by **Monday** of the **third week** of instruction.
- Principal Certification submissions are due by **Thursday** of the **third week** of instruction via the Principal's Portal.
- Local District Superintendent forms are due to ILTSS on or before **Wednesday** of the **fourth week** of instruction.
- Each Local District must separate the Decile 1-3 schools for LACOE as part of LACOE's initial textbook sufficiency audit process by the **end of the third week** of instruction.

A detailed timeline and principal's responsibilities checklist has been provided to assist principals and Local District administrators (see Attachment E and F).

RELATED RESOURCES:

BUL-6111, Textbook Policies and School Site Procedures dated August 14, 2013.

BUL-6210, Targeting the Purchase of Textbooks for Grades K-12, dated December 18, 2013.



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- ASSISTANCE:**
- For *Williams*-related information and instructional materials complaint procedures and audit information, call the Office of Educational Equity Compliance Office (213) 241-7682.
 - For selection of textbooks, price list and order form assistance, or help with the District Adopted/District Approved Instructional Materials list, call ILTSS at (213) 241-2733, visit the ILTSS website at <http://www.iltss.org>.
 - For questions related to science laboratory equipment for Grades 9-12, contact the Science Branch at (213) 241-5333.
 - For budget information, call the Local District Fiscal Services Manager.



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ATTACHMENT A

Division of Instruction

Please fill in all school information.

Local District _____ School Name: _____ Location Code: _____
Sch. Calendar: _____ Teachers Name: _____

- Additional components such as teacher's editions and ancillary materials are not mandated for sufficiency.
- District policy does not allow the use of State textbook funding for the purchase of class sets.

Select Your Curricular Subject Area

I have Sufficient textbooks/components in ALL my course/sections

I do NOT have Sufficient textbooks/components in the sections indicated below

ONLY FILL IN THE INFORMATION BELOW IF YOU DO **NOT** HAVE SUFFICIENT TEXTBOOKS/COMPONENTS

Period	Room #	Course	Textbook Title Information	Students Enrolled in section	Students without Textbooks

Total Students Enrolled: _____ Total Students without Textbooks: _____

Teacher's Signature: _____

Date: _____



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ATTACHMENT B

Division of Instruction PRINCIPAL'S Certification of Williams Sufficiency –SECONDARY

Directions for completing and submitting the Principal's Certification of Williams Sufficiency using the Principal's Portal:

1. Access the Principal's Portal at <https://principalportal.lausd.net>
2. Click on Williams Sufficiency Certification.
3. Enter your single sign-on username and password.
4. Enter your school's cost center code and press the "enter" key. Principals responsible for more than one location (i.e. resident and magnet schools sharing a campus and the principal is the administrator for both sites) will need to complete separate certifications for each location, using each site's cost center.
5. Click on 2015-16 William Certification link.
6. Read and answer each question by clicking on:
 - a. *Yes* - if the school has all the materials.
 - b. *Not Applicable* - if all your students are on an alternate curriculum and are not expected to meet grade level standards or foreign language taught in grades 6-8.
 - c. *No* - if you are missing core materials.
 - d. For secondary school which teach lab sciences - determine the ratio of students per class section to each piece of laboratory equipment. For example: a ratio of 6 students per class section per microscope would mean a minimum of 6 microscopes for a class section of 36. Once the ratio has been determined, complete the table for laboratory equipment insufficiencies. Enter 0 if no insufficiencies.
7. If you answered *No* to any question:
 - a. Click on "add new"
 - b. Complete the requested information and click on "save".
 - c. Click on "add new" to input information for each item for which the school is insufficient.
 - d. Your Director will be notified.
 - e. District Staff will contact you to assist you in obtaining the materials.
 - f. When all insufficiencies have been resolved:
 - i. Return to this screen and click on *Yes* in the corresponding curricular area.
 - ii. Have the teacher(s) who declared insufficient amend his/her Teacher Certification to indicate sufficient.
8. Click on the box in the lower left corner of the screen certifying you have sent a copy of the Teacher Certifications to your Local District Designee.
9. Click on "Submit" below the box certifying you have sent a copy of the Teacher Certifications to your Local District Designee. The next screen will show a message stating the submission was successful.
10. When you answered *Yes* or *Not Applicable* to every question, you are finished with the Certification.
11. Print out the e-mail sent to your account stating you completed the certification.

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ATTACHMENT B

SAMPLE ONLY PRINCIPAL Certification of Textbook Sufficiency –SECONDARY USE AS A WORKSHEET BEFORE COMPLETING ONLINE

School Name(s): _____

Location Code(s): _____

Principal's Name: _____

	Yes (sufficient)*	Not Applicable*	No (insufficient)*
1. My school has sufficient textbooks in English (ELA/ELD).	1. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. My school has sufficient textbooks in Mathematics.	2. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. My school has sufficient textbooks in Science.	3. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. My school has sufficient textbooks in History/Social Science.	4. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. My school has sufficient textbooks in Health.	5. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. My school has sufficient textbooks in Foreign Language (grades 9-12 only).	6. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. My school has sufficient laboratory equipment for Biology, AP Biology, Chemistry, AP Chemistry, Physics, and AP Physics (grades 9-12 only).	7. <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*If you answered "Yes" or "Not Applicable" to all seven statements, provide your signature and the date on page 2.

*If you answered "No" to any statement, provide details and your signature and the date on page 2.

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ATTACHMENT B

PRINCIPAL Certification of Textbook Sufficiency –SECONDARY (Continued)

Details regarding textbook insufficiencies in English/Language Arts, Mathematics, Science, History/Social Science, Health, and Foreign Language:

Course Title	Textbook Title	13-Digit ISBN	# of Students Enrolled in Course	# of Students without Textbook	Reason for Insufficiency	Action Taken by Principal

Details regarding laboratory equipment insufficiencies:

Course Title	Equipment	Number of Pieces of Equipment by Which School is Short
Biology/ AP Biology	Microscopes	
	Pan Balances	
	Graduated Cylinders	
	Bunsen Burners and Ring Stands	
Chemistry/ AP Chemistry	Hot Plates	
	Bunsen Burners and Ring Stands	
	Pan Balances	
	Graduated Cylinders	
Physics/ AP Physics	Pan Balances	
	Rulers	
	Graduated Cylinders	

REASON FOR INSUFFICIENCY DROP-DOWN

- Textbooks lost, damaged, or missing
- Enrollment exceeds projections
- Other (please specify)

ACTION TAKEN BY PRINCIPAL DROP-DOWN

- Textbook purchase
- Surplus-textbook transfer
- Other (please specify)



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ATTACHMENT C

Los Angeles Unified School District
INTEROFFICE CORRESPONDENCE

TO: Gerardo Loera, Chief Academic Officer
Division of Instruction

FROM: _____, Superintendent
Local District: _____

SUBJECT: LOCAL DISTRICT SUPERINTENDENT CERTIFICATION OF TEXTBOOK SUFFICIENCY

This form must reflect certification for each track (check all those that apply below). Return this certification to Integrated Library and Textbook Support Services by **Wednesday** of the **Fourth** week of instruction. **Attach the principal certifications for each school.**

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 certify that, within Local District _____, all principals have been directed to ensure that every student has a textbook to 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 **CERTIFICATIONS OF TEXTBOOK/INSTRUCTIONAL MATERIALS SUFFICIENCY** from all principals and teachers from each school within the scope of my responsibility.

Date: _____

Local District Superintendent's Signature

Return to ILTSS by fax (213) 241-2560 or via school mail to Integrated Library and Textbook Support Services, 333 S. Beaudry, 29th Floor, no later than **Wednesday** of the **fourth** week of instruction for each track.



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ATTACHMENT E

Williams Board Hearing - Tuesday, October 6, 2015

Single Track Calendar		
Tuesday	August 18, 2015	First Day – Distribute Books (Early Start)
Monday	August 31, 2015	Teacher Certifications Due to Principal
Thursday	September 3, 2015	Principals Certification Due to Local District
Wednesday	September 9, 2015	Local District Superintendent Certification Due to ILTSS

Bell High School

Track B, C and D Year Round		
Wednesday	July 1, 2015	First Day-Distribute Books
Monday	July 13, 2015	Teacher Certification Due to Principal
Thursday	July 16, 2015	Principal Certification Due to Local District
Wednesday	July 22, 2015	Local District Superintendent Certification Due to ILTSS

Track A Year Round		
Monday	August 17, 2015	First Day – Distribute Books
Monday	August 31, 2015	Teacher Certifications Due to Principal
Thursday	September 3, 2015	Principals Certification Due to Local District
Wednesday	September 9, 2015	Local District Superintendent Certification Due to ILTSS



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ATTACHMENT F

Principal's Responsibilities Regarding Textbooks at the School Site

Inventory Management		
<input type="checkbox"/>	Designate one Administrator and one technician/clerk to manage textbooks.	BUL 6210
<input type="checkbox"/>	Maintain a secure textbook room by limiting access to only the designated staff.	BUL 6189
<input type="checkbox"/>	Maintain an organized textbook room.	BUL 6189, BUL 6210
<input type="checkbox"/>	Distribute books directly to the students beginning the first day of instruction. Use Destiny textbook management system if installed.	BUL 5509, BUL 6210
<input type="checkbox"/>	Notify student and parent/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.	BUL 5509, BUL 6189
<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.	BUL 5509
<input type="checkbox"/>	Remove obsolete and damaged books and send them to the warehouse.	BUL 6189, BUL 5770.1, BUL6210, BUL 6111
<input type="checkbox"/>	Send surplus materials to the warehouse in December.	BUL 6210
<input type="checkbox"/>	Conduct an annual inventory by January 30 th each year.	BUL 6189, BUL 6210, BUL 6111
<input type="checkbox"/>	Return textbooks to storage room at the end of the semester or school year.	BUL 6189
Ordering		
<input type="checkbox"/>	Compare inventory with projected enrollment to target textbook purchases for the upcoming year.	BUL 6111
<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.	BUL 6210, BUL 6111
<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.	BUL 6111
<input type="checkbox"/>	Review inventory information with Local District personnel to ensure sufficiency and identify surplus which can be shared with other schools.	BUL 6111
<input type="checkbox"/>	Process all incoming book by applying barcodes, if necessary, and entering data into Destiny.	BUL 6189
Williams Sufficiency		
<input type="checkbox"/>	Distribute Teacher certification forms on the first day of instructions.	REF 6086 and REF 6313 (changes annually)
<input type="checkbox"/>	Review all teacher Certification forms and resolve any insufficiencies by <ul style="list-style-type: none"> o Searching in Destiny. o Contacting your Educational Service Center. 	BUL 6111
<input type="checkbox"/>	Submit Teacher and Principal certifications to Local District by Thursday, third week of instruction. Maintain copies for school records. All forms should indicate sufficient and be on the current year's form (forms change annually).	REF 6086 and REF 6313 (changes annually)
<input type="checkbox"/>	Conduct internal textbook and instructional materials audit at least twice a year.	BUL 6111