



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: 2017-2018 SY Parent Student Handbook Distribution

NUMBER: MEM-5497.6

ISSUER: Earl R. Perkins, Associate Superintendent
Division of District Operations

DATE: May 8, 2017

ROUTING

Local District Superintendents
Local District Administrators of Operations
Local District Administrators of Instruction
Principals
Operations Coordinators
School Administrative Assistants
Plant Managers

PURPOSE: The California Education Code 51101 mandates that school districts annually notify K-12 students and their parents or guardians about their rights and responsibilities relative to the Code’s statutory provisions.

LAUSD publishes the Parent Student Handbook annually to ensure compliance and consistency and to relieve schools of the responsibility of gathering and duplicating required notices. The Handbook contains all of the state mandated notifications and forms for parents to sign and return relative to receipt of the document and the release of student information.

MAJOR CHANGES: This revision replaces MEM-5497.5, 2016-2017, Parent Student Handbook Distribution, dated May 2, 2016. This memorandum reflects new requirements for online certification, filing of completed parent forms, and ordering process for additional copies.

INSTRUCTIONS: The following are guidelines in distributing and requesting additional copies of the Handbook:

DISTRIBUTION

All schools are required to distribute the Parent Student Handbook annually to all students at the time of initial enrollment. Schools may use a cover letter (Attachment A-Sample Letter) when sending out the Handbook. The goal is to deliver the copies to all schools prior to the beginning of the school year. To reduce cost and waste:

- The handbook is printed in 9 ½ x 7 size books in black and white. The following forms and information are printed separately and will be provided as inserts:
 - Parent Student Acknowledgement Form
 - Information Release Form
 - Annual Pesticide Notification Form
 - Approved Pesticide List
 - School Climate Bill of Rights Elementary
 - School Climate Bill of Rights Secondary



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- Copies of the Handbook will be delivered to schools based on the enrollment data received from the Office of Data and Accountability. They will be available in English/Spanish (combined), Armenian, Chinese, and Korean languages.

ADMINISTRATOR RESPONSIBILITY

School administrators are required to certify online through the Principal Portal-Administrator Certification system that required actions regarding the distribution of the Parent/Student Handbook have been completed by the due date.

Principals should certify distribution of the handbook in the Non-discrimination and Sexual Harassment Policy tab of the Administrator Certification system that may be accessed through the Principal Portal at <https://principalportal.lausd.net> or through the Division of District Operations website.

As part of the certification, schools are required to collect and keep on file all parent forms that require response and signature to be submitted to the school. The completed and signed Parent Student Acknowledgement Form must be kept on file at the school for a period of three years at a central location such as cumulative files.

REQUEST FOR ADDITIONAL COPIES

If a school did not receive sufficient copies of the Handbook during initial delivery, an online ordering process must be completed through parentstudenthandbook.net or through the Division of District Operations website.

All requests for additional handbooks in excess of 400 copies will be reviewed and compared to the enrollment information of the requesting school before the order is processed and delivered. Requests for additional copies will only be processed through December 22, 2017.

ONLINE POSTING AND AVAILABILITY

The 2017-2018 Parent Student Handbook and Forms will also be posted on the LAUSD website at www.lausd.net under the "FAMILIES" tab.

ASSISTANCE: For assistance or further information, please contact District Operations at (213) 241-5337.



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ATTACHMENT A

SAMPLE LETTER TO PARENTS/GUARDIANS RE: REQUIRED FORMS TO BE
COMPLETED AND RETURNED TO SCHOOL FOR STUDENT INFORMATION

(SCHOOL LETTERHEAD)

(DATE)

Dear Parent/Guardian:

The attached 2017-2018 Parent Student Handbook is being sent home with your child to notify you of your rights and responsibilities under California Education Code 51101. Enclosed in this handbook are several important forms that you need to read, complete, sign, and return to the school through your child. These forms are also now available on-line at www.lausd.net under the "FAMILIES" tab for you to electronically complete and print.

By completing and returning these forms to your child's school, you can communicate how you want the school staff to help and support your student. In some cases, schools need information from parents before they can act; please help us serve your child and give us clear directions.

It is important that we receive these forms back completed and signed by **(add return date)** so we can better assist you and your child to make this a successful school year.

We hope this information is helpful to you and your child. If you have questions or need more information, please feel free to call the school at **(add school's telephone number)**.

Sincerely,

(Add principal's name)
Principal