



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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**TITLE:** Parent Conference Attendance

**NUMBER:** BUL-6748.1

**ISSUER:** Vivian Ekchian, Deputy Superintendent  
Office of the Deputy Superintendent

Rosalinda Lugo, Ed.D., Administrator  
Office of Parent and Community Services

**DATE:** August 30, 2018

**ROUTING**

- 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

**POLICY:** The purpose of this Bulletin is to provide a policy governing conference attendance and reimbursement procedures for LAUSD parents attending District-approved conferences.

**MAJOR CHANGES:** This Bulletin replaces Bulletin 6748.0. It allows the use of Title I funds for reimbursement of childcare to parents of children from infancy to age 5 following their approved attendance at a conference or workshop that did not take place at a parent’s school. The rate for the reimbursement of childcare has increased from \$4.79 to \$5.68 per hour. Birth certificates, Records of Birth, or current court orders demonstrating guardianship and control over the educational rights for the child should not be sent to the Accounts Payable Branch for Imprest Fund reimbursement. Lastly, the definition of a local conference was changed from 45 miles to 50 miles from the edge of the District’s geographic boundaries, not from a child’s school.

**GUIDELINES: DISTRICT-APPROVED PARENT TRAVEL**

A School Site Council (SSC) may elect to send a parent or parents to a local conference using Title I parent involvement funds, Targeted Student Population funds or general funds. A local conference is defined as one located approximately 50 miles from the edge of the District’s geographic boundaries. Conference locations more than 50 miles from the edge of the District’s geographic boundaries would require overnight accommodations, which cannot be funded using Title I or Targeted Student Population funds. If using Title I funds, the SSC’s decision to send parents to a conference using Title I funds must be reflected in the SSC’s minutes.

Funds may only be used to support attendance at conferences for parents of currently enrolled students. A parent must complete a Request for Travel and Attendance Form



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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10.12.1 when requesting to attend a conference. This form must be approved and signed by the sponsoring school principal or District administrator before a parent registers for and attends a conference.

Upon return from the conference, schools may request that parents complete a written or oral report detailing what was learned (see Attachment B), which should be attached to the Request for Travel and Attendance Form 10.12.1 and kept at the school site. School staff may use the Conference Preparation Guide (see Attachment C1 and C2) to prepare parents to attend the conference.

### A. Reimbursement for Registration and Associated Travel Costs

Conference registration fees, mileage, and reasonable parking-related costs can be reimbursed to parents if these fees are paid by parents. The District will not provide reimbursement for any parking citations incurred during travel. Schools cannot provide a monetary conference advance to parents to attend conferences. Conference registration fees paid by the Imprest Fund, purchase order, P-card and T-card are not eligible for reimbursement to the traveler. If seeking reimbursement, parents must report only actual expenses incurred for conference-related fees and submit either an original receipt, copy of a processed check, or credit card/bank statement. Documentation should be attached to the Request for Travel and Attendance Form 10.12.1 when sent to the Accounts Payable Branch, the original copies of which should be maintained in a secure location, like a locked file cabinet or closet, at the school for five years.

### B. Reimbursement For Meals and Childcare

Meal reimbursement can be paid using Targeted Student Population or general funds. If meals are provided during the conference for breakfast and/or lunch, parents will not be reimbursed for purchasing additional meals, unless parents have documented medical dietary restrictions. A school does not need to collect documentation of the medical dietary restriction. If seeking reimbursement for meals, parents must report only actual expenses incurred and submit an original receipt. Documentation should be attached to the Request for Travel and Attendance Form 10.12.1 when sent to the Accounts Payable Branch, the original copies of which should be maintained in a secure location at the school for five years. Title I funds may not be used to reimburse parents for meals.

Using Title I, Targeted Student Population or general funds, a standard rate of \$5.68 per hour may be reimbursed for childcare to parents of children from infancy to age 5. If a conference is held on a Saturday, parents can receive childcare for children from infancy to 13 years old. School records must be provided for verification of guardianship of school-aged children. Prior to requesting childcare reimbursement, parents must receive a written signature from the school principal on Attachment A1 or



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

A2 and attach the appropriate documentation, including a copy of the birth certificate, a Record of Birth, or a current court order demonstrating guardianship and control over the educational rights for the child of or under 5 years old. The documentation must remain confidential, must remain at the school site, and must not be used for any other purpose. The name of the person providing childcare, excluding spouses, is required for each meeting for which the childcare reimbursement is requested. Parents must be present at meetings for at least two hours to be eligible to receive reimbursement. Only one reimbursement per family, per conference, can be provided. Parents can be reimbursed for one hour before the conference and one hour after the conference, to account for travel time. Attachment A1 or A2 with the appropriate signatures must be attached to the Request for Travel and Attendance Form 10.12.1 when seeking reimbursement from the Accounts Payable Branch. The original documents should be maintained at the school site in a secure location, like a locked file cabinet or closet, and be available upon request for auditing for five years.

### C. Request and Approval Procedure

Step 1. After the SSC or principal has approved parent conference attendance, staff may assist parents in completing a Request for Travel and Attendance Form 10.12.1 with attached documentation, including Attachments A1 and A2, and submit the forms for the approval and signature of the principal.

Step 2. School staff should review the Conference Preparation Guide with parents approved to attend conferences and provide parents with copies of the written report form (see Attachments C1 and C2).

Step 3. During the conference, parents must retain original receipts for submission to the District for reimbursement.

Step 4. Upon return from the conference, parents must submit the original receipts for reimbursement to the site administrator and may complete Attachment B. The site administrator will review the documents and issue a reimbursement check to the traveling parent. Reimbursement of the Imprest Fund will be done via submission of Imprest Fund Claim Form to the Accounts Payable Branch, Transaction Support Unit, while following current procedures for Imprest Fund replenishment under REF-1706.4, IMPREST FUNDS.

Step 5. The principal must maintain copies of the approved Request for Travel and Attendance Form 10.12.1 with receipts and supporting documentation. These should be available upon request for auditing for five years and kept in a secure location, like a locked file cabinet or closet.

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



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

### **RELATED**

**RESOURCES:** Procurement Manual, 7<sup>th</sup> Edition

BUL-5525.3 “District Policy for Travel and Attendance at Conferences or Conventions”, dated August 16, 2018

REF-1706.4 “Imprest Funds”, dated September 15, 2015

BUL-6518.1 “Restricted Use of P-Card, Ghost Card and Travel Card (T-Card) for Title I Program Purchases”, dated July 31, 2017

**ASSISTANCE:** For assistance or further information, please contact:  
Office of Parent and Community Services at (213) 481-3350  
Procurement Services Division at (562) 654-9401  
Accounts Payable Customer Service at (213) 241-4800



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

Attachment A1

**LOS ANGELES UNIFIED SCHOOL DISTRICT**

\_\_\_\_\_ School Name

**CHILDCARE REIMBURSEMENT FORM**

Conference Name: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Date(s) of Conference: \_\_\_\_\_

Hours Attended + 2 (one hour before and one hour after conference): \_\_\_\_\_

Childcare Total: \$5.68 x (number of hours calculated above) =  
Reimbursement Total \$ \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Name of Child, Age 0-5: \_\_\_\_\_

Age of Child, Age 0-5: \_\_\_\_\_

Name of Child, Age 6-13: \_\_\_\_\_

Name of Childcare Provider: \_\_\_\_\_  
(Cannot be spouse)

**MANDATORY ATTACHMENTS:**  Birth Certificate     Record of Birth  
(Please check and attach one)     Court Order Demonstrating Guardianship

Name of Principal or District Administrator: \_\_\_\_\_

Signature of Principal or District Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

**Please attach this to your Request for Travel and Attendance Form 10.12.1 prior to attending the conference.**



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

Attachment A2

**DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES**

\_\_\_\_\_  
Nombre de la Escuelas

**FORMULARIO DE REEMBOLSO POR EL CUIDADO DE NIÑOS**

Nombre de la Conferencia: \_\_\_\_\_

Ubicación de la Conferencia: \_\_\_\_\_

Fecha/s de la Conferencia: \_\_\_\_\_

Horas de Asistencia + 2 (una hora antes y una hora después de la conferencia): \_\_\_\_\_

Total de Cuidado de Niños \$5.68 x (número de horas calculada anteriormente) =  
Total del Reembolso \$ \_\_\_\_\_

Nombre del Padre: \_\_\_\_\_

Nombre del Niño/a, 0-5 años: \_\_\_\_\_

Edad del Niño/a, 0-5 años: \_\_\_\_\_

Nombre del Niño/a, 6-13 años: \_\_\_\_\_

Nombre del Proveedor de Cuidado de Niños: \_\_\_\_\_  
(No puede ser un cónyuge)

**ADJUNTOS REQUERIDOS:**  Partida de Nacimiento     Registro de Nacimiento  
(Marque uno y anexe uno)     Orden Tribunal Comprobante de Tutela Legal

Nombre del Director Escolar o Administrador del Distrito: \_\_\_\_\_

Firma del Director Escolar o Administrador del Distrito: \_\_\_\_\_

Fecha: \_\_\_\_\_

**Favor de anexar este documento a su Formulario de Petición para Viáticos y Asistencia 10.12.1 antes de asistir a la conferencia.**



LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN

Attachment B

LOS ANGELES UNIFIED SCHOOL DISTRICT

\_\_\_\_\_  
School Name/*Nombre de Escuela*

**CONFERENCE REPORT FORM/FORMA DE CONFERENCIA**

Conference Name: \_\_\_\_\_  
*Nombre de la conferencia:*

Location of Conference: \_\_\_\_\_  
*Ubicación de la conferencia:*

Date(s) of Conference: \_\_\_\_\_  
*Fecha de la conferencia:*

Report Submitted By: \_\_\_\_\_  
*Informe entregado por*

Topic: \_\_\_\_\_  
*Tema:*

At this conference, I learned the following information/*En esta conferencia, aprendí la siguiente información* : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please explain how this information will help parents support learning at home or at school.  
*Por favor explique cómo esta información ayudará a que los padres apoyen el aprendizaje en el hogar o en la escuela:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return this form to \_\_\_\_\_ a week after you return from the conference. *Por favor devuelva este formulario a \_\_\_\_\_ una semana después de regresar de la conferencia.*



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

Attachment C1

## CONFERENCE PREPARATION GUIDE

### LOCAL CONFERENCES

A local conference is within 50 miles of the District's geographic boundaries and does not require an overnight stay. District personnel must inform parents about the provisions for all reimbursement as outlined in Bulletin 6748.1.

### LOCAL CONFERENCE TRANSPORTATION

Parents are required to provide their own transportation daily. Parents can drive their own cars or travel by public transportation. Parents can be reimbursed for mileage to and from a conference and for fees incurred for parking, upon the submission of receipts.

### REGISTRATION

District personnel must make the necessary arrangements to register parents ahead of time when paying for conference registration fees.

### PLANNING DAILY SCHEDULES

It is a good idea to plan the complete day, every day, in the mornings. Parents should do the following:

- Make plans to attend the general session of the conference.
- Select the workshops you wish to attend that day.
- Find out where the workshops are taking place in advance.

### HOW TO SELECT WORKSHOPS

There is usually a selection of workshops. Parents should do the following:

- Select workshops specifically targeted to parent engagement.
- Select workshops with translation, if you need it and if available.
- Select workshops and prioritize in case of a cancellation or a full room.

### HOW TO LEARN THE MOST FROM THE WORKSHOPS

Once workshops have been selected, parents should do the following:

- Be on time.
- Ask for translation, if needed and if available.
- Listen carefully and ask questions.

### REPORTING TO THE SCHOOL SITE COUNCIL

It is expected that parents will learn much during the conference, gather knowledge and return to share it with the School Site Council in a report. The report does not need to be typed and can be written in a language that parents choose. Parents should turn in the conference report to the designated employee. It might be requested that parents provide an oral report of the conference to the SSC. A copy of the written report that was prepared may be read for the oral report. Parents should keep a copy for their records.





# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

---

Attachment C2

## **GUÍA DE PREPARACIÓN PARA LA CONFERENCIA**

### CONFERENCIAS LOCALES

Una conferencia local se lleva a cabo dentro de una distancia de 50 millas de los límites geográficos del Distrito y no requiere alojamiento durante la noche. El personal del distrito debe informar a los padres acerca de las disposiciones para todos los reembolsos, de conformidad con lo descrito en el Boletín 6748.0.

### TRASPORTE PARA CONFERENCIA LOCAL

Se requiere que los padres provean su propio transporte diario. Los padres pueden manejar sus automóviles o viajar en el transporte público. Se puede reembolsar a los padres por las millas recorridas de ida y vuelta de la conferencia y por gastos incurridos por estacionamiento, al entregarse los recibos.

### INSCRIPCIÓN

El personal del distrito debe hacer los arreglos necesarios para inscribir a los padres con anticipación cuando se paga por cobros de inscripción a la conferencia.

### PLANIFICACIÓN DE LOS HORARIOS DIARIOS

Es buena idea planificar el día completo, todos los días en la mañana. Los padres deberían hacer lo siguiente:

- Planificar asistir a la sesión general de la conferencia.
- Seleccionar el taller al que deseen asistir ese día.
- Investigar con anticipación el lugar donde los talleres se llevarán a cabo.

### CÓMO SELECCIONAR LOS TALLERES

Usualmente existe una variedad de talleres. Los padres deberían hacer lo siguiente:

- Seleccionar los talleres dirigidos específicamente para la participación de los padres.
- Seleccionar los talleres con servicios de interpretación, si así lo requieren y si dichos servicios están disponibles.
- Seleccionar los talleres y fijar prioridades en caso que algún taller se cancele o ya no tenga cupo.

### CÓMO APRENDER AL MÁXIMO DE LOS TALLERES

Una vez que se seleccionen los talleres, los padres deberían hacer lo siguiente:

- Ser puntuales.
- Solicitar servicios de interpretación, si se requieren y si están disponibles.
- Escuchar cuidadosamente y hacer preguntas.

### REPORTE PARA EL CONSEJO DEL PLANTEL ESCOLAR

Se espera que los padres aprendan mucho durante la conferencia, adquieran conocimientos y vuelvan a compartirlos con el Consejo del Plantel Escolar por medio de un reporte. No es necesario que el reporte sea mecanografiado y puede ser escrito en el idioma que los padres elijan. Los padres deberían entregar el reporte de la conferencia al empleado que ha sido asignado para esto. Podría solicitarse que los padres provean un reporte oral de la conferencia al SSC. Para presentar el reporte oral, se puede leer una copia del reporte escrito que se preparó. Los padres deberían mantener una copia para sus archivos.