



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Principal’s Portal Certification for Local Control and Accountability Plan and Title I Parent Involvement Requirements

NUMBER: REF-6749.1

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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

DATE: August 14, 2017

PURPOSE: The purpose of this Reference Guide is to describe the process for certification of the parent involvement requirements identified in the Local Control and Accountability Plan (LCAP) and in Title I of the Every Student Succeeds Act of 2015. In addition, the procedure for submitting documents related to each requirement is outlined.

MAJOR CHANGES: This Reference Guide replaces Reference Guide 6749.0. Due dates have been updated to reflect the 2017-2018 school calendar. In addition, each parent workshop offered to meet the Local Control and Accountability Plan requirement must have a minimum of 24 parents attending, or the workshop needs to be offered again until a minimum of at least 24 parents total have participated in the workshop.

INSTRUCTIONS: Principals must certify through the Principal’s Portal that they have met all parent involvement requirements for the LCAP and for the Title I Program, if their schools are receiving Title I funds. The District is responsible for ensuring that all schools comply with the state and federal requirements and will use the Principal’s Portal to monitor the timely completion of mandates for parent engagement through committees, meetings and trainings held annually.

PRINCIPAL’S PORTAL

Every school principal is responsible for entering the required information into the Principal’s Portal before the due date and for monitoring and certifying the completion of requirements for parental involvement as described below.



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- To access the Principal's Portal, go to <https://principalportal.lausd.net/>.
- Click on the *Parent and Community Services Certification* link.
 - Enter the LAUSD Single-Sign On username and password.

A. School Site Council (SSC) Certification Form

According to the California Education Code, section 52852, every school receiving Title I funds is required to form a SSC to serve as the school's decision-making council for all funds available through the Consolidated Application. Principals will complete the SSC Certification 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 the agendas, ballots, attendance rosters and/or flyers/notices for the orientations and elections for each stakeholder group. Once all fields have been completed and all documents uploaded, principals will submit the information by clicking on the *Submit* tab by September 29.

Steps to Certify the SSC Composition
<ol style="list-style-type: none">1. Click on the <i>School Site Council Certification Form</i> link from the main menu screen within the <i>Parent and Community Services</i> 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. Select <i>Browse</i> to attach the SSC minutes from the computer's desktop.4. Once the correct file name appears in the window, select <i>Upload</i> to attach the file.5. Repeat Steps 3 and 4 to upload approved agendas, ballots, attendance rosters and flyers/notices for the orientation and election process of each stakeholder group and for the training of the SSC members on their role and responsibilities.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 6745.0.8. Check the <i>Print</i> box to print a copy of the document for signatures. The signed form should be kept at the school site for a minimum of five years.9. After all relevant fields have been completed, click on the <i>Submit</i> tab.



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B. Title I Annual Meeting Certification

Schools receiving Title I funds are required to hold a Title I Annual Meeting at the beginning of the school year for parents to inform them of the requirements of the Title I program, how their school was designated, parental rights under Title I and ways to become involved in improving the school’s Title I programs. Principals will upload the attendance roster, agenda and announcement for the meeting, indicate the date and number of attendees, and submit the information by clicking on the *Submit* tab by October 31.

Steps to Certify for the Title I Annual Meeting
<ol style="list-style-type: none"> 1. Click on the <i>Title I Annual Meeting Certification</i> link from the main menu screen within the <i>Parent and Community Services</i> page of the Principal’s Portal. 2. Select <i>Browse</i> to attach the meeting attendance roster from the computer’s desktop. 3. Once the correct file name appears in the window, select <i>Upload Attendance Roster</i> to attach the file. 4. Repeat Steps 2 and 3 to upload the agenda and announcement. 5. Click in the box on the right of the <i>Annual Meeting Date</i> to activate the calendar, and use the calendar to select the meeting date. 6. Type in the number of people in attendance at the meeting. 7. Check the box to ensure the meeting was held on the selected date. 8. After all relevant fields have been completed, click on the <i>Submit</i> tab.

C. District Title I Parent Involvement Policy

As required under Title I, section 1116, of the Every Student Succeeds Act of 2015, the LAUSD Title I Parent Involvement Policy summary, located in Bulletin 6336.0, must be mailed before November 30 to all Title I parents annually. Principals will identify the date that the policy was distributed, provide a website screenshot of the notification of mailing or a newsletter with the notification, and submit the information by clicking on the *Submit* tab by November 30.

Steps to Certify for the District Title I Parent Involvement Policy
<ol style="list-style-type: none"> 1. Click on the <i>District Title I Parent Involvement Policy</i> link from the main menu screen within the <i>Parent and Community Services</i> page of the Principal’s Portal. 2. Click in the box on the right of the <i>District Policy Distribution Date</i> to activate the calendar, and use the calendar to select the



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- distribution date.
3. Select *Browse* to attach the website screenshot of the notification of mailing or a newsletter with the mailing notification.
 4. Once the correct file name appears in the window, select *Upload Screenshot or Newsletter* to attach the file.
 5. Check the box to ensure mailing.
 6. After all relevant fields have been completed, click on the *Submit* tab.

D. School Title I Parent and Family Engagement Policy

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. Evidence of development, approval and mailing must be uploaded. The policy requires the training of school staff to work with parents to help them support student academic achievement. Principals will provide evidence of the training of staff twice in the fall semester. Subsequently, principals will attach the policy and related documentation along with evidence of staff training for submission by clicking on the *Submit* tab by November 30.

Steps to Certify for the School Title I Parent and Family Engagement Policy
<ol style="list-style-type: none"> 1. Click on the <i>School Title I Parent and Family Engagement Policy</i> link from the main menu screen within the <i>Parent and Community Services</i> page of the Principal’s Portal. 2. Under the <u>Policy</u> heading, select <i>Browse</i> to attach the School Title I Parent and Family Engagement Policy. 3. Once the correct file name appears in the window, select <i>Upload Policy</i> to attach the policy. 4. Under the <u>Title I Parent Review/Development</u> heading, click in the box on the right of the <i>Date Reviewed</i> to activate the calendar, and use the calendar to select the review/development date. 5. Continue to repeat Steps 2 and 3 to upload the attendance roster and agenda demonstrating parent review and development of the policy. 6. Under the <u>SSC Approval</u> heading, click in the box on the right of the <i>Date Approved</i> to activate the calendar, and use the calendar to select the approval date. 7. Continue to repeat Steps 2 and 3 to upload the minutes, attendance roster and agenda demonstrating SSC approval of the policy.



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8. Under the Staff Training heading, repeat Steps 2 and 3 to upload the staff training calendar, attendance rosters and agendas showing the two staff training sessions on how to partner with parents.
9. Under the Distribution to Parents heading, click in the box on the right of the *Date Distributed* to activate the calendar, and use the calendar to select the distribution date.
10. Continue to repeat Steps 2 and 3 to upload the website screenshot or newsletter indicating mailing of the policy.
11. Check the box to ensure the requirements regarding the Title I Parent and Family Engagement Policy have been fulfilled.
12. After all relevant fields have been completed, click on the *Submit* tab.

E. Title I School-Parent Compact

Each school receiving Title I funds must develop with parents a School-Parent Compact that has been approved by the school's SSC annually. This approved compact must be mailed home to parents each year. A new template for the compact is required under the Every Student Succeeds Act and can be accessed in MEM-6750.1. Evidence of development, approval and mailing must be uploaded. Subsequently, principals will attach the compact and submit the information by clicking on the *Submit* tab by November 30.

Steps to Certify for the Title I School-Parent Compact

1. Click on the *Title I School-Parent Compact* link from the main menu screen within the *Parent and Community Services* page of the Principal's Portal.
2. Under the School-Parent Compact heading, select *Browse* 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. Under the Parent Review/Development heading, click in the box on the right of the *Date Reviewed* to activate the calendar, and use the calendar to select the review date.
5. Continue to repeat Steps 2 and 3 to upload the attendance roster and agenda showing parent review and development of the compact.
6. Under the SSC Approval heading, click in the box on the right of the *Date Approved* to activate the calendar, and use the calendar to select the approval date.
7. Continue to repeat Steps 2 and 3 to upload the minutes, attendance roster and agenda demonstrating SSC approval of the compact.
8. Under the Distribution to Parents heading, click in the box on the



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right of the *Date Distributed* to activate the calendar, and use the calendar to select the mailing date.

9. Continue to repeat Steps 2 and 3 to upload the website screenshot or newsletter indicating mailing of the compact.
10. Check the assurance box.
11. After all relevant fields have been completed, click on the *Submit* tab.

F. Parent Workshops

One goal of the LCAP requires principals to ensure that four workshops are held on academic topics at their schools annually. Each workshop needs to have at least 24 parents attending, or the workshop needs to be offered again until a minimum of at least 24 parents total have participated in the workshop. Two workshops must be held by January 31, 2018; and two to be held by April 30, 2018. Similarly, the School Title I Parent and Family Engagement Policy requires that schools provide training to their parents to support student academic achievement. In order to meet these requirements, principals will identify each date that a workshop occurred, the numbers of participants and upload the agendas and attendance rosters from each workshop. Principals can click on the *Submit* tab for each workshop individually after each workshop's documents have been uploaded.

Steps to Certify for the Parent Workshops

1. Click on the *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, and use the calendar to select the Changing Graduation Requirements workshop date.
3. Type in the number of people in attendance at the workshop.
4. Select *Browse* to attach the agenda, flyer and attendance roster for Changing Graduation Requirements workshop.
5. Once the correct file name appears in the window, select the appropriate *Upload* tab to attach each document.
6. Under the Parent Workshop 2 heading, repeat steps 2 through 5 for the assigned workshop.
7. Under the Parent Workshop 3 heading, select a *Topic* from the drop-down menu.
8. Repeat steps 2 through 5 for the selected workshop.
9. Under the Parent Workshop 4 heading, select a *Topic* from the drop-down menu.



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10. Repeat steps 2 through 5 for the selected workshop.
11. Check the box to ensure all workshops were conducted with and for parents.
12. After all relevant fields are completed, click on the *Submit* tab.

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>
- MEM-6750.1 — Notification of Federal Title I Parent Involvement Mandates
- BUL-6745.0 — Guidelines for the Required English Learner Advisory Committees and School Site Councils
- BUL-6336.0 — District Title I Parent Involvement Policy

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