



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

|                       |   |   |
|-----------------------|---|---|
| <b>TITLE:</b>         | Certification of Textbook Sufficiency, Elementary Schools   | <b>ROUTING</b><br>Local District Superintendents<br>Local District Directors<br>Local District Instructional Coordinators<br>Local District Fiscal Services Managers<br>Principals<br>UTLA Chapter Chairpersons |
| <b>NUMBER:</b>        | REF-5191  |   |
| <b>ISSUER:</b>        | Judy Elliott, Chief Academic Officer<br>Office of Curriculum, Instruction, & School Support   |   |
| <b>DATE:</b>          | July 12, 2010   |   |
| <b>PURPOSE:</b>       | To provide instructions regarding certification of textbook/instructional materials sufficiency.  |   |
| <b>MAJOR CHANGES:</b> | This Reference Guide replaces REF-4774 with the same title, dated June 15, 2009, to provide an updated timeline and revised teacher and principal certification forms.  |   |
| <b>BACKGROUND:</b>    | The District's policy requires that each student, including English Learners and those in special day classes, have a State-adopted, standards-based textbook for use in the defined subjects of English/reading/language arts, history-social science, mathematics, science, and health. Students must be assigned a single textbook in each subject that they can use both at home and in class. District policy does <b>not</b> allow the use of State textbook funding for the purchase of class sets in addition to the books issued directly to students. The District will make every effort to fund all appropriate textbook requests.  |   |
| <b>INSTRUCTIONS:</b>  | In order to document compliance with California Education Code Section 60119, an annual certification of textbook sufficiency is required of <u>all</u> teachers, principals, and Local District superintendents <b>regardless of decile level</b> .<br><b><u>School Principals</u></b> will: <ul style="list-style-type: none"><li>• Compare final master program with current textbook inventory by course enrollment two weeks prior to the first day of instruction to ensure sufficient supplies of textbooks.</li><li>• Print the appropriate Instructional Materials Survey templates from the Textbook Services website. These templates list the District's key components for each defined subject at each grade level and will aid teachers in identifying any missing or insufficient instructional materials. Additional components such as teacher's editions and ancillary materials are not mandated for sufficiency. The Surveys are posted on the Textbook Services website (<a href="http://textbookservices.lausd.net">http://textbookservices.lausd.net</a>) under <i>Quick Links</i>. Distribute the appropriate Survey, together with the <i>Teacher Certification of Textbook Sufficiency</i> form (Attachment A), to teachers on the <b>first day of instruction</b> for the new school year of each track. <i>Teacher Certification of Textbook Sufficiency</i> forms may also be accessed on the Textbook Services website under the <i>Williams Sufficiency</i> link.</li></ul> |   |



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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- Collect the Certifications from **teachers** by the **Monday** of the **third week** of instruction for track. 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* form (Attachment B). *Principal Certification of Textbook Sufficiency* forms are also accessed on the Textbook Services website under the *Williams Sufficiency* link.
  - Investigate possible on-site resources to determine, for example, if books are in storage and not yet distributed.
  - Investigate the possibility of borrowing surplus 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 Textbook Services website (<http://textbookservices.lausd.net>). Submit the orders, using the *Request for Textbook form*, to your Local District for funding and ordering.
- Sign the *Principal Certification of Textbook Sufficiency* form. Mail, fax or email a copy of the completed *Teacher Certification of Textbook Sufficiency* forms, along with the *Principal Certification of Textbook Sufficiency* form, to your Local District by the **Thursday** of the **third week** of instruction for each track.
- If there are unresolved insufficiencies, be prepared to explain at the public hearing the reasons for 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.

### **Local District Superintendents** will:

- Review each school's *Teacher Certification of Textbook Sufficiency* forms and *Principal Certification of Textbook Sufficiency* forms for insufficiencies and maintain a file of all the forms for two years.
- Send the *Local District Superintendent Certification of Textbook Sufficiency* form (Attachment C), along with a copy of the *Principal Certification of Sufficiency* forms, to Textbooks Services on or before **Wednesday** of the **fourth week** of instruction of each track, via school mail.
- Separate the Decile 1-3 schools' *Certification of Textbook Sufficiency for Classroom Teachers* forms along with the *Principal Certification of Sufficiency* 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 by requesting additional funds through Textbook Services, as needed.
- Place textbook orders within five days from receipt of funding.
- Track the placement of school textbook orders and notify the school principal that orders have been placed (Attachment D).



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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At the public hearing, a list of schools with certified insufficiencies (including the percentage of students without textbooks or materials and the action being taken to remedy the insufficiencies) will be presented to the Board.

### TIMELINES:

- Teacher Certification forms are due to principals by **Monday** of the **third week** of instruction.
- Principal Certification of Textbook Sufficiency forms are due to the Local District Office by **Thursday** of the **third week** of instruction.
- Local District Superintendents must return the Local District Textbook Certification Form to Textbook Services on or before **Wednesday** of the **fourth week** of instruction.
- Local Districts 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 with specific dates has been provided to assist principals and Local District administrators (Attachment E).

### RELATED RESOURCES

BUL-5190, Textbook Policies and School Site Procedures dated July 12, 2010.

REF-5054, Targeting the Purchase of Textbooks for Grades K-12, dated February 18, 2010.

BUL-2375, Textbook Inventory Control Requirements in Secondary, dated March 22, 2006

### 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 instruction, or help with the Instructional Material Surveys, call Textbook Services at (213) 207-2280 or visit Textbook Service website at <http://textbookservices.lausd.net>.
- For budget information, call the Local District Fiscal Services Manager.



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

REF-5191  
July 12, 2010

ATTACHMENT A

## Office of Curriculum, Instruction & School Support Teacher Certification of Textbook Sufficiency -Elementary

*Please fill in all school and classroom information*

Local District: \_\_\_\_\_ School Name: \_\_\_\_\_ Location Code: \_\_\_\_\_  
Sch. Calendar: \_\_\_\_\_ Teachers Name: \_\_\_\_\_ Room Number: \_\_\_\_\_  
# of Students: \_\_\_\_\_ Grade(s): \_\_\_\_\_

\*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.

Check applicable box and state titles of textbooks/components only when missing materials

I have sufficient textbook/instructional materials

I do NOT have sufficient textbook/instructional materials

### Reading/English Language Arts

I need \_\_\_\_\_ copies of \_\_\_\_\_  
qty. missing Title of missing textbook or component

I need \_\_\_\_\_ copies of \_\_\_\_\_  
qty. missing Title of missing textbook or component

I have sufficient textbook/instructional materials

I do NOT have sufficient textbook/instructional materials

### Mathematics

I need \_\_\_\_\_ copies of \_\_\_\_\_  
qty. missing Title of missing textbook or component

I need \_\_\_\_\_ copies of \_\_\_\_\_  
qty. missing Title of missing textbook or component

I have sufficient textbook/instructional materials

I do NOT have sufficient textbook/instructional materials

### Science

I need \_\_\_\_\_ copies of \_\_\_\_\_  
qty. missing Title of missing textbook or component

I need \_\_\_\_\_ copies of \_\_\_\_\_  
qty. missing Title of missing textbook or component

I have sufficient textbook/instructional materials

I do NOT have sufficient textbook/instructional materials

### History/Social Science

I need \_\_\_\_\_ copies of \_\_\_\_\_  
qty. missing Title of missing textbook or component

I need \_\_\_\_\_ copies of \_\_\_\_\_  
qty. missing Title of missing textbook or component

I have sufficient textbook/instructional materials

I do NOT have sufficient textbook/instructional materials

### Health

I need \_\_\_\_\_ copies of \_\_\_\_\_  
qty. missing Title of missing textbook or component

I need \_\_\_\_\_ copies of \_\_\_\_\_  
qty. missing Title of missing textbook or component

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_







# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

REF-5191  
July 12, 2010

ATTACHMENT B

## Office of Curriculum, Instruction & School Support PRINCIPAL Certification of Textbook Sufficiency - ELEMENTARY

| 4. Our school has a sufficient number of Science for the 2010-2011 school year for each grade level (Grades K-6):                           |                  |  |                                 |                          |                           |           |
|---|------------------|--|---------------------------------|--------------------------|---------------------------|-----------|
| <input type="checkbox"/> Yes (If yes, leave blank)  |                  | <input type="checkbox"/> No (If no, provide necessary information below) |                                 | Percent Insufficient: 0% |                           |           |
| Gr.   | Title of Book(s) | Total # of Students Enrolled   | # of Students without Materials | Reason for Insufficiency | Action Taken by Principal |           |
|   | Delta FOSS Kit   |  |                                 |                          |                           |           |
|   | Delta FOSS Kit   |  |                                 |                          |                           |           |
|   | Delta FOSS Kit   |  |                                 |                          |                           |           |
|   | Delta FOSS Kit   |  |                                 |                          |                           |           |
|   | Delta FOSS Kit   |  |                                 |                          |                           |           |
|   | Delta FOSS Kit   |  |                                 |                          |                           |           |
| <b>Total:</b>   |                  | 0  | 0                               | If Other:                |                           | If Other: |
| 5. Our school has a sufficient number of History/ Social Science textbooks for the 2010-2011 school year for each grade level (Grades K-6): |                  |  |                                 |                          |                           |           |
| <input type="checkbox"/> Yes (If yes, leave blank)  |                  | <input type="checkbox"/> No (If no, provide necessary information below) |                                 | Percent Insufficient: 0% |                           |           |
| Gr.   | Title of Book(s) | Total # of Students Enrolled   | # of Students without Materials | Reason for Insufficiency | Action Taken by Principal |           |
|   |                  |  |                                 |                          |                           |           |
|   |                  |  |                                 |                          |                           |           |
|   |                  |  |                                 |                          |                           |           |
|   |                  |  |                                 |                          |                           |           |
|   |                  |  |                                 |                          |                           |           |
|   |                  |  |                                 |                          |                           |           |
| <b>Total:</b>   |                  | 0  | 0                               | If Other:                |                           | If Other: |



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

REF-5191  
July 12, 2010

ATTACHMENT B

## Office of Curriculum, Instruction & School Support PRINCIPAL Certification of Textbook Sufficiency - ELEMENTARY

6. Our school has a sufficient number of **Health** textbooks for the 2010-2011 school year for each grade level (Grades: K-6):

Yes  No (if no, provide necessary information below)

| Gr. | Title of Book(s)  | Total # of Students Enrolled | # of Students without Materials | Percent Insufficient: 0% |                           |
|-----|-------------------|------------------------------|---------------------------------|--------------------------|---------------------------|
|     |                   |                              |                                 | Reason for Insufficiency | Action Taken by Principal |
|     | Health & Wellness |                              |                                 |                          |                           |
|     | Health & Wellness |                              |                                 |                          |                           |
|     | Health & Wellness |                              |                                 |                          |                           |
|     | Health & Wellness |                              |                                 |                          |                           |
|     | Health & Wellness |                              |                                 |                          |                           |
|     | Health & Wellness |                              |                                 |                          |                           |
|     | Health & Wellness |                              |                                 |                          |                           |
|     |                   |                              |                                 | If Other:                | If Other:                 |
|     | <b>Total</b>      | 0                            | 0                               |                          |                           |

Principal's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_





LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE

Los Angeles Unified School District  
INTEROFFICE CORRESPONDENCE

REF-5191  
July 12, 2010

ATTACHMENT C

**TO:** Esther Sinofsky, Director  
Instructional Media Services

**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 Textbook Services by Tuesday of the Third week of instruction for each track. **Attach the principal certifications for each school for the corresponding track.**

Select School Calendar:  Traditional  A Track  B Track  C Track  D Track  
 Early Start Calendar  Balanced Traditional Calendar

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 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.

\_\_\_\_\_  
**Local District Superintendent's Signature** Date: \_\_\_\_\_

**Return to Esther Sinofsky by fax (213) 413-4059 or via school mail to Instructional Media Services, Adams Plaza, Suite 200, no later than Wednesday of the fourth week of instruction for each track.**



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE**

Los Angeles Unified School District  
INTEROFFICE CORRESPONDENCE

REF-5191  
July 12, 2010

ATTACHMENT D

**TO:** Principal, \_\_\_\_\_ School  
**FROM:** \_\_\_\_\_  
Superintendent, Local District \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SUBJECT: STATUS OF TEXTBOOK AND INSTRUCTIONAL MATERIALS ORDERS**

The District places a high priority on ensuring that every student, in every classroom, has sufficient textbooks and/or instructional materials in the core and required subject areas.

Below is a list of textbooks and/or instructional materials that were ordered for your school in response to identified insufficiencies. However, some of these books and instructional material orders may not yet have been delivered to your school. If you do not receive your ordered materials in a timely manner, please contact your Local District Fiscal Services Manager.

This notice and the attached list of textbooks and/or instructional materials must be shared with the UTLA Chapter Chair, all teachers, members of your School Site Council, and other parents and community members.

| Defined Subject | No. of Books | BPO No. | Date Entered | Total Cost |
|-----------------|--------------|---------|--------------|------------|
|                 |              |         |              |            |
|                 |              |         |              |            |
|                 |              |         |              |            |

Certified by: \_\_\_\_\_  
Fiscal Services Manager

- c: Esther Sinofsky, Director, Instructional Media Services
- Rick Hassler, Specialist, Textbook Services
- File Copy



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

REF-5191  
July 12, 2010

ATTACHMENT E

## Williams Board Hearing #1 - Tuesday, September 21, 2010

| <b>3 Track B, C and 4 Track B, C, D</b> |               |  |
|---|---------------|--|
| Tuesday                                 | July 6, 2010  | First Day – Distribute Books                             |
| Monday                                  | July 19, 2010 | Teacher Certifications Due to Principal                  |
| Thursday                                | July 22, 2010 | Principals Certification Due to LD                       |
| Wednesday                               | July 28, 2010 | LD Superintendent Certification Due to Textbook Services |

| <b>Balanced Traditional Calendar (BTC)</b> |                   |  |
|--|-------------------|--|
| Monday                                     | August 9, 2010    | First Day – Distribute Books                             |
| Monday                                     | August 23, 2010   | Teacher Certifications Due to Principal                  |
| Thursday                                   | August 26, 2010   | Principals Certification Due to LD                       |
| Wednesday                                  | September 1, 2010 | LD Superintendent Certification Due to Textbook Services |

| <b>Early Start Calendar</b> |                    |  |
|-----------------------------|--------------------|--|
| Monday                      | August 16, 2010    | First Day – Distribute Books                             |
| Friday                      | August 27, 2010    | Teacher Certifications Due to Principal                  |
| Tuesday                     | August 31, 2010    | Principals Certification Due to LD                       |
| Monday                      | September 13, 2010 | LD Superintendent Certification Due to Textbook Services |

| <b>4 Track A</b> |                   |  |
|------------------|-------------------|--|
| Tuesday          | August 17, 2010   | First Day – Distribute Books                             |
| Monday           | August 30, 2010   | Teacher Certifications Due to Principal                  |
| Thursday         | September 2, 2010 | Principals Certification Due to LD                       |
| Wednesday        | September 8, 2010 | LD Superintendent Certification Due to Textbook Services |

## Williams Board Hearing #2 - Tuesday, October 19, 2010

| <b>3 Track A</b> |                    |  |
|------------------|--------------------|--|
| Monday           | August 30, 2010    | First Day – Distribute Books                             |
| Monday           | September 13, 2010 | Teacher Certifications Due to Principal                  |
| Thursday         | September 16, 2010 | Principals Certification Due to LD                       |
| Wednesday        | September 22, 2010 | LD Superintendent Certification Due to Textbook Services |

| <b>Traditional Calendar</b> |                    |  |
|-----------------------------|--------------------|--|
| Monday                      | September 13, 2010 | First Day – Distribute Books                             |
| Monday                      | September 27, 2010 | Teacher Certifications Due to Principal                  |
| Thursday                    | September 30, 2010 | Principals Certification Due to LD                       |
| Wednesday                   | October 6, 2010    | LD Superintendent Certification Due to Textbook Services |