



Division of Instruction  
Los Angeles Unified School District

## August 2019 Policy Update

*A summary of policies published by the Division of Instruction  
in June and July, 2019*

<b>BULLETINS</b>		
BUL-054698.1 <i>July 26, 2019</i>	Removal of Obsolete, Surplus, and/or Damaged Textbooks, Library Books, and Instructional Materials	To ensure Williams sufficiency, schools must retain the former instructional materials until receipt and distribution of the newly adopted instructional materials is completed. Once the newly-adopted textbooks and instructional materials have been implemented, all previous materials must be sent to the District Warehouse per the instructions in this bulletin.

<b>MEMORANDUMS</b>		
MEM-5563.8 <i>July 17, 2019</i>	Advancement Via Individual Determination (AVID) Weekly	The purpose of this memorandum is to inform AVID school sites that AVID Weekly is centrally funded for the 2019-2020 academic year.
MEM-6533.4 <i>July 10, 2019</i>	2019-2020 Advanced Placement Readiness (APR) Program	The purpose of this memorandum is to provide information regarding Advanced Learning Options' Advanced Placement Readiness (APR) program. Also included is information on how students and teachers can register for APR and the schedule for each APR strand (STEM and Humanities). APR sessions will occur on designated Saturdays from September to April at UCLA during the 2019-2020 academic year.
MEM-6535.4 <i>July 22, 2019</i>	Western Association of Schools and Colleges (WASC) Accreditation Funds	The purpose of this memorandum is to provide information regarding: 1) WASC annual membership fees; 2) the allocation of funds to schools participating in accreditation visits; and 3) the reimbursement of expenses for WASC visiting team members.
MEM-6561.2 <i>June 28, 2019</i>	Reimbursement Procedures for Athletic Officials	The purpose of this Memorandum is to establish procedures for Student Body reimbursements for specific athletic expenses.
MEM-6860.2 <i>July 17, 2019</i>	Chronological Age Calculator, 2019-2020	The Chronological Age Calculator provides assistance to schools in determining a student's age for grade level placement.
MEM-6875.3 <i>July 23, 2019</i>	Administrators' Organization Meetings for the 2019-2020 School Year	The purpose of this memorandum is to provide information to administrators regarding the required organization meetings for the 2019-2020 school year.
MEM-052098.2 <i>July 30, 2019</i>	Professional Development for Library Aides	The purpose of this Memorandum is to invite all Library Aides to the two (2) professional development meetings being offered for the 2019-2020 school year and to notify their respective principals of the meeting.

**MEMORANDUMS**

MEM-052099.1 <i>July 26, 2019</i>	Professional Development for Teacher Librarians	The purpose of this Memorandum is to invite all Teacher Librarians to the four (4) professional development meetings being offered for the 2019-2020 school year and to notify their respective principals of the meeting.
MEM-075100 <i>July 23, 2019</i>	2019 PSAT 8/9 Administration	The purpose of this Memorandum is to address the 2019 PSAT 8/9 administrations and related school site responsibilities. All District middle and high schools must administer the PSAT 8/9 on Wednesday, October 16, 2019.

**REFERENCE GUIDES**

REF-5832.6 <i>July 17, 2019</i>	Guidelines for the Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC) Accreditation Process	The purpose of this reference guide is to provide updated information to District schools (high schools and select middle schools) undergoing the accreditation process under the auspices of Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC).
REF-6302.2 <i>June 11, 2019</i>	Official Elementary Roll Book	The purpose of this reference guide is to provide the definition of an elementary roll book and all of its required components for the Los Angeles Unified School District (LAUSD). Included are procedures for inputting assignments and student marks in the Learning Management System (LMS) and certifying roll book records. Procedures for properly saving and destroying documents are detailed.
REF-6312.5 <i>July 8, 2019</i>	Verification of Instructional Materials Sufficiency, Elementary Schools	To provide instructions regarding verification of textbook/instructional materials sufficiency.