



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Instructional Materials Policies and School Site Procedures

NUMBER: BUL-6111.2

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ROUTING
 Local District Superintendents
 Administrators of Instruction
 Directors
 Fiscal Services Managers
 Principals
 UTLA Chapter Chairpersons
 School Administrative Assistants

DATE: September 10, 2018

PURPOSE: To outline the District policies regarding the implementation of legally compliant instructional materials policies and procedures.

MAJOR CHANGES: This revision replaces BUL-6111.1, *Instructional Materials Policies and School Site Procedures*, dated August 22, 2016, to reflect the completion of *Destiny* implementation as it relates to inventory and circulation.

BACKGROUND: *Williams* legislation sets out several mandates aimed at identifying and correcting the impediments to student academic success. The law seeks to ensure that all students in all schools have been issued State content standards-aligned instructional materials in the defined subject areas of Reading/English Language Arts (including English Language Development), Mathematics, Science, History-Social Science, Foreign Language, and Health.

California Education Code Section 60119 requires that the Board of Education conduct an annual public hearing on or prior to the eighth week of school to determine, through a resolution, whether or not there are sufficient instructional materials in the defined subject areas. In the event of an insufficiency in instructional materials in the defined subject areas at any grade level at any time, schools must take immediate action to procure replacement instructional materials as instructed in this bulletin.

As defined by California Education Code Section 60119, “sufficient textbooks and/or instructional materials” means that all students, including English learners, have assigned to them standards-aligned instructional materials, to use in class and to take home. Schools must provide each student with the current District adopted instructional materials for class and home use in the defined subject areas. District policy does not allow the use of State textbook funds for the purchase of a classroom set in addition to books issued directly to students.



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All schools are accountable to the mandates of *Williams* legislation. However, there is a focus on the lowest performing schools currently defined as those ranked in the bottom one-third (decile 1-3) of the 2012 base Academic Performance Index (see Attachment A). The local county office of education is responsible for monitoring and reporting on these schools. Under the law, Los Angeles County Office of Education (LACOE) has the responsibility of conducting school visits, 25% of which must be unannounced, to validate that schools are using District adopted and/or approved instructional materials and that students have access to sufficient instructional materials.

Instructional materials fall within one of three categories:

- District-Adopted Instructional Materials
- District-Approved Instructional Materials
- Supplemental Instructional Materials

District Adopted Instructional Materials: District adopted instructional materials are the instructional materials in the defined subject areas that have been adopted for use in the District for grades K-12. These are the only instructional materials that may be purchased with State textbook funding. The lists of District Adopted Instructional Materials are available at the Integrated Library and Textbook Support Services (ILTSS) website, <http://iltss.org>.

District Approved Instructional Materials: District approved instructional materials are additional instructional materials in the defined subject areas that have been approved by the District's instructional units for use in the District for grades K-12, but have not gone through the formal State or District adoption process. As such, these instructional materials comply with the mandates of *Williams* legislation; however, these instructional materials may not be purchased with State textbook funding. The list of District Approved Instructional Materials is also available at the ILTSS website, <http://iltss.org>.

Supplemental Instructional Materials: Supplemental instructional materials are used to enhance the core instructional program. These instructional materials may be purchased with categorical or discretionary funds.

PRACTICES:

A. PROVIDING INSTRUCTIONAL MATERIALS AND SUPPLIES AT NO COST TO STUDENTS

In compliance with the Constitution of the State of California (Article IX, Sections 5 and 7.5), California Education Code Section 60119, and the California Code of Regulations Title 5, Section 350, schools within the Los Angeles Unified School District are to provide students with sufficient instructional materials and supplies at no cost and may not require any student to have a picture ID or to pay a fee, deposit, or other charge for textbooks or other basic educational activities, unless authorized by law.



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Additionally, a student may neither be required to purchase basic supplies, (e.g., writing and drawing paper, pens, crayons, and pencils, related to the educational program) nor be assessed a “materials fee” for supplies needed in an elective class or “project-based course.”

While instructional materials are provided at no cost to the students, parents or guardians are still responsible for loss or damage. Despite parents’ responsibility for lost or damaged books or devices, schools must immediately issue a replacement textbook or device to a student without waiting for reimbursement. For District procedures, see BUL-5509.2, *Restitution Procedures for the Loss or Damage of School Property*, dated March 7, 2017.

B. IMPLEMENTATION TIMELINE

School administrators and Local District Superintendents should implement the following practices, as appropriate.

Ongoing Responsibilities

1. Ensure that all staff, students, and parents have been made aware of instructional materials policies, procedures, and the mandates of *Williams* legislation and understand their role in complying with the law.
2. Develop and implement consistent policies/procedures to prevent/alleviate instructional materials (including devices) loss.
3. Provide opportunities for restitution for vandalism and loss.
4. Conduct internal textbook/devices and instructional materials sufficiency audits at the school site at least twice per year. Schools with block schedules should check sufficiency at each semester change.
5. Procure instructional materials immediately when an insufficiency is identified.
6. Provide sufficient staffing (which could include classified, out-of-classroom certificated personnel, students, or parent/community volunteers, as available) during critical periods (opening/closing semesters, spring and summer book deliveries) to ensure that books/devices are processed and ready for distribution on the first day of instruction of each semester.
7. Cross-train all staff in the duties associated with instructional materials procedures and the distribution process so that staff and student changes will not disrupt procedures for distribution and collection.
8. Maintain current and appropriate inventory records to expedite effective ordering for sufficiency. All schools are required to maintain an accurate physical inventory of textbooks. See BUL-6189.2, *Instructional Materials Inventory Control Requirements in All Schools*, dated August 20, 2018.
9. Require students to cover their books and to keep the protective covers on the District provided devices.
10. Consistently monitor implementation of District policies and procedures.



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November – June

1. Remove obsolete and unused instructional materials from classrooms and textbook room. When new instructional materials have been adopted for a core or required course, do not remove the instructional materials currently in use until the newly adopted instructional materials are distributed and sufficiency is declared.
2. Inventory all instructional materials to determine anticipated needs.
3. Review inventory with Local District *Williams* textbook designee.
4. Compare the administrator's projected enrollment numbers and current inventory counts to target instructional materials purchases for the upcoming school year.
5. Ensure that instructional materials are ordered during the annual Textbook Roadshow.
6. When instructional materials are delivered, immediately receive and process books into *Destiny*, then complete the "Goods Receipt" process to notify the District that books have arrived.

July – September

1. Two weeks prior to opening a semester, compare existing instructional materials inventory to the projected enrollment in the defined subject areas taught at each grade level to identify possible insufficiencies or surpluses.
2. Review inventory information with Local District personnel to ensure sufficiency and identify surpluses that can be shared with other schools.
3. Distribute and assign textbooks/devices directly to each student beginning on the first day of instruction using *Destiny*.
4. Immediately resolve all instructional materials insufficiencies.
5. Teachers must certify instructional materials sufficiency for each class no later than the Monday of the third week of school via the Teacher Portal.
6. Principals review teacher certifications to identify any instructional materials insufficiencies.
7. Once insufficiencies are resolved, teachers amend and initial their certification in the Teacher Portal form to reflect classroom sufficiency.
8. Principals certify school wide instructional materials sufficiency/insufficiency no later than the Thursday of the third week of instruction via the Principal's Portal.
9. Schools maintain a file of teacher certifications for reference. This file must be kept for 3 years for auditing purposes.
10. Local District Superintendents certify instructional materials sufficiency in all schools no later than the Wednesday of the fourth week of instruction.



C. ORDERING TEXTBOOKS

BUL-6210.1, *Targeting the Purchase of Textbooks for Grades K-12*, addresses textbook ordering. This Bulletin directs schools to purchase textbooks according to the mandates of the *Williams* legislation and outlines specific processes involved with ordering.

D. UTILIZING SUPPLEMENTAL FUNDS

Supplemental funds are those granted to the District/schools for specific program purposes over and above the general revenue funds received to support the base program. This funding can only be used to supplement and enhance the District's core program. Title I funds may not be used to purchase basic instructional materials for the defined subject areas. These supplemental funds may only be used to purchase supplemental instructional materials and/or supplemental books for Language Arts, Mathematics, Science, and History/Social Science. Purchases of supplemental materials in Targeted Assistance Schools (TAS) must be multi-funded. The annual Program and Budget Handbook, Appendix A, identifies supplemental instructional resources pre-approved by the Division of Instruction.

Prior approval from the Federal and State Education Programs Branch and the Multilingual and Multicultural Education Department (MMED) must be obtained for Other Book purchases (GL Account 420010) funded with Title I and EIA-LEP resources. The following items must be submitted to the Local District (LD) Title I or English Learner Coordinator to purchase these materials: a budget adjustment to transfer money to GL Account 420010; a justification page; the Single Plan for Student Achievement page that describes the need for the purchase; and a list of book titles. The LD will forward all documents to Federal and State Education Programs and/or the MMED for final approval. This information is also communicated in the annual Program and Budget Handbook.

E. TEXTBOOK CERTIFICATION HEARING

California Education Code Section 60119 requires the Board of Education to conduct a public hearing to certify sufficiency on or before the end of the eighth week from the first day pupils attend school for the year on any tracks that begin a school year in August or September. The meeting must be scheduled at a time when the public can attend and speak about insufficiencies in the District.



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Principals and Local District Superintendents are required to remedy identified insufficiencies prior to certifying sufficiency of instructional materials for the school or Local District. While teacher certifications are not due to be entered into the Teacher Portal until the third week of instruction, principals should monitor these certifications as soon as possible in order to identify insufficiency of instructional materials at the earliest possible date from the first day of school. Once identified insufficiencies have been addressed, principals should then have teachers amend their original certification form to reflect sufficiency.

Teacher certifications that reflect unaddressed insufficiencies will trigger a *Williams* non-compliance letter from the County and an earlier audit visit for the school. It is imperative that principals closely monitor teacher certifications, immediately remedy insufficiencies, and have teachers amend their original certifications prior to Principal Certification.

Schools must submit the Teacher Certification of Sufficiency via the Teacher's Portal by Monday of the third week of instruction. Principals must submit the Certification of Sufficiency via the Principal's Portal by the Thursday of the third week of instruction, indicating sufficient or insufficient. Local District Superintendents must submit certification by the Wednesday of the fourth week of instruction. (See Attachment A for current list of Decile 1-3 schools.)

At the public hearing, a list of schools with certified insufficiencies including the percentage of students without instructional materials and the action being taken to remedy the insufficiencies will be presented to the Board. Additionally, principals of schools certifying insufficiencies will be required to explain the reasons for insufficiencies at the public hearing.

It is recommended that the principals of these schools also communicate to community stakeholders the reasons why there are insufficiencies in textbooks and instructional materials, the percentage of students who are without textbooks or materials, and what action is being taken to remedy the insufficiency.

Schools should expect to provide to the principal's, Director and/or the Local District Superintendent documentation of school site textbook policies, procedures and all efforts to ensure sufficiency.



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F. PROVIDING A WRITTEN RESPONSE TO A FIVE-DAY LETTER OF INSUFFICIENCY RESULTING FROM A *WILLIAMS* ON-SITE VISIT

When a school receives a five-day letter of insufficiency, the principal must:

1. Remedy insufficiencies immediately.
2. Write a remediation report to the five-day letter of insufficiency detailing the steps taken to remedy the insufficiencies (See Attachment B).
3. Obtain Local District Superintendent approval of letters responding to citations for insufficient instructional materials prior to forwarding them to LACOE.
4. Send a memo to the Local District Superintendent explaining the reason for the textbook insufficiency.

RELATED RESOURCES:

BUL-6210.1 *Targeting the Purchase of Textbooks for Grades K-12*, dated August 22, 2016.

BUL-5509.2 *Restitution Procedures for the Loss or Damage of School Property*, dated March 7, 2017.

BUL-6189.2 *Instructional Materials Inventory Control Requirements in All Schools*, dated July 30, 2018.

Program and Budget Handbook.

ASSISTANCE: For *Williams* complaint procedure and audit information, call Educational Equity Compliance Office (213) 241-7682.

Online information is available at the LACOE *Williams* website (<http://williams.lacoe.edu>).

For selection of textbooks, *Williams* sufficiency questions, and textbook inventory control requirements, visit the ILTSS website (<http://iltss.org>) or call ILTSS at (213) 241-2733.

For budget information, call the Local District Fiscal Services Manager.



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ATTACHMENT A

2012 API DECILE 1- 3 SCHOOLS

Local District	LOCN	Location Name
C	7082	10TH ST EL
C	7301	24TH ST EL
C	7288	28TH ST EL
C	3932	49TH ST EL
C	8009	ADAMS MS
C	8008	ADAMS MS G/HA MAG
C	2027	ALDAMA EL
C	2041	ALEXANDRIA AVE EL
C	7722	ANGELOU COMM FN ARTS
C	2178	ARAGON AVE EL
C	2219	ASCOT AVE EL
C	8543	BELMONT SH
C	8210	BELMONT SH LA TCH PR
C	8057	BERENDO MS
C	2671	BUSHNELL WAY EL
C	8094	CARVER MS
C	8045	CASTRO MS
C	8062	CLINTON MS
C	8207	CONTRERAS LC ALC
C	8517	CONTRERAS LC BUS TR
C	8774	CONTRERAS LC GLBL ST
C	2383	ESPERANZA EL
C	2942	ESTRELLA EL
C	3877	FLETCHER DR EL
C	8132	FOSHAY LC
C	8643	FRANKLIN HS
C	8644	FRANKLIN HS M/S/T MG
C	4123	GLASELL PARK EL
C	2385	GRATTS LA FOR YS
C	4681	HARMONY EL
C	4575	HOOPER AVE EL
C	2944	HUERTA EL
C	8189	IRVING MS MME MAG

Local District	LOCN	Location Name
C	2943	JONES EL
C	6534	KING JR EL
C	8058	LIECHTY MS
C	4680	LIZARRAGA EL
C	4904	LOGAN ST EL
C	8200	LOS ANGELES ACAD MS
C	5113	MACK EL
C	5055	MAGNOLIA AVE EL
C	5068	MAIN ST EL
C	8743	MANUAL ARTS SH
C	8744	MANUAL ARTS SH CP MG
C	5205	MAYBERRY ST EL
C	5288	MICHELTORENA ST EL
C	5384	MONTE VISTA ST EL
C	8070	NAVA LA SCH ART&CULT
C	5173	NAVA LA SCH BUS&TECH
C	5466	NEVIN AVE EL
C	5630	NORMANDIE AVE EL
C	5699	NORWOOD ST EL
C	6868	OBAMA GLBL PREP ACAD
C	2384	POLITI EL
C	2369	RFK AMBSDR GLBL EDU
C	7771	RFK AMBSDR GLBL LDSH
C	7783	RFK NEW OPEN WLD
C	8206	RFK SCH VIS ARTS/HUM
C	7780	RFK UCLA COMM SCH
C	6370	ROSEMONT AVE EL
C	8544	ROYBAL LC
C	8716	SANTEE EC
C	8577	SOTOMAYOR LA LARS
C	7219	TRINITY ST EL
C	7356	UNION AVE EL
C	8462	VIRGIL MS



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ATTACHMENT A

2012 API DECILE 1- 3 SCHOOLS (Cont.)

Local District	LOCN	Location Name
C	7589	WADSWORTH AVE EL
C	7151	WEEMES EL
C	8748	WEST ADAMS PREP SH
C	7654	WEST VERNON AVE EL



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2012 API DECILE 1- 3 SCHOOLS (Cont.)

Local District	LOCN	Location Name
E	3836	1ST ST EL
E	6575	2ND ST EL
E	4356	ANTON EL
E	8536	BELL SH
E	2397	BELVEDERE EL
E	8047	BELVEDERE MS
E	8049	BELVEDERE MS LM MAG
E	8048	BELVEDERE MS M/C MAG
E	2493	BREED ST EL
E	2521	BRIDGE ST EL
E	7640	CHAVEZ EL
E	3219	CORONA AVE EL
E	3315	DENA EL
E	3521	EASTMAN AVE EL
E	8118	EL SERENO MS
E	8120	EL SERENO MS G/HA MAG
E	8119	EL SERENO MS M/S MAG
E	6873	ESCALANTE EL
E	7750	ESP MAG
E	3671	EUCLID AVE EL
E	3672	EUCLID AVE EL MAG
E	3699	EVERGREEN AVE EL
E	3740	FARMDALE EL
E	8151	GAGE MS
E	8150	GAGE MS M/S/T MAG
E	8679	GARFIELD SH
E	8680	GARFIELD SH COSCI MG
E	4137	GLEN ALTA EL
E	4301	GRIFFIN AVE EL
E	8168	GRIFFITH MS
E	8167	GRIFFITH MS M/S/T MAG

Local District	LOCN	Location Name
E	4438	HARRISON ST EL
E	4534	HILLSIDE EL
E	8179	HOLLENBECK MS
E	8180	HOLLENBECK MS MAG
E	4562	HOLMES AVE EL
E	6920	HOPE ST EL
E	2375	HUGHES EL
E	2374	HUGHES EL MTH/SC MAG
E	4616	HUMPHREYS AVE EL
E	4617	HUMPHREYS AVE EL MAG
E	4630	HUNTINGTON DR EL
E	8700	HUNTINGTN PK SH
E	4696	KENNEDY EL
E	4795	LATONA AVE EL
E	4877	LILLIAN ST EL
E	8729	LINCOLN SH
E	8732	LINCOLN SH M/S/T MAG
E	4945	LORENA ST EL
E	4959	LORETO ST EL
E	5082	MALABAR ST EL
E	8882	MAYWOOD ACADEMY SH
E	8611	MENDEZ SH
E	5301	MIDDLETON ST EL
E	6878	MONTARA AVE EL
E	6882	MONTARA AVE EL MAG
E	5438	MURCHISON ST EL
E	8264	NIGHTINGALE MS
E	8268	NIMITZ MS
E	8025	NIMITZ MS M/S/T MAG
E	2372	OCHOA LC
E	5153	ORCHARD ACADEMIES 2B



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2012 API DECILE 1- 3 SCHOOLS (Cont.)

Local District	LOCN	Location Name
E	5154	ORCHARD ACADEMIES 2C
E	7749	ROOSEVELT SH
E	6466	SAN GABRIEL AVE EL
E	6875	SAN MIGUEL EL
E	6876	SAN MIGUEL EL M/S MAG
E	6685	SHERIDAN ST EL
E	6753	SIERRA PARK EL
E	6849	SOTO ST EL
E	8881	SOUTH EAST SH
E	8019	SOUTH EAST SH T/M MG
E	8377	SOUTH GATE MS
E	8382	SOUTH GATE MS M/S MAG
E	8871	SOUTH GATE SH
E	8153	SOUTHEAST MS
E	6904	STANFORD AVE EL
E	6918	STATE ST EL
E	8387	STEVENSON MS
E	8388	STEVENSON MS G/HA MAG
E	6988	SUNRISE EL
E	8606	TORRES ELA PA MAG
E	7773	TORRES ENG & TECH
E	7775	TORRES HUM/ART/TECH
E	7772	TORRES RENAISSANCE
E	7777	TORRES SOC JST LDSHP
E	7370	UTAH ST EL
E	7507	VICTORIA AVE EL
E	8618	WILSON SH
E	8619	WILSON SH AL MAG
E	8613	WILSON SH PA MAG
E	7904	WOODLAWN AVE EL



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ATTACHMENT A

2012 API DECILE 1- 3 SCHOOLS (Cont.)

Local District	LOCN	Location Name
NE	8609	ARLETA SH
NE	2329	BEACHY AVE EL
NE	2486	BRAINARD EL
NE	3829	BROADOUS EL
NE	3830	BROADOUS EL M/S/T MAG
NE	8080	BYRD MS
NE	8081	BYRD MS M/S/T MAG
NE	2726	CAMELLIA AVE EL
NE	7401	CARDENAS EL
NE	7715	CHAVEZ LA ARTES MAG
NE	7717	CHAVEZ LA ASE
NE	8901	CHAVEZ LA TCHR PREP
NE	7432	COLUMBUS AVE EL
NE	5016	COUGHLIN EL
NE	8607	EAST VALLEY SH
NE	3541	EL DORADO AVE EL
NE	3753	FERNANGELES EL
NE	8142	FULTON COLLEGE PREP
NE	4192	GLENWOOD EL
NE	8683	GRANT SH
NE	8684	GRANT SH COMM MAG
NE	4295	GRIDLEY ST EL
NE	7399	KORENSTEIN EL
NE	8228	MACLAY MS
NE	8230	MADISON MS
NE	8229	MADISON MS MED/M/S MG
NE	8306	OLIVE VISTA MS
NE	8321	PACOIMA MS
NE	8323	PACOIMA MS C/M/S MAG
NE	8322	PACOIMA MS TV/FA MAG
NE	8610	PANORAMA SH

Local District	LOCN	Location Name
NE	6096	PLAINVIEW ACADEMC CA
NE	8116	ROMER MS
NE	8358	SAN FERNANDO MS
NE	8843	SAN FERNANDO SH
NE	8844	SAN FERNANDO SH MAG
NE	8396	SUN VALLEY MAG ET
NE	8093	SUN VALLEY SH
NE	7658	SYLMAR BIOTECH ACAD
NE	8878	SYLMAR SH
NE	8879	SYLMAR SH M/S MAG
NE	7027	SYLVAN PARK EL
NE	7068	TELFAIR AVE EL
NE	7384	VALERIO ST EL
NE	7438	VAN NUYS EL
NE	8434	VAN NUYS MS
NE	8435	VAN NUYS MS M/S/T MAG
NE	7548	VINEDALE EL
NE	7400	VISTA DEL VALLE ACAD
NE	8117	VISTA MS



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2012 API DECILE 1- 3 SCHOOLS (Cont.)

Local District	LOCN	Location Name
NW	7398	ALTA CALIFORNIA EL
NW	2470	BLYTHE ST EL
NW	2753	CANOGA PARK EL
NW	8571	CANOGA PARK SH
NW	8572	CANOGA PARK SH EV MG
NW	8146	CANOGA PARK SH LG MG
NW	8583	CHATSWORTH CHS
NW	8102	COLUMBUS MS
NW	8101	COLUMBUS MS MED MAG
NW	4445	HART ST EL
NW	8725	KENNEDY SH
NW	8724	KENNEDY SH ADDFM MAG
NW	4775	LANGDON AVE EL
NW	4790	LASSEN EL
NW	4881	LIMERICK AVE EL
NW	5233	MELVIN AVE EL
NW	8768	MONROE SH
NW	8769	MONROE SH L/G MAG
NW	8767	MONROE SH PA MAG
NW	7762	MONROE SH POPP
NW	7402	MOSK EL
NW	8259	MULHOLLAND MS
NW	8023	MULHOLLAND MS PA MAG
NW	5604	PANORAMA CITY EL
NW	3576	PARKS LC
NW	7404	SANTANA ARTS ACADEMY
NW	8363	SEPULVEDA MS
NW	8364	SEPULVEDA MS G/HA MAG
NW	8406	SUTTER MS
NW	8898	VALLEY ACAD ARTS/SCI



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Local District	LOCN	Location Name
S	5857	107TH ST EL
S	5858	107TH ST EL M/S/T MAG
S	5836	109TH ST EL
S	5884	112TH ST EL
S	5863	116TH ST EL
S	5877	135TH ST EL
S	5822	153RD ST EL
S	6822	66TH ST EL
S	6795	68TH ST EL
S	5582	93RD ST EL
S	2146	ANNALEE AVE EL
S	6886	BACA ARTS ACAD
S	8529	BANNING SH
S	8530	BANNING SH CIP MAG
S	5562	BARRETT EL
S	8060	BETHUNE MS
S	8061	BETHUNE MS M/S/T MAG
S	8090	CARNEGIE MS
S	8575	CARSON SH
S	2890	CATSKILL AVE EL
S	3205	COMPTON AVE EL
S	8103	CURTISS MS
S	8105	CURTISS MS M/S/T MAG
S	8104	DANA MS
S	2301	DE LA TORRE JR EL
S	8112	DREW MS
S	8109	DREW MS G/HA MAG
S	8113	EDISON MS
S	3822	FIGUEROA ST EL
S	5781	FLOURNOY EL
S	5783	FLOURNOY EL M/S/T MAG
S	8650	FREMONT SH

Local District	LOCN	Location Name
S	8651	FREMONT SH M/S/T MAG
S	4014	FRIES AVE EL
S	8664	GARDENA SH
S	8662	GARDENA SH FL MAG
S	8160	GOMPERS MS
S	4219	GRAHAM EL
S	4274	GRAPE ST EL
S	5849	GRIFFITH JOYNER EL
S	8721	JORDAN SH
S	6869	KNOX EL
S	8237	MARKHAM MS
S	8232	MARKHAM MS HC MAG
S	6658	MCKINLEY AVE EL
S	7342	MEYLER ST EL
S	5321	MILLER EL
S	5329	MIRAMONTE EL
S	8779	NARBONNE SH
S	8778	NARBONNE SH M/S/T MG
S	6021	PARMELEE AVE EL
S	8352	PEARY MS
S	8351	PEARY MS M/S/T MAG
S	8868	RANCHO DOMINGZ PREP
S	6301	RITTER EL
S	7718	RIVERA LC COM & TECH
S	7719	RIVERA LC GRN DESIGN
S	7721	RIVERA LC PERF ARTS
S	8867	RIVERA LC PUB SRV
S	6438	RUSSELL EL
S	6439	RUSSELL EL G/HA MAG
S	8850	SAN PEDRO SH
S	8851	SAN PEDRO SH M/S MAG
S	8847	SAN PEDRO SH PA MAG



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2012 API DECILE 1- 3 SCHOOLS (Cont.)

Local District	LOCN	Location Name
S	6863	SOUTH PARK EL
S	7634	WEIGAND AVE EL
S	6872	WISDOM EL



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ATTACHMENT B

Suggested Remediation Steps for Principals (from LACOE)

- 1) Review the Preliminary Field Report issued by the *Williams* team lead to identify insufficiencies.
- 2) **From the student start date _____ determine the eight-week deadline date _____**
- 3) Review the Summary Report attached to the 5-Day Letter of Insufficiency.
- 4) Assign District Board-adopted instructional materials to all students enrolled in core courses for use in class and to take home.
- 5) Prepare a Remediation Report:
 - a) On school letterhead, indicate the remediation for the insufficiency listed on each line of the Summary Report.
 - b) For each line item insufficiency: list the text, publisher, publication date, course title, classroom, period, number remedied, description of the remedy and date remedied. You may also choose to number the lines on each page of the insufficiency report, and refer to the page(s) and line number(s) to provide your remediation comments.
 - c) Do not submit the names of students or teachers; rather, list the specific text, course, period, room number, description of each remedy and the date remedied.
- 6) Email or fax, and then mail, the Remediation Report to Kirit Chauhan. Call to confirm receipt of the remediation report.

LACOE Williams Instructional Materials contact for remediation reports:

Kirit Chauhan, Consultant III
Williams/Valenzuela Legislation
Education Center West – Office #284
12830 Columbia Way, Downey, CA 90242
Tel: (562) 803-8382
Fax: (562) 803-8325
Email: Chauhan_Kirit@lacoed.edu
Website: <http://williams.lacoed.edu>

LACOE staff will conduct a school site visit to verify the reported remediation. Send the remediation report in time to allow for the verification visit prior to the end of the eighth week of school, or the end of any visited track, whichever comes first. When the remediation is verified, LACOE will send a letter of sufficiency to the School Principal, School Board President, District Superintendent, and State Superintendent of Public Instruction.