



**INTEROFFICE CORRESPONDENCE**

Los Angeles Unified School District

**TO:** Local District Administrator of Instruction or designee **DATE:**  
**FROM:** \_\_\_\_\_, Principal Name **(Due by March 14, 2017)**  
\_\_\_\_\_, Elementary School \_\_\_\_\_ Location Code \_\_\_\_\_ Local District  
**SUBJECT: REQUEST FOR SELECTION PROCESS GRADES TK/K-5/6 ENGLISH LANGUAGE  
ARTS/ENGLISH LANGUAGE DEVELOPMENT TEXTBOOK PROGRAM 2**

**Part I. Pre-approval Request to Local District**

Instructions: Pre-approval by the Local District is required for schools to proceed with the selection process. The school principal must complete and submit to their Local District this Part I of Attachment A-1 prior to completing Part II of Attachment A-2.

**Our school, \_\_\_\_\_(school name), is requesting your approval to participate in the ELA/ELD textbook program selection process.**

**Justification**

\_\_\_\_\_Principal's Signature \_\_\_\_\_Date

.....*Office Use Only*.....  
*To be completed by the Local District superintendent or designee.*

**Local District Response**

The decision in response to your request to complete the textbook program selection process:

Approved Denied

\_\_\_\_\_Local District Superintendent or Designee Print Name

\_\_\_\_\_Local District Superintendent or Designee Signature

\_\_\_\_\_Date

*Return this form to the school by scan or mail once the Local District Response is complete.*

c: Director/Supervisor