



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Certification of Instructional Materials Sufficiency,  
Elementary Schools

**NUMBER:** REF-6312.3

**ISSUER:** Frances Gipson, Ph.D., Chief Academic Officer  
Division of Instruction

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Integrated Library and Textbook Support Services

**DATE:** August 16, 2017

**PURPOSE:** To provide instructions regarding certification of textbook/instructional materials sufficiency.

**MAJOR CHANGES:** This Reference Guide replaces REF-6312.2 titled *Certification of Instructional Materials Sufficiency, Elementary Schools*, dated August 22, 2016, to provide a timeline and updates/changes made to both the *Principal's* and *Teacher's Portals* for certification of *Williams* sufficiency. Substitute teachers will certify using an online form and non-core teachers, e.g. physical education, will not be required to certify using the portal for the 2017-2018 school year.

**BACKGROUND:** California Education Code requires that each student, including English Learners and those in special day classes, have a State-adopted, standards-based textbook/application for use in the defined subject areas of English/reading/language arts, history-social science, mathematics, science, and health. Students must be assigned a single textbook/application in each subject that they can use both at home and in class. District policy does not allow the use of State textbook funding for the purchase of class sets in addition to the books issued directly to the student.

**INSTRUCTIONS:** In order to document compliance with California Education Code Section 60119, an annual certification of student textbook sufficiency is required of all teachers, principals, and Local District Superintendents regardless of decile level.

A. The role of the school principal is to:

1. Ensure teachers have access to the *Teacher's Portal* and the step-by-step instructions to access the portal (see Attachment A):  
<https://myapps.lausd.net/TeacherPortal/Pages/>
2. Ensure teachers have **complete** FOSS kits before certifying sufficient in Science. For a list the inventory needed to complete the FOSS kits, please visit <http://iltss.org/williams.php>.

## **ROUTING**

Local District Superintendents  
Administrators of Instruction  
Directors  
Services Managers  
Principals  
UTLA Chapter Chairpersons



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3. Ensure substitute teachers certify using an online form that will be monitored and updated by ILTSS (<http://bit.ly/lausdsbs>) (see Attachment C).
4. Compare final master program with current textbook/application inventory by course enrollment two weeks prior to the first day of instruction to ensure sufficient supplies of student textbooks/applications.
5. Print the appropriate District Adopted/District Approved Instructional Materials Lists from the Integrated Library and Textbook Support Services (ILTSS) website (<http://www.iltss.org> under *Williams Sufficiency*) to assist teachers in identifying any missing or insufficient instructional materials. Additional components such as teacher's editions and ancillary materials are not mandated for sufficiency.
6. Distribute the appropriate list, together with the step-by-step procedure to access the *Teacher Certification of Textbook Sufficiency* portal (see Attachment A; instructions are also available on the ILTSS website <http://www.iltss.org> under *Williams Sufficiency*) to teachers on the first day of instruction for the new school year.
7. Ensure the teachers use the online *Certification of Textbook Sufficiency* by **Monday** of the **third week** of instruction. These certifications are subject to audit so principals must export the data and maintain a file for at least two years.
8. Resolve verified insufficiencies *before* completing the *Principal Certification of Textbook Sufficiency* online (see Attachment B).
  - a. Investigate possible on-site resources to determine, for example, if books are in storage and not yet distributed.
  - b. Investigate the possibility of transferring unassigned books from another school.
  - c. Any teacher who declared insufficiencies that have been resolved must login to the *Teacher's Portal* and resubmit indicating sufficiency.
9. Submit *Principal Certification of Textbook Sufficiency* via the Principal's Portal (<http://principalportal.lausd.net/>) by **Thursday** of the **third week** of instruction.
10. Send an electronic copy of the completed online *Teacher Certification of Textbook Sufficiency* file to your Local District by **Thursday** of the **third week** of instruction. For principals that oversee multiple cost centers, an electronic file must be submitted for each cost center (e.g. magnet centers, bilingual/dual language, small schools).
11. If there are unresolved insufficiencies, be prepared to explain at the public hearing before the Board of Education, the reasons for the insufficiencies.



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12. 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.

B. The role of the Teacher is to:

1. Verify that each student has the required core instructional materials.
2. Notify the principal immediately of any insufficiencies.
3. Complete the online Teacher's Certification of Textbook sufficiency by **Monday** of the **third week** of instruction.

C. The role of the Local District Superintendent is to:

1. Review each school's *Teacher Certification of Textbook Sufficiency* submissions and *Principal Certification of Textbook Sufficiency* submissions for insufficiencies and maintain a file of all the forms for two years.
2. Send the *Local District Superintendent Certification of Textbook Sufficiency* form (see Attachment D) to Integrated Library and Textbook Support Services (ILTSS) on or before **Wednesday** of the **fourth week** of instruction for each track, via school mail or fax.
3. Separate the Decile 1-3 schools' *Certification of Textbook Sufficiency for Classroom Teachers* reports 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.
4. Ensure all textbook orders are submitted in a timely manner.

Should any school be certified insufficient at the 8<sup>th</sup> week of instruction, that school will be announced at the public hearing. The certification of insufficiency announcement will include the percentage of students without textbooks or materials and the action being taken to remedy the insufficiencies. The Local District Superintendent and the principal will explain the reason for the insufficiency to the Board of Education.



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### TIMELINES:

- Teacher Certification submissions are due to principals by **Monday** of the **third week** of instruction via the Teacher's Portal.
- Principal Certification of Textbook Sufficiency submissions are due by **Thursday** of the **third week** of instruction via the Principal's Portal.
- Local District Superintendents must return the Local District Superintendent Textbook Certification Form to ILTSS on or before **Wednesday** of the **fourth week** of instruction.
- Each Local District must separate the Decile 1-3 schools' certifications for LACOE as part of LACOE's initial textbook sufficiency audit process by the **end of the third week** of instruction.

A detailed timeline and principal's responsibilities checklist have been provided to assist principals and Local District administrators (see Attachments E and F). BUL-6111.1, Instructional Materials Policies and School Site Procedures dated August 22, 2016.

### RELATED RESOURCES

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

### ASSISTANCE:

- For selection of textbooks, price list and order form assistance, or help with the Instructional Material Surveys, call ILTSS at (213) 241-2733 or visit the ILTSS website at <http://www.iltss.org>.
- For assistance with the Teacher and/or Principal Williams Sufficiency Portals, please open a Remedy ticket for Destiny Textbook Requests (<https://lausd.onbmc.com/>).
- For questions related to FOSS kits (K-5), contact the Elementary Science Branch at (213) 241-6444.
- For *Williams*-related information and instructional materials complaint procedures and audit information, call the Office of Educational Equity Compliance Office (213) 241-7682.
- For budget information, call the Local District Fiscal Services Manager.



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## ATTACHMENT A

### Division of Instruction TEACHER'S Certification of Williams Sufficiency – ELEMENTARY/SPAN

#### Directions for completing and submitting the Teacher's Certification of Williams Sufficiency using the Teacher's Portal:

*Purpose:* To provide instructions on how to access the Elementary/SPAN Teacher's portal needed to declare Williams Sufficiency using the online portal.

#### Requirements to access the Portal:

- An LAUSD SSO
- Internet access

#### **Step One:** *Logging into the Teacher's Portal*

1. Access the Teacher's Portal by using the following link: <https://teacherportal.lausd.net/>
2. Use your LAUSD SSO to login into the Teacher's Portal
3. Select the "Teacher Certification of Textbook Sufficiency" link
4. Check to ensure you are accurately logged. In the upper-right corner under the portal tools, you should see your username displayed

#### **Step Two:** *Verifying the Information Displayed*

1. Verify that the following account information is correct. The fields listed below are not adjustable. If the information displayed is incorrect, please open a Remedy request for Destiny Textbook Support.
  - School Calendar: Select the current school year
  - School: Your school assignment for the current year
  - Teachers Name: The employee's name
  - School Type: Information is extracted from the MISIS data

\*Note: For the 2017-2018 school year, magnets, e.g. dual language, will certify under the main school's location code.

#### **Step Three:** *Certifying for Williams Sufficiency*

1. Before certifying **please** read the red lettered notes:
  - ***\*Additional components such as teacher's editions and ancillary material are not mandated for sufficiency.***
  - ***\*District policy does not allow the use of State textbook funding for the purchase of class sets.***
2. To declare **SUFFICIENT**, select: I have sufficient textbook/instructional materials
3. To declare **INSUFFICIENT**, select: I DO NOT have sufficient textbook/instructional materials:
  - If you select INSUFFICIENT for any of the curricular areas, fillable fields will populate on the screen so you may type in the following information:
    - Period
    - Room number



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- Grade level/Course
  - Curricular (dropdown menu)
  - Title information
  - ISBN
  - Students Enrolled in Section
  - Students Enrolled without textbooks (represents copies needed)
4. If a course you are teaching is not a core course, you may select “Not Applicable” as a response.
  5. Once you have verified your answers, select the blue “Submit” button. Your responses will be recorded and viewable by the school’s principal and the Local District.
  6. If you declare INSUFFICIENT, an email will be sent to the principal’s inbox to notify him/her of the issue.
  7. Once the principal has remedied the insufficiency, you are required to login to the Teacher’s Portal to **recertify** and declare SUFFICIENT.
  8. Be sure to logout of the Teacher’s Portal by clicking on the logout icon (🔌).



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## ATTACHMENT B

### Division of Instruction PRINCIPAL'S Certification of Williams Sufficiency – ELEMENTARY/SPAN

**Purpose:** To provide instructions on how to access the Elementary Principal's portal to run the necessary reports needed to declare Williams Sufficiency using the online portal.

#### **Requirements to access the Portal:**

- An LAUSD SSO
- Internet access

#### **Step One:** *Logging into the Principal's Portal*

1. Access the portal by using the following link: <http://principalportal.lausd.net/>
2. Locate and click on the Williams Sufficiency link
3. Login to the Principal's Portal using your LAUSD SSO

#### **Step Two:** *Navigating the Home Page (Williams Certification Menu)*

1. Ensure you are certifying for the 2017-2018 school year
2. Verify the following on the page:
  - Cost Center
  - School Year
  - Status/Certifier/Certification date (initially these fields will be blank, but once you certify either sufficient or insufficient, it will record your information)
3. Ensure that the buttons on the page are visible (and clickable);
  - Williams Certification button = this button will take you to the certification menu
  - Action button = this button will show the specific details for your school e.g. school name, location code, etc. Also, this is where you will certify either sufficient or insufficient
  - Report menu button = this button will show the teacher roster and will record each teacher's response

#### **Step Three:** *Navigating the Portal*

1. Verify on the Williams Certification Menu (homepage) that the correct school year and cost center are displayed
2. Note that there are clickable links listed under the "Resources and Contact" box. These links will direct you to portal aids and ILTSS support
3. Click either the Williams Certification link (the blue hyperlink on the page) or the Action button (in orange)
4. Locate the "Status" box
5. Look under "count". Below this item, you are provided "at-a-glance" clickable links regarding the teachers' certifications: *not recorded*, *sufficient* or *insufficient*. By clicking the links (represented by numbers), you will be navigated to the teacher's certification



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6. Locate the “Principal’s certification of Textbook Sufficiency” box. This is where you will select one of the following
  - a. Yes = sufficient for the course
  - b. Not Applicable = course/subject not offered
  - c. No = insufficient
7. If teachers declare an insufficiency, their information will populate in the box under “Insufficient Records”
  - a. By clicking the “Details” link, you will be taken to the teacher’s report. The count will include “at-a-glance” information to the following:
    - Not Recorded: teachers who have yet to declare sufficient or insufficient
    - Sufficient: teachers who have logged into the portal and declared sufficiency
    - Insufficient: teachers who have logged into the portal and declared an insufficiency

*Note:* The numbers are clickable links. You may click on the link in order to navigate to the report menu.

  - b. On the Report menu, teachers that are highlighted in:
    - Red = declared insufficient
    - Yellow = not recorded
    - No = sufficient
8. To view the details of the teacher’s submission, select the “VIEW” link
9. From the details page, you are able to view the following:
  - Teacher/school information
  - Declaration of sufficiency/insufficiency
  - Materials needed in order to declare sufficiency
  - Action dropdown menu
  - Reason dropdown menu
  - Other (Use to document any notes regarding the issue)
10. After you have documented the actions/reasons/other, select either:
  - Submit button = use to save the information entered
  - Main button = use to return to the homepage
  - Report button = use to return to the report page

### **Step Four:** *Declaring Sufficient or Insufficient*

1. Click on the Action button
2. Locate the “Principal’s Certification of Textbook Sufficiency” box
3. Certify for each of the following areas:
  - English (ELA/ELD)
  - Mathematics
  - Science
  - History/Social Science
  - Health
  - Foreign Language (elementary principals select “Not Applicable”)
  - Laboratory Equipment (elementary principals select “Not Applicable”)





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4. Once you have filled in the appropriate response, locate the blue “Submit” button to record your declaration.
5. Sufficient or Insufficient
  - a. If you have selected “yes” as a response to all the core subject areas, congratulations! Your response will be recorded as **SUFFICIENT** and will be shared with the Local District.
  - b. If you have selected “no” as a response to any or all of the core areas, your response will be recorded as **INSUFFICIENT**. Your director will be sent an email notifying him/her of the issue.
  - c. Principals should:
    - Work with teachers to resolve insufficiencies. Use Destiny to locate unassigned materials at other sites
    - Remind teachers to revisit the teacher’s portal to recertify after the insufficiency has been resolved
    - Recertify for the school after the insufficiency has been resolved

### **Step Five:** *Using the Report Menu*

1. Click on the “Report Menu” button (in green)
2. To export the teacher sufficiency roster, locate the “Export Status Report” button (in blue)
3. The report will export into an Excel file
4. Once each teacher has declared sufficient, save the file to your computer

### **Step Six:** *Using the extra Principal’s Portal tools*

1. To logout, use the logout icon (🔌) located in the upper-right corner above your username
  - Note: The Principal’s Portal will automatically logout if idle for five-minutes.
2. Use the house icon (🏠) to navigate back to the Principal’s Portal homepage
3. Use the wrench icon (🔧) to go to the “Admin Tools” which provide you with the “User List Manager” options
4. Use the question mark icon (❓) to navigate to a help aid for the administrator certification system



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## ATTACHMENT C

### Division of Instruction TEACHER'S Certification of Williams Sufficiency – SUBSTITUTE TEACHERS

#### **Directions for completing and submitting the Teacher's Certification of Williams Sufficiency using the LAUSD Google Drive.**

*Purpose:* To provide instructions for substitute teachers to declare Williams Sufficiency using the LAUSD Google Drive.

#### **Requirements to access the Portal:**

- An LAUSD SSO
- Internet Access

#### **Step One: Logging into LAUSD Google Drive**

1. Access the substitute online Williams Certification by using the following URL: <http://bit.ly/lausdsubs>
2. Login using your LAUSD Google account (this is your LAUSD single-sign on)

Note: Please be sure that you are not logged into Google with an account other than the LAUSD account.

3. Enter your LAUSD username and password (please include the @lausd.net)

#### **Step Two: Certifying for Williams Sufficiency**

Note: Please be sure to fill in all fields, otherwise you will be unable to progress to the next screen.

1. Type in the following information:
  - Substitute's name: Use the Last name, First name format
  - Employee ID number: Use the 8-digit format, e.g. 00123456
  - LAUSD email address: Please include the @lausd.net
  - School name: please provide the name of the school for which you are providing coverage.
  - Name of teacher for whom you are subbing: This information is necessary because the ILTSS team will use it to login and certify on the teacher's behalf
  - School location code: Provide the 4-digit location code of the school
2. Certifying Sufficient or Insufficient
  - Yes = Each student has a textbook assigned to him/her
  - No = There are not enough textbooks and there are students in the course/section without instructional materials.
3. Submitting certification
  - If you have selected "yes," you will be navigated to the blue SUBMIT button. Once you click "submit," your data will be shared with the site principal and recorded as SUFFICIENT
  - If you have selected "no," you will be prompted to complete the next section: "I do not have sufficient textbooks/components in all my courses/sections."



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4. Certifying Insufficient
  - a. Please enter the following information:
    - *Period* = Need information to help remedy the insufficiency
    - *Room number* = Aids in delivering the requested materials
    - *Grade level/Course* = Aids in acquiring the correct books, e.g. 5<sup>th</sup>/ELA
    - *Curricular area* = Use the dropdown menu to select the core subject area, e.g. elementary schools should select “elementary”
    - *Title information* = Provide the requested book title
    - *ISBN number* = Provide the ISBN of the book. This will ensure the correct book is provided
    - *Number of students enrolled in section* = Provide the number of students included on the roster
    - *Number of students enrolled without textbooks* = Provide the number of students that need instructional materials
  - b. If you have finished reporting the sections for which you are insufficient, select “yes.” This will navigate you to the blue SUBMIT button. Once you click “submit,” your data will be shared with the site principal and recorded as INSUFFICIENT.
  - c. If you still need to report other sections for which you are insufficient, select “no.” This will generate a new screen for which you will be required to enter the information necessary to report the insufficiency. Please repeat the steps outlined in #4. Repeat as many times needed to report each course/section for which instructional materials are needed.
  - d. Once you have finished reporting all insufficiencies, select “yes.” This will navigate you to the blue SUBMIT button. Once you click “submit,” your data will be shared with the site principal and recorded as INSUFFICIENT.
5. After you have certified, please logout of your LAUSD Google drive.



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ATTACHMENT D

Los Angeles Unified School District  
INTEROFFICE CORRESPONDENCE

TO: Dr. Frances Gipson, Chief Academic Officer  
Division of Instruction

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 Integrated Library and Textbook Support Services by **Wednesday** of the **Fourth** week of instruction. **Attach the principal certifications for each school.**

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 LOCAL 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.

Date: \_\_\_\_\_

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

**Return to ILTSS by fax** (213) 241-2560 or via school mail to Integrated Library and Textbook Support Services, 333 S. Beaudry, 29<sup>th</sup> Floor, no later than **Wednesday** of the **fourth** week of instruction for each track.



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## ATTACHMENT E

<b>Single Track Calendar</b>		
Tuesday	August 15, 2017	First Day – Distribute Books
Monday	August 28, 2017	Teacher Certifications Due to Principal
Thursday	August 31, 2017	Principals Certification Due to Local District
Wednesday	September 6, 2017	Local District Superintendent Certification Due to ILTSS



**Principal's Responsibilities  
Regarding Textbooks at the School Site**

<input type="checkbox"/>	Designate one Administrator and one technician/clerk to manage textbooks.
<input type="checkbox"/>	Maintain a secure textbook room by limiting access to only the designated staff.
<input type="checkbox"/>	Maintain an organized textbook room.
<input type="checkbox"/>	Distribute books directly to the students beginning the first day of instruction. Use Destiny textbook management system.
<input type="checkbox"/>	Notify student and parent/guardians upon enrollment or at the beginning of the school year of the District's and school's policies regarding the parents' or guardians' financial responsibility for school property that is not returned or where the student causes damage to school property.
<input type="checkbox"/>	Implement a restitution process in which students are afforded the opportunity to return/replace missing property, pay for lost or damaged property or participate in a voluntary work program in lieu of payment.
<input type="checkbox"/>	Remove obsolete and damaged books and send them to the warehouse.
<input type="checkbox"/>	Send surplus materials to the warehouse in December.
<input type="checkbox"/>	Conduct an annual inventory by January 30 <sup>th</sup> each year.
<input type="checkbox"/>	Return textbooks to storage room at the end of the semester or school year.
<input type="checkbox"/>	Compare inventory with projected enrollment to target textbook purchases for the upcoming year.
<input type="checkbox"/>	Meet with Local District to review current inventory, projected enrollment and master schedules to ensure textbooks and instructional materials are ordered, <u>to the extent practicable</u> , before the school year begins.
<input type="checkbox"/>	Compare existing inventory to the projected enrollment in defined subject area at each grade level to identify possible insufficiencies two weeks prior to opening a semester.
<input type="checkbox"/>	Review inventory information with Local District personnel to ensure sufficiency and identify surplus that can be shared with other schools.
<input type="checkbox"/>	Process all incoming book by applying barcodes, if necessary, and entering data into Destiny.
<input type="checkbox"/>	Distribute Teacher certification forms on the first day of instructions.
<input type="checkbox"/>	Review all teacher Certification forms and resolve any insufficiencies by <ul style="list-style-type: none"><li>○ Searching in Destiny</li><li>○ Contacting your Local District</li></ul>
<input type="checkbox"/>	Submit Teacher and Principal certifications to Local District by Thursday, third week of instruction. Maintain copies for school records. All forms should indicate sufficient and be on the current year's form (forms change annually).
<input type="checkbox"/>	Conduct internal textbook and instructional materials audit at least twice a year.