



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ROUTING

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

TITLE: Certification of Instructional Materials Sufficiency, Secondary Schools

NUMBER: REF-6313.2

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

Esther Sinofsky, Ph.D., Administrative Coordinator
Integrated Library and Textbook Support Services

DATE: August 22, 2016

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

MAJOR CHANGES: This Reference Guide replaces REF-6313.1 titled Certification of Instructional Materials Sufficiency, Secondary Schools, dated August 6, 2015, to provide a timeline, reflect personnel changes, and introduce the new *Teacher's Portal* for teacher certification of *Williams* sufficiency.

BACKGROUND: The District's policy requires that each student, including English Learners and those in special day classes, have a State/District-adopted, standards-based textbook/application for use in the defined subject areas of reading/English/language arts, history-social science, mathematics, science, health (Grades 6-7, 9) and foreign language (Grades 9-12). 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 students.

In addition, each school must provide the required information for the sufficiency of laboratory science equipment as applicable to science laboratory courses offered in grades 9 to 12, inclusive.

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.

School Principals will:

- Ensure teachers have access to the *Teacher's Portal* and the step-by-step instructions to access the portal (see Attachment B):
(<https://myapps.lausd.net/TeacherPortal/Pages/>)
- 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.



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- 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.
- Distribute the appropriate list, together with the instructions on accessing the *Teacher Certification of Textbook Sufficiency* portal (see Attachment B which is 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.
- Ensure the teachers use the online *Teachers 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.
- Resolve verified insufficiencies *before* completing the *Principal Certification of Textbook Sufficiency* online (see Attachment A, a worksheet for preparing to complete the form on line is available on the ILTSS website <http://www.iltss.org> under *Williams Sufficiency*).
 - Investigate possible on-site resources to determine, for example, if books are in storage and not yet distributed.
 - Investigate the possibility of transferring unassigned 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 ILTSS website (<http://www.iltss.org>).
 - Submit the orders, using the *Instructional Materials Request* form, to your Local District for approval.
 - Submit the order via LRP. Include the approved Instructional Materials Request form and the Justification for Late Textbook Orders form.
 - Any teacher who cited insufficiencies that have been resolved must login to the *Teacher's Portal* and **resubmit** indicating sufficiency.
- Submit *Principal Certification of Textbook Sufficiency* via the Principal's Portal by **Thursday** of the **third week** of instruction, even if insufficiencies have not been resolved.



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- Send an electronic copy of the completed online *Teacher Certification of Textbook Sufficiency* (see Attachment B) report to your Local District by **Thursday** of the **third week** of instruction. Principals responsible for more than one site (i.e., resident and magnet schools sharing a campus and the principal is the administrator for both sites) will need to complete separate certifications for each site.
- If there are unresolved insufficiencies, be prepared to explain at the public hearing before the Board of Education, the reasons for the 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* submissions and *Principal Certification of Textbook Sufficiency* submission for insufficiencies and maintain a file of all the forms for two years.
- Send the *Local District Superintendent Certification of Textbook Sufficiency* form (see Attachment C, also available on the ILTSS website <http://www.iltss.org> under *Williams Sufficiency*), 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 via fax.
- 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.
- Ensure all textbook orders are submitted in a timely manner.

Should any school be certified insufficient at the 8th week of instruction, that school will be announced at a 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.

TIMELINES:

- Teacher Certification submissions are due to principals by **Monday** of the **third week** of instruction.
- Principal Certification submissions are due by **Thursday** of the **third week** of instruction via the Principal's Portal.



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- Local District Superintendent forms are due to ILTSS on or before **Wednesday** of the **fourth week** of instruction.
- Each Local District must separate the Decile 1-3 schools' reports 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 has been provided to assist principals and Local District administrators (see Attachment D and E).

RELATED RESOURCES:

BUL-6111.1, Instructional Materials Policies and School Site Procedures dated August 22, 2016.

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

ASSISTANCE:

- For assistance with the Teacher and /or Principal Williams Sufficiency Portals, please open a Help Desk Ticket at <http://achieve.lausd.net/OnlineSRS>.
- For selection of textbooks, price list and order form assistance, or help with the District Adopted/District Approved Instructional Materials list, call ILTSS at (213) 241-2733, visit the ILTSS website at <http://www.iltss.org>.
- For *Williams*-related information and instructional materials complaint procedures and audit information, call the Office of Educational Equity Compliance Office (213) 241-7682.
- For questions related to science laboratory equipment for Grades 9-12, contact the Science Branch at (213) 241-5333.
- For budget information, call the Local District Fiscal Services Manager.



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ATTACHMENT A

Division of Instruction PRINCIPAL'S Certification of Williams Sufficiency – SECONDARY

Purpose: To provide instructions on how to access the Secondary 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

Step Two: *Navigating the Williams Certification Menu (The Blue button)*

1. Start by ensuring that you are certifying for the 2016-2017 school year
2. Verify that you are assigned to the correct Cost Center in the application
3. Locate the "Williams Certification" link once you have checked that the portal is appropriately set-up
4. Secondary Principal's Certification of Textbook Sufficiency—Use the radio dials to certify sufficiency for the core curricular areas:
 - *Yes*=Sufficient
 - *Not Applicable*= Non-core teachers, e.g. Arts Education and Physical Education **OR** use for secondary Middle Schools, e.g. Foreign Language courses
 - *No*=Insufficient

Core Curricular Areas to Certify:

- A. My school has sufficient textbooks in English (ELA/ELD). *
- B. My school has sufficient textbooks in Mathematics. *
- C. My school has sufficient textbooks in Science. *
- D. My school has sufficient textbooks in History/Social Science. *
- E. My school has sufficient textbooks in Health. *
- F. My school has sufficient textbooks in Foreign Language (grades 9-12 only). *
- G. My school has sufficient laboratory equipment for Biology, AP Biology, Chemistry, AP Chemistry, Physics, and AP Physics (grades 9-12 only). *

(* Denotes a mandatory field in the portal)

5. Insufficient Records: Details the teachers who have declared an insufficiency. To view the "Details" click on the link



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6. Secondary Laboratory Equipment Insufficiency Form: Tracks the laboratory equipment insufficiencies for secondary high schools.
 - To report an insufficiency, click on the “Edit” link
 - Click on the dropdown “Course Title” menu to select one of the following: Biology/AP Biology *or* Chemistry/AP Chemistry *or* Physics/AP Physics
 - Click on the “Equipment” dropdown menu to select one of the following: Microscopes *or* Pan Balances *or* Graduated Cylinders *or* Bunsen Burners and Ring Stands
 - Click in the “Number of Pieces of Equipment Short” field and type in the amount
 - Click on the “Save” link once the insufficiency is recorded
 - If you need to report additional equipment insufficiencies, click on the “Add New” link
 - The “Cancel” link will delete the record
7. Resource and Contact: Contains links to the Instructional Materials List for elementary grades and the Williams Compliance FAQs.
8. Click on the blue “Submit” button once you have reported your school’s *Williams* information

Step Three: *Accessing the Report Menu*

1. Click on the report menu
2. Once on the report menu screen, you are able to view the teacher’s certification statuses:
 - A. Employee name
 - B. Employee number
 - C. Subject
 - D. Sufficient
 - Non-Core/Not Applicable
 - SUFFICIENT
 - INSUFFICIENT
 - E. View: Allows you to see a “screenshot” of the teacher’s submissions. You will not be able to modify the page.
 - Non-Core/Not Applicable-To be used by the non-core teachers, e.g. Arts education, Physical Education teachers
 - SUFFICIENT –Core teachers that have enough textbooks
 - INSUFFICIENT-Core teachers that do not have enough textbooks
 - D. When viewing the page, you are given following options:
 - Action Taken: Textbooks ordered or Surplus Textbook or Other (please specify the reason in the “other” field)
 - Reason: Textbooks lost or damaged or missing or Enrollment exceeds projections or Other (please specify the reason in the “other” field)
 - Other: Use this field to describe issues other than the ones provided
 - F. To record your responses, click on the blue “Submit” button
3. Export Status Report button - Allows you to export the data in an Excel spreadsheet.



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4. Manage Subs button - Enabled for the purpose of supporting the certification process in the event the school has an “unfilled” position on the first day of school.
 - Adding a Substitute: To add a substitute, type in the substitute’s employee number, grade and class room number. Select the “Add” button. Once you add a substitute, s/he will have access to the Teacher’s Portal in order to certify for that class.
 - Deleting a Substitute: Once you have a record of the substitute certifying for Williams, please delete him/her from the Teacher’s Portal Roster by selecting the “Delete” button.
 - Hiding the Substitutes: This button allows you to close the “add/delete” substitute tool on the page.

Step Four: *Viewing the Teacher’s Sufficiency Status*

1. As the principal, you have access to view the teachers’ responses
 - *Non-core/Not Applicable:* Teachers that are not providing instruction in one of the core curricular areas have the ability to select the *not applicable* radio dial and the Teacher’s Portal will log the transaction.
 - *Sufficient:* Denotes teachers who declare sufficiency in the Teacher’s Portal. As the principal, you have access to view the submissions.
 - *Insufficient:* Documents teachers who declare that they have an insufficiency. When a teacher declares textbook insufficiency, an email will be sent to you. Under the Williams Certification link, you will see the insufficiency highlighted on the “insufficient records” chart.
 - Note: Teachers who have declared insufficiency will be highlighted in red. The teachers who **have not** declared sufficiency will be highlighted in yellow.
2. To see the next page, be sure to use the page number boxes located at the bottom of the screen.

Step Five: *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 after five-minutes of idling.
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 enable you to add/delete designees to the portal
4. Use the question mark icon (❓) to navigate back to the Williams Certification Menu page



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ATTACHMENT B

Division of Instruction TEACHER'S Certification of Williams Sufficiency –SECONDARY

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 Secondary 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://myapps.lausd.net/TeacherPortal/Pages/>
2. Use your LAUSD SSO to login into the Teacher's Portal
3. Check to ensure you are accurately logged. In the upper-right corner next to the lock, you should see your username displayed

Step Two: *Verifying the Information Displayed*

1. Verify that the following account information is correct:
 - 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; this is not an adjustable field

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. As a Secondary Teacher, you will certify for each course/period for which you have students assigned
3. To declare **SUFFICIENT**, select: I have sufficient textbook/instructional materials and click on the blue" submit button



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4. To declare **INSUFFICIENT**, select: I DO NOT have sufficient textbook/instructional materials:
 - If you select **INSUFFICIENT** for any of the courses/periods, fillable fields will populate on the screen so you may type in the following information:
 - Period
 - Room #
 - Course
 - Curricular area: A dropdown menu will populate when you click on the dropdown menu. You may select: English/ELD, Foreign Language, Health, History/Social Studies, Math and Science
 - Textbook Title Information
 - ISBN: Enter either the 10 or 13 digit barcode of the textbook
 - # of Students Enrolled in Section: Enter the number of students on the roster
 - # of Students Enrolled without Textbooks: Enter the number of students that **do not** have a textbook
 - Repeat the process for each course/period that is insufficient
 - Verify the information entered and click on the blue “Submit” button
 - If you declare **INSUFFICIENT**, an email will be **immediately** sent to the principal’s inbox to notify him/her of the issue.
 - Once the principal has remedied the insufficiency, you are required to login to the Teacher’s Portal to **resubmit** in order to declare **SUFFICIENT**
5. If you are a non-core teacher, select: **Not Applicable**
6. 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.
7. Be sure to logout of the Teacher’s Portal by clicking on the logout icon (🔌)



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ATTACHMENT C

Los Angeles Unified School District
INTEROFFICE CORRESPONDENCE

TO: 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, 29th Floor, no later than **Wednesday** of the **fourth** week of instruction for each track.



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ATTACHMENT D

Williams Board Hearing - Tuesday, September 20, 2016

Single Track Calendar		
Tuesday	August 16, 2016	First Day – Distribute Books
Monday	August 29, 2016	Teacher Certifications Due to Principal
Thursday	September 1, 2016	Principals Certification Due to Local District
Wednesday	September 7, 2016	Local District Superintendent Certification Due to ILTSS

Bell High School

Track B, C, and D Year Round		
Tuesday	July 5, 2016	First Day – Distribute Books
Monday	July 18, 2016	Teacher Certifications Due to Principal
Thursday	July 21, 2016	Principals Certification Due to Local District
Wednesday	July 27, 2016	Local District Superintendent Certification Due to ILTSS

Track A Year Round		
Tuesday	August 15, 2016	First Day – Distribute Books
Monday	August 29, 2016	Teacher Certifications Due to Principal
Thursday	September 1, 2016	Principals Certification Due to Local District
Wednesday	September 7, 2016	Local District Superintendent Certification Due to ILTSS



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ATTACHMENT E

Principal's Responsibilities Regarding Textbooks at the School Site

Inventory Management	
<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 if installed.
<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 th each year.
<input type="checkbox"/>	Return textbooks to storage room at the end of the semester or school year.
Ordering	
<input type="checkbox"/>	Compare inventory with projected enrollment to target textbook purchases for the upcoming year.
<input type="checkbox"/>	Meet with Local District personnel 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.
Williams Sufficiency	
<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"> ○ Searching in Destiny ○ Contacting your Local District
<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.