iLTSS

Integrated Library and Textbook Support Services

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."

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. 5th/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.