



Integrated Library and Textbook Support Services

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://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
 - # of Students: Information is extracted from the MISIS data; it is not a fillable field
 - Room Number: Information is extracted from the MISIS data; it is not a fillable 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 an elementary teacher, you will certify for EACH subject on the page:
 - Reading/English Language Arts/ELD
 - Mathematics
 - Science
 - History/Social Science
 - Health
3. To declare **SUFFICIENT**, select: I have sufficient textbook/instructional materials
4. 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:
 - Copies needed to remedy the insufficiency
 - Title of the instructional material needed
 - The ISBN of the book needed
 - If you need more lines to add additional textbooks, click on the blue “add more” button (the remove button will delete fields you do not need or wish to clear)
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. If you declare INSUFFICIENT, an email will be **immediately** sent to the principal’s inbox to notify him/her of the issue.
8. Once the principal has remedied the insufficiency, you are required to login to the Teacher’s Portal to **resubmit** in order to declare SUFFICIENT.
9. Be sure to logout of the Teacher’s Portal by clicking on the logout icon (🔌).