

**INTEROFFICE CORRESPONDENCE**  
**Los Angeles Unified School District**  
**Office of the Superintendent**

**TO:** Principals

**DATE:** April 14, 2016

**FROM:** Michelle King, Superintendent

**SUBJECT: ATTENDANCE SUBMITTAL INCENTIVE PROGRAM (PROGRAM CODE 15863) – FREQUENTLY ASKED QUESTIONS**

Schools have requested guidance on the use of the Attendance Submittal Incentive Program. As you are aware, the intent of the program is to provide financial incentive based on achieving 96% or higher attendance report submittal. When planning on using the funds, it is important to ensure that school activities and awards comply with all Board, Safety Rules, and District Policies. In addition, the awards and activities should not expose the students and teachers to safety risks (e.g. pool parties). Please note that the funds will carry over to fiscal year 2016-2017 only.

**The following are frequently asked questions and guidance for the use of the program:**

1. Are gifts and awards allowed under the Attendance Incentive Program?

In order to avoid the appearance of gift of public funds, the purchase of personal gifts for teachers with District funds is not allowed. The District believes that the most appropriate use of these funds to show appreciation to teachers for outstanding attendance report submittal is to purchase instructional materials/classroom visual aids.

Board Rule 1271 states that “no prize or gift of material value shall be awarded or given by any principal or teacher to any student...” For purposes of the attendance incentive program, \$40 will be considered the limit of “material value.” Gifts or awards valued at \$40 or less may be provided to students from this source; gifts/awards with value above \$40 are not authorized.

2. How can I purchase Gifts and gift cards/certificate for students?

Gifts and gift cards/certificates shall be purchased using Imprest Fund as the only purchasing method. The prohibition against using the Imprest Fund to purchase gift cards is waived only for gift cards to students used for the Attendance Submittal Incentive Program (15863). Use Commitment Item: 430001 General Supplies for these purchases.

The following guidelines shall be followed when reimbursing/replenishing the Imprest fund:

- a. School shall submit a separate replenishment request form for reimbursement of purchases charged to the Attendance Incentive Program (15863). This type of claim should not be comingled with other programs.
- b. Reimbursement claim for gift cards should be accompanied by the list of students who received the gift card including the name of the store, amount and gift card number.
- c. Attach a copy of the invoice and/or receipt for gift cards to the replenishment request form and keep the original at the school location.
- d. All items charged to this program must be fully described on the imprest replenishment request form.

3. How can I purchase instructional materials for teachers?

Purchase of instructional materials for use in classrooms may be done using a Purchase Order, Stock Requisition, or Imprest Fund.

4. Are meals allowed under the Attendance Incentive Program?

In general, food is an acceptable reward under these guidelines. Schools may use the attendance submittal incentive fund to provide meals to students, their parents, and their teachers in recognition of good attendance.

Meals are defined as food items and beverages that constitute a breakfast, lunch, or dinner. Refreshments are defined as snacks/light meals that may include breads, small protein snacks (e.g. eggs or cheese), fruits and/or vegetables, and non-alcoholic beverages.

5. How can I purchase meals and refreshments?

Meals and refreshments may be purchased using the District Purchase Order (e.g. catering) or Imprest Fund. Purchase of food using the Imprest fund must not exceed \$1,000 per purchase. Replenishment of Imprest fund shall follow the same procedures as stated above in #1.a, #1.c, and #1.d. Use Commitment Item: 430002 Advisory Committee Expense for these purchases.

6. Can I purchase T-shirts for students as part of the Attendance Submittal Incentive Program?

Board Rule 1271 states that “no prize or gift of material value shall be awarded or given by any principal or teacher to any student...” For purposes of attendance incentive program, \$40 will be considered the limit of “material value.”

T-shirts or any form of clothing may be purchased as gift/award to students for the attendance incentive program provided the item does not exceed \$40 each.

7. Would overtime for clerical staff entering attendance in MiSiS be an allowable use of Attendance Submittal Incentive Program?

This is allowable subject to the Overtime approval process.

8. What field trips are allowable under the Attendance Submittal Incentive Program?

Attendance incentive program funds may be used to buy field trips with educational value as a reward for good attendance. Reference Guide (REF 2111.1) provides guidance on policy and procedures for all field trips taken by school staff, students and volunteers including the approvals required and contact information for any specific questions.

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