**Local Initiative School (LIS) Approval Process**

Prospective Local Initiative School (LIS) Leaders,

The Local Options Oversight Committee (LOOC) has received numerous requests for guidance regarding the petition and documentation of other LIS requirements. Herein, you will find samples that may assist you in documenting your process. Include scanned copies of the documentation listed below as an appendix with your LIS proposal. (The appendix and will not count toward the proposal page limitations.)

**DOCUMENTS TO SUBMIT**

1. **Statement of Consent and Compliance with Local Initiative School Protocols**

This is a statement signed by both the Principal and Chapter Chair, confirming that all LIS protocols were followed. (Attachment A)

1. **Independent Written Concurrence/Consent of the Principal** A brief note on letterhead and signed stating “I am in concurrence and consent to proceed with a faculty vote.” (Attachment B)

1. **LIS Waiver Summary, Petition, and Staff Roster**

The Waiver Summary is a companion piece to the LIS Petition. Attaining the required number of signatures on the petition must happen before a vote on the proposal. (Attachments C and D)

*Include a UTLA staff roster printed during the time period the petition was circulated.*

1. **Documentation of parent and community engagement (High Schools include student engagement)**

Documentation could include: scanned copies of agendas, sign-in sheets, and photos of charts, a student or parent petition or Student Council Agenda and notes or other artifacts documenting parent input and engagement.

1. **Documentation of the required staff meetings**

Documentation should include agendas and sign-in sheets from the faculty meeting when the plan was discussed, held during the 10-days period before the vote, and the faculty meeting when the staff voted on the final proposal.

If you have additional questions please contact us at [LOOC@lausd.net](mailto:LOOC@lausd.net) or call 213-241-8700.

Thank you,

Local Options Oversight Committee (LOOC)

Attachments: A. Statement of Consent and Compliance with Local Initiative School Protocols

B. Sample Written Concurrence/Consent of Principal

C. Waiver Summary

D. Petition (signature page)

Attachment A

(*Insert School Name)*

**Statement of Consent and Compliance with Local Initiative School (LIS) Protocols and Outcome of the Final Vote**

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**Approval Process**

* The principal provided written concurrence with the school’s proposal. (Include in the appendix. See Sample Statement of Concurrence, attachment D)
* Written notice of the election, including a copy of the proposed plan, were sent to the voters at least 10 working days before the vote. At least one faculty meeting was convened prior to the vote, to review and discuss the merits of the proposed plan. Voting was by secret ballot, supervised jointly both the Principal and the Chapter Chair.
  + Proposal must receive an affirmative vote of (at least) 60% of the ***votes cast.***
  + Eligibility to vote is limited to UTLA-represented certificated staff assigned full-time to the school.

**Staff Vote Result**

Number of Votes Cast\_\_\_\_\_\_\_ Number in Favor\_\_\_\_\_\_\_ Number Opposed\_\_\_\_\_\_\_

**By signing below, I affirm that:**

|  |  |  |  |  |  |  |
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| Principal | | |  | Chapter Chair | | |
| * + I certify the aforementioned protocols were followed. | | |  | * + I certify the aforementioned protocols were followed. | | |
|  | | |  |  | | |
| Signature | | |  | Signature | | |
|  | | |  |  | | |
|  |  |  |  |  |  |  |
| Principal (print legibly) |  | Date |  | Chapter Chair (print legibly) |  | Date |

Attachment B

*MUST BE WRITTEN ON SCHOOL LETTERHEAD!*

I have reviewed the (insert school name) LIS Proposal and I agree that these waivers are appropriate for our school. I consent to sending the complete LIS proposal to the staff for a vote.

*Principal’s Signature*

Attachment C

***(Insert School Name)***

**Please include below a detailed list of LIS waivers to be requested AND how they will support the instructional program of your school.**

**Process:**

1. Identify each waiver that will be included in your school’s LIS proposal. Include the waiver number and title. Briefly describe how the waiver will support the instructional plan.
2. Teachers should review the proposed waivers along with the purpose before signing the petition.

***(This is only an example, not a required format.)***

**LIS Waiver #3:** Locally Determined Curriculum

**Rationale**: We will use Singapore Math as a supplemental program in the seventh grade to help close he achievement gap by increasing students’ conceptual understanding of math.

**LIS Waiver #5:** Local Instructional Schedules

**Rationale**: Add additional Banked Time for grade level collaboration to plan and review common assessments. This is an expansion of ours school’s current use of Banked Time and addresses the need we identified for additional collaboration time.

**LIS Waiver # \_:**

**Rationale:**

**LIS Waiver # \_:**

**Rationale:**

Attachment D

***(Insert School Name)***

**Local Initiative School Waiver Petition**

Signature indicates that the individual is qualified to sign and has reviewed the proposed waivers listed: (indicate # or #s) and supports (School Name) writing a Local Initiative School Proposal asking for these waivers, including how the waivers will support the instructional plan of the school. Signatures must be in ink. No person shall write any name other than his or her own on this petition. Petition was circulated from \_\_\_\_\_\_ *(date)* to \_\_\_\_\_\_\_ *(date).*

\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Employee Number | Last Name  (Please Print Legibly) | First Name  (Please Print Legibly) | Signature |
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