



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** Western Association of Schools and Colleges  
(WASC) Accreditation Funds

**NUMBER:** MEM-6535.7

**ISSUER:** Alison Yoshimoto-Towery  
Chief Academic Officer  
Division of Instruction

Arzie Galvez  
Director  
Advanced Learning Options

**ROUTING**  
Local District  
Superintendents  
Administrators of Instruction  
Community of Schools  
Administrators  
Administrators of Operations  
High Schools/Select Middle  
Schools  
Principals  
Assistant Principals  
WASC Coordinators  
UTLA Chapter Chairs

**DATE:** July 5, 2022

**PURPOSE:** The purpose of this memorandum is to provide information regarding: 1) WASC annual membership fees; 2) the allocation of funds to schools participating in accreditation visits; and 3) the reimbursement of expenses for WASC visiting team members.

**MAJOR CHANGES:** This memorandum replaces MEM-6535.6 dated August 16, 2021. It provides updated information.

**INSTRUCTIONS: I. ALLOCATION OF WASC ACCREDITATION FUNDS**

- A. WASC Annual Membership Fees
  - 1. Each academic year, WASC assesses each District accredited school an annual membership fee.
  - 2. To support high schools with the timely and accurate payment of WASC fees, Advanced Learning Options issues payment on behalf of all L.A. Unified high schools and middle schools, if applicable.
  
- B. WASC Accreditation Expenses
  - 1. In the school year of the accreditation visit, Advanced Learning Options allocates funds in September to schools to support their scheduled WASC accreditation activity, i.e., visitation, report.
  - 2. Advanced Learning Options transfers funds to **Program 14418, Fund 010-0000, Functional Area 1110-1000-14418, Object 430010.**
  - 3. Funds may be used for coordinatorship(s), clerical relief/overtime, substitute days or any additional costs specifically related to WASC accreditation preparations.
  - 4. A school’s allocation is determined by the type of visit and the school site’s student enrollment (See Attachment A).



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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## II. WASC VISITING COMMITTEE EXPENSES

### A. WASC Self-Study Visiting Committee Member Expenses

1. In accordance with the District's agreement with WASC, visiting committee members who participate in a self-study visit (onsite) must pay in advance all WASC visiting committee expenses (hotel, mileage and meals). Should the visiting committee chair question this policy, please advise the chair to contact the WASC office.
2. Advanced Learning Options will issue reimbursement for full self-study in-person visits only. Other WASC visitation expenses, e.g., Mid-Cycle, are covered by the WASC office.
3. LA Unified schools may assist with locating lodging for an onsite self-study visit by the WASC visiting committee. However, it is against District policy for schools to cover self-study visiting committee members' expenses, i.e., hotel, meals, travel.

### B. WASC Reimbursement

1. The allotment for each visiting committee member is **\$850.00 (applicable for onsite self-study visitations only)**. It is the responsibility of the principal to advise the visiting committee chairperson of the amount of the allocation.
2. If expenses for a visiting committee member exceed this amount, then it will be the visiting committee member's responsibility to assume the additional expenses.
3. To receive reimbursement, WASC visiting committee members must submit a completed WASC Expense Reimbursement Voucher form (Attachment B) to Advanced Learning Options, attention Kathy Folgar at [kathy.folgar@lausd.net](mailto:kathy.folgar@lausd.net).
4. Schools are **not** to assume responsibility for submitting reimbursement requests to Advanced Learning Options on behalf of WASC visiting committee members. The submission of requests to Advanced Learning Options is the responsibility of the WASC visiting committee members.

### RELATED RESOURCES:

For additional information regarding the WASC accreditation process, please refer to reference guide, REF-5832.9, Guidelines for the Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC) Accreditation Process, dated July 5, 2022.

### ASSISTANCE:

For additional information regarding WASC accreditation, contact Advanced Learning Options:

- Gloria Martinez, Ed.D., Coordinator, at [gloria.m.martinez@lausd.net](mailto:gloria.m.martinez@lausd.net) or (213) 241-4870



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

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For additional information regarding WASC visiting committee reimbursement process, contact Advanced Learning Options:

- Kathy Folgar, Secretary, at [kathy.folgar@lausd.net](mailto:kathy.folgar@lausd.net) or (213) 241-8220



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

ATTACHMENT A

**ALLOCATION OF DISTRICT FUNDS FOR WASC ACCREDITATION ACTIVITIES:  
VISITS OR REPORTS**

The District allocates funds to schools participating in accreditation. A school’s allocation is determined by the type of visit and the school site’s student enrollment. In September of the school year of the accreditation visit, Advanced Learning Options transfers funds to **Program 14418, Fund 010-0000, Functional Area 1110-1000-14418, Object 430010.**

Funds may be used for coordinatorship(s), clerical relief/overtime, substitute days-or any additional costs related specifically to accreditation preparations. It is **against District policy** to use these funds to reimburse WASC visiting committee members for their expenses related to the WASC visit. See Fund Allocation table below:

<u>Student Enrollment</u>	<u>Initial</u>	<u>Full Self-Study</u>	<u>Revisit (One-day)</u>	<u>Revisit (Two-day)</u>	<u>Progress Report</u>
0-200	\$300	\$400	\$300	\$350	\$200
201-500	375	600	375	425	300
501-1,000	450	800	450	500	400
1,001-1,500	525	1,000	525	575	500
1,501-2,000	600	1,200	600	650	600
2,001-3,000	675	1,400	675	725	700
3,001 +	750	1,600	750	800	800



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MEMORANDUM**

ATTACHMENT B

**WASC EXPENSE REIMBURSEMENT VOUCHER**

Los Angeles Unified will reimburse the Western Association of Schools and Colleges (WASC) visiting committee members directly for full self-study **onsite** visits in LA Unified. Visiting committee team members are to complete the WASC Expense Reimbursement Voucher form, attach receipts, and send, via email to Advanced Learning Options, Attention: Kathy Folgar at [kathy.folgar@lausd.net](mailto:kathy.folgar@lausd.net).

Name:				
Address:		City	State	Zip
Above address is: <input type="checkbox"/> Work <input type="checkbox"/> Home		Phone:	School Visited or Meeting Attended:	

	Date:	Date:	Date:	Date:	Date:	Date:	TOTAL
Hotel/Motel							
Meals							
Car Mileage	miles	miles	miles	miles	miles	miles	
Other*							

Remarks:

\*Airport transportation, taxi, parking, rental car, etc. (indicate in Remarks)

**Explanation of Allowable Expenses:** Necessary expenses for meals, lodging, and transportation for full self-studies will be paid by LA Unified. WASC recommends the use of personal automobile be reimbursed at the U.S. Standard Reimbursable rate; this amount can be found at <https://www.irs.gov/>. Mileage reimbursement is not to exceed the equivalent of economy airfare for long-distance travel. Vouchers must be emailed to Advanced Learning Options for processing.

**Please attach detailed itemized receipts for hotel, airfare, rental car, meals, and any other authorized expenses. Extraordinary expenses:** Additional hotel nights, car rental, etc., *must be pre-approved by Advanced Learning Options*. For questions regarding LA Unified WASC Visiting Committee members (self-study) reimbursement policy, please contact Advanced Learning Options.

Total Daily Expenses (from chart above) \$

Roundtrip from \_\_\_\_\_ to \_\_\_\_\_ \$

**TOTAL REIMBURSEMENT DUE:** \$

Signature: \_\_\_\_\_  
Visiting Committee Team Member

Date: \_\_\_\_\_