



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: District Policy for Parent Conference Attendance

NUMBER: BUL-6334.0

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ROUTING
ESC Instructional Directors
ESC Operations Administrators
ESC Operations Coordinators
ESC Parent and Community Engagement Administrators
ESC Categorical Coordinators
Principals
School Administrative Assistants
Parent Center Staff
Parent Educator Coaches
School Categorical Coordinators

DATE: July 21, 2014

POLICY: The purpose of this Bulletin is to provide a policy governing the travel procedures for LAUSD parents attending District-approved conferences.

MAJOR CHANGES: This Bulletin replaces Bulletin 5449. It allows for the reimbursement of mileage but eliminates the reimbursement of gasoline for travel expenses. It revises the practice of providing a per diem for conference attendance and prohibits School Site Councils from providing a conference advance for any related costs. Receipts must be provided by parents for reimbursement following the conference attendance.

GUIDELINES: DISTRICT-APPROVED PARENT TRAVEL

School Site Councils (SSCs) may elect to send parents to local conferences (less than 45 miles from the school of the child) using Title I parental involvement funds.

Effective immediately, federal funds may only be used to support attendance at conferences for parents of currently enrolled students. A parent must complete a Procurement Form 10.12.1 when requesting to attend a conference. This form must be approved and signed by the sponsoring school principal before a parent registers for and attends a conference. The Educational Service Center Parent and Community Engagement Administrator must approve any conference costs which exceed \$700 in total costs, including registration.

Conference registration fees, meals, mileage, and reasonable parking-related costs can be reimbursed to parents if these fees are paid by parents, not to include parking citations incurred during travel. Schools can no longer provide



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a conference advance to parents to attend conferences. Conference attendance reimbursement will not include reimbursement for childcare or gasoline.

Conference registration fees paid by the Imprest Fund, purchase order, P-card and T-card are not eligible for reimbursement to the traveler. If meals are provided during the conference for breakfast and/or lunch, parents will not be reimbursed for purchasing additional meals, unless parents have medical dietary restrictions. If seeking reimbursement, parents must report only actual expenses incurred for conference-related fees and submit either an original receipt, copy of a canceled check, or credit card/bank statement. Documentation should be attached to the Procurement Form 10.12.1, the copies of which should be maintained in a secure location at the school for five years.

Upon return from the conference, parents should complete a written report detailing what was learned (Attachment A). School staff may use the Conference Preparation Guide (Attachment B) to prepare parents to attend the conference.

REQUEST AND APPROVAL PROCEDURE

Step 1. After the SSC has approved parent conference attendance, staff may assist parents in completing a Procurement Form 10.12.1 with attached documentation and submit the form for the approval and signature of the principal.

Step 2. School staff should review the Conference Preparation Guide with parents approved to attend conferences and provide parents with copies of the written report form.

Step 3. During the conference, parents must retain original receipts for submission to the District for reimbursement.

Step 4. Upon return from the conference, District parents must:

- a) Submit the original receipts to the site administrator.
- b) The site administrator will review the documents and issue a reimbursement check to the traveling parent. Reimbursement of the Imprest Fund will be done via submission of Imprest Fund Claim Form to Accounts Payable, Transaction Support Unit, while following current procedures for Imprest Fund replenishment under Reference Guide 1706.3.



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Step 5. The principal must maintain copies of the approved Procurement Form 10.12.1 with receipts and supporting documentation. These should be available upon request for auditing for five years and kept in a secure location.

AUTHORITY: This is a policy of Los Angeles Unified School District.

RELATED

RESOURCES: Reference Guide 1706.3
Memorandum 6069.0

ASSISTANCE: For assistance or further information please contact:

- Parent Community Student Services Branch at (213) 481-3350
- Accounts Payable Customer Service at (213) 241-4800



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Attachment B

CONFERENCE PREPARATION GUIDE

LOCAL CONFERENCES

A local conference is within 45 miles of the school and does not require an overnight stay. District personnel must inform parents about the provisions for all reimbursement as outlined in Bulletin 6334.0.

LOCAL CONFERENCE TRANSPORTATION

Parents are required to provide their own transportation daily. Parents can drive their own cars or travel by public transportation. Parents can be reimbursed for mileage to and from a conference and for fees incurred for parking, upon the submission of receipts.

REGISTRATION

District personnel must make the necessary arrangements to register parents ahead of time when paying for conference registration fees.

PLANNING DAILY SCHEDULES

It is a good idea to plan the complete day, every day, in the mornings. Parents should do the following:

- Make plans to attend the general session of the conference.
- Select the workshops you wish to attend that day.
- Find out where the workshops are taking place in advance.

HOW TO SELECT WORKSHOPS

There is usually a selection of workshops. Parents should do the following:

- Select workshops specifically targeted to parent engagement.
- Select workshops with translation, if you need it and if available.
- Select workshops and prioritize in case of a cancellation or a full room.

HOW TO LEARN THE MOST FROM THE WORKSHOPS

Once workshops have been selected, parents should do the following:

- Be on time.
- Ask for translation, if needed and if available.
- Listen carefully and ask questions.
- Take notes directly on the conference report form.

REPORTING TO THE SCHOOL SITE COUNCIL

It is expected that parents will learn much during the conference, gather knowledge and return to share it with the School Site Council in a report. The report does not need to be typed and can be written in a language that parents choose. Parents should turn in the conference report to the designated employee. It might be requested that parents provide an oral report of the conference to the SSC. A copy of the written report that was prepared may be read for the oral report. Parents should keep a copy for their records.