



TITLE: Principal’s Portal Verification for Parent and Family Mandates

NUMBER: REF-6749.6

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PURPOSE: The purpose of this reference guide is to describe the process for verification of the parent and family engagement requirements identified in the Local Control and Accountability Plan (LCAP), Title I of the Every Student Succeeds Act of 2015, the District’s School Volunteer Program, Strategic Plan, and the English Learner Advisory Committee mandates.

MAJOR CHANGES: This reference guide replaces Reference Guide 6749.5. Due dates have been updated to reflect the 2023-2024 school calendar and have been scheduled for September 22, 2023, January 31, 2024, and May 31, 2024. An orientation must also be offered to processed volunteers serving through the School Volunteer Program. Aligned to the District’s Family Academy, school sites are to release a monthly course catalogue of family workshops and activities. Finally, additional uploading requirements have been added to address both Title I and English Learner parent and family accountabilities.

INSTRUCTIONS: All principals must verify through the Principal’s Portal that they have met the parent and family engagement requirements for the LCAP, Strategic Plan, and school volunteer program. If a school is receiving Title I funds, the school principal must complete the formation requirements for the School Site Council and verify family engagement requirements for the Title I Program. If a school has 21 or more English Learners, the school principal must verify the formation and training of the English Learner Advisory Committee and other family engagement requirements for the English Learner program. Schools operating a volunteer program must provide information regarding the program designee and orientation provided to volunteers before their service. The District is responsible for ensuring that all schools comply with federal and state requirements for the involvement of parents and uses the Principal’s

ROUTING
Region
Superintendents
Region
Administrators
Region Directors
Region
Coordinators
Family Educator
Coaches
All School Staff

Portal to monitor the timely completion of requirements. A template for a school site Family Academy calendar is also available to ensure they release a monthly course catalogue of workshops and activities. The calendar is to feature engagement focused on academic, wellness, civic engagement, career development and honoring perspectives.

PRINCIPAL’S PORTAL

- Got to <https://principalportal.lausd.org/> to access the Principal’s Portal.
- Click on the *Student, Family and Community Engagement* link.
 - Enter the LAUSD Single Sign-On username and password.

Every school principal or designee is responsible for entering the required information into the Principal’s Portal before the due date and for monitoring and verifying the completion of requirements for parent engagement as described below. Attachment A contains detailed directions for uploading the required information. Attachment B describes strategies a school can use to increase the number of parents attending monthly family engagement opportunities.

Please see the chart below for the deadlines to upload and/or verify required parent engagement documentation:

Required Verification	Due Dates
ELAC and SSC Verification Forms and Election Documents	September 22, 2023
Title I Requirements: <ul style="list-style-type: none"> - Annual Title I Meeting Verification - District Title I Parent and Family Engagement Policy Summary Distribution - School Title I Parent and Family Engagement Policy - Title I School-Parent Compact - Staff Training ELAC Parent Workshops: <ul style="list-style-type: none"> - Member Training - Officer Training - Master Plan School Volunteer Program Accountabilities: <ul style="list-style-type: none"> - Designee Information 	January 31, 2024



- School Volunteer Program Orientation	
<p>Community Engagement Requirement:</p> <ul style="list-style-type: none"> - Annual School Goals and Budget Consultation Meeting <p>Monthly Family Engagement Activities (LCAP):</p> <ul style="list-style-type: none"> - One social emotional workshop <p>ELAC Parent Workshops:</p> <ul style="list-style-type: none"> - Importance of Attendance - Comprehensive Needs Assessment - School Plan for Student Achievement <p>Monthly School Site Family Academy Catalogue</p> <ul style="list-style-type: none"> - Workshop calendar for each month, August thru June, offered to parents and families. 	May 31, 2024

RELATED RESOURCES:

The Local Control and Accountability Plan at <https://achieve.lausd.org/lcap>.

MEM-6750.6 *Notification of Federal and State Parent and Family Engagement Mandates* dated July 31, 2023

BUL-6745.5 *Guidelines for the Required School Site Council and English Learner Advisory Committee*, dated August 14, 2023

School Site Family Academy Catalogue template available at <https://lausd.org/SFACE> in Tools for Schools Tab

ATTACHMENTS:

- Attachment A--Directions for Uploading Required Information
- Attachment B--Ideas for Increasing Monthly Family Engagement Attendance

ASSISTANCE:

For assistance or further information, please contact the Office of Student, Family and Community Engagement at (213) 481-3350 or the Information Technology Division at (213) 241-5200.

English Learner Advisory Committee (ELAC) Verification Form
Due September 22, 2023

According to the California Education Code, section 52176, every school with 21 or more English Learner students must establish an ELAC. Principals will complete the *ELAC Verification Form* found on the *Office of Student, Family and Community Engagement* link within the Principal's Portal. See the directions below for detailed instructions on uploading information.

Steps to Verify the ELAC Composition on the ELAC Verification Form

1. Click on the *English Learner Advisory Committee Verification Form* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.
2. Complete the blank fields to provide information about the ELAC composition and formation.
3. Check the appropriate box to verify the use of bylaws.
4. Under *File Upload*, select the type of document and click *Browse* to select the appropriate file.
5. Once the correct file name appears in the window, select *Upload* to attach the file.
6. Repeat Steps 4 and 5 to upload agendas, sign-in sheets and minutes for the orientation and election process of each representative group.
7. Click on the assurances box.
8. After all relevant fields have been completed, click on the *Submit* tab.

English Learner Parent and Family Accountabilities (ELAC Workshops)
Due January 31, 2024, and May 31, 2024

According to the California Education Code, section 52176, the ELAC is required to review various topics related to the progress of English Learners. The following topics must be presented to the ELAC: Member Training, Officer Training, Master Plan, Importance of Attendance, Comprehensive Needs Assessment, and the School Plan for Student Achievement. Principals will verify that the ELAC has reviewed these topics on the *Student, Family and Community Engagement* link within the Principal's Portal. See the directions below for detailed instructions.

Steps to Verify the ELAC Workshops on the English Learner Parent and Family Accountabilities Page

1. Click on the *English Learner Parent and Family Accountabilities* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.
2. For each topic, type in the date and number of participants attending the session.
3. Check the assurance box.
4. After all relevant fields have been completed, click on the *Submit* tab.

School Site Council (SSC) Verification Form
Due September 22, 2023

According to the California Education Code, section 65000, every school receiving Title I funds is required to form a School Site Council (SSC) to serve as the school’s decision-making council for all funds listed in the District’s Consolidated Application. Principals will complete the *SSC Verification Form* found on the Office of Student, Family and Community Engagement link within the Principal’s Portal. In addition, approved SSC minutes detailing the election process for all representative groups will be uploaded along with supporting documentation. See the directions below for detailed instructions on uploading information.

Steps to Verify the SSC Composition on the SSC Verification Form

1. Click on the *School Site Council Verification Form* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal’s Portal.
2. Complete the blank fields to provide information about the School Site Council composition and process of formation.
3. Under *File Upload*, select the type of document and click *Browse* to select the appropriate file.
4. Once the correct file name appears in the window, select *Upload* to attach the file.
5. Repeat Steps 3 and 4 to upload agendas, sign-in sheets and flyers/notices for the orientation and election process of each representative group, if used.
6. Check the appropriate box to verify the use of bylaws.
7. Check the assurances box.
8. After all relevant fields have been completed, click on the *Submit* tab.

Title I Parent and Family Accountabilities (Annual Title I Meeting)
Due January 31, 2024

Schools receiving Title I funds are required to hold an Annual Title I Meeting at the beginning of the school year for parents to be informed regarding the requirements of the Title I program, how their school was designated, parent rights under Title I and ways to become involved in improving the school’s Title I program. Principals will identify the date of the meeting and verify that the meeting was held. See the directions below for detailed instructions on verifying information.

**Steps to Verify for the Annual Title I Meeting on the
 Title I Parent and Family Accountabilities Page**

1. Click on the *Title I Parent and Family Accountabilities* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal’s Portal.
2. Click in the box on the right of the *Annual Meeting Date* to activate the calendar and use the calendar to select the meeting date.

3. Check the box to verify the meeting was held on the selected date.
4. After all relevant fields have been completed, click on the *Submit* tab.

**Title I Parent and Family Accountabilities
(District Title I Parent and Family Engagement Policy)
Due January 31, 2024**

As required under Title I, section 1116, of the Every Student Succeeds Act of 2015, the District Title I Parent and Family Engagement Policy must be distributed annually to all Title I parents. To meet this requirement, principals can mail a summary of the policy located in Memorandum 6750.6 before January 31, 2024, or they can post the summary online and inform parents it has been posted. Principals will identify the date that the policy was distributed and verify that notification of the mailing was provided to parents and family members. See the directions below for detailed instructions on verifying information.

**Steps to Verify for the District Title I Parent and Family Engagement Policy on the
Title I Parent and Family Accountabilities Page**

1. Click on the *Title I Parent and Family Accountabilities* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.
2. Click in the box on the right of the *District Policy Mailing Date* to activate the calendar and use the calendar to select the mailing date.
3. Check the verification box.
4. After all relevant fields have been completed, click on the *Submit* tab.

**Title I Parent and Family Accountabilities
(School Title I Parent and Family Engagement Policy)
Due January 31, 2024**

Each school receiving Title I funds must develop with parents a School Title I Parent and Family Engagement Policy each year, and the policy must be approved by the school's SSC annually. To inform parents of the school's policy for involving them, schools must distribute the policy to them annually also. The policy must be uploaded, and the verification box checked to ensure that the policy was developed with parents, approved by parents, and distributed to families. The policy requires the training of school staff to work with parents to help parents support student academic achievement. Principals will verify the training of staff. See the directions below for detailed instructions on verifying information.

**Steps to Verify for the School Title I Parent and Family Engagement Policy on the
Title I Parent and Family Accountabilities Page**

1. Click on the *Title I Parent and Family Accountabilities* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.

2. Under the Policy heading, select *Browse* to attach the School Title I Parent and Family Engagement Policy.
3. Once the correct file name appears in the window, select *Upload Policy* to attach the policy.
4. Check the boxes to verify that the requirements regarding the Title I Parent and Family Engagement Policy have been fulfilled.
5. After all relevant fields have been completed, click on the *Submit* tab.

**Title I Parent and Family Accountabilities
(Title I School-Parent Compact)
Due January 31, 2024**

Each school receiving Title I funds must develop with parents a Title I School-Parent Compact that has been approved annually by the school's SSC. This approved compact must be distributed to parents each year. The compact must be uploaded, and the verification box checked to ensure that the compact was developed with parents, approved by parents and distributed to families. See the directions below for detailed instructions on uploading information.

Steps to Verify for the Title I School-Parent Compact on the Title I Parent and Family Accountabilities Page

1. Click on the *Title I Parent and Family Accountabilities* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.
2. Under the School-Parent Compact heading, select *Browse* to attach the Title I School-Parent Compact.
3. Once the correct file name appears in the window, select *Upload Compact* to attach the compact.
4. Check the box to verify that the requirements regarding the Title I School-Parent Compact have been fulfilled.
5. After all relevant fields have been completed, click on the *Submit* tab.

**School Volunteer Program Accountabilities
Due January 31, 2024**

Schools are required to operate a volunteer program which allows families and community members to offer their talents and services to support student achievement. Each school must provide the information for the school volunteer designee and identify the dates when the school gave volunteers an orientation.

Steps to Verify for the School Volunteer Program Accountabilities Page

1. Click on the *School Volunteer Accountabilities* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.

2. Under the School Volunteer Program Designee heading, enter the school designee's information.
3. Once the correct file name appears in the window, select *Upload Compact* to attach the compact.
4. Click in the box under the *School Volunteer Program Orientation* to activate the calendar and use the calendar to select the meeting date.
5. Check the box to verify the meeting was held on the selected date.
6. After all relevant fields have been completed, click on the *Submit* tab.

**Mandated Parent Workshops
 (LCAP Monthly Parent and Family Engagement Activities)
 Due May 31, 2024**

One goal of the LCAP requires principals to provide monthly engagement opportunities for parents annually. Each school must offer one engagement activity each month from September of 2022 to May of 2023. One of these activities must be a social emotional learning workshop. See the drop-down menu on the Principal's Portal for options. Attachment B contains a list of ideas generated from schools on ways to encourage increased parent attendance for the monthly activities. In addition, the School Title I Parent and Family Engagement Policy requires that Title I schools provide training to their parents to support student academic achievement. If workshops are offered to parents at Title I schools on standards, assessments, and ways to support learning at home, these monthly engagement activities can meet the School Title I Parent and Family Engagement Policy requirements. To fulfill both the monthly activity and Title I requirements, principals will identify the date that the engagement occurred, the number of participants, and click boxes verifying that these were held. See the directions below for detailed instructions on verifying information.

Steps to Verify for the Monthly Family Engagement Activities on the Mandated Parent Workshops Page

1. Click on the *Mandated Parent Workshops* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.
2. Under the specific month heading, choose the topic of the activity.
3. Click in the box on the right of the date box to activate the calendar and add the number of participants.
4. Repeat Steps 2 and 3 for each month.
5. Check the box to verify all activities were conducted for parents.
6. After all relevant fields are completed, click on the *Submit* tab.

**Mandated Parent Workshops
 (Annual School Goals and Budget Consultation Meeting Verification)
 Due May 31, 2024**

In order to deepen parents' understanding of how school funds support plans for student

achievement and to provide opportunities for parent input in plan development and decision-making, schools must hold an Annual School Goals and Budget Consultation Meeting prior to the budget development in the spring semester. All families must be invited to this meeting. A needs and assets assessment, along with other data, including results from the California School Dashboard, should be shared with parents, and connected to the goals and actions defined by the school for student achievement and success. Principals will identify the date of the meeting, include the number of participants and verify that the meeting was held. See the directions below for detailed instructions on verifying information.

Steps to Verify for the Annual School Goals and Budget Consultation Meeting on the Mandated Workshops Page

1. Click on the *Mandated Parent Workshops* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.
2. Click in the box on the right of the date to activate the calendar and use the calendar to select the meeting date.
3. Identify the number of participants.
4. Check the assurances box to verify the meeting was held on the selected date.
5. After all relevant fields have been completed, click on the *Submit* tab.

**Monthly School Site Family Academy Catalogue
Due May 31, 2024**

To ensure all school sites are promoting monthly family engagement workshops and activities, a monthly course catalogue is to be provided to families. A template for the course catalogue/calendar is organized to feature engagement covering the following topics: academic, wellness, civic engagement, career development and honoring perspectives. The template is available at lausd.org/sface under the Tools for School tab.

Steps to Verify for the Monthly School Site Family Academy Catalogue on the Mandated Workshops Page

1. Click on the *School Site Family Academy Course Catalogue* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.
2. Upload the course catalogue for each month from August-June of the school year.
3. After all documents are uploaded, click on the *Submit* tab.

Ideas for Increasing Monthly Family Engagement Attendance	
<p style="text-align: center;">Parent Ambassadors</p> <p>Identify parent leaders who can be ambassadors and invite other parents to workshops. Each ambassador should have a quota of how many parents they need to bring. (e.g., 5 parent leaders can each invite 5 other parents to the training)</p>	<p style="text-align: center;">Incentives for Parent Leaders</p> <p>Provide incentives to the parents who bring other parents to the workshops. Incentives can be provided through donations. For example, the more parents they bring, the more raffle tickets they receive to be eligible to win a donated item.</p>
<p style="text-align: center;">Differentiated Time for Training</p> <p>Survey parents to identify what days and times they are most available to attend workshops. Try varying the workshop offerings on alternate days and times so that more and different parents are available to attend, like holding some during weekends or evenings.</p>	<p style="text-align: center;">Nationally Board-Certified Teachers</p> <p>Ask Nationally Board-Certified teachers to train parents of a specific grade or subject, focusing on data reviews. The trainings can be held on Saturday. For example, 5th grade parents can learn about their students' scores on math assessments and strategies to use at home to strengthen students' skills.)</p>
<p style="text-align: center;">Parent Conference Week</p> <p>Plan to offer workshops during Parent Conference Week. LCAP workshops can be held in the auditorium where parents can be invited to stop by for the training after meeting with teachers.</p>	<p style="text-align: center;">Holiday Program</p> <p>LCAP workshops can be held in the Parent and Family Center where parents are invited to attend the workshop after the holiday program event.</p>
<p style="text-align: center;">Incentives</p> <p>Offer incentives to students if parents come to the workshop (e.g., class ice cream parties, raffle tickets, parking spot for one week)</p>	<p style="text-align: center;">Student Performances</p> <p>LCAP workshops can be held in the Parent and Family Center where parents are invited to attend the workshop after the student performance.</p>
<p style="text-align: center;">“Coffee with the Teacher”</p> <p>Ask the teachers of one grade level to invite parents to a “Coffee with the Teacher” after school. The grade level teachers can cover various topics, including holding a LCAP workshop.</p>	<p style="text-align: center;">“Waiting for Dismissal Bell”</p> <p>Have Parent and Family Center Staff meet with parents 60 minutes before school ends and hold a LCAP workshop. Parents could participate in the workshop while waiting for their students.</p>
<p style="text-align: center;">Student Motivators</p> <p>Students should be asked to write an invitation letter to their parents to attend the next LCAP workshop. The students can put the letter in an envelope and mail it to parents.</p>	<p style="text-align: center;">Main Office</p> <p>In the main office, at the school entrance and gates, the list of parent workshops should be visible. A review of the workshop information can be available to parents in the main office. (e.g., Coming Attractions)</p>