



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT B

Division of Instruction TEACHERS Verification of Williams Sufficiency – SECONDARY

Directions for completing and submitting the Teachers Verification of Williams Sufficiency using the Teachers Portal:

Purpose: To provide instructions on how to access the SECONDARY *Teachers Portal* needed to declare Williams Sufficiency.

Requirements to access the Portal:

- An LAUSD Single Sign On
- Internet access

Step One: *Logging into the Teachers Portal*

1. Access the *Teachers Portal* by using the following link: <https://teacherportal.lausd.net/>
2. Use your LAUSD SSO to login into the *Teacher's Portal*
3. Select the "Teacher Verification of Textbook Sufficiency" link
4. Check to ensure you are accurately logged in. In the upper-right corner under the portal tools, you should see your username displayed

Step Two: *Verifying the Information Displayed*

1. Verify that the following account information is correct. The following are not adjustable fields. If the information displayed is incorrect, please open an Online Service Request for Principal and Teacher's Portal for Textbooks (<https://rebrand.ly/iltss-remedyticket>):
 - School Calendar: Select the current school year
 - School: Your school assignment for the current year
 - Teachers Name: The employee's name
 - School Type: Information is extracted from the MiSiS data

*Note: Magnet Centers and Dual Language, will certify under the main school's location code.

Step Three: *Verifying for Williams Sufficiency*

1. Before certifying **please** pay attention to the following:
 - ****Additional components such as teacher's editions and ancillary material are not mandated for sufficiency.***
 - ****District policy does not allow the use of State textbook funding for the purchase of class sets***



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2. To declare **SUFFICIENT**, select: I have sufficient textbook/instructional materials. Upon successful submission, you will receive a confirmation email.
3. To declare **INSUFFICIENT**, select: I DO NOT have sufficient textbook/instructional materials:
 - If you select **INSUFFICIENT** for any of the curricular areas, you must fill in the following fields:
 - Period
 - Room number
 - Grade level/Course
 - Curricular (drop down menu) (the elementary designation is only for K-5 schools)
 - Title information
 - ISBN
 - Students Enrolled in Section
 - Students Enrolled without textbooks (represents copies needed)
4. If a course you are teaching is **not** a core course (English (ELA/ELD), mathematics, science, social science, health, foreign language), you may select “Non-core/Not Applicable” as a response.
5. Once you have verified your answers, select the blue “Submit” button. Your responses will be recorded and viewable by the school’s principal and the Local District.
6. If you declare **INSUFFICIENT**, an email will be sent to the principal’s inbox to notify him/her of the issue. Upon successful submission, you will receive a confirmation email declaring your insufficiency along with steps to remedy the insufficiency.
7. Once the principal has remedied the insufficiency, you are required to login to the *Teachers Portal* to **recertify** and declare **SUFFICIENT**.
8. Be sure to logout of the *Teachers Portal* by clicking on the logout icon (🔒).