



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: English Learner Online Accountability System (OLAS)

NUMBER: REF-061300

ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
Division of Instruction

Lydia Acosta Stephens, Executive Director
Multilingual and Multicultural Education Department

ROUTING
Local District Superintendents
Administrators of Instruction
EL Program Staff
EL Instructional Staff
Principals
Assistant Principals
School Site EL Designees
UTLA Chapter Chairs

DATE: December 9, 2018

PURPOSE: The purpose of this Reference Guide is to describe L.A. Unified’s process for monitoring and supporting English Learner programs and services using the EL Instructional Online Accountability System (OLAS).

BACKGROUND: California school districts are expected to provide effective and compliant instructional programs and services to all English Learners (ELs) in accordance with the California Education Code and federal statutes and regulations. To ensure districts maintain compliant programs and provide appropriate instructional services to all English Learners, the California Department of Education (CDE), the Office for Civil Rights (OCR), and independent auditors monitor and review L.A. Unified’s EL program on a regular basis. To support schools in establishing compliant EL programs and services, L.A. Unified has developed OLAS to collect and store sample evidence and principals’ certifications for required English Learner program activities identified in the California Education Code and federal statutes and regulations.

The District is responsible for monitoring school site EL programs to assess compliance with state and federal EL program guidelines. The District uses OLAS to monitor the timely completion of legally mandated EL accountabilities. The OLAS is designed to:

- Serve as a school site time-task calendar for required EL program activities
- Provide technical guidance and support to all schools in maintaining mandated EL program evidence in accordance with state and federal requirements
- Offer links to relevant district policies, forms, and other documents
- Provide schools access to files needed to ensure that accurate EL program documentation and data are maintained at school sites



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

MAJOR CHANGES: This is a new Reference Guide.

INSTRUCTIONS: The school site EL Designee is responsible for completing all required EL program accountabilities on a monthly basis. After completion of the monthly accountabilities, the EL Designee uploads onto OLAS sample evidence of completion of the EL program accountabilities. Thereafter, the school-site certificated administrator certifies in OLAS that the school is implementing a compliant EL program in accordance with the state and federal requirements.

To access OLAS, go to the principal portal at <https://principalportal.lausd.net/>.

1. Click on the *Instructional Online Accountability* link
2. Enter the LAUSD Single-Sign On username and password

The EL accountabilities represent a sampling of evidence requirements maintained at the school site per state and federal mandates. The school-site certificated administrator is responsible for certifying the accuracy of the completion of the accountabilities as well as ensuring that all documents are maintained at the school site for a minimum of five years.

Administrators of Instruction, Directors, Local District EL Coordinators, and MMED staff monitor schools' submissions in OLAS in order to inform EL Program compliance training and provide individualized technical guidance and support to schools.

The following resources, available on the [MMED EL Program Online Accountabilities webpage](#), may aid schools in understanding and fulfilling the EL program accountabilities:

- *OLAS FAQs*: Answers to questions frequently asked by school sites
- *OLAS Calendar*: Accountability items organized by due date
- *OLAS Checklist*: Checklist of specific items to be kept on file at the school site and/or uploaded to OLAS each month
- *Recent CDE EL Monitoring FPM Instruments*: Description of EL program requirements monitored by CDE, the source of OLAS accountability items

Attachment A contains the OLAS Job Aid, which includes instructions for submitting OLAS items, viewing/monitoring accountability items submitted by the school, and assigning OLAS access to an EL Designee.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

RELATED

RESOURCES:

[EL Online Accountability System Calendar](#)

[EL Online Accountability System Checklist](#)

[CDE EL Monitoring Federal Program Monitoring \(FPM\) Instruments](#)

ASSISTANCE:

For assistance, contact the Local District EL Programs Coordinator or Rafael Escamilla, EL Programs Coordinator at Multilingual and Multicultural Education Department at (213) 241-5582.

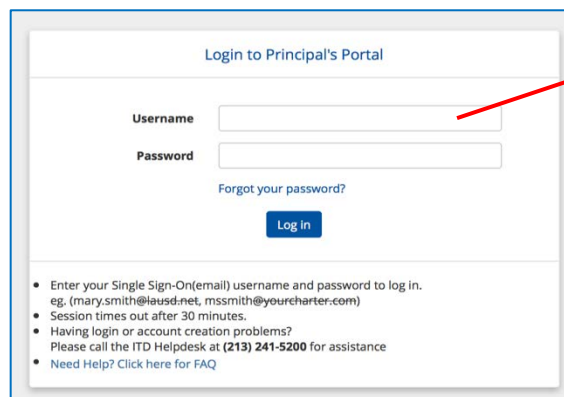
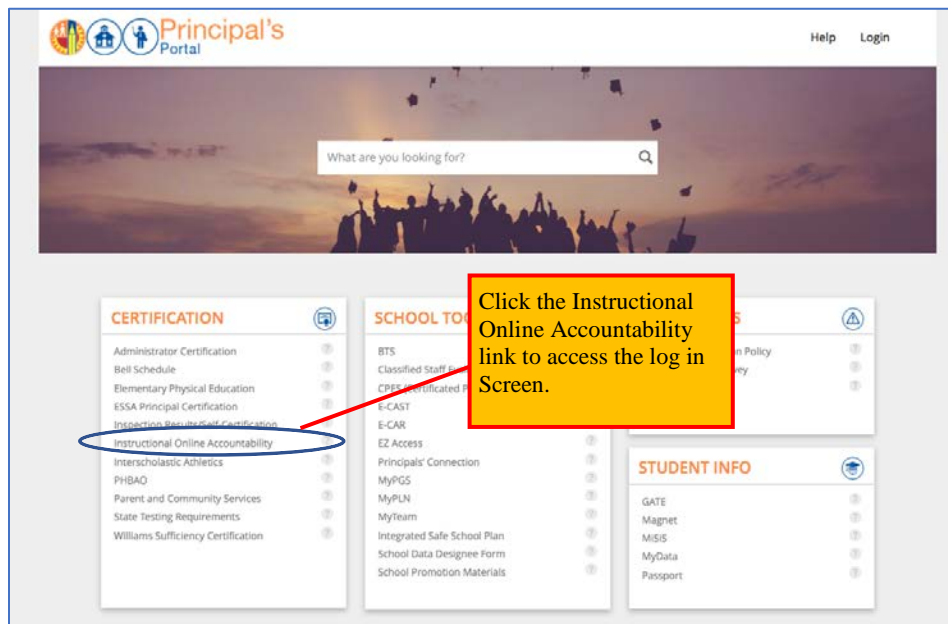


**Job Aid
Instructional Online Accountability System (OLAS)**

The Multilingual and Multicultural Education Department (MMED), in conjunction with the Office of Data and Accountability (ODA) and Information Technology Division (ITD), developed the English Learner *Instructional Online Accountability System (OLAS)* to document and monitor the English Learner program and services provided to ELs throughout the District. School sites utilize this platform to certify completion of EL program accountabilities and upload related documentation as evidence of compliance.

I. Accessing OLAS

OLAS can be accessed through the Principal's Portal: <https://principalportal.lausd.net>



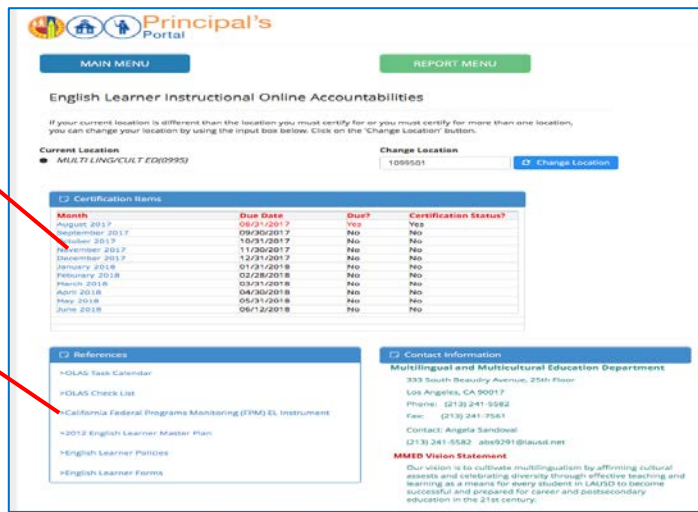
Log in with your LAUSD username and password.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

II. OLAS Main Menu

The OLAS Main Menu contains links to access monthly accountabilities and resources. Please download and print the OLAS Task Calendar and Checklist.



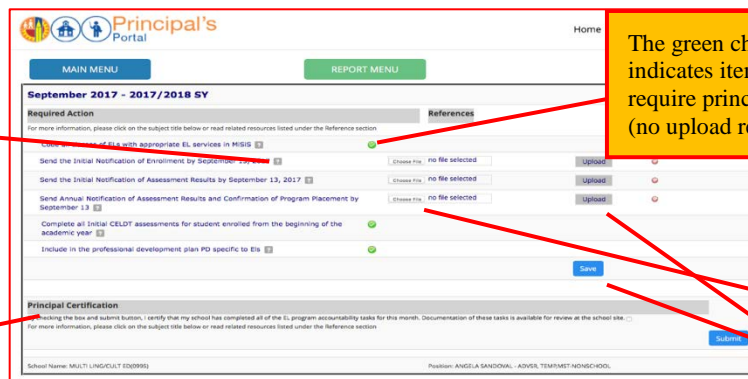
Click on the accountability month to view what is due for the month.

Click on the desired link to access resources.

NOTE: These documents are essential for understanding what needs to be completed, documented, uploaded and certified in OLAS for each month. All EL Program documentation needs to be kept on file at the school site for a minimum of 5 years as evidence of compliance with state and federal EL program requirements.

III. OLAS Certification (monthly EL accountabilities)

The OLAS Certification page displays the accountability items due at the end of the month. The school site EL Designees will see only the accountability items that require an upload. The school site administrator will see all accountability items referenced in the OLAS Task Calendar and Checklist.



Clicking on the question mark will allow the user to view a description of the accountability item and necessary action.

The green checkmark indicates items that only require principal certification (no upload required).

Administrator certifies the month's accountabilities and submits.

Browse for and select the document to be uploaded. Click here to upload. Then click below to save.

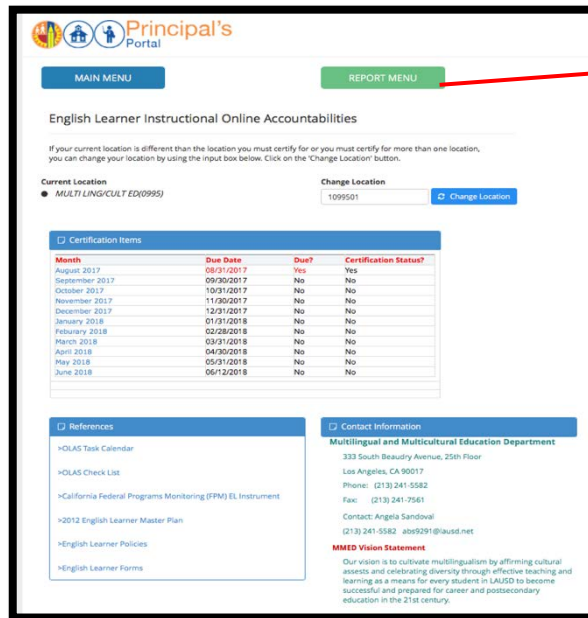


LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

IV. Accessing an OLAS School Report

OLAS users can view, download and print an at-a-glance OLAS school report to monitor the status of monthly accountability uploads and certification.

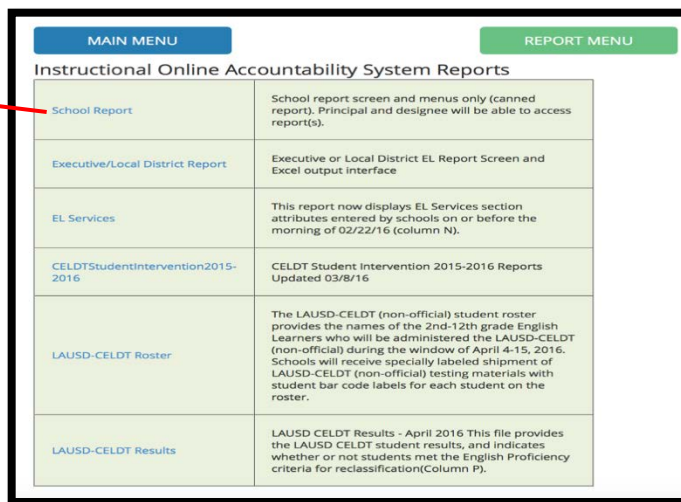
1. Click onto the green "Report Menu" button to access available reports in OLAS.



Click on the *Report Menu* button.

2. The *Report Menu* will display. View the menu and select the *School Report* link to view the OLAS at-a-glance accountability completion report.

Click onto the *School Report* link.





LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

3. The OLAS School Report shows the status of all accountability items for the current school year:

Accountability	Due Date	Upload	Uploaded Date	Uploaded By	Principal Cert Date	Principal Cert By	Principal Cert
Organize EL classrooms according to Master Plan guidelines	08/23/2017	Not Req.					N
Hold 3 Master Plan Instructional Program Options K Orientation Meetings	08/23/2017	Required					N
Hold a Master Plan Instructional Program Options Informational for parents of ELs in grades 1-12	08/23/2017	Required					N
Establish and maintain the Student Support and Progress Team (SSPT)	08/23/2017	Required					N
Establish ELD instructional block/schedule for the school site	08/23/2017	Not Req.					N
Complete all Initial CELDT assessments for student enrolled from the beginning of the academic year	09/20/2017	Not Req.					N
Send the Initial Notification of Assessment Results by September 13, 2017	09/20/2017	Required					N
Send Annual Notification of Assessment Results and Confirmation of Program Placement by September 13	09/20/2017	Required					N
Send the Initial Notification of Enrollment by September 13, 2017	09/20/2017	Not Req.					N
Code all classes of ELs with appropriate EL services in MGS	09/20/2017	Not Req.					N
Include in the professional development plan PD specific to ELs	09/20/2017	Not Req.					N
Correct all EL program data in MGS for the Fall Language Census	10/23/2017	Not Req.					N
Conduct class observations of Designated and Integrated ELD	10/23/2017	Not Req.					N
Upload SSPT Meeting Log for August, Sept., October, and November	11/20/2017	Required					N
Monitor the progress of EL Students as part of SSPT*	11/20/2017	Not Req.					N
Monitor RIFEP student progress school-wide as part of SSPT*	11/20/2017	Required					N
Maintain the Master Plan Instructional Program Options Log, 1st Semester	12/20/2017	Not Req.					N
Conduct classroom observations of Designated and Integrated ELD	12/20/2017	Required					N
Send to EL/PAC training the identified EL/PAC Coordinator	12/20/2017	Not Req.					N
Reclassify all ELs who have met the reclassification criteria	12/20/2017	Not Req.					N
Plan and provide PD specific for ELs	12/20/2017	Required					N
Monitor the progress of EL Students as part of SSPT*	01/23/2018	Required					N
Hold a Master Plan Instructional Program Options meeting #2	01/23/2018	Not Req.					N
Ensure all classes with ELs have ELA services entered in MGS	01/23/2018	Required					N
Monitor RIFEP Student Progress as part of SSPT*	01/23/2018	Not Req.					N
Conduct class observations of Designated and Integrated ELD	01/23/2018	Required					N
Monitor LTEL Progress/Parent Meeting #2	01/23/2018	Optional					N
Conduct classroom observations of Designated and Integrated ELD	05/20/2018	Not Req.					N
Reclassify all ELs who have met the reclassification criteria	05/20/2018	Not Req.					N
Administer the Annual EL/PAC to all ELs	05/20/2018	Not Req.					N
Plan and provide professional development specific for ELs	05/20/2018	Required					N
Update the Master Plan Instructional Program Options Log, 2nd Semester	06/12/2018	Not Req.					N
Upload SSPT Meeting Log for March, April and May	06/12/2018	Required					N

V. Assigning OLAS Access to an EL Designee

Principals have User Manager access, which allows them to assign OLAS access to the school site EL Designee. This will allow the EL Designee to upload EL documents in OLAS. EL Designees (who are not administrators) cannot certify OLAS accountability items.

1. To assign access, click onto the *Settings* link.

Principal clicks the *Settings* link.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

2. Click on User Manager to open the access page needed to assign access.

Los Angeles Unified School District
Principal Certification System

Admin Tools

[User Manager](#)

Principal clicks the *User Manager* link.

3. Click on the *Find* button to begin a name search.

Select the cost center from the drop down to view users at that location. To add a user, click on the 'Find' button and search for the employee. Click on the employee to select him/her and click on the 'Add User' button to finish.

User Name: Find

User Type: All

Location/Local District:

System: Instructional Online Accountability System

Add User

[Return to Main Menu](#)

Principal clicks the *Find* button and will be directed to an initial information screen.

4. Enter the individual's first and last name then click onto the search button. A new screen will open. Select the name of the individual to whom access will be granted.

Resource Search Screen

First Name:

Last Name:

Search Clear Cancel

Principal will need to enter the first and last name to conduct a search for the individual who will be granted access.

5. Select the appropriate information: User Type, Location/Local District, and Instructional Online Accountability System, for the individual who will be granted access. Click "Add User" to complete the process.

Select the cost center from the drop down to view users at that location. To add a user, click on the 'Find' button and search for the employee. Click on the employee to select him/her and click on the 'Add User' button to finish.

User Name: Find

User Type: All

Location/Local District:

System: Instructional Online Accountability System

Add User

[Return to Main Menu](#)

Principal must click "Add User", to grant access.