



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: No Child Left Behind (NCLB): Qualifications for Teachers; Parent Notification Requirements and Right to Know Procedures, Annual Principal Certification Form

NUMBER: MEM-6161.0

ISSUER: Deborah Ignagni, Assistant Chief Human Resources Officer
Certificated Employment Operations Branch

Vivian K. Ekchian, Chief Human Resources Officer
Human Resources Division

DATE: September 30, 2013

DUE DATE: Wednesday, October 30, 2013

PURPOSE: The purpose of this Memorandum is to provide information to assist school sites in implementing the federal requirements of *The No Child Left Behind Act* as it relates to teachers of core academic subjects in all schools; and to provide instructions to school principals regarding the completion and submission of the NCLB Principal Certification Form.

MAJOR CHANGES: The NCLB Principal Certification Form is now in an electronic format, and will be completed and submitted online.

INSTRUCTIONS: A. Parent Notification Procedures

ROUTING
All Schools and
Offices

Parents of students in core academic subjects who are taught by non-NCLB compliant teachers must be notified in writing (Attachment A). A teacher roster may be printed using the Student Information System at your site. The roster will list the credential status of all teachers, the classes or subjects to which each is assigned and their current status in meeting the NCLB “highly qualified” requirement. Be advised that only those assigned to core academic subjects are included in the federal statute. Core academic subjects include English, Reading or Language Arts, Math, Science, Foreign Language, Civics and Government, Economics, Arts, and Social Studies. If roster information appears to be inaccurate, or if you have questions regarding the NCLB compliance of a specific teacher, please call the NCLB Unit – Certificated Credentials, Contract, and Compliance Services at (213) 241-2062.



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The notification letter may be printed from the school's Student Information System. The procedures are as follows:

- Elementary Schools – Report Menu 14, Option 37, Parent Notification
 - Secondary Schools – ID67
- To ensure accurate reporting to parents, all secondary schools should correct invalid employee numbers in FC01.**

Copies of letters must be maintained at the school site for audit purposes.

Parent notification procedures also include non-NCLB compliant extended substitutes who have been assigned to core academic subjects for four or more consecutive weeks. If you have questions about extended substitutes, contact your school's Human Resources personnel specialist.

All substitutes who are expected to be in a class for 20 or more days must be entered into the Student Information System (SIS) as follows:

For Elementary SIS:

Use Screen 16, Option 2. Enter the room number in field 0. Enter the extended substitute's employee number into field 1, replacing the previous teacher's employee number. If the previous teacher is on leave, place the previous teacher's employee number in field 21 and enter an "N" into field 22. File the screen.

For Secondary SIS:

Ensure that FC01 has the substitute's information. Then, change the teacher number in CL01 to match the new number just entered in FC01.

B. Parents Right to Know

NCLB requires that parents and/or guardians of students may make **written** requests and receive information (Attachment B) regarding the qualifications of their child's teacher(s). Upon request, the parent will be provided with the teacher's credential(s), degree(s), and major(s).

A parent letter may be printed from the school's SIS that provides the teacher's qualifications. The procedures are as follows:

- Elementary Schools – Report Menu 14, Option 35, Parents Right to Know Letter



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- Secondary Schools – ID64 prints the qualifications of all teachers of the student which is provided to parents along with Attachment B.

If you have any questions about a teacher's qualifications, contact your school's Human Resources personnel specialist for clarification.

C. Supplemental Credentials, Limited Assignment Permits and Local Authorizations

In addition to Provisional Internship and Short Term Staff permits, Supplemental credentials, Middle School authorizations, Board Permits, Limited Assignment permits, and Committee on Assignments do not meet NCLB Highly qualified requirements. Such assignments should be avoided whenever possible. As outlined above, parents of students in core academic subjects who are taught by teachers who are non-NCLB compliant must be notified in accord with NCLB requirements (Attachment A).

D. Use of Title I Funds for Teaching Positions

Any teacher whose position is funded by Title I allocations must meet NCLB compliance and be designated as a highly qualified teacher. Only NCLB compliant teachers may be assigned to positions budgeted with Title I funds. Positions must be in the areas of language arts, math, science or social studies.

E. Employee Privacy

Confidentiality and privacy rights must be maintained in the collection, retention, and dissemination of employee information. Personal information, such as the employee number, social security number, age, home address and telephone number or anything else of a personal nature, shall not, under any circumstances, be shared with parents or any other unauthorized persons. Additionally, care must be taken at all times to ensure that personal information is collected and maintained in a secure manner.

F. Principal Certification Form for the 2013-2014 School Year

The Principal Certification Form for the 2013-2014 school year may be found online at <http://go.teachinla.com/nclb>. Principals must complete and submit the Certification Form electronically no later than October 30, 2013.



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Upon reviewing the school's teacher roster, if a "No" or "Pending" appears after any teacher who is assigned to a core academic setting, the school is not yet in compliance with NCLB with respect to teacher qualifications. If this information appears to be inaccurate, or if you have questions regarding the NCLB compliance of a specific teacher, please call the NCLB Unit - Certificated Credentials, Contract, and Compliance Services at (213) 241-2062.

Once the information for your school is verified, please complete the Principal Certification Form online at <http://go.teachinla.com/nclb>. The form will automatically be sent to the NCLB unit after you click the *SUBMIT* button.

Please print a copy of the form to retain in school records.

RELATED RESOURCES:

Parent's Right to Know forms and Parent Notification letters are included for your convenience (Attachments A and B).

ASSISTANCE:

For assistance or further information regarding the "highly qualified" teacher definition or procedures contained herein, please contact Derek Ramage, Director, Certificated Employment Operations at (213) 241-4669 or derek.ramage@lausd.net, or Deborah Ignagni, Assistant Chief Human Resources Officer, Certificated Employment Operations Branch at (213) 241-6334 or deborah.ignagni@lausd.net.

For assistance with SIS, please call:

- Elementary SIS Support at (213) 241-4617
- Secondary SIS Support at (213) 241-4850.

Teachers or principals in need of further clarification regarding a teacher's NCLB status may contact the NCLB Teacher Qualifications Unit, Human Resources at (213) 241-2062.

The NCLB definitions of a "highly qualified" teacher and options to become "highly qualified" are available at www.teachinla.com/nclb or by clicking on HR Offices then scrolling down to NCLB Teacher Qualifications Unit and clicking the hot link. Test preparation information may be accessed at this web site by clicking on the Subject Matter Preparation link.

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ATTACHMENT A

Below is a sample letter. It may be printed from SIS for mailing to parents.

Dear Parent or Guardian:

Your child is attending a school that is expected to comply with the *No Child Left Behind* (NCLB) Act. Under this law, teachers of core academic subjects are required to hold state certification and demonstrate subject matter competency.

These requirements help to ensure that students receive the best education possible. Currently, the District is working to determine if our teachers meet these requirements and, if necessary, is assisting teachers to do so through additional support and training.

A teacher who is authorized to teach in California, but has not yet completed the process for meeting NCLB requirements, has taught your child for four or more consecutive weeks. Your child's teacher may meet the requirements, yet may not have had the opportunity to demonstrate that he/she meets them. You may contact the school in order to request the qualifications of your child's teacher.

The school is committed to ensuring that all students have the same opportunity to meet challenging State academic standards.

Site Principal

[Name of School]

Teacher(s)

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES
Recursos Humanos

ANEXO A

Ésta es una carta muestra. Se puede imprimir de SIS para enviarla por correo a los padres de familia.

Estimados padres de familia o tutores:

Su hijo(a) está asistiendo a una escuela que se espera cumpla con la Ley “*Ningún Niño Se Quede Atrás*” (NCLB, por sus siglas en inglés). Bajo esta ley, a los maestros de las materias académicas básicas se les exige que mantengan su certificación y demuestren tener competencia en la materia que imparten.

Estos requisitos ayudan a garantizar que los estudiantes reciban la mejor educación posible. Actualmente, el Distrito está trabajando para hacerlo a través de apoyo y capacitación.

Un maestro que está autorizado para enseñar en California, pero que todavía no ha completado el proceso para cumplir con los requisitos del NCLB, le ha enseñado a su hijo(a) durante cuatro o más semanas consecutivas. El maestro de su hijo(a) puede reunir los requisitos, pero tal vez no ha tenido la oportunidad de demostrar que los ha reunido. Por favor, comuníquese con la escuela para solicitar las calificaciones del maestro de su hijo(a).

La escuela está comprometida para asegurar que todos los estudiantes tengan la misma oportunidad para alcanzar las normas académicas estatales.

Director de la escuela
[Nombre de la Escuela]

Maestro(s)

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Human Resources Division

ATTACHMENT B
Elementary

LOS ANGELES UNIFIED SCHOOL DISTRICT

<SCHOOL NAME>
<SCHOOL ADDRESS>
<CITY, STATE, ZIP>

<DATE>

Dear Parent or Guardian of: <Student Name>

The No Child Left Behind Act (NCLB) provides parents or guardians of students the opportunity to request information regarding the qualifications of their child's teacher (s).

Recently, you requested information regarding the qualifications of your child's teacher (s). Under NCLB, a parent or guardian can receive information regarding a teacher's credentials, degrees and majors.

Listed below are the qualifications of your child's teacher(s).

<u>Teacher</u>	<u>Status</u>	<u>Degree</u>	<u>Major</u>	<u>Credential</u>
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For more information regarding NCLB provisions, please visit: www.ed.gov/nclb. Thank you for your inquiry and your continued participation in your child's education.

Site Principal or Designee Signature

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

ATTACHMENT B
Secondary

LOS ANGELES UNIFIED SCHOOL DISTRICT
<SCHOOL NAME>
<SCHOOL ADDRESS>
<CITY, STATE, ZIP>

<DATE>

Dear Parent or Guardian of: <Student Name>

The No Child Left Behind Act (NCLB) provides parents or guardians of students the opportunity to request information regarding the qualifications of their child's teacher (s).

Recently, you requested information regarding the qualifications of your child's teacher (s). Under NCLB, a parent or guardian can receive information regarding a teacher's credentials, degrees and majors.

Listed below are the qualifications of your child's teacher(s).

<u>Teacher</u>	<u>Period</u>	<u>Class</u>	<u>Status</u>	<u>Degree</u>	<u>Major</u>	<u>Credential</u>
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For more information regarding NCLB provisions, please visit: www.ed.gov/nclb. Thank you for your inquiry and your continued participation in your child's education.

Site Principal or Designee Signature