



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## REFERENCE GUIDE

**TITLE:** Certification of Textbook Sufficiency, Secondary Schools

**NUMBER:** REF-4775.1

**ISSUER:** Judy Elliott, Chief Academic Officer  
Office of Curriculum, Instruction & Support Services

Esther Sinofsky, Director  
Instructional Media Services

**ROUTING**  
 Local District Superintendent  
 Local District Administrators of Instruction  
 Local District Directors  
 Local District Instructional Coordinators  
 Local District Fiscal Services Managers  
 Principals  
 UTLA Chapter Chairpersons

**DATE:** July 22, 2009

**PURPOSE:** To provide instructions regarding certification of textbook/instructional materials sufficiency.

**MAJOR CHANGES:** This Reference Guide replaces REF-3539.2 with the same title, dated May 23, 2008, to provide an updated timeline and revise teacher certification form.

**BACKGROUND:** Previously, only Principals and Local District superintendents were required to annually certify textbook sufficiency. Effective July 1, 2006, classroom teachers, as well as principals and Local District superintendents, must certify textbook/instructional materials sufficiency.

The District’s policy requires that each student, including English Learners and those in special day classes, have a State-adopted, standards-based textbook for use in the defined subjects of reading-language arts, history-social science, mathematics, science, health (Grades 6-7, 9) and foreign language (Grades 9-12). Students must be assigned a single textbook in each subject that they can use both at home and in class. District policy does **not** allow the use of State textbook funding for the purchase of class sets in addition to the books issued directly to students. The District will make every effort to fund all appropriate textbook requests.

**INSTRUCTIONS:** In order to document compliance with California Education Code Section 60119, an annual certification of textbook sufficiency is required of all teachers, principals, and Local District superintendents **regardless of decile level**.

**School Principals** will:

- Compare final master schedule with current textbook inventory by course enrollment two weeks prior to the first day of instruction to ensure sufficient supplies of textbooks.
- Print the appropriate Instructional Material Survey templates from the Textbook Services website. These templates list the District adopted and approved textbooks in each defined subject area and will aid teachers in identifying any missing or insufficient instructional materials. Additional



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components such as teacher's editions and ancillary materials are **not** mandated for sufficiency. The Surveys are posted on the Textbook Services website (<http://textbookservices.lausd.net>) under *Quick Links*. Distribute the appropriate Survey, together with the *Teacher Certification of Textbook Sufficiency* form (Attachment A), to teachers on the **first day of instruction** for the new school year of each track. *Teacher Certification of Textbook Sufficiency* forms may also be accessed on the Textbook Services website under the *Williams Sufficiency* link.

- Collect the Certifications from **teachers** by the **Tuesday** of the **second week** of instruction for each track. These certifications are subject to audit and must remain on file at the school site for at least two years.
- Resolve verified insufficiencies *before* completing the *Principal Certification of Textbook Sufficiency* form (Attachment B). *Principal Certification of Textbook Sufficiency* forms are also accessed on the Textbook Services website under the *Williams Sufficiency* link.
  - Investigate possible on-site resources to determine, for example, if books are in storage and not yet distributed.
  - Investigate the possibility of borrowing surplus books from another school.
- Order replacement materials through an approved used book vendor if possible. A list of used book vendors is posted on the Textbook Services website (<http://textbookservices.lausd.net>). Submit the orders using the Request for Textbook form, to your Local District for funding and ordering.
- Sign the *Principal Certification of Textbook Sufficiency* form. Mail, fax or email a copy of the completed *Teacher Certification of Textbook Sufficiency* forms, along with the *Principal Certification of Textbook Sufficiency* form, to your Local District by the **Thursday** of the **second week** of instruction for each track.
- If there are unresolved insufficiencies, be prepared to explain at the public hearing the reasons for insufficiencies. Principals of schools with insufficient instructional materials must communicate to community stakeholders the reasons why there are insufficiencies, the percentage of students who are without textbooks or materials, and what action is being taken to remedy the insufficiency.

### **Local District Superintendents** will:

- Review each school's *Teacher Certification of Textbook Sufficiency* forms and *Principal Certification of Textbook Sufficiency* forms for insufficiencies and maintain a file of all the forms for two years.
- Send the *Local District Superintendent Certification of Textbook Sufficiency* form (Attachment C), along with a copy of the *Principal Certification of Sufficiency* forms, to Textbooks Services on or before **Tuesday** of the **third week** of instruction of each track, via school mail.
- Separate the Decile 1-3 schools' *Certification of Textbook Sufficiency for Classroom Teachers* forms, along with the *Principal Certification of*



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*Sufficiency* forms, for the Los Angeles County Office of Education (LACOE) as part of LACOE's initial textbook sufficiency audit process by the **end of the third week** of instruction.

- Ensure all textbook orders are submitted in a timely manner by requesting additional funds through Textbook Services as needed.
- Place textbook orders within 5 days from receipt of funding.
- Track the placement of school textbook orders and notify the school principal that orders have been placed (Attachment D).

At the public hearing, a list of schools with certified insufficiencies (including the percentage of students without textbooks or materials and the action being taken to remedy the insufficiencies) will be presented to the Board.

### **TIMELINES:**

- Teacher Certifications forms are due to principals by **Tuesday** of the **second week** of instruction.
- Principal Certification of Textbook Sufficiency forms are due to the Local District Office by **Thursday** of the **second week** of instruction.
- Local District Superintendents must return the Local District Textbook Certification Form to Textbook Services on or before **Tuesday** of the **third week** of instruction.
- Local Districts must separate the Decile 1-3 schools for LACOE as part of LACOE's initial textbook sufficiency audit process by the **end of the third week** of instruction.

A detailed timeline with specific dates has been provided to assist principals and Local District administrators (Attachment E).

### **RELATED RESOURCES**

BUL-2326.6, Textbook Policies and School Site Procedures  
dated January 23, 2009

REF- 4612, Targeting the Purchase of Textbooks, Grades K-8,  
dated February 16, 2009

REF-4163, Targeting the Purchase of Textbooks, High Schools,  
dated February 19, 2009

BUL-2375, Textbook Inventory Control Requirements in Secondary,  
dated March 22, 2006

### **ASSISTANCE:**

- For *Williams*-related information and instructional materials complaint procedures and audit information, call Textbook Services at (213) 207-2280.
- For selection of textbooks, price list and order form instruction, or help with the Instructional Material Survey Templates, call Textbook Services at (213) 207-2280 or visit Textbook Service website at <http://textbookservices.lausd.net>.
- For budget information, call the Local District Fiscal Services Manager.



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Instructional Media Services

REF-4775.1  
July 22, 2009

ATTACHMENT A

## Teacher Certification of Textbook Sufficiency – **SECONDARY**

### Teacher Certification of Textbook Sufficiency – Secondary

*Form to be completed no later than Tuesday of the second week of instruction*

*Please fill in all school information.*

Local District: _____	School Name: _____	Location Code: _____
Sch. Calendar: _____	Teachers Name: _____	

- Additional components such as teacher's editions and ancillary materials are not mandated for sufficiency.
- District policy does not allow the use of State textbook funding for the purchase of class sets.

#### Select Your Curricular Subject Area

I have Sufficient textbooks/components in ALL my course/sections

I do NOT have Sufficient textbooks/components in the sections indicated below

#### ONLY FILL IN THE INFORMATION BELOW IF YOU DO NOT HAVE SUFFICIENT TEXTBOOKS/COMPONENTS

Period	Room #	Course	Textbook Title Information	Students Enrolled in section	Students without Textbooks

If course or textbook is not listed in the drop down menus, then please fill in the information below.

Other:	Other:	Other:	Other:	Other:	Other:

Total Students Enrolled: \_\_\_\_\_ Total Students without Textbooks: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

## Instructional Media Services

REF-4775.1  
July 22, 2009

ATTACHMENT B

### Principal Certification of Textbook Sufficiency – SECONDARY

Instructions: Please type directly into all the shaded fields that apply and print when completed. The form will automatically add each of the two columns, *Total # of Students Enrolled* and *# of Students without Materials*, in each of the curricular areas and calculate the percent of students that are insufficient. Drop down arrows will appear when you select the *Reasons for Insufficiency* and *Actions Taken by the Principal*. This form is due to the Local District Office no later than Thursday of the Second Week of instruction for each track.

#### Principal Certification of Textbook Sufficiency – SECONDARY

School:	Loc. Code:
Principal Name:	Local District:

A separate form must be completed for each track. Check appropriate:

Traditional     
  A Track     
  B Track     
  C Track     
  D Track

Please certify as follows:

1. Our school has a sufficient number of English (ELA/ELD) textbooks for the 2009-2010 school year for each student (Grades 6-12):

	<input type="checkbox"/> Yes (if yes, leave blank) <input type="checkbox"/> No (if no, provide necessary information below)	Total # of Students Enrolled	# of Students without Materials	Percent Insufficient: 0%	Reason for Insufficiency	Action Taken by Principal
<i>Title of Course</i>						
<b>Total:</b>		0	0		If Other:	If Other:



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ATTACHMENT B

### Principal Certification of Textbook Sufficiency – SECONDARY

2. Our school has a sufficient number of Math textbooks for the 2009-2010 school year for each student (Grades 6-12):

<input type="checkbox"/> Yes (if yes, leave blank) <input type="checkbox"/> No (if no, provide necessary information below)		Percent Insufficient: 0%			
Title of Course	Title of Book(s)	Total # of Students Enrolled	# of Students without Materials	Reason for Insufficiency	Action Taken by Principal
Total:		0	0	If Other:	If Other:

3. Our school has a sufficient number of Science textbooks for the 2009-2010 school year for each student (Grades 6-12):

<input type="checkbox"/> Yes (if yes, leave blank) <input type="checkbox"/> No (if no, provide necessary information below)		Percent Insufficient: 0%			
Title of Course	Title of Book(s)	Total # of Students Enrolled	# of Students without Materials	Reason for Insufficiency	Action Taken by Principal
Total:		0	0	If Other:	If Other:

4. Our school has a sufficient number of History/Social Science for the 2009-2010 school year for each student (Grades 6-12):

<input type="checkbox"/> Yes (if yes, leave blank) <input type="checkbox"/> No (if no, provide necessary information below)		Percent Insufficient: 0%			
Title of Course	Title of Book(s)	Total # of Students Enrolled	# of Students without Materials	Reason for Insufficiency	Action Taken by Principal
Total:		0	0	If Other:	If Other:



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ATTACHMENT B

### Principal Certification of Textbook Sufficiency – SECONDARY

5. Our school has a sufficient number of **Health** textbooks for the 2009-2010 school year for each student (Grades 6-12):

<input type="checkbox"/> Yes (if yes, leave blank)		<input type="checkbox"/> No (if no, provide necessary information below)		<b>Percent Insufficient: 0%</b>	
<i>Title of Course</i>	<i>Title of Book(s)</i>	<i>Total # of Students Enrolled</i>	<i># of Students without Materials</i>	<i>Reason for Insufficiency</i>	<i>Action Taken by Principal</i>
<b>Total:</b>		0	0	If Other:	If Other:

6. Our school has a sufficient number of **Foreign Language** textbooks for the 2009-2010 school year for each student (Grades: 9-12 ONLY):

<input type="checkbox"/> Yes (if yes, leave blank)		<input type="checkbox"/> No (if no, provide necessary information below)		<b>Percent Insufficient: 0%</b>	
<i>Title of Course</i>	<i>Title of Book(s)</i>	<i>Total # of Students Enrolled</i>	<i># of Students without Materials</i>	<i>Reason for Insufficiency</i>	<i>Action Taken by Principal</i>
<b>Total:</b>		0	0	If Other:	If Other:

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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Los Angeles Unified School District  
INTEROFFICE CORRESPONDENCE

REF-4775.1  
July 22, 2009

ATTACHMENT C

TO: Judy Elliott, Chief Academic Officer  
Office of Curriculum, Instruction & School Support

FROM: \_\_\_\_\_, Superintendent, Local District: \_\_\_\_\_

SUBJECT: **LOCAL DISTRICT SUPERINTENDENT CERTIFICATION OF  
TEXTBOOK SUFFICIENCY**

This form must reflect certification for each track (check all those that apply below). Return this certification to Textbook Services by Tuesday of the third week of instruction for each track. **Attach the principal certifications for each school for the corresponding track.**

Select School Calendar: Traditional A Track B Track C Track D Track

The schools in Local District \_\_\_\_\_ **have sufficient textbooks and instructional materials** in the defined subject areas of reading/English/English Language Development, English as a Second Language, and/or intervention textbooks, history/social science, mathematics and science for Grades K-12, and in the subject areas of foreign language for Grades 9-12 and health for Grades K-7 and Grade 9 as mandated.

OR

The schools in Local District \_\_\_\_\_ **DO NOT have sufficient textbooks and instructional materials** or both in the aforementioned defined subjects or grades.

I further certify that, within Local District \_\_\_\_\_, all principals have been directed to ensure that every student have a textbook to use in class and to take home for the core and required subject areas and that the District maintains a file, for public review, containing **CERTIFICATIONS OF TEXTBOOK/INSTRUCTIONAL MATERIALS SUFFICIENCY** from all principals and teachers from each school within the scope of my responsibility.

Date: \_\_\_\_\_

\_\_\_\_\_  
**Local District Superintendent's Signature**

**Return to Esther Sinofsky by fax**, (213) 413-4059, or via school mail to Instructional Media Services, Adams Plaza, Suite 200, no later than Tuesday of the third week of Instruction for each track.





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Los Angeles Unified School District  
INTEROFFICE CORRESPONDENCE

REF-4775.1  
July 22, 2009

ATTACHMENT D

**TO:** Principal, \_\_\_\_\_ School

**DATE:**

**FROM:** \_\_\_\_\_  
Superintendent, Local District \_\_\_\_\_

**SUBJECT: STATUS OF TEXTBOOK AND INSTRUCTIONAL MATERIALS  
ORDERS**

The District places a high priority on ensuring that every student, in every classroom, has sufficient textbooks and/or instructional materials in the defined subject areas.

Below is a list of textbooks and/or instructional materials that were ordered for your school in response to identified insufficiencies. However, some of these books and instructional material orders may not yet have been delivered to your school. If you do not receive your ordered materials in a timely manner, please contact your Local District Fiscal Services Manager.

This notice and the attached list of textbooks and/or instructional materials must be shared with the UTLA Chapter Chair, all teachers, members of your School Site Council, and other parents and community members.

Defined Subject	No. of Books	BPO No.	Date Entered	Total Cost

Certified by: \_\_\_\_\_  
Fiscal Services Manager

- c: Esther Sinofsky, Director, Instructional Media Services
- Rick Hassler, Specialist, Textbook Services
- File Copy



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## Los Angeles Unified School District INTEROFFICE CORRESPONDENCE

REF-4775.1  
June 15, 2009

ATTACHMENT E

### Williams Sufficiency Timeline

#### Principal's timeline for textbook sufficiency by Track 2009-2009

June 2009							July 2009							August 2009							September 2009						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
	1	2	3	4	5	6				1	2	3	4							1			1	2	3	4	5
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

DATE	ACTIVITY	TRACKS
Wednesday, July 1	DISTRIBUTE BOOKS (FIRST DAY OF INSTRUCTION)	3-TRACK (B,C)
Tuesday, July 7	TEACHERS SUBMIT CERTIFICATION OF SUFFICIENCY TO PRINCIPAL	3-TRACK (B,C)
Thursday, July 9	PRINCIPAL SUBMITS CERTIFICATION OF SUFFICIENCY TO LD	3-TRACK (B,C)
Tuesday, July 14	LD SUPERINTENDENT CERTIFIES SUFFICIENCY AND SUBMITS TO TEXTBOOK SERVICES	3-TRACK (B,C)
Monday, July 6	DISTRIBUTE BOOKS (FIRST DAY OF INSTRUCTION)	4-TRACK (B,C,D)
Tuesday, July 14	TEACHERS SUBMIT CERTIFICATION OF SUFFICIENCY TO PRINCIPAL	4-TRACK (B,C,D)
Thursday, July 16	PRINCIPAL SUBMITS CERTIFICATION OF SUFFICIENCY TO LD	4-TRACK (B,C,D)
Tuesday, July 21	LD SUPERINTENDENT CERTIFIES SUFFICIENCY AND SUBMITS TO TEXTBOOK SERVICES	4-TRACK (B,C,D)
Tuesday, August 18	DISTRIBUTE BOOKS (FIRST DAY OF INSTRUCTION)	4-TRACK A
Tuesday, August 25	TEACHERS SUBMIT CERTIFICATION OF SUFFICIENCY TO PRINCIPAL	4-TRACK A
Thursday, August 27	PRINCIPAL SUBMITS CERTIFICATION OF SUFFICIENCY TO LD	4-TRACK A
Tuesday, Sept. 1	LD SUPERINTENDENT CERTIFIES SUFFICIENCY AND SUBMITS TO TEXTBOOK SERVICES	4-TRACK A
Monday, August 31	DISTRIBUTE BOOKS (FIRST DAY OF INSTRUCTION)	3-TRACK A
Tuesday, Sept. 8	TEACHERS SUBMIT CERTIFICATION OF SUFFICIENCY TO PRINCIPAL	3-TRACK A
Thursday, Sept. 10	PRINCIPAL SUBMITS CERTIFICATION OF SUFFICIENCY TO LD	3-TRACK A
Tuesday, Sept. 15	LD SUPERINTENDENT CERTIFIES SUFFICIENCY AND SUBMITS TO TEXTBOOK SERVICES	3-TRACK A
Wednesday, Sept. 9	DISTRIBUTE BOOKS (FIRST DAY OF INSTRUCTION)	<u>TRADITIONAL</u>
Tuesday, Sept. 15	TEACHERS SUBMIT CERTIFICATION OF SUFFICIENCY TO PRINCIPAL	<u>TRADITIONAL</u>
Thursday, Sept. 17	PRINCIPAL SUBMITS CERTIFICATION OF SUFFICIENCY TO LD	<u>TRADITIONAL</u>
Tuesday, Sept. 22	LD SUPERINTENDENT CERTIFIES SUFFICIENCY AND SUBMITS TO TEXTBOOK SERVICES	<u>TRADITIONAL</u>
Tuesday, Sept. 29	BOARD HEARING	ALL TRACKS