



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: 2019-2020 SY Parent Student Handbook
Distribution

NUMBER: MEM-5497.8

ISSUER: Zsuzsanna Vincze
Interim Administrator of Operations
Division of District Operations

DATE: August 15, 2019

PURPOSE: The California Education Code 51101 mandates that school districts annually notify K-12 students and their parents or guardians about their rights and responsibilities relative to the code’s statutory provisions.

L.A. Unified publishes the Parent Student Handbook annually to ensure compliance and consistency and to relieve schools of the responsibility of gathering and duplicating required notices. The Handbook contains state mandated notifications and forms for parents to sign and return relative to receipt of the document and the release of student information.

MAJOR CHANGES: This revision replaces MEM-5497.7, 2018-2019 SY Parent Student Handbook Distribution, dated May 17, 2018.

INSTRUCTIONS: The following are guidelines in distributing and requesting additional copies of the Handbook:

DELIVERY/DISTRIBUTION

Handbooks will be delivered to schools by the first week of school. All schools are required to distribute the Parent Student Handbook annually to all students at the beginning of the school year. Please attach cover letter (Attachment A-Sample Letter) when sending out the handbooks.

The handbook is printed in 9½ x 7 size books in black and white. The forms and information are printed separately in an 8½ x 11 size handbook and include the following forms:

1. Parent Student Acknowledgement Form
2. Information Release Form
3. Notice of Privacy Practices
4. Parent/Guardian Publicity Authorization and Release
5. Annual Pesticide Notification Form

ROUTING
LD Superintendents
LD Administrators of Operations
LD Administrators of Instruction
Principals
Operations Coordinators
School Administrative Assistants
Plant Managers



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6. Approved Pesticide List
7. Vision to Learn - Mobile Vision Services Consent and Release Form
8. School Climate Bill of Rights Elementary
9. School Climate Bill of Rights Secondary

Copies of the Handbook will be delivered to schools based on the enrollment data provided by the Office of Data and Accountability. They will be available in English/Spanish (combined), Armenian, Chinese, and Korean languages.

ADMINISTRATOR RESPONSIBILITY

School administrators are required to certify online through the Principal's Portal-Administrator Certification system that required actions regarding the distribution of the Parent/Student Handbook have been completed by the due date.

Principals should certify distribution of the handbook in the Non-Discrimination and Sexual Harassment Policy tab of the Administrator Certification system that may be accessed through the Principal's Portal at <https://principalportal.lausd.net> or through the Division of District Operations website.

As part of the certification, schools are required to collect and keep on file all parent forms that require response and signature to be submitted to the school. The completed and signed Parent Student Acknowledgement Form must be kept on file at the school for a period of three years in a central location with timely access to specific student information.

REQUESTS FOR ADDITIONAL COPIES

If a school does not receive sufficient copies of the handbook during the initial delivery, an online ordering process must be completed through <http://parentstudenthandbook.net/>.

Requests for additional handbooks in excess of 200 copies will be reviewed and verified with the student enrollment data of the requesting school before the order is processed. Requests for additional copies will be processed through December 2019.

ONLINE POSTING AND AVAILABILITY

The 2019 - 2020 SY electronic version of the Parent Student Handbook and Forms will be available after July 22, 2019 at the Division of District Operations website <https://achieve.lausd.net/page/13189> under RESOURCES.

ASSISTANCE: For assistance or information, please contact District Operations at (213) 241-5337.