



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

**TITLE:** 2021-2022 SY Parent Student Handbook  
Distribution

**NUMBER:** MEM-5497.10

**ISSUER:** Maryhelen Torres  
Administrator of Operations  
Division of District Operations

**DATE:** December 6, 2021

**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.

LA 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-5497.9 2020-2021 SY Parent Student Handbook Distribution, dated December 14, 2020.

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

## DELIVERY/DISTRIBUTION

While electronic copies of handbooks have been posted on the District's website since August 2021, handbooks and supplemental forms in English and Spanish were delivered to schools between October 18 and 29, 2021. Armenian, Chinese, and Korean copies were delivered between November 12 and 16, 2021. All schools are required to distribute the Parent Student Handbook annually to all students. Please attach cover letter (Attachment A - Sample Letter in English and/or Attachment B - Sample Letter in Spanish) 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

## ROUTING

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



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5. Annual Pesticide Notification Form
6. Approved Pesticide List
7. School Climate Bill of Rights – Elementary
8. School Climate Bill of Rights – Secondary
9. Letter to Parents/Guardian – Safe Gun Storage

Copies of the Handbook are 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 the distribution of the handbook in the Non-Discrimination and Sexual Harassment Policy section 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 [www.lausdrepro.net](http://www.lausdrepro.net).

Requests for additional handbooks in excess of 100 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 2021.

## ONLINE POSTING AND AVAILABILITY

The 2021-2022 SY electronic versions of the Parent Student Handbook and Forms were uploaded on August 16, 2021, at the Division of District Operations website.

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



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

ATTACHMENT A

(SCHOOL LETTERHEAD)

## SAMPLE LETTER TO PARENTS/GUARDIANS

(DATE)

Dear Parent/Guardian

The 2021-2022 Parent Student Handbook is being sent home with your child to notify you of your rights and responsibilities under California Education Code 51101. Together with this handbook are several important forms that you need to read, complete, sign, and return to the school. An electronic copy of the handbook and forms are also available at the Division of the District Operations website at: <https://achieve.lausd.net/districtoperations>.

By completing and returning these forms to your child's school, you communicate how you want the school staff to support your child. In some cases, schools need information from parents before they can act; please help us better serve your child by giving us clear directions.

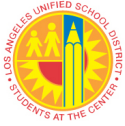
It is important that we receive these forms back completed and signed by **(add return date)** so we can assist you and your child.

We hope this information is helpful to you and your child. If you have questions or need more information, please feel free to call the school at **(add school's telephone number)**.

Sincerely,

**(Add principal's name)**

Principal



# DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

## MEMORÁNDUM

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### APÉNDICE B

(MEMBRETE DE LA ESCUELA)

EJEMPLO DE CARTA PARA PADRES / TUTORES

(FECHA)

Estimado Padre/Tutor:

El 2021-2022 Manual para Padres de Familia y Estudiantes (Parent Student Handbook) se está enviando a casa con su hijo(a) para notificarle sus derechos y responsabilidades de acuerdo con lo que dispone el Código de Educación de California 51101. Con este manual se incluyen varios formularios importantes que debe leer, completar, firmar, y devolver a la escuela. El manual y los formularios también están disponibles en formato electrónico en el sitio web de la División de Operaciones del Distrito <https://achieve.lausd.net/districtoperations>.

Al completar y devolver estos formularios a la escuela de su hijo(a), puede comunicar cómo desea que el personal de la escuela ayude y apoye a su hijo(a). En algunos casos, las escuelas necesitan información de los padres antes de poder actuar; por favor ayúdenos a proporcionarle los servicios a su hijo(a) dándonos instrucciones claras.

Es importante que regrese estos formularios completados y firmados antes de **(agregue la fecha para devolverlos)** de manera que podamos ayudarlo mejor a usted y a su hijo(a).

Esperamos que esta información sea útil para usted y su hijo(a). Si tiene preguntas o necesita más información, no dude en llamar a la escuela al **(agregue el número de teléfono de la escuela)**.

Sinceramente,

**(Agregar el nombre del director)**  
Principal