



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

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

NUMBER: REF-1408.6

ISSUER: Roger L. Buschmann, Chief Human Resources Officer
Human Resources Division

DATE: February 28, 2008

ROUTING

All Schools and Offices
Local District
Superintendents
Local District Directors
of Instruction
Local District School
Support Directors
Principals
Administrators
Counselors
School Administrative
Assistants

PURPOSE: The purpose of this Reference Guide 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.

MAJOR CHANGES: This Reference Guide replaces Human Resources REF-1408.5 of the same subject issued on February 25, 2008. Attachment C has been changed to reflect the new location where the form should be submitted. NCLB legislation requires that parents be notified when students in core academic subjects are taught for four or more weeks by a teacher who is not in compliance with NCLB (Sec. 1119). Additionally, parents may receive, upon request, the qualifications of their child's teacher(s). Also included is the annual principal certification form for completion as required by law. These requirements apply to all teachers of core academic subjects in both Title I and non-Title I schools.

The deadline to submit the Principal Certification Form is April 18, 2008.

INSTRUCTIONS: A. Parent Notification Procedures

Parents of students in core academic subjects who are taught by teachers who are not compliant with the teacher quality requirements must be notified in accord with NCLB requirements (Attachment A).

This notification also includes extended substitutes not deemed NCLB compliant 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 should be entered into the Student Information System (SIS).



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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.

A school 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, History and Geography.

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

- Elementary Schools – Report Menu 14, Option 37, Parents Notification
 - Secondary Schools – ID67
- To ensure accurate reporting to parents, all schools should correct invalid employee numbers 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
- Secondary Schools – ID64 prints the qualifications of all teachers of the student which is provided to parents along with Attachment B.



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

C. 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.

D. Principal Certification Form for the 2007-2008 School Year

A certification form for the 2007-2008 school year has been included for your approval and signature (Attachment C). A school roster may be printed from the school's Student Information System (SIS).

- Elementary Schools – Report Menu 14, Option 36 Teacher Qualifications Roster
- Secondary Schools – FC07

The roster will list the credentials of all teachers and the classes or subjects to which each is assigned. It will also indicate if each individual is in compliance with NCLB. Only those assigned to core academic subjects are included in the statute.

Be advised that teachers who obtained a credential or were enrolled in an intern program before July 1, 2002 are considered "not new" to the profession and may undergo the High Objective Uniform State Standard of Evaluation (HOUSSE) process in order to become compliant with NCLB. For these teachers, each Stull visitation in the core academic area being evaluated is worth 20 points towards the total needed (100 points). Thus, it is helpful to utilize this option in order to assist "not new" teachers in becoming compliant.

Upon reviewing the teacher roster, if a "No" (not in compliance) or "Pending" appears after any teacher who is assigned to a core academic setting, then the school is not yet in compliance with NCLB with respect to teachers. Principals must check the two sets of boxes on the principal certification form. Please sign the principal certification form and submit the original to the Specially Funded Programs Branch by **Friday, April 18, 2008**. Retain a copy for your school's compliance file.



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**RELATED
RESOURCES:**

A certification form for the 2007-2008 school year has been included for your approval and signature (Attachment C). Additionally, the parents right to know forms and the non "highly qualified" sample teacher notice letters are included.

ASSISTANCE:

For assistance or further information regarding the highly qualified teacher definition or procedures contained therein, please contact Derek Ramage, Coordinator, Certificated Credentials and Contract Services at (213) 241-4669 or at derek.ramage@lausd.net, or Deborah Ignagni, Administrator, Certificated Employment Operations Branch at (213) 241-6669 or at 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 Unit, Human Resources at (213) 241-2062.

The NCLB definitions of a highly qualified teacher and the HOUSSE process are available at www.teachinla.com by clicking on the NCLB link. Test preparation information may be accessed at this web site by clicking on the Subject Matter Preparation link.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

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)

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources

ATTACHMENT A

Հարգելի Ծնող կամ Խնամատար.

Ձեր երեխան հաճախում է դպրոց, որն ընդունում է Ոչ Մի Երեխա Ետ Չպետք է Մնա որոշումը (NCLB): Ըստ այս օրենքի, հիմնական ակադեմիական առարկաների ուսուցիչներից պահանջվում է պահել նահանգի վկայականը և ցուցադրել տվյալ առարկայի իմաստը:

Այս պահանջները օգնում են ապահովելու, որ աշակերտները ստանան լավագույն, հնարավոր կրթություն: Ներկայումս, ուս. շրջանը աշխատում է որոշել, թե մեր ուսուցիչները բավարարում են այդ պահանջները, իսկ եթե ահրաժեշտ է, պետք է օգնել ուսուցիչներին կատարելու այն, տալով լրացուցիչ աջակցություն և ուսուցում:

Այն ուսուցիչը, ով թույլատրված է դասավանդելու Կալիֆորնիայում, բայց դեռ չի վերջացրել իր կուրսը, բավարարելու համար NCLB-ի պահանջները, պետք է սովորեցնի ձեր երեխային չորս կամ ավելի հաջորդական շաբաթ: Ձեր երեխայի ուսուցիչը պետք է բավարարի պահանջները և դեռ առիթ չի ունեցել ցույց տալու, որ նա բավարարում է դրանք: Դուք կարող եք կապ պահպանել դպրոցի հետ, որպեսզի պահանջեք ձեր երեխայի ուսուցչի որակավորումը:

Դպրոցը երաշխավորում է, որ բոլոր աշակերտները ունեն նույն հավասար հնարավորությունը, բավարարելու Նահանգի ակադեմիական չափանիշները:

Դպրոցի Դիրեկտոր

{Դպրոցի Անունը }

Ուսուցիչ(ներ)

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources

ATTACHMENT A

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

亲爱的家长或监护人：

您孩子就读的学校期望是一所遵循《有教无类》(NCLB) 法案的学校。根据这个法案，规定所有教授核心学业科目的老师必须持有加州证书以证明能胜任科目的教学。

这项规定有助于确保学生接受最好教育的可能。目前，学区正在进行甄选我们的老师们是否符合这些规定，如果可能的话，帮助老师们予以额外的支援和训练。

一位在加州经授权可以教学的老师，但尚未能完成符合NCLB 规定的程序，可是已经连续教导您孩子四个星期以上。您孩子的这位老师可能符合规定，不过还没有机会来表现他 / 她们的资格而已。如果您要求要知道您孩子老师的资格，您可以和学校联络。

我们学校承诺确使所有的学生都有同等机会来面临加州学业标准的挑战。

学校校长

[学校名称]

老师

LOS ANGELES UNIFIED SCHOOL DISTRICT
인적 자원부

첨부서 A

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

학부모 또는 보호자님 귀하

귀하의 자녀는 낙오자 없는 교육법 (NCLB)을 준수해야 하는 학교에 다니고 있습니다. 이 법에 의거하여, 필수 과목 교사들은 주 자격증을 소지해야 하며 맡은 과목을 능숙하게 지도할 수 있는 실력을 반드시 갖추어야 합니다.

이 요건은 모든 학생들에게 최상의 교육을 제공하는 데 도움이 됩니다. 현재, 교육구는 교사들이 이 요건을 충족시키고 있는지를 검토 중이며 미처 충족시키지 못한 교사에게는 필요에 따라 추가 지원과 훈련을 제공하고 있습니다.

캘리포니아에서 가르칠 자격이 있으면서 아직 NCLB 요건을 충족시키는 과정에 있는 교사가 귀하의 자녀를 4주 이상 연속해서 가르쳤습니다. 귀하 자녀 교사는 이미 요건을 충족시켰으면서도 미처 이를 증명할 기회가 없었을 수도 있습니다. 자녀 교사의 자격 여부에 대해 알기 원하시면 학교로 연락하십시오.

우리 학교는 모든 학생들이 도전적인 주 학습기준을 달성하도록 동일한 기회를 제공할 것을 확실히 공약합니다.

교장

[학교 이]름

교사(들)

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources

ATTACHMENT A

Здесь приведен образец письма, который можно распечатать с SIS, чтобы отослать родителям.

Уважаемые родители или опекуны:

Ваш ребенок учится в школе, которая должна в обязательном порядке выполнять предписания нормативного акта „Не оставим ни одного ребенка за чертой грамотности“ (No Child Left Behind). Данный нормативный акт предусматривает, что преподаватели основных академических предметов должны обладать дипломом штата, который подтверждает их квалификацию.

Данные требования имеют своей задачей предоставить всем учащимся одинаковые возможности получить хорошее образование. В настоящее время Объединенный школьный округ работает над тем, чтобы установить соответствует ли педсостав новым правилам. В случаях, когда это необходимо, учителям помогают пройти дополнительный курс обучения для повышения квалификации.

Вашего ребенка учит преподаватель, которого уполномочил занимать эту должность штат Калифорния. К настоящему времени данный учитель прозанимался с вашим ребенком около 4 недель или более. Возможно, что преподаватель вашего ребенка получил необходимую квалификацию в соответствии с федеральными нормативами. Но не исключено, что какие-то знания он еще не успел получить или применить эти знания на практике. Родители вправе обратиться в школу и затребовать информацию о квалификации учителя.

Наша школа взяла на себя обязательство обеспечить всем детям одинаковые возможности получить хорошее образование и учиться на уровне требований учебных стандартов.

подпись директора
(школа)

преподаватель

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resource Division

ATTACHMENT A

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

Thưa Phụ-huynh hay Giám-hộ:

Con em của quý vị đang học ở một trường phải tuân thủ theo *Sắc Luật Không Trẻ Em Nào Bị Thua Kém* (NCLB). Theo luật này, các giáo viên dạy những môn học chính bị đòi hỏi phải có bằng chứng nhận của tiểu bang và chứng tỏ đủ khả năng về môn dạy.

Những điều kiện đòi hỏi này giúp bảo đảm rằng học sinh nhận được sự giáo dục tốt nhất có thể có được. Hiện tại, Khu Học Chánh đang làm việc để xác định xem những giáo viên của chúng tôi có đáp ứng các điều kiện đòi hỏi này và nếu cần thiết, đang trợ giúp các giáo viên làm việc đó qua sự hỗ trợ và huấn luyện bổ sung.

Một giáo viên được phép dạy ở California, nhưng chưa hoàn tất tiến trình để đáp ứng các điều kiện đòi hỏi của NCLB, đã dạy con của quý vị trong bốn tuần liên tiếp hoặc lâu hơn. Giáo viên của con em quý vị có thể có đủ khả năng đáp ứng các điều kiện đòi hỏi, nhưng chưa có cơ hội để chứng tỏ mình đã đạt các điều kiện đòi hỏi ấy. Quý vị có thể liên lạc với nhà trường để yêu cầu biết các phẩm chất của giáo viên dạy con mình.

Nhà trường quyết tâm để bảo đảm rằng mọi học sinh đồng có cùng cơ hội để đạt những tiêu chuẩn học vấn gay go của Tiểu Bang.

Site Principal
[Name of School]

Teacher(s)

LOS ANGELES UNIFIED SCHOOL DISTRICT
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

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

ATTACHMENT C

No Child Left Behind Act of 2001, HR.1 (NCLB)
Principal Certification Form
2007-2008 School Year

School _____ Local District _____ Location Code _____

As required by the No Child Left Behind Act (NCLB) Section 1119, school site principals must annually certify in writing as to whether their school's teachers and paraprofessionals are in compliance with NCLB requirements. Each school is required to maintain this form on file and the information must be made available to any member of the general public upon request.

Check one box(es) below as applicable:

1. I certify that during the 2007-08 school year, all teachers and paraprofessionals are in compliance with NCLB. Therefore it was not necessary to distribute the four-week letter since all teachers at the school are compliant with NCLB.
2. I certify that during the 2007-08 school year, teachers and paraprofessionals are working toward full compliance with NCLB requirements, and
 I certify that during the 2007-08 school year, I have distributed the four-week letters to parents of students taught by teachers of core academic subjects who are not highly qualified.

OR

- I certify that during the 2007-08 school year, I have **not** distributed the four-week letters to parents of students taught by teachers of core academic subjects who are not highly qualified.

Principal Name

Date

Principal Signature

All schools are to send original by Friday, April 18, 2008 to:
NCLB Unit – Certificated Credentials & Contract Services,
333 South Beaudry Avenue, 15th Floor, Los Angeles, CA 90017