



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: 2005-06 School Accountability Report Card (SARC)

NUMBER: REF-3454

ISSUER: Esther Wong, Assistant Superintendent
Planning, Assessment and Research

DATE: January 8, 2007

ROUTING
Local District
Administrators
Principals
Assistant Principals
AP, SCS
School Admin Asst.

PURPOSE: The purpose of this Reference Guide is to:

1. Announce the preview period for the new 2005-2006 School Accountability Report Card (SARC) Summary.
2. Outline the procedures and timeline for making the SARC available to parents and the public as required by state law.

**MAJOR
CHANGES:**

- A one-page summary has been added to the SARC this year.
- Principals may preview the one-page summary beginning January 8 through January 19, using the preview link:
<http://search.lausd.k12.ca.us/cgi-bin/fccgi.exe?w3exec=previewsarc>
- The SARC is generally published with information from the prior school year (i.e., 2005-06). Based upon the new guidelines, this year's SARC includes 2006-07 school year information for: (1) dates of school safety plans, (2) teacher misassignments and vacant teacher positions, and (3) availability of textbooks and instructional materials.
- On Monday, January 22, SARCs will be available to the general public through the LAUSD homepage. The SARC is available in both English and Spanish.

INSTRUCTIONS: I. BACKGROUND

Since November 1988, state law has required all public schools receiving state funding to prepare and distribute a School Accountability Report Card (SARC). A similar requirement is also contained in the federal No Child Left Behind Act (NCLB). The purpose of the SARC is to provide parents and the community with important information about each public school and for a school to report on its progress in achieving goals.

The SARC is used as the source of information for the Williams compliance reviews conducted by the Los Angeles County Office of Education (LACOE) that are conducted at the beginning of each school year. The Williams schools are those schools that ranked in deciles 1-3 on the 2003 Base API. .



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II. GENERAL CONTENT REQUIREMENTS FOR THE SARC

The following data elements are included in the SARC as required by state

1. Demographic and Class Size Information
2. School Climate
3. School Facilities
4. Teachers
5. Support Staff
6. Curriculum and Instructional Materials
7. School Finances
8. Student Performance
9. Accountability
10. School Completion and Postsecondary Preparation
11. Instructional Planning and Scheduling

III. SCHOOL RESPONSIBILITIES

A. Review the SARC During the Preview Period (January 8 through January 22)

1. From January 8 through January 22, principals are to review the school's SARC to determine if data is missing or inaccurate. The SARC is posted at the following link:
<http://search.lausd.k12.ca.us/cgi-bin/fccgi.exe?w3exec=previewsarc>
2. If data is missing or inaccurate as posted on the preview page, please contact Cynthia Lim, Director, School Information Branch at (213) 241- 2450.

B. Publication of the SARC on LAUSDnet

1. Beginning January 22, the 2005-06 SARC for each school may be found on the *Inside LAUSD* web site, at <http://www.lausd.net>. On the LAUSD homepage, scroll across the thin red navigation bar to "Schools" and click on "Find A School." Choose the name of a school using the drop down menus, and click "Retrieve." On the right side of the page, find "Academic Performance Indicators"; click on the drop down menu and click on "SARC."
2. SARCs are also available by scrolling across the thin red navigation bar to "Discover LAUSD" on the LAUSD homepage and clicking on "District Information." Click on "School Accountability Report Card" and select a school.
3. The SARC in both English and Spanish may be printed from the *Inside LAUSD* web site as described above. Schools are responsible for publicizing and disseminating the SARC to their school and community.

C. Customizing the SARC for Your School

Once the final version of the SARC is posted on LAUSDnet (January 22), the school may customize parts of the SARC and save the changes to a word document. Many



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schools have personalized the principal's message and some of the narrative to reflect their school's accomplishments. The customized version may be used for distribution to parents and community members.

Please note that the edits to the school's SARC will not appear on the District's Internet version.

To customize your SARC you must have Microsoft Office on your computer. Please use the steps outlined below:

1. Click on "MS Word Version" at the top of the SARC page.
2. A File Download Window will open and prompt you to "Open," "Save" or "Cancel."
3. Choose the "Save" option. To save the document to your computer, type a file name that will be easily recognizable.
4. Click "Save." Another window will open verifying "Download Complete."
5. Close this window and reopen the document in Microsoft Word. You will now be able to edit the document.
6. Save the edited version on your computer. These edits will not appear on the District's Internet version.
7. Print copies of the personalized SARC for distribution to parents and the general public.

For questions concerning downloading and printing of the edited SARC, please contact Richard Vasquez, School Information Branch, at (213) 241-2046.

D. Publicize the SARC through newsletters, flyers, local community newspapers, etc.

- 1 State law encourages schools to make a concerted effort to notify parents of the purposes of the report cards and to ensure that all parents receive a copy of the report card for the school their child attends.
- 2 Schools are required to notify all parents about the availability of the SARC and to provide parents with instructions about how the SARC can be obtained both through the Internet and in printed form.

E. Place a copy of the SARC in the school's main office for parents to review.

F. Submit one completed set of English and Spanish SARC to your Local District Office. A copy of the SARC should be retained at the school for a minimum of five years.

IV. TIMELINE

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| ▪ Preview SARC using provided web link | January 8- January 26 |
| ▪ Download the SARC from LAUSD.net | Beginning January 22 |
| ▪ Publicize the SARC to all stakeholder representatives | Beginning January 22 |
| ▪ Review and explain the SARC to staff, parents, and community at various regularly scheduled meetings | Beginning January 22 |



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- ASSISTANCE:**
- For questions regarding the SARC in general or dissemination of the SARC, please call Cynthia Lim, Director, School Information Branch, at (213) 241-2450.
 - For questions regarding the printing and saving of the SARC document, please call Richard Vasquez, School Information Branch, at (213) 241-2046.
 - For questions regarding teacher misassignments, please call Victoria Marino, Assistant Director, Certificated Credentials and Contract Services, at (213) 241-5349.
 - For questions regarding Safe School Plans or the results of annual Safe School Inspections, please call Angelo Bellomo, Director, Environmental Health and Safety, at (213) 241-3199.
 - For questions regarding textbooks, please call Esther Sinofsky, Specialist, Textbook Services, at (213) 207-2280.
 - For questions regarding maintenance and operations of school facilities, please call your Local District Facilities Director.