



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## REFERENCE GUIDE

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

**NUMBER:** REF-4774

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

Esther Sinofsky, Director  
Instructional Media Services

### **ROUTING**

Local District Superintendents  
Local District Directors  
Local District Administrators of  
Instruction  
Local District Instructional  
Coordinators  
Local District Fiscal Services  
Managers  
Principals  
UTLA Chapter Chairpersons

**DATE:** June 15, 2009

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

**MAJOR CHANGES:** This Reference Guide replaces REF-3538.2 with the same title, dated  
May 23, 2008, to provide an updated timeline and revised 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, certified  
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 English/reading/language arts, history-social science,  
mathematics, science, and health. 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 calendar 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 Materials Survey templates from the Textbook Services website. These templates list the District's key components for each defined subject at each grade level and will aid teachers in identifying any missing or insufficient instructional materials. Additional components such as teacher's editions and ancillary materials are not mandated for sufficiency.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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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 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 book 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 Sufficiency* forms for the Los Angeles County Office of Education (LACOE) as part of



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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LACOE's the 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.



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Office of Curriculum, Instruction & School Support

REF-4774  
June 15, 2009

ATTACHMENT A

## Teacher Certification of Textbook Sufficiency – Elementary

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

Please fill in all school and classroom information

Local District: \_\_\_\_\_ School Name: \_\_\_\_\_ Location Code: \_\_\_\_\_  
Sch. Calendar: \_\_\_\_\_ Teachers Name: \_\_\_\_\_ Room Number: \_\_\_\_\_  
# of Students: \_\_\_\_\_ Grade (s): \_\_\_\_\_

- 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.

Check applicable box and state titles of textbooks/components only when missing materials

### Reading/English Language Arts

☐ I have Sufficient textbooks/components ☐ I do NOT have Sufficient textbooks/components

I need \_\_\_\_\_ copies of \_\_\_\_\_  
qty. missing Title of missing textbook or component

I need \_\_\_\_\_ copies of \_\_\_\_\_  
qty. missing Title of missing textbook or component

### English Language Development ELD

☐ I have Sufficient textbooks/components ☐ I do NOT have Sufficient textbooks/components

I need \_\_\_\_\_ copies of \_\_\_\_\_  
qty. missing Title of missing textbook or component

I need \_\_\_\_\_ copies of \_\_\_\_\_  
qty. missing Title of missing textbook or component

### Mathematics

☐ I have Sufficient textbooks/components ☐ I do NOT have Sufficient textbooks/components

I need \_\_\_\_\_ copies of \_\_\_\_\_  
qty. missing Title of missing textbook or component

### Science

☐ I have Sufficient textbooks/components ☐ I do NOT have Sufficient textbooks/components

I need \_\_\_\_\_ copies of \_\_\_\_\_  
qty. missing Title of missing textbook or component

### History/Social Science

☐ I have Sufficient textbooks/components ☐ I do NOT have Sufficient textbooks/components

I need \_\_\_\_\_ copies of \_\_\_\_\_  
qty. missing Title of missing textbook or component

### Health

☐ I have Sufficient textbooks/components ☐ I do NOT have Sufficient textbooks/components

I need \_\_\_\_\_ copies of \_\_\_\_\_  
qty. missing Title of missing textbook or component

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



ATTACHMENT B

Principal Certification of Textbook Sufficiency - ELEMENTARY

Principal Certification of Textbook Sufficiency – ELEMENTARY

Fields highlighted in light green are open to type textbook title information if not listed in the Drop Down Lists.

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

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

☐ Traditional ☐ A Track ☐ B Track ☐ C Track ☐ D Track

Please certify as follows:

4.1.1. Our school has a sufficient number of English SRA/ McGraw-Hill Open Court 2000, 2002 and/or Spanish readers series – SRA Foro Abierto or Houghton Mifflin *Lectura* textbooks for the 2009-2010 school year for each grade level (Grades K-6):

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



ATTACHMENT B

Principal Certification of Textbook Sufficiency – ELEMENTARY

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

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



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Office of Curriculum, Instruction & School Support

ATTACHMENT B

REF-4774  
June 15, 2009

## Principal Certification of Textbook Sufficiency - ELEMENTARY

4. Our school has a sufficient number of **Science** for the 2009-2010 school year for each grade level (Grades K-6):

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

5. Our school has a sufficient number of **History/ Social Science** textbooks for the 2009-2010 school year for each grade level (Grades K-6):

<input type="checkbox"/> Yes (If yes, leave blank)		<input type="checkbox"/> No (If no, provide necessary information below)		Percent Insufficient: 0%	
Gr.	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:



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Office of Curriculum, Instruction & School Support

ATTACHMENT B

REF-4774  
June 15, 2009

## Principal Certification of Textbook Sufficiency - ELEMENTARY

6. Our school has a sufficient number of Health textbooks for the 2009-2010 school year for each grade level (Grades: K-6):

☐ Yes ☐ No (If no, provide necessary information below)

Gr.	Title of Book(s)	Total # of Students Enrolled	# of Students without Materials	Percent Insufficient: 0%	
				Reason for Insufficiency	Action Taken by Principal
	Health & Wellness				
	Health & Wellness				
	Health & Wellness				
	Health & Wellness				
	Health & Wellness				
	Health & Wellness				
	Health & Wellness				
	Total:	0	0	If 0% or less	If 0% or less

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

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



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

## Los Angeles Unified School District INTEROFFICE CORRESPONDENCE

REF-4774  
June 15, 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 following subjects or grades for the following reasons:

I further certify that, within Local District \_\_\_\_\_, all principals have been directed to ensure that every student has 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.

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

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

**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.**



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

## Los Angeles Unified School District INTEROFFICE CORRESPONDENCE

REF-4774  
June 15, 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 core and required 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



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

## Los Angeles Unified School District INTEROFFICE CORRESPONDENCE

REF-4774  
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)	TRADITIONAL
Tuesday, Sept. 15	TEACHERS SUBMIT CERTIFICATION OF SUFFICIENCY TO PRINCIPAL	TRADITIONAL
Thursday, Sept. 17	PRINCIPAL SUBMITS CERTIFICATION OF SUFFICIENCY TO LD	TRADITIONAL
Tuesday, Sept. 22	LD SUPERINTENDENT CERTIFIES SUFFICIENCY AND SUBMITS TO TEXTBOOK SERVICES	TRADITIONAL
Tuesday, Sept. 29	BOARD HEARING	ALL TRACKS