

TITLE: Title VI American Indian Education Program: Student Identification and the American Indian Parent Committee (AIPC)

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ISSUER: Anthony Aguilar
Chief of Special Education,
and Specialized Programs

Lydia Acosta Stephens
Executive Director
Multilingual Multicultural Education Department

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School Administrators
FSEP Administrators
AEA Administrators
PACE Administrators
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POLICY: The purpose of this bulletin is to outline guidelines and procedures for schools, Regions, and central office personnel regarding Title VI American Indian/Alaskan Native (AI/AN) Education Program requirements under the Every Student Succeeds Act (ESSA) of 2015. Los Angeles Unified School District (LAUSD) applies for federal government Title VI AI/AN Education Program supplemental funds to support meeting the unique academic, cultural, and linguistic needs of AI/AN students, including:

1. Meeting the unique educational and culturally related academic needs of AI/AN students, so that they can meet or exceed the State academic standards;
2. Ensuring that students gain knowledge and understanding of native communities, languages, tribal histories, traditions, and cultures;
3. Ensuring that teachers, principals, school leaders, and other staff who serve AI/AN students have the ability to provide culturally appropriate resources and effective instruction to support students.

This bulletin includes policy requirements and procedures for the identification of AI/AN students and the establishment of the District's American Indian Parent Committee (AIPC).

MAJOR CHANGES: This bulletin replaces bulletin 139111 dated April 24, 2023. This update provides enhanced guidance on student identification procedures and requirements for publicizing Title VI program eligibility.

GUIDELINES:

The Multilingual Multicultural Education Department (MMED) is responsible for assisting schools and regions to successfully meet the cultural, educational and linguistic needs of AI/AN students. This bulletin provides guidelines for the identification of AI/AN students, formation of the District's American Indian Parent Committee and the tribal consultation process.

I. Identification of American Indian/Alaskan (AI/AN) Native Students

AI/AN students need to be officially identified for Title VI American Indian Education Program services using the [ED 506 Form, Indian Student Eligibility Certification Form for Title VI Indian Education Formula Grant Program](#). Children are eligible to receive services if they meet the definition of "American Indian" as defined in federal law and their parent(s) have completed the ED 506 Indian Student Eligibility Certification Form. American Indian is defined in section 6151 of the ESEA as an individual who is:

1. A member of an Indian Tribe or Band, as membership is defined by the Indian Tribe or Band, including any Tribe or Band terminated since 1940, and any Tribe or Band recognized by the State in which the Tribe or Band resides;
2. A descendant of a parent or grandparent who meets the requirements described in item 1;
3. Considered by the Secretary of the Interior to be an American Indian for any purpose;
4. An Eskimo, Aleut, or other Alaska Native; or
5. A member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect on October 19, 1994.

II. Identifying Students and Publicizing Title VI Student Eligibility Certification

The principal will designate an administrative staff member at each school site who will be responsible for ensuring that all parents and guardians are informed of and have access to the Title VI Indian Student Eligibility Certification (ED 506 Form) and accompanying letter. Responsibilities include:

- Publicizing procedures for distributing and supporting the ED 506 form throughout the academic year.
- Making available the ED 506 form to all parents during student enrollment. The ED 506 Introduction Letter and the ED 506 Title VI Indian Student Eligibility Certification Form are provided to all new students at the time of enrollment.
- Assisting parents with completing the form, as needed.
- Collecting and reviewing submitted ED 506 forms for completeness. See attachment B.
- Filing the original, completed ED 506 form in each student's cumulative (CUM) record.
- Mailing a copy of each completed form to:
MMED, Beaudry Building, 25th Floor
Attention: Title VI American Indian & Indigenous Education Program

Outreach efforts should be ongoing and may include:

- Printed announcements in school bulletins and parent newsletters.
- Agenda announcements at advisory inclusion of information in enrollment packets.
- Promotion during Back-to-School Night.
- Posting flyers or notices in school offices and other areas frequented by parents and student council meetings. See attachment C.

III. Parent and School Certification Responsibilities

To determine eligibility for Title VI services, parents must complete the ED 506 form sections regarding student information, tribal membership, and attestation statement.

The completed ED 506 form serves as the official record of the eligibility determination for each child included in the student count for the Title VI Indian Education Program federal grant. Upon receipt of completed ED 506 forms, the MMED office staff will determine student's eligibility and, if the student is eligible, will input eligibility information in My Integrated Student Information System (MiSiS), under the Census, American Indian tab.

The student certification process is on-going throughout the year. ED 506 forms should be sent to the MMED office as soon as they are received, however, schools should ensure an annual effort at the beginning of each

semester to publicize certification information to all parents/guardians and to obtain student certification forms for qualified students.

IV. Title VI Funded Programs and Services Supporting the Success of American Indian and Alaska Native Students

With Title VI supplemental funds, the District organizes supplemental services to AI/AN students based on student outcomes, including:

1. Activities that support Native American cultural and language programs.
2. Early childhood and family programs that emphasize school readiness.
3. Enrichment programs that focus on problem solving and cognitive skills development and directly support the attainment of challenging State academic standards.
4. Integrated educational services in combination with other programs that meet the needs of AI/AN children and their families, including programs that promote parental involvement in school activities and increase student achievement.
5. Career preparation activities to enable AI/AN students to participate in programs such as career tech-prep education, mentoring, and apprenticeship.
6. Activities that promote culturally responsive teaching and learning strategies.
7. Family literacy services.
8. Activities that recognize and support the unique cultural and educational needs of AI/AN children, while collaborating with qualified tribal elders and seniors.
9. Dropout prevention strategies for AI/AN students.

The official identification of AI/AN students will ensure that the District receives supplemental federal funds to further support AI/AN students' unique cultural, linguistic, and academic needs.

V. District's American Indian Parent Committee (AIPC)

According to *34 C.F.R. § 273.15 (2020)*, Title VI Indian Education Grant grantees must establish a parent committee composed primarily of parents of Indian children.

A. AIPC Role and Function

The role and function of the AIPC is to assist the District in developing the Title VI American Indian education plan. It must officially meet 3 times after its establishment to assist and advise the District with the following:

1. Review and monitor the Title VI Education program throughout the academic year.
2. Assist in developing a district-wide needs assessment that will identify and address AI/AN students' linguistic, cultural, and academic needs.
3. Provide recommendations to the District regarding programs and services for AI/AN students. Recommendations may be centered on AI/AN student performance such as the: Dynamic Indicators of Basic Early Literacy Skills (DIBELS), i-Ready, California Assessment of Student Performance and Progress (CAASPP) system, California School Dashboard, attendance data, and graduation data. Any data that is shared will be in the aggregate and comply with the District's disclosure guidelines.
4. Determine that the program will directly enhance the educational experience of AI/AN students.
5. Receive materials and training to assist members in carrying out their required advisory responsibilities. Training will be planned in consultation with the Office of Student, Family, and Community Engagement (SFACE) committee members and will consist of the following:
 - a. Title VI AI/AN Education Program purpose and requirements
 - b. Title VI AI/AN Education Program plan
 - c. Robert's Rules of Order: Parliamentary Procedure, the Greene Act, officer roles and responsibilities, and development of AIPC bylaws
6. Adopt Review bylaws for the committee by the first official meeting of the academic year and abide by them when conducting AIPC meetings.
7. Abide by open meeting laws as guided by the District related to the posting of the agenda and voting on items of business. The district will post notices of meetings at least 72 hours before the meeting start time. The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.

8. The AIPC may not take any action on any item of business unless the item appears on the posted agenda or unless the committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the committee subsequent to the posting of the agenda.
9. The documents to be maintained include the following:
 - a. Official meeting notifications; minutes; records of attendance, sign-in sheets; member rosters with student's AI/AN identification, Zoom usage reports.
 - b. Motion forms, public comment voluntary sign-in sheets, meeting handouts, official correspondence, bylaws; written documents with advice.
 - c. Training materials, orientation and election meeting documentation, and officer election materials, including election ballots for each participant group.

The AIPC will abide with the operating guidelines as established within section VI of [BUL-132509, *Guidelines for the Los Angeles Unified District Level Committees, dated November 21, 2022*](#). Once the AIPC has approved the meeting minutes, the minutes become official and must not be altered unless a quorum approves changes of the minutes at another scheduled meeting. AIPC minutes and other meeting documents must be available during federal, state, and District compliance reviews.

B. AIPC Composition

The composition of the AIPC must consist of the following members:

1. Parents and family members of American Indian children in the District's schools.
2. Representatives of American Indian tribes on Indian lands located within 50 miles of any school with AI/AN students.
3. K-12 Teachers in LAUSD schools.
4. 9th-12th AI/AN students attending District's secondary schools.

A majority of the members must be parents and family members of officially identified AI/AN children within the District. Eligible parent/family members have a child with an approved [ED 506 Form, *Indian Student Eligibility Certification Form for Title VI Indian Education Formula Grant Program*](#).

LAUSD may adopt any of the following AIPC composition models:

Parents/ Family	Tribal Representative(s)	Teacher	Secondary Student	Total Members
4	1	1	1	7
5	1	1	2	9
6	1	2	2	11
7	2	2	2	13

C. AIPC Elections of Members and Officers

1. The elections of AIPC members must follow the election guidelines found on the SFACE website under Tools for Schools <https://families.lausd.org>
2. All members of the AIPC have full voting rights.
3. Parents/legal guardians of AI/AN students must elect all the members of the AIPC.
4. Once the AIPC membership has been established, the AIPC shall conduct its officers' elections.
5. The AIPC has three (3) officer positions: Chairperson, Vice-Chairperson and Secretary. The officer's responsibilities will be defined by the established bylaws.
6. An AIPC parent member is permitted to hold only one AIPC officer position each year.
7. The AIPC Chairperson and Vice-Chairperson must be AI/AN parents/legal guardians and must not be employed by LAUSD.

AUTHORITY: This is a policy of the Los Angeles Unified School District and the Multilingual Multicultural Education Department on the Title VI American Indian/Alaskan Native Education Program under Every Student Succeeds Act (ESSA) of 2015.

RELATED RESOURCES: [Elementary and Secondary Act of 1965 as amended by ESSA](#)

[BUL-132509, Guidelines for the Los Angeles Unified District Level Committees, dated November 21, 2022](#)

[Building Relationships with Tribes, National Indian Education Association](#)

[Consultation and Coordination with American Indian and Alaska Native Tribal Governments Policy, United States Department of Education](#)

[Student Enrollment and Annually Disseminated Packets](#)

- ATTACHMENTS:** Attachment A – ED 506 Form (OMB Expiration Date 06/30/2026)
Attachment B – Sample ED 506 Form
Attachment C – What is the Title VI Indian Education Program flyer
- ASSISTANCE:** For assistance or further information please contact the Multilingual
Multicultural Education Department, 213-241-5582.