

TITLE:	Principal’s Portal Verification for Parent and Family Mandates	ROUTING Region Superintendents Region Administrators Region Directors Region Coordinators Family Educator Coaches All School Staff	
NUMBER:	REF-6749.8		
ISSUER:	Jana Carter, Chief Division of Communications, Engagement and Collaboration Antonio Plascencia, Jr., Senior Director of Engagement Division of Communications, Engagement and Collaboration		
DATE:	August 11, 2025		
PURPOSE:	The purpose of this reference guide is to describe the process for verification of the parent and family engagement requirements identified in the Local Control and Accountability Plan (LCAP), Title I of the Every Student Succeeds Act of 2015, the District’s School Volunteer Program, Los Angeles Unified Strategic Plan, and the English Learner Advisory Committee mandates.		
MAJOR CHANGES:	This reference guide replaces Reference Guide 6749.8. Due dates have been updated to reflect the 2025-2026 school calendar and have been scheduled for September 26, 2025; January 30, 2026; and May 22, 2026. Additional uploading requirements have been added to address new requirements to deliver literacy workshops to families and to provide pictures of literacy workshops hosted. The Annual School Goals and Budget Consultation Meeting accountability will be due on January 30, 2026, instead of in May. Schools should consider offering workshops in a hybrid format or offering a virtual component to reduce barriers for engagement.		
INSTRUCTIONS:	All principals must verify through the Principal’s Portal that they have met the parent and family engagement requirements for the LCAP, Strategic Plan, and School Volunteer Program. These requirements include offering workshops for families. Schools should consider offering workshops in a hybrid format or offering a virtual component to reduce barriers for engagement. For assistance with hosting virtual and hybrid engagement, schools may contact the Los Angeles Unified Information Technology Services department. If a school is receiving Title I funds, the school principal must complete the formation requirements for the School Site Council (SSC) and verify family engagement requirements for the Title I Program. Also, if a school has 21 or more English Learners at any time during the school year, the school principal must verify the formation and training of the English Learner Advisory		

Committee (ELAC) and other family engagement requirements for the English

Learner program, even if enrollment later falls below that threshold. Schools are to provide information regarding the employee serving as the school volunteer program designee and offer each approved volunteer an orientation before they begin their service.

The District is responsible for ensuring that all schools comply with federal and state requirements for the involvement of parents and uses the Principal's Portal to monitor the timely completion of requirements. A template for a school site Family Academy calendar is also available to ensure they release a monthly course catalogue of workshops and activities. This template ensures all school sites provide families with a calendar of family engagement activities. The calendar is to feature engagement focused on academic, wellness, civic engagement, career development and councils as well as committees.

PRINCIPAL'S PORTAL

Go to <https://principalportal.lausd.net> to access the Principal's Portal.

- Click on the *Student, Family and Community Engagement* link.
- Enter the LAUSD Single Sign-On username and password.

Every school principal or designee is responsible for entering the required information into the Principal's Portal before the due date and for monitoring and verifying the completion of requirements for parent engagement as described below. Attachment A contains detailed directions for uploading the required information. Attachment B describes strategies a school can use to increase the number of parents attending monthly family engagement opportunities.

Please see the chart below for the deadlines to upload and/or verify required parent engagement documentation:

Required Verification	Due Dates
ELAC and SSC Verification Forms and Election Documents (deadline helps ensure elected members are invited to fall training and Region elections held during the month of October)	September 26, 2025
School Volunteer Program Accountabilities <ul style="list-style-type: none"> - Designee Information - School Volunteer Program Orientation 	

Required Verification	Due Dates
<p>Title I Requirements</p> <ul style="list-style-type: none"> - Annual Title I Meeting Verification - District Title I Parent and Family Engagement Policy Summary Distribution - School Title I Parent and Family Engagement Policy - Title I School-Parent Compact - Staff Training <p>ELAC Parent Workshops</p> <ul style="list-style-type: none"> - Member Training - Officer Training - Master Plan 	<p>January 30, 2026</p>
<p>Monthly Family Engagement Activities (LCAP)</p> <ul style="list-style-type: none"> - One family engagement activity for each month, September through January <p>Community Engagement Requirement</p> <ul style="list-style-type: none"> - Annual School Goals and Budget Consultation Meeting (modules available in Tools for Schools found at families.lausd.org) <p>Family Literacy Workshops Requirement (can serve as one of the monthly required LCAP family engagement activities)</p> <ul style="list-style-type: none"> - Data: Unlocking the Power of iReady Workshop - Strategies: Either <i>Read-alouds: Comprehension Strategies for Families</i>, or <i>Reading and Writing Connection</i> <p>Monthly School Site Family Academy Catalogue</p> <ul style="list-style-type: none"> - Workshop calendar for each month, September thru January, offered to parents and families. 	<p>January 30, 2026</p>

Required Verification	Due Dates
<p>Monthly Family Engagement Activities (LCAP):</p> <ul style="list-style-type: none"> - One family engagement activity for each month, February through May <p>ELAC Parent Workshops:</p> <ul style="list-style-type: none"> - Importance of Attendance - Comprehensive Needs Assessment - School Plan for Student Achievement <p>Monthly School Site Family Academy Catalogue</p> <ul style="list-style-type: none"> - Workshop calendar for each month, February through May, offered to parents and families. 	May 22, 2026

RELATED RESOURCES:

The Local Control and Accountability Plan at <https://lausd.org/lcap>.

MEM-6750.8 *Notification of Federal and State Parent and Family Engagement Mandates* dated August 11, 2025

BUL-6745.7 *Guidelines for the Required School Site Council and English Learner Advisory Committee*, dated August 11, 2025

School Site Family Academy Catalogue template available at families.lausd.org in Tools for Schools Tab

ATTACHMENTS:

Attachment A- Directions for Uploading Required Information

Attachment B- Ideas for Increasing Monthly Family Engagement Attendance

ASSISTANCE:

For assistance or further information, please contact the Office of Student, Family and Community Engagement at (213) 481-3350 or Information Technology Services at (213) 241-5200.

LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

English Learner Advisory Committee (ELAC) Verification Form
Due September 26, 2025

According to the California Education Code, section 52176, every school with 21 or more English Learner students must establish an ELAC. Principals will complete the *ELAC Verification Form* found on the *Office of Student, Family and Community Engagement* link within the Principal's Portal. See the directions below for detailed instructions on uploading information.

Steps to Verify the ELAC Composition on the ELAC Verification Form

1. Click on the *English Learner Advisory Committee Verification Form* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.
2. Complete the blank fields to provide information about the ELAC composition and formation.
3. Check the appropriate box to verify the use of bylaws.
4. Under *File Upload*, select the type of document and click *Browse* to select the appropriate file.
5. Once the correct file name appears in the window, select *Upload* to attach the file.
6. Repeat Steps 4 and 5 to upload agendas, sign-in sheets/Zoom usage reports, ballots and minutes for the orientation and election process of each representative group.
7. Click on the assurances box.
8. After all relevant fields have been completed, click on the *Submit* tab.

English Learner Parent and Family Accountabilities
(ELAC Workshops)

Due January 30, 2026, and May 22, 2026

According to the California Education Code, section 52176, the ELAC is required to review various topics related to the progress of English Learners. The following topics must be presented to the ELAC: Member Training, Officer Training, Master Plan, Importance of Attendance, Comprehensive Needs Assessment, and the School Plan for Student Achievement. Principals will verify that the ELAC has reviewed these topics within the Principal's Portal. See the directions below for detailed instructions.

Steps to Verify the ELAC Workshops on the English Learner Parent and Family Accountabilities Page

1. Click on the *English Learner Parent and Family Accountabilities* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.
2. For each topic, type in the date and number of participants attending the session.
3. Under *Click here to upload minutes, sign-in, agenda documents* link, select the file type, then choose the correct corresponding file to attach the document.
4. Once the correct file name appears in the window, select *Upload* to attach the file.
5. Check the assurance box.
6. After all relevant fields have been completed, click on the *Submit* tab.

**School Site Council (SSC) Verification Form
Due September 26, 2025**

According to the California Education Code, section 65000, every school receiving Title I funds is required to form a School Site Council (SSC) to serve as the school's decision-making council for all funds listed in the District's Consolidated Application. Principals will complete the *SSC Verification Form* found on the Office of Student, Family and Community Engagement link within the Principal's Portal. In addition, approved SSC minutes detailing the election process for all representative groups will be uploaded along with supporting documentation. See the directions below for detailed instructions on uploading information.

Steps to Verify the SSC Composition on the SSC Verification Form

1. Click on the *School Site Council Verification Form* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.
2. Complete the blank fields to provide information about the School Site Council composition and process of formation.
3. Under *File Upload*, select the type of document and click *Browse* to select the appropriate file.
4. Once the correct file name appears in the window, select *Upload* to attach the file.
5. Repeat Steps 3 and 4 to upload agendas/announcements, sign-in sheets/Zoom usage reports, ballots, and minutes for the orientation and election process of each representative group, if used.
6. Check the appropriate box to verify training and the use of bylaws.
7. Check the assurances box.
8. After all relevant fields have been completed, click on the *Submit* tab.

**Title I Parent and Family Accountabilities
(Annual Title I Meeting)
Due January 30, 2026**

Schools receiving Title I funds are required to hold an Annual Title I Meeting at the beginning of the school year for parents to be informed regarding the requirements of the Title I program, how their school was designated, parent rights under Title I and ways to become involved in improving the school's Title I program. Principals will identify the date of the meeting and verify that the meeting was held. See the directions below for detailed instructions on verifying information.

Steps to Verify for the Annual Title I Meeting on the Title I Parent and Family Accountabilities Page

1. Click on the *Title I Parent and Family Accountabilities* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.
2. Type in the date and number of participants attending the session.
3. Select the file type and click *Choose File* to upload the agenda/flyer and sign-in/Zoom usage report for the meeting.
4. Once the correct file has attached, select Upload Document.
5. Check the verification box at the bottom of the page.
6. After all relevant fields have been completed, click on the *Submit* tab.

**Title I Parent and Family Accountabilities
(District Title I Parent and Family Engagement Policy)
Due January 30, 2026**

As required under Title I, section 1116, of the Every Student Succeeds Act of 2015, the District Title I Parent and Family Engagement Policy must be distributed annually to all Title I parents. To meet this requirement, principals can mail a summary of the policy located in Memorandum 6750.8 before January 30, 2026, or they can post the summary online and inform parents it has been posted through a Blackboard Connect message or newsletter. Principals will identify the date that the policy was distributed and verify that notification of the mailing was provided to parents and family members. See the directions below for detailed instructions on verifying information.

Steps to Verify for the District Title I Parent and Family Engagement Policy on the Title I Parent and Family Accountabilities Page

1. Click on the *Title I Parent and Family Accountabilities* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.
2. Click in the box on the right of the *District Policy Mailing Date* to activate the calendar and use the calendar to select the mailing date.
3. Check the verification box near the bottom of the page.
4. After all relevant fields have been completed, click on the *Submit* tab.

**Title I Parent and Family Accountabilities
(School Title I Parent and Family Engagement Policy)**

Due January 30, 2026

Each school receiving Title I funds must develop with parents a School Title I Parent and Family Engagement Policy each year, and the policy must be approved by the school's SSC annually. To inform parents of the school's policy for involving them, schools must distribute the policy to them annually also. The policy must be uploaded, and the verification box checked to ensure that the policy was developed with parents, approved by parents, and distributed to families. The policy requires the training of school staff to work with parents to help parents support student academic achievement. Principals will verify the training of staff. See the directions below for detailed instructions on verifying information.

**Steps to Verify for the School Title I Parent and Family Engagement Policy on the
Title I Parent and Family Accountabilities Page**

1. Click on the *Title I Parent and Family Accountabilities* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.
2. Under the Policy heading, select *Choose File* to attach the School Title I Parent and Family Engagement Policy.
3. Once the correct file name appears in the window, select *Upload Policy* to attach the policy.
4. Check the boxes to enter information and verify that the requirements regarding the Title I Parent and Family Engagement Policy, including the provision of staff training, have been fulfilled.
5. After all relevant fields have been completed, click on the *Submit* tab.

LOS ANGELES UNIFIED SCHOOL DISTRICT
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**Title I Parent and Family Accountabilities
(Title I School-Parent Compact)
Due January 30, 2026**

Each school receiving Title I funds must develop with parents a Title I School-Parent Compact that has been approved annually by the school's SSC. This approved compact must be distributed to parents each year. The compact must be uploaded, and the verification box checked to ensure that the compact was developed with parents, approved by parents and distributed to families. See the directions below for detailed instructions on uploading information.

Steps to Verify for the Title I School-Parent Compact on the Title I Parent and Family Accountabilities Page

1. Click on the *Title I Parent and Family Accountabilities* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.
2. Under the School-Parent Compact heading, select *Choose File* to attach the Title I School-Parent Compact.
3. Once the correct file name appears in the window, select *Upload Compact* to attach the compact.
4. Check the box to verify that the requirements regarding the Title I School-Parent Compact have been fulfilled.
5. After all relevant fields have been completed, click on the *Submit* tab.

**School Volunteer Program Accountabilities
Due September 26, 2025**

Schools are required to operate a volunteer program which allows families and community members to offer their talents and services to support student achievement. Each school must provide the information for the school volunteer designee and identify the dates when the school gave volunteers an orientation.

Steps to Verify for the School Volunteer Program Accountabilities Page

1. Click on the *School Volunteer Accountabilities* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.
2. Click the button to identify whether the school has or has no processed volunteers.
3. Under the School Volunteer Program Designee heading, enter the school designee's information.
4. If the school has processed volunteers, click in the box under the *School Volunteer Orientation* to activate the calendar and use the calendar to select the meeting date.
5. Check the box to verify the meeting was held on the selected date.
6. After all relevant fields have been completed, click on the *Submit* tab.

**Mandated Parent Workshops: For ALL Los Angeles Unified Schools
(LCAP Monthly Parent and Family Engagement Activities)
Due January 30, 2026, and May 22, 2026**

One goal of the LCAP requires principals to provide monthly engagement opportunities for parents annually. Each Los Angeles Unified school, including Primary Centers and Early Education Centers, must offer one engagement activity each month from September to May. See the drop-down menu on the Principal's Portal for options. Attachment B contains a list of ideas generated from schools on ways to encourage increased parent attendance for the monthly activities. In addition, the School Title I Parent and Family Engagement Policy requires that Title I schools provide training to their parents to support student academic achievement. If workshops are offered to parents at Title I schools on standards, assessments, and ways to support learning at home, these monthly engagement activities can meet the school Title I Parent and Family Engagement Policy requirements. To fulfill both the monthly activity and Title I requirements, principals will identify the date that the engagement occurred, the number of participants, and click boxes verifying that these were held. See the directions below for detailed instructions on verifying information.

Steps to Verify for the Monthly Family Engagement Activities on the Mandated Parent Workshops Page

1. Click on the *Mandated Parent Workshops* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.
2. Under the specific month heading, choose the topic of the activity.
3. Click in the box on the right of the date box to activate the calendar and add the number of participants.
4. Click to upload a picture of the workshop for each month.
5. Repeat Steps 2 and 3 for each month.
6. Check the box to verify all activities were conducted for parents.
7. After all relevant fields are completed, click on the *Submit* tab.

**Mandated Parent Workshops: For ALL Los Angeles Unified Schools
(Annual School Goals and Budget Consultation Meeting Verification)
Due January 30, 2026**

In order to deepen parents' understanding of how school funds support plans for student achievement and to provide opportunities for parent input in plan development and decision-making, schools must hold an Annual School Goals and Budget Consultation Meeting prior to the budget development in the spring semester. All families must be invited to this meeting. A needs and assets assessment, along with other data, including results from the California School Dashboard, should be shared with parents, and connected to the goals and actions defined by the school for student achievement and success. Principals will identify the date of the meeting, include the number of participants and verify that the meeting was held. See the directions below for detailed instructions on verifying information.

**Steps to Verify for the Annual School Goals and Budget Consultation Meeting on
the Mandated Workshops Page**

1. Click on the *Mandated Parent Workshops* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.
2. Scroll down to the *Annual School Goals and Budget Consultation Meeting* section.
3. Click in the box on the right of the date to activate the calendar and use the calendar to select the meeting date.
4. Identify the number of participants.
5. Click to upload a picture of the workshop.
6. Check the assurances box to verify the meeting was held on the selected date.
7. After all relevant fields have been completed, click on the *Submit* tab.

**Mandated Parent Workshops: For ALL Los Angeles Unified Schools
(Family Literacy Workshops Verification)**

Due January 30, 2026

In order to support families in serving as partners in their children's education and to increase their strengthening of literacy skills at home, schools will provide families with two workshops on literacy, one focused on the use of data and another on strategies. All schools will provide families with the presentation on *Unlocking the Power of iReady*. Schools can choose to provide either the module titled, *Read-alouds: Comprehension Strategies for Families*, or the module titled, *Reading and Writing Connection*. Principals will identify the date of the workshop and include the number of participants. See the directions below for detailed instructions on verifying information.

Steps to Verify for the Family Literacy Workshops on the Mandated Workshops Page

1. Click on the *Mandated Parent Workshops* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.
2. Scroll down to the *Family Literacy Workshops* section.
3. Click in the box on the right of the date to activate the calendar and use the calendar to select the meeting date.
4. Identify the number of participants.
5. Click to upload pictures of the workshops.
6. Check the assurances box to verify the meeting was held on the selected date.
7. After all relevant fields have been completed, click on the *Submit* tab.

**Monthly School Site Family Academy Catalogue: For ALL Los Angeles Unified Schools
Due January 30, 2026, and May 22, 2026**

To ensure all schools are promoting monthly family engagement workshops and activities, a monthly course catalogue is to be provided to families. A template for the course catalogue/calendar is organized to feature engagement covering the following topics: academic, wellness, civic engagement, career development and honoring perspectives. The template is available at families.lausd.org under the Tools for School tab.

Steps to Verify for the Monthly School Site Family Academy Catalogue on the Mandated Workshops Page

1. Click on the *School Site Family Academy Course Catalogue* link from the main menu screen within the *Student, Family and Community Engagement* page of the Principal's Portal.
2. Upload the course catalogue for each month from September-May of the school year.
3. After all documents are uploaded, click on the *Submit* tab.

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Ideas for Increasing Monthly Family Engagement Attendance	
<p>Recruitment Parent Ambassadors</p> <p>Identify parent leaders who can be ambassadors and invite other parents to workshops. Each ambassador should have a quota of how many parents they need to bring. (e.g., 5 parent leaders can each invite 5 other parents to the training)</p>	<p>Incentives for Parent Leaders</p> <p>Provide incentives to the parents who bring other parents to the workshops. Incentives can be provided through donations. For example, the more parents they bring, the more opportunity drawing tickets they receive to be eligible to win a donated item.</p>
<p>Differentiated Time for Engagement</p> <p>Survey parents to identify what days and times they are most available to attend workshops. Try varying the workshop offerings on alternate days and times so that more and different parents are available to attend, like holding some during weekends or evenings to extended opportunities.</p>	<p>Nationally Board-Certified Teachers</p> <p>Ask Nationally Board-Certified teachers to train parents of a specific grade or subject focusing on data reviews. The trainings can be held on evenings or Saturday. For example, 5th grade parents can learn about their students' scores on math assessments and strategies to use at home to strengthen students' skills.</p>
<p>Parent Conference Week</p> <p>Plan to offer workshops during Parent Conference Week. LCAP workshops can be held in the auditorium where parents can be invited to stop by for the training after meeting with teachers.</p>	<p>Holiday Program, Student Performances</p> <p>LCAP workshops can be held in the Parent and Family Center where parents are invited to attend the workshop after the holiday program or student performance events.</p>
<p>Incentives</p> <p>Offer incentives to students if parents come to the workshop (e.g., class giveaway, opportunity drawing tickets, lunch with the principal)</p>	<p>Parent Leadership and Volunteers</p> <p>Ask parent leaders or volunteers to help lead a part of the workshop. Ask them to share a strategy of how they support learning at home with other parents.</p>
<p>"Coffee with the Teacher"</p> <p>Ask the teachers of one grade level to invite parents to a "Coffee with the Teacher" after school. The grade level teachers can cover various topics, including holding a workshop.</p>	<p>"Waiting for Dismissal Bell"</p> <p>Have Parent and Family Center Staff meet with parents 60 minutes before school ends and hold a workshop. Parents could participate in the workshop while waiting for their students.</p>
<p>Student Motivators</p> <p>Students should be asked to write an invitation letter to their parents to attend the next LCAP workshop. The students can put the letter in an envelope and mail it to parents.</p>	<p>Main Office</p> <p>In the main office, at the school entrance and gates, the list of parent workshops should be visible. A review of the workshop information can be available to parents in the main office. (e.g., Coming Attractions)</p>