School Site Council

2025-2026 Year-At-A-Glance

All of the tools, presentations, and templates are available on the Office of Student, Family and Community Engagement home page at https://families.lausd.org/ under *Tools for Schools*.

Guidelines for the Required School Site Council and English Learner Advisory Committee BUL-6745.7

Pursuant to the California Education Code, Sections 65000 and 32281(2), every school with a County District School (CDS) code assigned by the California Department of Education (CDE) shall establish a School Site Council (SSC) as the decision-making council for all programs funded through the Consolidated Application (ConApp). The CDE uses the ConApp to distribute categorical funds from various federal programs to county offices, school districts, and direct-funded charter schools throughout California. In LAUSD, sites with multiple schools on one campus will form a SSC based on the assignment of a CDS code from the CDE, not on District-provided location codes.

Meeting 1: August/September

❖ Conduct orientation/election of members before the first meeting and verify in Principal's Portal by the last Friday in September.

Actions:
- ☐ Elect SSC members for each category
- ☐ Conduct officer elections
- ☐ Approval of membership election minutes/notes
- ☐ Delegate School Safety Plan to School Safety Committee (REF. 5511.15)
- ☐ Share Targeted Student Population (TSP) Plan goals, strategies, and funds

Training:
- ☐ SSC member training: roles and responsibilities, Bylaws, Greene Act, Uniform Complaint Procedures and Parliamentary Procedures (BUL 6745.7, BUL 5159.14)
- ☐ SSC officer training: roles and responsibilities
- ☐ School Plan for Student Achievement (SPSA) and school budget training.

Meeting 2: October

Actions:
- ☐ Review the process for collecting parent input on the school Title I Parent and Family Engagement Policy and School-Parent Compact
- ☐ Discuss the District Title I Parent and Family Engagement Policy (MEM 6750.8)
- ☐ Analyze student achievement data (FOCUS, Open Data and CA School Dashboard)
- ☐ Submit online '25-'26 SPSA Evaluation: **by Oct. 31**, evaluate whether goals were met for the '24-'25 year-end results of measurable objectives for goals
- ☐ Review adopted '25-'26 SPSA
- ☐ Adopt amended Bylaws, if necessary
- ☐ Present timeline for '26-'27 SPSA approval
- ☐ Review and approve first meeting/officer election minutes

Training:
- ☐ Understanding Data training: data sources, how to find your school's SPSA, TSP, School Budget, and needs assessment training

Meeting 3: November

Actions:
- ☐ Review and approve revised school's Title I Parent and Family Engagement Policy and School-Parent Compact
- ☐ Monitor SPSA implementation and share budget expenses
- ☐ Analyze the '24-'25 SES results; share School Experience Survey (SES) window (Feb. March)
- ☐ Analysis of student attendance and suspension data
- ☐ Review and respond to ELAC recommendations on the Master Plan and Comprehensive Needs Assessment
- ☐ Share assets and needs assessment data, including '24-'25 SES data, in preparation for budget development
- ☐ Review and approve second meeting minutes

Training:
- ☐ Budget development training: asset/needs assessment, examining data, school plans and budgets

Meeting 4: December

Actions:
- ☐ Review mid-year progress toward SPSA goals and share funding
- ☐ Review and respond to ELAC recommendations
- ☐ Review and approve the tentative '26-'27 budget allocations, using specific language in the minutes (BUL. 6745.7)
- ☐ Discuss and prioritize possible '26-'27 program and plan changes and contingencies, and document in minutes
- ☐ Review and approve the '26-'27 SPSA*
- ☐ Review and respond to ELAC recommendations
- ☐ Review and approve third meeting minutes

*Plan will be developed throughout the second semester and into the next year.

Training:
- ☐ Budget development training: asset/needs assessment, examining data, school plans and budgets

Meeting 5: January

Actions:
- ☐ Analyze student performance data from the first semester
- ☐ Discuss and prioritize possible '26-'27 program and plan changes and contingencies, and document in minutes
- ☐ Review and approve the '26-'27 SPSA, if you have not concluded budget development
- ☐ Review and respond to ELAC recommendations
- ☐ Review and approve fourth meeting minutes

If budget appointment is held in December, then:
- ☐ Summarize changes to the '26-'27 SPSA
- ☐ Monitor SPSA implementation and share budget expenditures

Meeting 6 and 7: February/March

Actions:
- ☐ Summarize changes to the '26-'27 SPSA
- ☐ Monitor '25-'26 SPSA implementation and share budget expenditures
- ☐ Review and respond to ELAC recommendations
- ☐ Review and approve fifth meeting minutes

Meeting 8: April

Actions:
- ☐ Monitor '25-'26 SPSA implementation and share budget expenses
- ☐ Review and respond to ELAC recommendations
- ☐ Share '26-'27 TSP Plan proposed goals, strategies, and funds
- ☐ Delegate School Safety Plan to School Safety Committee for 2026-2027 (REF. 5511.15)
- ☐ Review and approve sixth and seventh meeting minutes

Meeting 9: May/June

Actions:
- ☐ Informally evaluate the end-of-year implementation of the '25-'26 SPSA and summarize findings for next year's SSC
- ☐ Reflection, recognition, and celebration of the school year
- ☐ Review and approve eighth meeting minutes
- ☐ Discuss suggestions for improving the SSC next year
- ☐ Review/approve '26-'27 bylaws and submit to Region

Los Angeles Unified School District
Office Student, Family and Community Engagement

English Learner Advisory Committee (ELAC)
2025-2026 Year-At-A-Glance

In accordance with the California Education Code, section 52176(b), all schools with twenty-one or more English Learner (EL) students, not including Reclassified Fluent English Proficient (RFEP) students, are required to establish an ELAC. **Schools are required to form an ELAC at any time when the number of identified EL students reaches 21 or more.** All parents with EL students attending the school where the ELAC is established are eligible and should be encouraged to participate in the ELAC.

California Department of Education

Requirement
Each California public school with 21 or more English learners must form an English Learner Advisory Committee (ELAC).

Responsibilities
The ELAC shall be responsible for the following tasks:
- Advising the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the **School Plan for Student Achievement**.
- Assisting in the development of the **schoolwide needs assessment**.
- Ways to make parents aware of the importance of regular **school attendance**.
- Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC).

August / September

BUL-6745.7 ELAC Orientation and Elections and Principal's Portal Verification Due Date Last Friday in September.
REF-6749.8 Guides and describes the process for verification of the parent and family engagement requirements.

- ☐ Conduct membership elections and officer elections.
  - o ELAC members and officers are elected for a one-year term.
  - o Ensure that the Chairperson, Vice-Chairperson, and EL Delegate are English Learner parents.
  - o The Secretary and Parliamentarian may be any other member of the ELAC, including a parent/legal guardian of an EL, RFEP, IFEP, or EO student.

- ☐ Composition of ELAC membership.
  - ○ Parents and legal guardians of English Learners shall constitute at least the same percentage of the ELAC membership as their children represent of the student body (California Education Code, Section 52176 (b).
  - ○ Each school site ELAC must elect one of its EL members to be the EL Delegate (5CCR Section 11308[b]) and attend the Region EL Delegate Convening.

- ★ **Elections of ELAC members and Officers**

- ☐ Verify that the ELAC election is scheduled at a different time and on a separate agenda if the SSC election is on the same day.
- ☐ Ensure that the schools provide a separate announcement and agenda for the SSC and ELAC elections.
- ☐ Upload the required ELAC documentation on or before the due date for each representative election into the Principal's Portal at https://principalportal.lausd.net/.
- ☐ ELAC Election documentation verification due date is Friday, September 26, 2025.

NOTE: If the ELAC officers and EL Delegate information is not uploaded to the Principal's Portal by the SPSA Evaluation due date, the Federal and State Education Programs Office will freeze campus Title I funds until ELAC officers and EL Delegate information is uploaded.

Business Meeting BUL-6745.7
- ☐ Conduct Orientation for ELAC: Roles and Responsibilities of Officers, Members and Personnel.
  - ○ Ensure the ELAC orientation is scheduled prior to the election and on a separate agenda.
- ☐ Conduct membership elections and officer elections (Last day to submit ELAC Verification: September 26, 2025).
- ☐ Vote regarding ELAC meetings being held by teleconference or hybrid.
  1. The results of the vote must be documented in the minutes.

Training BUL-6745.7 Teach the members about their roles and responsibilities and present the information in a format where members can ask clarifying questions about the content.
  Conduct ELAC:
- ☐ Membership training.
- ☐ Officer training.
- ☐ ELAC Mandated Topic: 2025 Multilingual Multicultural Master Plan: EL Identification, EL Program Options, and Reclassification (Members are presented with the information).
- ☐ School Plan for Student Achievement (SPSA).
- ☐ Comprehensive Needs Assessment

Present the following:
- ☐ ELAC bylaws, Greene Act, and Parliamentary Procedure.
- ☐ Hold required ELAC training using the curated content available for school sites and upload materials into the Principal Portal and Teams digital folders.
- ☐ **Upload Documents to the Region Digital Teams Folder.**
  - o ELAC Elections members and officers.
  - o ELAC Training of members.
  - o ELAC training of officers.
  - o 2025 Multilingual Multicultural Master Plan.

- ☐ **Upload Documents to the Region Digital Teams Folder at the end of the month.**

October

Business Meeting BUL-6745.7 Official meeting agendas must be posted on the school website and campus entrance 72 hours prior to the meeting. It is recommended that meetings be scheduled for 1.5 hours or offered as two separate meetings in October to accommodate the presentation of two mandated topics.

Review training content, and provide clarification prior to collecting advisement regarding the following:
- ☐ Updated ELAC Bylaws.
- ☐ ELAC Mandated Topic: 2025 Multilingual Multicultural Master Plan: EL Identification, EL Program Options, and Reclassification (Present members the information).
- ☐ Review the adopted SPSA-EL Programs Goal Page
- ☐ ELAC Mandated Topic: Comprehensive Needs Assessment
- ☐ Present 2026-27 SPSA Timeline

- ★ **Provide written advisement to the SSC specifically for English Learners on the mandated topics of the Master Plan and Comprehensive Needs Assessment.**

Training BUL-6745.7 Teach members about their roles and responsibilities and present information in a format where members can ask clarifying questions about the content.
Present the following:
- ☐ Uniform Complaint Procedures (UCP) rights and procedures (BUL 5159.14).
- ☐ English Learner Advisory Committee Bylaws.
- ☐ Analysis of the 2024-2025 School Experience Survey results for English Learners.
- ☐ Understanding Data training (Tools for Schools).
- ☐ SMART Comment training (Tools for Schools).

- ☐ **Upload Documents to the Region Digital Teams Folder at the end of the month.**

November

It is recommended that meetings be scheduled for 1.5 hours or offered as two separate meetings in November to accommodate the additional mandated topics.

Business Meeting BUL-6745.7
   Present, review, and provide clarification prior to collecting advisement regarding the:
   ☐ Analysis of the 2024-2025 School Experience Survey results for English Learners.
   ☐ Updated English Learner Advisory Committee Bylaws.
   ☐ Review 2025-26 SPSA EL Programs Goal Page and recommend changes for the 2026-27 SPSA

   ★ **Provide written advisement to the SSC specifically for English Learners on the topic of the 2025-26 SPSA EL Programs Goal Page.**

Training BUL-6745.7 Teach the members about their roles and responsibilities and present the information in a format where members can ask clarifying questions about the content.
   Present EL Mandated Topic:
   ☐ School Plan for Student Achievement and Budget Review
   ☐ Importance of Regular School Site Attendance.

   ❑ **Upload Documents to the Region Digital Teams Folder at the end of the month.**

December

Business Meeting BUL-6745.7
   Review and provide clarification prior to collecting advisement regarding the analysis of the following:
   ☐ Importance of Regular School Site Attendance.

   ★ **Provide written advisement to the SSC specifically for English Learners on the Mandated Topic of Regular School Site Attendance.**

Training BUL-6745.7 Teach the members about their roles and responsibilities and present the information in a format where members can ask clarifying questions about the content.
   Present the following:
   ☐ Revisit the Experience Survey Results for English Learners.
   ☐ Review 2026-27 SPSA Goal Page
   ☐ Review the tentative school budget allocations specific to **English Learners.**

   ❑ **Upload Documents to the Region Digital Teams Folder at the end of the month.**

January

Business Meeting BUL-6745.7
- ☐ Analyze EL student performance data from the first semester, specifically EL progress on i-Ready and reclassification counts/rate
- ☐ Present, review, and provide clarification prior to collecting advisement regarding the review of mid-year progress toward School Plan for Student Achievement (SPSA) goals specific for **English Learners.**

- ★ **Provide written advisement to the SSC specifically for English Learners.**

Training BUL-6745.7 Teach the members about their roles and responsibilities and present the information in a format where members can ask clarifying questions about the content.

- ☐ Review the finalized SPSA expenditures for English Learners once the school receives the allocation letters.
- ☐ On-going training on EL Mandated Topics: Comprehensive Needs Assessment.
- ☐ On-going training: Bylaws, Greene Act, and Parliamentary Procedure.

Required Verification Due January 30, 2026
ELAC Parent Workshops:
- ☐ Member Training
- ☐ Officer Training
- ☐ Master Plan

- ❑ **Upload Documents to the Region Digital Teams Folder at the end of the month.**

February / March

Business Meeting BUL-6745.7
- ☐ Review EL student achievement and formative assessment data.

- ★ **Provide written advisement to the SSC specifically for English Learners.**

Training BUL-6745.7 Teach the members about their roles and responsibilities and present the information in a format where members can ask clarifying questions about the content.

- ☐ On-going training topics: Bylaws, Greene Act, and Parliamentary Procedure.
- ☐ Monitor SPSA implementation specific to **English Learners.**

- ❑ **Upload Documents to the Region Digital Teams Folder at the end of the month.**

April

Business Meeting BUL-6745.7
- ☐ Monitor SPSA implementation specific to **English Learners.**

- ★ **Provide written advisement to the SSC specifically for English Learners.**

Training BUL-6745.7 Teach the members about their roles and responsibilities and present the information in a format where members can ask clarifying questions about the content.
- ☐ On-going training topics: Bylaws, Greene Act, and Parliamentary Procedure.
- ☐ Review and adopt amended Bylaws (if necessary).

- ❑ **Upload Documents to the Region Digital Teams Folder at the end of the month.**

May

Business Meeting BUL-6745.7
- ☐ Review the implementation of the 2025-2026 SPSA specific for **English Learners.**
- ☐ Reflection on the school year.
- ☐ Discuss suggestions for the school year specifically for **English Learners.**
- ☐ Adopt Bylaws in preparation for next year (2025-2026).

- ★ **Provide written advisement to the SSC specifically for English Learners.**

Training BUL-6745.7 Teach the members about their roles and responsibilities and present the information in a format where members can ask clarifying questions about the content.
On-going training topics: Bylaws, Greene Act, and Parliamentary Procedure.

Required Verification Due May 29, 2026
ELAC Parent Workshops:
- ☐ Importance of School Attendance.
- ☐ Comprehensive Needs Assessment.
- ☐ School Plan for Student Achievement.

- ❑ **Upload Documents to the Region Digital Teams Folder at the end of the month.**

BUL 6745.7 Guidelines for the Required School Site Council and English Learner Advisory Committee

Important Dates and ELAC Verification Steps ✓

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 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.

REF 6749.8 Principal's Portal Verification for Parent and Family Mandates