



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-6749.7 Guides and describes the process for verification of the parent and family engagement requirements.**

- Conduct membership elections and officer elections.
  - ELAC members and officers are elected for a one-year term.
  - Ensure that the Chairperson, Vice-Chairperson, and EL Delegate are English Learner parents.
  - 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/Default.aspx>.
- 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 in virtual 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).



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**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.**
  - ELAC Elections members and officers.
  - ELAC Training of members.
  - ELAC training of officers.
  - 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.**

**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).
- School Plan for Student Achievement (SPSA).

★ **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.**

**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**

**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.

★ **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.**

**Present EL Mandated Topic:**

- Comprehensive Needs Assessment.
- 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:**

- Comprehensive Needs Assessment.
- Importance of Regular School Site Attendance.

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



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**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:**

- School Experience Survey Results for English Learners.
- English Learner Advisory Committee Bylaws.
- School Plan for Student Achievement (SPSA).
- School Budget.
- English Learner Student performance data from the first semester.
- Upload Documents to the Region Digital Teams Folder at the end of the month.**

**January**

**Business Meeting BUL-6745.7**

- School Experience Survey results for English Learners.
- Analyze EL student performance data from the first semester.
- Review budget and data specific to English Learners.
- Review the tentative school budget allocations 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.**

- 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**.
- 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.
- Comprehensive Needs Assessment.
- Review the finalized SPSA expenditures for English Learners once the school receives the allocation letters.
- ★ **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**



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**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 of 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 6749.7 Principal’s Portal Verification for Parent and Family Mandates**