



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Every Student Succeeds Act (ESSA):
Qualifications for Teachers; Parent Notification
Requirements and Right to Know Procedures; and
ESSA Principal Certification Information

NUMBER: REF-097901.4

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Chief Human Resources Officer
Human Resources Division

DATE: September 9, 2024

DUE DATE: September 27, 2024

PURPOSE: The purpose of this Reference Guide is to provide information to assist Title 1 school sites in implementing the federal requirements of ESSA as it relates to the proper assignment of teachers of all subjects; and to provide instructions for school principals regarding the completion and submission of the ESSA Principal Certification form.

MAJOR CHANGES: This Reference Guide replaces REF-097901.3 issued on August 28, 2023. Changes to this version include:

- 2024-2025 deadlines for ESSA compliance.

INSTRUCTIONS: The following instructions are provided:

A. Parent Notification Letters – Available September 13th

Although all District schools are required to assign teachers to courses for which they hold a legal authorization (Ed Code 44258.9), parents of students taught in a Title 1 school by a certificated staff member who does not meet state certification or licensure requirements for four more weeks, must be notified in writing after the 20th day of instruction. The Parent Notification Letters (Attachment A) may be printed using the MiSiS System. Administrators can utilize the Assignment Monitoring Report (located in MiSiS under Staff Information) to identify any non-compliant teachers based on "Not OK" designations. The Assignment Monitoring rosters will list the credential status of all teachers, the classes or subjects to which each is assigned, and their current status in meeting ESSA certification/licensure requirements. Be advised that teachers of all

ROUTING
All Employees
All Locations

subject areas are included in the federal statute. If you disagree with the information on the report, or if you have questions regarding the appropriate assignment of a specific teacher, please contact your Credentials and Contract Specialist. Contact information is accessible at: <https://www.lausd.org/cccs>. The notification letters are to be printed from the school's MiSiS System after the 4th week of school, but no later than September 27th. Letters must not be generated prior to September 13th due to the fact that ESSA requires notification be sent only to parents of students who have been served by a non-compliant teacher for four or more weeks.

The steps to generate the ESSA Parent Notification Letters starting September 13th are as follows:

1. Log into MiSiS.
2. Select your User Role.
3. Click on "Reports" in the menu bar.
4. On the left corner panel of the screen, a list of reports will appear.
5. Click on "Staff Information."
6. Select "ESSA Parent Notification Letter."
7. Select the Region, school (one location at a time), and the name of the teacher for whom you will be generating ESSA Parent Notification letters from the teacher drop-down menu. The option to select all teachers is also available.
8. In the Print Options drop down, choose the language for printing the letters.
9. Click View Report.
10. Click on the "Export" icon.
11. Select a file type. It is recommended that a PDF file be selected.
12. Click the OPEN button.
13. Proceed to print.

Before printing the letters, it is strongly recommended that you notify impacted teachers of the ESSA requirement and the fact that they were flagged as non-compliant in the report. If the teacher or you believe that a letter generated in error, contact your credentials and contract specialist to confirm. If letters are sent out in error, the school site will need to send out a notification informing parents that the letter was generated in error.

Maintain a school site file of all ESSA Parent Notification Letters sent. The school, can at any time, be asked to provide copies of these letters. It is recommended that files documenting the past five years

of letters be maintained in hard copy or electronic format.

Continue to generate and mail out ESSA Parent Notification letters in a timely manner at any time throughout the academic year when students are taught by a non-compliant teacher for four or more weeks.

Parent notification procedures also include non-ESSA compliant extended substitutes who have been assigned for four or more consecutive weeks. If you have questions about extended substitutes, contact your school's Human Resources Personnel Specialist.

Failure to enter roster carrying staff information accurately in MiSiS can result in Parent Notification Letters not generating in MiSiS on the 20th day. In these instances, the school site principal is responsible for ensuring that the letters are generated manually.

B. Parent Right To Know

ESSA requires Districts to notify all Title 1 school parents of their right to request information regarding the qualifications of their child's teacher(s). This notification is included in the Parent Handbook. Upon request, the parent will be provided, by the school site, with the teacher's credential(s), degree(s), and major(s) (Attachment B).

The steps to generate the ESSA Parent Right to Know Letter, in response to a parent request for information, are as follows:

1. Log into MiSiS.
2. Select your User Role.
3. Click on "Reports" in the menu bar.
4. Select "Staff Information."
5. Select "ESSA Parent Right to Know Letter."
6. Select the Region, school (one location at a time), student, and under Print Option, choose the language for printing the letters.
7. Click "View Report."
8. Click on the "Export" icon.
9. Select a file type. It is recommended that a PDF file be selected.
10. Click the OPEN button.
11. Proceed to print.

If you have any questions about a teacher's qualifications, contact your school's Credentials and Contract Specialist for clarification.

C. Provisional Internship Permit and Short Term Staff Permit Holders Due September 27, 2024

Parents of Title 1 students being taught by a teacher who holds a Provisional Internship Permit or a Short Term Staff Permit, both of which are considered provisional licenses and thus do not meet the federal certification requirement mandated by the Elementary and Secondary Education Act and the Individuals with Disabilities Education Act, must be notified in writing (Attachment C). ESSA staff will reach out to school sites with information regarding teachers for whom a letter must be sent home.

D. Employee Privacy

Confidentiality and privacy rights must be maintained in the collection, retention, and dissemination of employee information. Personal information, such as the employee number, social security number, age, home address and telephone number or anything else of a personal nature, shall not, under any circumstances, be shared with parents or any other unauthorized persons. Additionally, care must be taken at all times to ensure that personal information is collected and maintained in a secure manner.

E. ESSA Principal Certification Form for the 2024-2025 School Year Due September 27, 2024

The Principal Certification Form for the 2024-2025 school year can be found in the Principal Portal. Title 1 school principals are responsible for certifying electronically no later than Friday, September 27, 2024, based on teacher assignments as of the 21st day of instruction.

Upon reviewing the school's teacher roster, if any teacher assigned does not meet state certification or licensure requirements, the school is not considered to be in compliance with ESSA with respect to teacher qualifications. If this information appears to be inaccurate, or if you have questions regarding the ESSA compliance of a specific teacher, please call your Credentials and Contract Specialist.

Once you review your assignment monitoring report, verify the non-compliant/compliant teacher information for your school site(s), and send out any required ESSA Parent Notification Letters, please complete the Principal Certification form found on the Principal Portal under "ESSA Principal Certification." If you oversee different Title 1 school site location codes (i.e. main campus, dual language program, magnet, etc), a certification must be submitted for each specific location code. Please print a copy of the form(s) to retain in your ESSA school records.

**RELATED
RESOURCES:** None

ATTACHMENTS: Attachment A – Sample ESSA Parent Notification Letters
Attachment B – ESSA Parent’s Right to Know
Attachment C – Notice of Provisional Internship Permit and Short Term Staff Permit

ASSISTANCE: For assistance or further information regarding the definition or procedures governing teacher certification/licensure requirements under ESSA, please contact your Credentials and Contract Specialist:
<https://www.lausd.org/cccs> (school lookup is located at the bottom right corner of the website)

ESSA Unit
Toni Mahome, Credentials and Contract Supervisor
toni.mahome@lausd.net.

Luz Ortega, Director
luz.ortega@lausd.net.



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

Sample ESSA Parent Notification Letter

LOS ANGELES UNIFIED SCHOOL DISTRICT

School Address

Date -

Dear Parent or Guardian of Student Name
Street Address
City, State, Zip Code

Your child is attending a school that is expected to comply with the Every Student Succeeds Act (ESSA). Under this law, teachers of all academic subjects are required to hold an authorization in the content area of instruction.

These requirements have been established to ensure that students are taught by appropriately authorized teachers.

A teacher who does not currently hold the appropriate subject specific authorization(s) needed to meet California State Standards for ESSA has taught your child for four or more consecutive weeks. Though your child's teacher may be eligible to meet the requirements, s/he may not have yet provided the appropriate documentation. Your child's teacher is being provided guidance on how to become compliant. You may contact the school in order to request the qualifications of your child's teacher.

We are committed to ensuring that all students are taught by an appropriately authorized teacher.

Principal's Name, Site Principal
School's Street Address
City, State, Zip Code

Teacher:	Credential:	Period:	Course:
Teacher Smith	Preliminary Multiple Subjects Credential	3	200105: INTRO ART A



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

ESSA Parent Right to Know Letter

LOS ANGELES UNIFIED SCHOOL DISTRICT

School Name
Street Address
City, State, Zip Code

DATE

Dear Parent or Guardian of : Student Name Student ID

The Every Student Succeeds Act (ESSA) provides parents or guardians of students the opportunity to request information regarding the qualifications of their child's teacher (s).

Listed below are the qualifications of your child's teacher(s).

<u>Teacher</u>	<u>Period</u>	<u>Class</u>	<u>Degree</u>	<u>Major</u>	<u>Credentials</u>
TEACHER	1	CLASS TITLE	TYPE OF DEGREE	MAJOR TITLE	CREDENTIAL(S) HELD
TEACHER	2	CLASS TITLE	TYPE OF DEGREE	MAJOR TITLE	CREDENTIAL(S) HELD
TEACHER	3	CLASS TITLE	TYPE OF DEGREE	MAJOR TITLE	CREDENTIAL(S) HELD
TEACHER	4	CLASS TITLE	TYPE OF DEGREE	MAJOR TITLE	CREDENTIAL(S) HELD
TEACHER	5	CLASS TITLE	TYPE OF DEGREE	MAJOR TITLE	CREDENTIAL(S) HELD
TEACHER	6	CLASS TITLE	TYPE OF DEGREE	MAJOR TITLE	CREDENTIAL(S) HELD

For more information regarding ESSA provisions, please visit: <http://www.cde.ca.gov/re/es/>

Thank you for your inquiry and your continued participation in your child's education.



[Sample Notice of Provisional Internship Permit and Short-Term Staff Permit]

[School Site Letterhead]

Dear Parents/Guardians:

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA).

Currently, your child is being taught by a teacher who holds a provisional permit and thus does not meet the federal certification requirement mandated by the ESEA and the Individuals with Disabilities Education Act (IDEA).

Please rest assured that the District is working closely with your child's teacher to ensure that he/she is on a pathway to enrolling in a credential program and meeting the Federal certification requirements.

Below is the teacher's name and the type of permit they currently hold:

[insert teacher name permit type sped area]

You may contact the District's Every Student Succeeds Act (ESSA) office at 213-241-5300 if you have additional questions.

Sincerely,

[Principal]