



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: 2010-2011 Parent Student Handbook Distribution

NUMBER: MEM-4744.1

ISSUER: Earl R. Perkins, Assistant Superintendent
School Operations
Office of the Chief Operating Officer

DATE: June 25, 2010

ROUTING
Local District
Superintendents
Local District Operations
Coordinators
Principals
Administrative Assistants
Plant Managers

PURPOSE: The California Education Code mandates that school districts annually notify K-12 students and their parents or guardians about their rights and responsibilities relative to the Code’s statutory provisions.

LAUSD publishes the Parent Student Handbook annually to insure compliance and consistency and to relieve schools of the responsibility of gathering and duplicating required notices. The Handbook contains all of the state mandated notification, and forms for parents to sign and return relative to receipt of the document and the release of student information.

MAJOR CHANGES: This Memorandum replaces MEM-4744.0, Parent Student Handbook Distribution 2009-2010, dated May 14, 2009. It provides information about the new Handbook format, guidelines about the new distribution process, on line availability, and procedure for ordering additional copies. A sample letter is also attached (Attachment C) for Principals to use to inform parents of the forms that are being sent home or can be downloaded on-line that must be completed and returned to their child’s school of attendance.

INSTRUCTIONS: The following are guidelines in distributing and requesting additional copies of the Handbook:

DISTRIBUTION

All schools are required to distribute the Parent Student Handbook annually to all students at the time of initial enrollment. The goal for the 2010-2011 is to provide the copies to all schools prior to the beginning of the school year (per track). To reduce cost and waste:

- The handbook is printed in 9 ½ x 7 size books and all forms are printed in yellow colored paper as inserts.
- It will be delivered to schools based on the enrollment data received from the Office of Data and Accountability. It will be available in English/Spanish combined), Armenian, Chinese, Korean, and Russian languages.
- Elementary schools are encouraged to distribute one copy of the handbook to students with siblings in the same family who attend the same school by following the “Label Suppress” instruction outlined in Attachment D.



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

Schools should inform their office and plant manager staff that packages will be delivered into two sets, books and yellow inserts as described above. All packages should be opened and inspected as soon as received to ensure that complete sets of materials are received.

REQUEST FOR ADDITIONAL COPIES

1. If a school did not receive sufficient copies of the Handbook during initial delivery, a Request for Additional Copies Form (Attachment A) must be completed and faxed to the Office of School Operations at (213) 241-8950.

All requests for additional copies received will be reviewed and compared to the enrollment information of the requesting school before it is processed and delivered. We will only process requests for additional copies through December 31, 2010.

2. Copies for new enrollees (students new to the District) after October 29, 2010 will also be processed by the Office of School Operations and mailed directly to the parent/guardian of the new student. The Request for 2010-2011 Parent Student Handbook for New Enrollees Form (Attachment B) must be completed and faxed to the Office of School Operations at (213) 241-8950. Students transferring between LAUSD schools are not required to get copies as long as the student received the Handbook from the originating school. We will only process requests for Handbooks for new enrollees through May 31, 2011. A new, updated Parent Student Handbook will be made available again at the beginning of the succeeding school year.

ON-LINE POSTING AND AVAILABILITY

The 2010-2011 Parent Student Handbook and Forms will also be posted on our LAUSD website at www.lausd.net under the "Families" section. Added as a new feature for the 2010-2011 Parent Student Handbook, the following forms can be downloaded, completed and printed for submission to schools.

- Student Emergency Information Form
- Receipt of Annual Notification Form
- Information Release Form
- Ethnicity/Race Identification of Students
- 2010-2011 Annual Pesticide Use Notification Form

ASSISTANCE: For assistance or further information please contact the Office of School Operations at (213) 241-5337.

For questions regarding the directions for creating mailing labels, one label per family as outlined in Attachment D, please contact the Office of Data and Accountability at (213) 241-2460.