



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: 2007-08 Parent Student Handbook Distribution
NUMBER: MEM-2563.1
DIVISION: Office of the Chief Operating Officer
APPROVED: Dan Isaacs *Dan*
DATE: May 14, 2007

ROUTING
 Local District
 Superintendents
 Local District Operations
 Coordinators
 Principals
 Administrative Assistants

BACKGROUND: 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. This notification is to be signed by the parent or guardian indicating receipt of the information and returned to the school. Examples of the types of mandated information are sexual harassment policies, Title IX notices, discrimination notices, uniform complaint procedures, required immunizations, directory information, integrated pest management policy, pupil records information, No Child Left Behind notification, etc.

In an effort to insure compliance and consistency and to relieve schools of the responsibility of gathering and duplicating the required notices, the District publishes a parent/student handbook annually. It contains all of the state-mandated notifications, including a form for the parent to sign and return relative to receipt of the document and the release of student information (federal rights and privacy).

**ORDERING
INFORMATION**

All schools are required to annually issue the *Parent Student Handbook* to every student at the beginning of each school year or upon their first enrollment into any LAUSD school. Students transferring between LAUSD schools after initial annual enrollment are not issued a handbook. The Handbook is available in English, Spanish, Armenian, Chinese, Korean, Russian and Vietnamese.

Our goal for the 2007-08 is to provide the copies to all schools prior to the beginning of the school year (per track). In order to reduce cost and waste, we will deliver the Handbook to all schools based on the enrollment data received from Planning Assessment and Research branch.



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**PROCESSING
REQUESTS FOR
ADDITIONAL
COPIES**

Requests for additional copies will be processed by the Office of the Chief Operating Officer (COO).

1. If your school does not receive enough copies of the Handbook for a specific track, please complete the attached Request for Additional Copies form (Attachment A) and fax it to the Office of the COO at (213) 241-8950 for processing and delivery.

We will only process requests for additional copies through October 26, 2007.

2. Copies for new enrollees (students new to the District) after October 26, 2007 will also be processed by the COO's office and mailed directly to the parent/guardian of the new student. Copies will not be mailed to students transferring between LAUSD Schools. The *Requests for 2007-08 Parent Student Handbooks for New Enrollees* form (Attachment B) must be completed and faxed to (213) 241-8950. We will only process requests for Handbooks for new enrollees until May 30, 2008. A new, updated Parent Student Handbook will be distributed again at the beginning of the succeeding school year.
3. The Parent Student Handbook will also be posted on our LAUSD website at www.lausd.net and will be available in all languages.

ASSISTANCE:

If you have questions or need additional information, please contact Jasmin Malinao at (213) 241-4133.