



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Indian Student Certification

NUMBER: MEM-5282.6

ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
Division of Instruction

Keith H. Abrahams, III, Executive Director
Student Integration Services

Routing
Local District Superintendents
Local District Administrators of Instruction
Local District Administrators of Operations
Principals

DATE: October 11, 2017

PURPOSE: The purpose of this Memorandum is to provide principals with information regarding Indian Students' identification and certification procedures pursuant to the Every Student Succeeds Act and applicable to all students. Principals and other instructional leaders are required to identify Indian students in the MiSiS system.

MAJOR CHANGES: This Memorandum replaces MEM-5282.5 dated August 1, 2014, American Indian/Alaskan Native Student Identification for Title I, School Wide Planning or Indian Student Certification. Changes include updates in MiSiS reporting, Title VI (formerly Title VII under NCLB) Indian Student Eligibility Certification Form Ed 506, the parent notification letter, and new program contact information.

GUIDELINES: I. **BACKGR**
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Since 1975 the District has received funds authorized through the Indian Education Act, now incorporated in the *Every Student Succeeds Act (ESSA)* as Title VI, to supplement federal and state educational responsibilities for Indian children.

The purpose of Title VI is to provide supplemental support to:

1. meet the unique educational and culturally related academic needs of Indian students, so that such students can meet the State academic standards
2. ensure that Indian students gain knowledge and understanding of Native communities, languages, tribal histories, traditions, and cultures
3. ensure that teachers, principals, other school leaders, and other staff who serve Indian students have the ability to provide culturally appropriate and effective instruction and supports to such students

The U.S. Department of Education and ESSA, Title VI, policies for Indian Student Certification apply to all schools, including all charter, special education centers, early childhood education centers, and adult schools regardless of Title I status.

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The term “Indian” means an individual who is:

1. a member of an Indian tribe or band, as membership is defined by the tribe or band, including
 - a) any tribe or band terminated since 1940;
 - b) any tribe or band recognized by the Federal government;
 - c) any tribe or band recognized by the State in which the tribe or band resides;
2. a descendant, in the first or second degree, of an individual described in (1);
3. considered by the Secretary of the Interior to be an Indian for any purpose;
4. an Eskimo, Aleut, or other Alaska Native; or
5. a member of an organized Indian group that received a grant under the Indian Education Act of 1988 as in effect the day preceding the date of enactment of the Improving America’s Schools Act of 1994.

A student may identify ethnically as Indian, but not qualify for Title VI if they do not meet the definition above. Eligibility standards are not met if a student is:

- Indigenous from Canada or Latin America
- Native Hawaiian
- A third generation, or greater, descendants of an enrolled American Indian/Alaska Native¹
- A descendant of an American Indian/Alaska Native that never registered with the Indian Census Rolls²

III. INDIAN EDUCATION ENROLLMENT PACKETS

Many Indian students are multiethnic and are not necessarily identified as American/Alaskan Native in the District’s MiSiS database.

Therefore, all students can be given Title VI Indian Student Eligibility Certification Form 506 regardless of ethnicity.

All Indian education enrollment packets should include the following:

- Indian Education Program Welcome Letter (Attachment B)
- Title VI Indian Student Eligibility Certification Form 506 (Attachment C)
- Sample Title VI Indian Student Eligibility Certification Form 506 (Attachment D)



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**IV.
CERTIFICATION RESPONSIBILITIES**

A. School Responsibilities:

Principals should delegate student certification responsibilities to an administrative staff member who will:

- Clearly publicize school determined procedures that assure all parents and guardian are aware of and have access to the Title VI Indian Student Eligibility Certification (Attachment C) and accompanying letter (Attachment B)
- Assist parents with completing certification paperwork. Do not write directly on the Title VI Indian Student Eligibility Certification, except to write the student ID in the upper right corner and to highlight what needs to be completed
- Collect and forward returned completed certifications to the Indian Education Program

The student certification process is ongoing throughout the year. Indian Education forms should be sent to our office as soon as they are received. However, schools should ensure an annual effort to publicize certification information to all parents/guardians and to obtain Indian student certification forms for qualified students. Friday, February 23, 2018, is the deadline to be counted in the Title VI grant for the 2018-2019 school year. Return forms

to:

Indian Education Program
333 S. Beaudry Ave., 25th Floor
Los Angeles, CA 90017

B. Parent Responsibilities:

To submit an eligible Indian student certification form, parents or guardians must provide the following:

1. Name of child, date of birth, and grade
2. Name of school
3. Name of the individual with tribal membership
4. Name of the tribe, band, or group and recognition status
5. Proof of membership, as defined by tribe, which can be either: Membership or enrollment number (if readily available), or other evidence
6. Name and address of the organization maintaining membership data for the tribe, band of group³



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C. Indian Education Program Staff Responsibilities:

As required by the Title VI Federal Formula Grant, documentation must be maintained in a manner that allows Indian Education Program to be able to discern, for any given year, which students were enrolled in LAUSD's schools and counted, during the count period indicated in the application.

To fulfill this requirement, Indian Education Staff will:

- Input information from the Title VI Indian Student Eligibility Certification into MiSiS.
- Place the original Title VI Indian Student Eligibility Certification into the student's Indian Education folder and file it. If a student does not have a folder, then one will be made.
- After submitting the annual Indian Student Count, a copy will be made of each.

V. STUDENT CERTIFICATION FORMS CURRENTLY ON FILE

A new ED 506 form does NOT have to be completed each year, as long as a signed form is on file and there is documentation that the student was enrolled during the count period.

VI. ASSISTANCE

For assistance or further information regarding American Indian and Alaska Native students under provisions of Title VI of the Every Student Succeeds Act, please contact the Indian Education Program at (213) 241-6532. For assistance with MiSiS call (213) 241-2500 and select Option 5.

**RELATED
RESOURCES:**

MEM-5282.5, *Indian Student Certification, dated September 11, 2014.*