

**TITLE:** Western Association of Schools and Colleges (WASC) Accreditation Funds

**NUMBER:** MEM-6535.8

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**DATE:** November 6, 2023

**ROUTING**  
Deputy  
Superintendent of  
Instruction  
Region  
Superintendents  
Region Administrators  
of Instruction  
Region Administrators  
of Operations  
High Schools/Select  
Middle Schools  
Principals  
Assistant Principals  
WASC Coordinators  
UTLA Chapter Chairs

**PURPOSE:** The purpose of this memorandum is to provide information regarding 1) WASC annual membership fees, 2) the allocation of funds to schools participating in accreditation visits, and 3) the reimbursement of expenses for WASC visiting team members.

**MAJOR CHANGES:** This memorandum replaces MEM-6535.7, dated July 5, 2022. It provides updated information.

**INSTRUCTIONS: I. ALLOCATION OF WASC ACCREDITATION FUNDS**

**A. WASC ANNUAL MEMBERSHIP FEES**

1. Each academic year, WASC assesses each District accredited school an annual membership fee.
2. To support the WASC schools with the timely and accurate payment of WASC fees, Division of Instruction (DOI) issues payment on behalf of all Los Angeles Unified School District (LAUSD) high schools and middle schools, if applicable.

**B. WASC Accreditation Expenses**

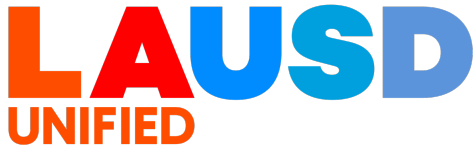
1. DOI allocates funds in September of the accreditation visit. These funds cover WASC accreditation activities such as visitation and the report.
2. Funds may be used for coordinatorship(s), clerical relief/overtime. In addition to accreditation activities, funds might be used for

substitute days or any additional costs specifically related to WASC accreditation preparations.

3. Funds are allocated to **Program 14418, Fund 010-0000, Functional Area 1110-1000-14418, Object 430010**
4. A school's allocation is determined by the type of visit and the school site's student enrollment (See Attachment A).

## II. WASC VISITING COMMITTEE EXPENSES

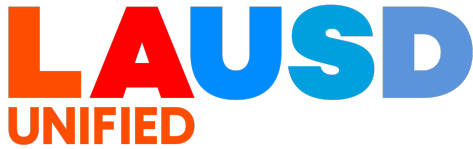
- A. WASC Self-Study Visiting Committee Member Expenses
  1. In accordance with the District's agreement with WASC, visiting committee members who participate in a self-study visit (onsite) must pay in advance all WASC visiting committee expenses (hotel, mileage and meals). Should the visiting committee chair question this policy, please advise the chair to contact the WASC office.
  2. DOI will issue reimbursement for full self-study in-person visits only. Other WASC visitation expenses, e.g., Mid-cycle, are covered by the WASC office.
  3. LAUSD schools may assist with locating lodging for an onsite self-study visit by the WASC visiting committee members' expenses, i.e., hotel, meals, travel.
- B. WASC Reimbursement
  1. The allotment for each visiting committee member is **\$1000.00 (applicable for onsite self-study visitations only)**. It is the responsibility of the principal to advise the visiting committee chairperson of the allocation. For LAUSD per diem and mileage rates, refer to BUL-5525.3, *District Policy for Travel and Attendance at Conference or Conventions*.
  2. If expenses for a visiting committee member exceed this amount, then it will be the visiting committee member's responsibility to assume the additional expenses.
  3. To receive reimbursement, WASC visiting committee members must submit a completed WASC Expense Reimbursement Voucher form (Attachment B) to DOI, attention Jennifer Deter at [jennifer.detar@lausd.net](mailto:jennifer.detar@lausd.net).
  4. Schools are **not** to assume responsibility for submitting reimbursement requests to DOI on behalf of WASC visiting committee members. The submission of requests to DOI is the responsibility of the WASC visiting committee members.



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- RELATED RESOURCES:** [For additional information regarding the WASC accreditation process, please refer to reference guide, REF-5832.10, \*Guidelines for the Accrediting Commission for Schools, Western Association of Schools and Colleges \(ACS WASC\) Accreditation Process\*, dated November 6, 2023.](#)
- ATTACHMENTS:** Attachment A – Allocation of District Funds for WASC Accreditation Activities: Visits or Reports  
Attachment B – WASC Expense Reimbursement Voucher
- ASSISTANCE:** For additional information regarding WASC accreditation reimbursement, contact Division of Instruction at 213-241-1698

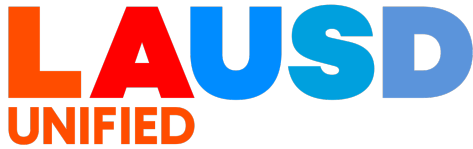

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**ALLOCATION OF DISTRICT FUNDS FOR WASC ACCREDITATION ACTIVITIES:  
 VISITS OR REPORTS**

The District allocates funds to schools participating in accreditation. A school's allocation is determined by the type of visit and the school site's student enrollment. In September of the school year of the accreditation visit, the Division of Instruction transfers funds to **Program 14418, Fund 010-0000, Functional Area 1110-1000-14418, Object 430010**.

Funds may be used for coordinatorship(s), clerical relief/overtime, substitute days or any additional costs related specifically to accreditation preparations. It is **against District policy** to use these funds to reimburse WASC visiting committee members for their expenses related to the WASC visit. See Fund Allocation table below:

<u>Student Enrollment</u>	<u>Initial</u>	<u>Full Self-Study</u>	<u>Revisit (One-day)</u>	<u>Revisit (Two-day)</u>	<u>Progress Report</u>
0-200	\$300	\$400	\$300	\$350	\$200
201-500	375	600	375	425	300
501-1,000	450	800	450	500	400
1,001-1,500	525	1,000	525	575	500
1,501-2,000	600	1,200	600	650	600
2,001-3,000	675	1,400	675	725	700
3,001 +	750	1,600	750	800	800


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**WASC EXPENSE REIMBURSEMENT VOUCHER**

Los Angeles Unified will reimburse the Western Association of Schools and Colleges (WASC) visiting committee members directly for full self-study **onsite** visits in LAUSD. Visiting committee team members are to complete the WASC Expense Reimbursement Voucher form, attach receipts, and send, via email to DOI, Attention: Jennifer Detar at [jennifer.detar@lausd.net](mailto:jennifer.detar@lausd.net).

Name:				
Address:		City	State	Zip
Above address is: <input type="checkbox"/> Work <input type="checkbox"/> Home		Phone:	School Visited or Meeting Attended:	

	Date:	Date:	Date:	Date:	Date:	Date:	TOTAL
Hotel/Motel							
Meals							
Car Mileage	miles	miles	miles	miles	miles	miles	
Other*							
Remarks:							

\*Airport transportation, taxi, parking, rental car, etc. (indicate in Remarks)

**Explanation of Allowable Expenses:** Necessary expenses for meals, lodging, and transportation for full self-studies will be paid by LAUSD. WASC recommends the use of personal automobile be reimbursed at the U.S. Standard Reimbursable rate; this amount can be found at <https://www.irs.gov/>. Mileage reimbursement is not to exceed the equivalent of economy airfare for long-distance travel. Vouchers must be emailed to School Counseling Services for processing.

**Please attach detailed itemized receipts for hotel, airfare, rental car, meals, and any other authorized expenses. Extraordinary expenses:** Additional hotel nights, car rental, etc., **must be pre-approved by School Counseling Services.** For questions regarding LAUSD WASC Visiting Committee members (self-study) reimbursement policy, please contact the Division of Instruction at 213-241-1698.

Total Daily Expenses (from chart above)

\$

Roundtrip from \_\_\_\_\_ to \_\_\_\_\_

\$

**TOTAL REIMBURSEMENT DUE:**

\$

Signature: \_\_\_\_\_  
 Visiting Committee Team Member

Date: \_\_\_\_\_