

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT Division of Adult and Career Education

**BULLETIN NO. 23
December 10, 1993**

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I. PURPOSE

The purpose of this bulletin is to assist personnel with the implementation of the Citizenship Preparation Program to become effective January 1994.

II. BACKGROUND

The Immigration Reform and Control Act (IRCA) of 1986, commonly known as the Amnesty Program, gave legal status to nearly three million undocumented immigrants. The Division of Adult and Career Education (DACE) is pleased to have played a major role in this effort by preparing over 400,000 of these amnesty applicants.

Those who became resident aliens under IRCA are approaching the end of their 5-year residency requirement and becoming eligible for U.S. citizenship. In addition, there is a large segment of the population who have been permanent residents for a long time, but have yet to file for citizenship.

DACE has had a long history of providing citizenship classes, and must expand now into a full-fledged citizenship preparation program to meet the needs of the increased population eligible to apply for U.S. naturalization.

III. THE CITIZENSHIP PREPARATION PROGRAM

A. Definition

The Citizenship Preparation Program is designed to assist individuals in becoming citizens of the United States and transitioning into the mainstream of American society.

B. OBJECTIVES

Meet the educational needs of permanent residents who may apply for naturalization.

Provide counseling, testing, and auxiliary services in connection with the naturalization process.

IV. PROGRAM IMPLEMENTATION

The division has selected existing central office staff to coordinate the Citizenship Preparation Program. The English as a Second Language (ESL) and Citizenship Programs office will work directly with each of the seven sites described below to implement the program.

A. The implementation plan has been divided into two phases:

PHASE ONE - Began in October 1993 and will end in December 1993. This phase includes planning, staff training, and student outreach.

PHASE TWO - Will commence in January 1994 and will be ongoing. This phase will include a districtwide comprehensive promotional campaign, but will focus on providing citizenship education, counseling, and testing. Additional staff training will be provided as needed.

Through both phases, contact will be made with community-based organizations, volunteer and professional organizations, as well as Board of Education commissions, to solicit their cooperation in this effort.

B. The division has selected seven community adult schools (CAS's) to institute the Citizenship Preparation Program. These are: Belmont, Huntington Park-Bell, Kennedy-San Fernando, Los Angeles, Manual Arts-Jefferson, Roosevelt-Bilingual, and Van Nuys.

These seven schools will assist individuals in completing the required naturalization application forms, prepare them to take and pass the naturalization examination prescribed by the Immigration and Naturalization Service (INS), and administer the written portion of the INS examination on the adult school premises. The remaining adult schools and employment preparation centers will offer citizenship education classes and/or services following the established district guidelines.

V. COMMUNITY OUTREACH

A. Central Office staff will work in cooperation with the Office of Communications of the Los Angeles Unified School District (LAUSD) to prepare and launch a districtwide comprehensive student outreach campaign. Publicity efforts will include, but not be limited to; press releases, public service announcements, and appearances on television and radio talk shows. Public information material to be distributed will be translated into a number of languages.

B. Each of the seven designated CAS's, in cooperation with all DACE schools, will design and implement extensive outreach activities. Outreach will include, but not be limited to, community presentations using school staff and volunteers, distribution of flyers, public service announcements, and news releases in local newspapers. Each of the seven schools will prepare a local outreach plan.

C. DACE's public information line, (213) 62-LEARN, will disseminate information to students regarding this program. 62-LEARN also will direct students to the schools offering citizenship education and/or services at a location convenient to students.

VI. COOPERATION WITH COMMUNITY-BASED ORGANIZATIONS (CBO'S)

The seven designated CAS's, in cooperation with other DACE schools, will be responsible for contacting and networking with their respective CBO's to solicit support, volunteers, student referrals, and local partnerships for expanded classroom locations.

VII. RECRUITMENT OF VOLUNTEERS

The seven designated CAS's will design a volunteer action plan to encourage and recruit community, professional, and business individuals to participate in the LAUSD campaign for citizenship preparation. Volunteers will be contacted from various organizations and agencies to assist with student outreach, tutoring, and testing.

VIII. STUDENT ENROLLMENT PROCEDURES

Individuals who acquired lawful resident status under IRCA were eligible for specially-funded educational services. The funds available for these services came from federal grants referred to as State Legalization Impact Assistance Grants (SLIAG), which were distributed to states during the amnesty program. At that time, school districts, including LAUSD, were reimbursed for costs directly related to continuing educational services for Eligible Legalized Aliens (ELA's).

In January 1993, it became evident that limited residual SLIAG funds were available at the state level to reimburse schools for continued educational services to ELA's. To obtain reimbursement, DACE developed specific guidelines for the proper identification of ELA's, as well as procedures to report enrollment and attendance of ELA's.

It is anticipated that additional SLIAG funds may become available for students who became permanent residents under IRCA, and who are eligible to become American citizens now, or will be eligible within the next three years. To capture enrollment and attendance of ELA's properly, all schools are to follow the proper guidelines and procedures for identifying and enrolling students right from the outset of the program. Please refer to Bulletin No. 12, Eligible Legalized Alien Continuing Program, dated January 14, 1993.

IX. EXAMINATION PROCEDURES

Among the requirements for citizenship is that of passing a written examination, based on one-hundred questions developed by INS. Both the Educational Testing Services (ETS) and the Comprehensive Adult Student Assessment System (CASAS) have been approved by INS to administer the examination.

The Belmont Community Adult School, Mid-Wilshire Counseling Center, has been approved to administer both the ETS and CASAS versions of the examination. Candidates for citizenship who pass the examination (ETS or CASAS) will receive a NOTICE OF TEST RESULTS that they will submit with their application for citizenship to INS.

The written examination consists of two sections: (1) a 20-item multiple choice section, in which the applicant must score a minimum of 12 answers, and (2) a written portion, usually consisting of one to three sentences dictated to the applicant. To pass the examination, the naturalization candidate must pass both sections. An individual who does not pass the written examination (ETS or CASAS) may register to take the exam again after 30 days.

Although INS administers its own written exam at the time of the candidate's oral interview (if the applicant has not taken the one DACE offers through ETS or CASAS), DACE encourages its students to take advantage of the opportunity of passing the written exam before interviewing with INS. Usually applicants feel less anxious about their interview with INS, if they have previously taken and passed the written examination. It should be made clear to students, however, that the CASAS or ETS examination is only an option, not a requirement.

Please refer to Reference Guide No. EO-11, dated October 29, 1993, Administration of ETS and CASAS Citizenship Naturalization Examinations, dated October 29, 1993, for complete information on regulations and test procedures.

X. COOPERATION WITH THE IMMIGRATION AND NATURALIZATION SERVICE (INS)

DACE has solicited the cooperation of the Immigration and Naturalization Service (INS) in the implementation of the Citizenship Preparation Program at the various community adult schools.

- A. Because INS has agreed to accept applications for naturalization in bulk, the seven designated community adult schools will submit students' applications for naturalization to INS in batches. Guidelines for submission of applications are being established, and schools will be notified of the process to follow as soon as all details are worked out with INS.
- B. The application for naturalization (Form N-400) may be reproduced only by the district for teachers to use with their students in practice sessions. To avoid confusion or unnecessary mistakes, the practice forms will be reproduced in color and clearly labeled "sample" at the top.
- C. The fingerprinting card applicants must submit in support of their applications for naturalization may not be reproduced by schools under any circumstances.
- D. INS has agreed also to conduct the applicants' final interviews at schools at some point in time. Details on this agreement are being negotiated with INS, and schools will receive information on this subject at a later time. In addition, INS and DACE will explore the possibility of holding naturalization ceremonies at high schools in the district.

XI. TEACHER CREDENTIALING REQUIREMENTS

Following state/division credentialing requirements currently in effect, individuals teaching citizenship education must hold one of the following credentials:

- A. A General or Standard Elementary Credential
- B. A General or Standard Secondary Credential
- C. A Ryan Multiple Subjects Elementary Credential or a Single Subject Secondary Credential.
- D. An Adult Designated Subjects Credential, with social studies as a designation.

A prospective teacher that does not have social studies shown on his/her adult designated subject credential, but has 20 semester units of social studies shown on his/her college transcript, may qualify to teach citizenship education. Please refer to Bulletin No. 59 (Rev.), dated October 1, 1992, for complete information on requirements to teach citizenship.

XII. CURRICULUM

The traditional curriculum for citizenship education consists of 60 hours of instruction (course no. 50-03-51, titled Citizenship). Under the Citizenship Preparation Program, schools have the flexibility of enrolling students for whatever period of time fits their citizenship needs best. It is anticipated that some students may require the full 60 hours of instruction, while others may need significantly fewer hours.

Students who need guidance toward successful completion of the naturalization process, but are knowledgeable in the area of U.S. history and government, may enroll in course no. 50-01-70, The Naturalization Process and Educational Options.

XIII. PROGRAM EVALUATION

The program will provide for comprehensive evaluation procedures to be followed by all schools. Procedures will be developed in accordance with state guidelines, in preparation for future state compliance reviews. Schools will be provided with evaluation guidelines in a separate bulletin.

For assistance, please call Domingo Rodriguez, Coordinator, ESL and Citizenship Programs, at (213) 625-6651; or Silvia Keefe, Teacher-Advisor, at (213) 625-4225; or Elsa Zamora, Teacher-Advisor, at (213) 625-6642.

**APPROVED: JAMES A. FIGUEROA, Assistant Superintendent
Division of Adult and Career Education**

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