# California Indian Education Task Force Report Template Instructions

This document contains a template that California Indian Education Task Forces may use when creating their annual reports for the California Department of Education (CDE) per California *Education Code* Section 33391(b). This template is not required to be used.

California Indian Education Task Forces should submit their report via email to CFIRD@cde.ca.gov. In the subject line of the email, use the following format, “LEA Name\_Task Force Report.”

If using the template, please follow the guidelines below (Remove this instruction page prior to submitting report.):

1. Cover Page
	1. Title of the report: “California Indian Education Task Force Report”
	2. Preparer’s information:
		1. Local educational agency (LEA) name
	3. Month and year
2. Executive Summary
	1. The executive summary provides a high-level summary of the information in the report for the CDE. This section should **not** exceed one page in length.
3. Report Contents
	1. Please organize contents in a coherent and organized fashion. CDE recommends including an “Introduction” or “Background” section. The subsections within the report are specific to Assembly Bill 1703 and should elaborate on how the task force approached the following:
		1. Developed a thorough, shared understanding of accurate, high-quality curricular materials about the history, culture, and government of local tribes and developed curricular materials for use within LEAs that include tribal experiences and perspectives and teach about the history, culture, and government of local tribes.
		2. Developed a shared understanding of proper or improper instructional materials when these materials use depictions of Native Americans.
		3. Encouraged LEAs to adopt curriculum developed by the California Indian Education Task Forces to ensure that all pupils learn about the history, culture, government, and experiences of their Indian peers and neighbors and to ensure that Indian pupils are more engaged and learn more successfully.
		4. Identified the extent and nature of the achievement gap between Indian pupils and other pupils and identified the strategies necessary to close it.
4. Appendices
	1. This section is an opportunity to include detailed information referenced in the report. Here are some examples of items to put in the appendix:
		1. Tables, graphs, or other data
		2. Surveys

California Department of Education, September 2023

## California Indian Education Task Force Report to the California Department of Education

[LEA name]

[Month and year]

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Introduction [or Background] 3

[Report Section Name] 4

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*[right click the Table of Contents to update the field as the report is developed]*

### Executive Summary

This report is required by [cite authority and description]. [Brief summary of what is included].

[Add report summary here.]

### Introduction [or Background]

### [Report Section Name]

### [Appendix A]