



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Matriculation of Students with Disabilities into the Catchment Area of a Zone of Choice

**NUMBER:** REF-6047.1

**ISSUER:** Sharyn Howell, Associate Superintendent  
Division of Special Education

**DATE:** February 22, 2016

## ROUTING

All Schools  
Instructional Superintendents  
Instructional Directors  
School Site Administrators  
Special Education Service  
Center Administrators

**PURPOSE:** The purpose of this Reference Guide is to provide schools with information on the matriculation guidelines to follow when a student with disabilities resides within the attendance area of a Zone of Choice.

**MAJOR CHANGES:** This Reference Guide replaces REF-6047.0: “Matriculation of Students with Disabilities into the Catchment Area of a Zone of Choice”, dated April 22, 2013. Attachment A – “Request for Content Expert Assistance” has been removed.

**BACKGROUND:** Zones of Choice are geographic areas in the Los Angeles Unified School District that are comprised of multiple school options. The school options in each Zone are open to all resident students and represent the demographics of the local area. All school options within a Zone of Choice must offer an array of special education services and supports in order to implement the Individualized Education Programs (IEPs) of students with disabilities.

Opportunities to enroll in schools located in Zones of Choice are available to all students, including students with disabilities in grades K-12 who live within Zones of Choice catchment areas.

**PROCEDURES:** All schools must use a uniform process when a student with disabilities who resides within the catchment area of a Zone of Choice matriculates to a new school. This process is described below:

### I. Sending Schools

A. For matriculating students, sending schools must use the student’s home address to identify the future school of attendance. Follow these steps:

1. Input matriculating student’s current home address by using the “LAUSD Resident School Identifier” available at <http://rsi.lausd.net/ResidentSchoolIdentifier/>.

2. Determine if the student resides within a Zone of Choice catchment area.



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### PROCEDURES (Continued):

B. If the student resides within a Zone of Choice catchment area, follow the procedures below:

1. Students with disabilities apply for enrollment in these schools to the same extent as their nondisabled peers. Information about this process is available via the Zones of Choice website at <http://achieve.lausd.net/zoc>.
2. In order to ensure that all students with disabilities are provided the opportunity to participate in the Zones of Choice application process, IEP team meetings for matriculating students should be held after the application process takes place.
3. In cases where the IEP review is due, the IEP team should convene in order to ensure IEP timelines are met, review the student's Zone of Choice school preference, and document a Free Appropriate Public Education (FAPE) based on the procedures indicated below.

C. Ensure that the FAPE Part 1, FAPE Part 2, and Additional Discussion sections of the IEP clearly specify the offer of FAPE. Include the following information in the FAPE Additional Discussion section:

*{Student's Name} resides within the catchment area of the \_\_\_\_\_ Zone of Choice. Parent has expressed an interest in {Student's Name} attending {School's Name} and the student is/will be submitting an application to the Zone school using the District's online application system based on student preference.*

1. For students whose least restrictive environment (LRE) is the resource specialist program:

*Once the student is selected at a school within the Zone, the selection letter specifying the school within the Zone will serve as the District's offer of FAPE until the next regularly scheduled IEP team meeting is convened to document the Zones of Choice school placement.*

2. For students whose LRE is the core curriculum special day program, including programs with an integration model:

*Once the student is selected at a school within the Zone, the receiving school will convene an IEP team meeting within 30 days of enrollment to review the District's offer of FAPE if the selected school cannot meet student's needs.*

3. For students whose LRE is the alternate curriculum special day program, or low incidence special day program:



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## **PROCEDURES (Continued):**

- a) In order to ensure IEP implementation within the Zone of Choice, place a request to the local Special Education Service Center for matriculation placement information (offer of FAPE). If additional information is needed please contact Special Education Service Center- Operations at (213) 241-6701.
- b) After the IEP administrator/designee is informed of the special day program options available within the Zone, an IEP team meeting is convened to discuss the full array of FAPE options within the LRE and indicate the following on the IEP:

*The IEP team considered the student's Zones of Choice preferences and reviewed comparable programs at the Zones of Choice sites. The IEP team discussed and addressed placement and services at the Zone of Choice school. The District offer of FAPE is {name specific school within the Zone} in the {indicate Special Day Program} Special Day Program.*

## II. Receiving Schools

Within 30 days of the student's enrollment in the Zone of Choice school, an IEP team meeting must be convened to discuss and address placement and services at the Zone of Choice school if student's needs are not being met with existing resources unless an IEP team meeting has been convened prior to student's enrollment to address placement and services.

**RELATED RESOURCES:** REF-6296.0: *Identification, Assignment and Enrollment of Students Within a Zone of Choice Attendance Boundary*

**ATTACHMENTS:** Not applicable.

**ASSISTANCE:** For further assistance regarding the information in this memo contact, Dr. Aaron Jeffery, Director, Special Education Service Center-Operations, at (213) 241-6701, or via email at [aaron.jeffery@lausd.net](mailto:aaron.jeffery@lausd.net).

For additional information about Zones of Choice programs, the application process, or for details about specific Zones, please visit the website: <http://achieve.lausd.net/zoc>.