



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Clerical Support for Special Education and Section 504 as Required by the Modified Consent Decree (MCD)

NUMBER: REF-5640.6

ISSUER: Anthony Aguilar, Chief of Special Education, Equity and Access
Division of Special Education

DATE: September 3, 2019

DUE DATE: October 15 of each school year

ROUTING
 All Schools
 Local District Superintendents
 Local District Instructional Directors
 Section 504 Designees
 Special Education Administrators
 LRE Specialists
 School Site Administrators
 Teachers
 School Administrative Assistants
 Clerical Staff Assigned to Special Education and Section 504 Duties

Principals will:

1. Log in to the Principal’s Portal;
2. Complete the “Clerical Support for Special Education and Section 504 as required by the Modified Consent Decree (MCD)” section in the *School Designee Form*;
3. Reassign staff when staffing changes occur during the school year by updating the *School Designee Form* in the Principal’s Portal. (The *School Designee Form* is available in the “Actions” section of the Principal’s Portal.)
4. Ensure the designated section of “Clerical Support for Special Education and Section 504 as required by the Modified Consent Decree (MCD)” is completed in the *School Designee Form* no later than October 15th of each school year.

PURPOSE: The purpose of this reference guide is to inform school administrators of the due date and procedures for identifying specific clerical staff assigned to support special education and Section 504 tasks as clarified below. The identification of this clerical staff does not release certificated staff from their responsibilities related to all aspects of special education and Section 504 compliance in their roles as administrators and teachers.

MAJOR CHANGES:

- This reference guide replaces REF-5640.5 dated September 10, 2018, of the same title, issued by the Division of Special Education.
- Includes new procedures for identifying clerical staff specifically assigned to support special education and Section 504 tasks via the Principal’s Portal

BACKGROUND: Since the 1997-1998 school year, the District has provided clerical support to schools to assist school administrators and teachers with special education compliance responsibilities. In 2003, this clerical support requirement was



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

included in the Modified Consent Decree (MCD).

FUNDING: This position has been, and continues to be, norm based and funded by the general fund to perform these specific special education and Section 504 tasks. There is no special education funding line associated with these positions. It is mandated that the MCD Clerk perform the duties as outlined in the “Instructions” Section of this document.

INSTRUCTIONS: In compliance with the Modified Consent Decree, the District will ensure that schools continue to receive dedicated clerical support resources to meet special education, Section 504 and Modified Consent Decree compliance and operational needs. (See Attachment A)

It is the responsibility of the school administrator to ensure the requirements of the MCD activities are met within the clerical staffing allocations provided to each school. The staffing tables for elementary schools are outlined in BUL-5977.5 “Staffing Recommendations for Certificated and Clerical Personnel at Elementary Schools,” for middle schools in BUL-5978.5 “Staffing Recommendations for Certificated and Clerical Personnel at Middle Schools,” and for high schools in BUL-5979.5 “Staffing Recommendations for Certificated and Clerical Personnel in High Schools.”

School staff assigned to provide clerical support for Special Education and Section 504 who do not currently have an active Welligent account should follow the directions below before attempting to access the Welligent Management System. Requests for access is dependent on the type of employee requesting:

- District employees can apply for Welligent access by completing a [REQUEST FOR USER ID FORM](#) and submitting the completed form via online request system at: <https://lausd-myit.onbmc.com>. More information regarding Welligent user access may be obtained in the [Welligent Support Home](#) webpage.

SUBSTANTIAL COMPLIANCE MONITORING

For substantial compliance monitoring purposes, school site administrators, Local District supervising administrators, and all staff supporting students with disabilities should access the Supports for Substantial Compliance section of the District’s Special Education Electronic Policies and Procedures Manual (e-PPM). This section of the website contains information regarding the special education indicators including related policies, practices for success, and considerations for addressing issues of noncompliance <https://achieve.lausd.net/Page/14526>.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

GUIDES, BROCHURES, AND POSTERS:

List of Supplementary Documents for Special Education available at

[Brochures, Guides and Posters:](#)

1. “Are You Puzzled by Your Child’s Special Needs?” brochure;
2. “A Parent’s Guide to Special Education Services (Including Procedural Rights and Safeguards)” booklet;
1. “The IEP and You” guide;
2. “The ITP and You” guide – secondary schools only;
3. “The ITP and You Booklet” – secondary schools only;
4. “Complaint Response Unit” Poster;
5. “Complaint Response Unit” Brochure;
6. “Extended School year (ESY)” Brochure; and
7. “Least Restrictive Environment (LRE)” Brochure.

List of Supplementary Documents for Section 504:

1. “Section 504 and Students with Disabilities” brochure; and
2. “Student Enrollment Form”.

RELATED RESOURCES:

- Division of Special Education Training: [Clerical Duties to Support Programs for Students with Disabilities](#)
- PLN Trainings: “Welligent Section 504 Self-Guided Lab”, “Welligent Support Virtual Office Hours”
- Special Education Policies and Procedures Manual (*ePPM*), [Child Find and Search And Serve](#), [Developing a Special Education Assessment Plan](#) and [Getting Ready for an Individualized Education Program \(IEP\) Meeting](#)
- BUL-5977.5: “Staffing Recommendations for Certificated and Clerical Personnel at Elementary Schools,” dated August 15, 2018
- BUL-5978.5: “Staffing Recommendations for Certificated and Clerical Personnel at Middle Schools,” dated August 15, 2018
- BUL-5979.5: “Staffing Recommendations for Certificated and Clerical Personnel to High Schools,” dated August 15, 2018.
- BUL-4692.6: “Section 504 of the Rehabilitation Act of 1973,” dated October 27, 2017
- REF-6241.3: “Mandatory Use of the Welligent Section 504 Program Module to conduct All Section 504 Activities,” dated October 17, 2017
- BUL-5526.6: “Procedures for Requesting Educationally Related Records of Students with or Suspected of Having Disabilities,” dated November 14, 2016.

ASSISTANCE:

For assistance or further information regarding:

- Norms to Allocate Clerical Personnel to Elementary, Middle and Senior High



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Schools, please contact Budget Services and Financial Planning at (213) 241-2100 or email at budget-info@lausd.net.

- Clerical Support for Special Education activities, please contact Lilia Moran, Coordinator, Special Education Compliance at (213) 241-6701, or via email at lilia.moran@lausd.net
- Section 504, please contact Educational Equity Compliance, Office of the General Counsel at (213) 241-7682, or via email at equitycompliance@lausd.net
- Requests for Pupil Records, please contact the Custodian of Records, Special Education Service Center-Operations at (213) 241-6701, or via fax at (213) 241-5167. Mail to: Custodian of Records, Special Education Service Center-Operations, Beaudry Building, 18th Floor.
- Welligent Training Courses can be accessed in MyPLN at <https://achieve.lausd.net/mypln>.

**MANDATED CLERICAL DUTIES
TO SUPPORT
SPECIAL EDUCATION AND SECTION 504**

- Documenting all special education and Section 504 referrals in the appropriate Welligent program, and tracking all timeline responsibilities related to special education assessment plan development, assessment, IEP team meetings, annual and triennial reviews;
- Informing appropriate school staff of referrals for special education assessment and providing an assessment plan or written response within 15 days of receipt of such requests;
- Informing appropriate school staff of referrals for Section 504 evaluations and providing a written response to the request by sending a *Section 504 Request for Evaluation and Consent* form or *Denial of Request for Section 504 Evaluation* form within a reasonable period;
- Documenting and maintaining a school calendar of IEP and Section 504 team meetings in the Welligent system;
- Creating IEP and Section 504 meeting notification forms in the Welligent System and ensuring that appropriate participants are notified of upcoming IEP and Section 504 team meetings;
- Reminding all team members of scheduled meetings, including location, date, and time, and documenting attempts to encourage parents to attend and participate in the IEP and Section 504 team meetings;
- Providing copies of the Welligent IEP, special education, and Section 504 plan documents to parents;
- Providing notification of the availability of the Welligent IEP to all school staff responsible for implementing the IEP, including related services staff;
- Providing notification of the availability of the Welligent Section 504 plan to all school staff responsible for implementation, Section 504 Designees, and Case Managers;
- Downloading correct forms, calculating and documenting that special education activities are completed within legal timelines (15 days to provide a special education assessment plan following receipt of written request and 60 days to convene an IEP team meeting following receipt of signed special education assessment plan), contacting parents and/or staff to ensure that preparatory activities are completed within timelines, and arranging for any requested reasonable accommodations such as an oral interpreter, as appropriate, for IEP and Section 504 team meetings;
- Maintaining required special education documents in the special education green folders, Section 504 plan documents in Welligent and designated Section 504 folder as part of student cumulative records;
- Verifying that all IEPs and Section 504 plans are in the Welligent System;
- Maintaining logs of completed written translations of IEP and Section 504 related documents;
- Responding to requests for pupil records within 5 business days pursuant to California Education Code Section 49065 and 56504. Upon receipt of records request by parent of student with or suspected of having disability at a school site, school will route request as outlined in BUL-5526.6 and immediately forward to the Custodian of Records (see “Assistance” section for more information);
- Accessing IEP Master Calendar Report, IEP200, Overdue and Upcoming Initials and Re-Evaluations, and all other IEP Welligent management reports;

**MANDATED CLERICAL DUTIES
TO SUPPORT
SPECIAL EDUCATION AND SECTION 504**

- Follow procedures identified in REF- 6241.3 *Mandatory Use of the Welligent Section 504 Program Module to Conduct All Section 504 Activities* to access Section 504 management reports in the Welligent System;
- Notifying the principal or designee when there is a problem in the IEP or Section 504 process, such as obtaining appropriate forms, completed documents, or records;
- Maintaining an adequate supply of current special education and Section 504 pamphlets and brochures (see “List of Supplementary Special Education and Section 504 Documents” below); and
- Performing related duties as assigned.