



**DIVISION OF SPECIAL EDUCATION**  
**Q&A – January 19, 2022 – CAC MEETING**



**Q & A FOR CAC MEETING –**

<b>QUESTIONS</b>	<b>ANSWERS</b>
<b>Questions During the Division of Special Education Report - None</b>	
<b>Questions During the Parent’s Rights Overview</b>	
<p>1. How would parents who do not have regular access to the internet or a computer and/or do not know how to use the internet have access to the Parent Portal where the IEP documents are shared?</p>	<p>Families may request Parent Portal information at their school site, whether a paper copy in person or request for it to be mailed upon verifying the parent identity. Families may also ask if their campus has a device to borrow from the Parent and Family Center. Additionally, families may also borrow a device and internet hotspot for FREE at the LA City Library to access Parent Portal:  <a href="https://lapl.org/tech2go/computer-bundle">https://lapl.org/tech2go/computer-bundle</a></p>
<p>2. Is it possible to set up a Parent Portal at each local school for parents to access?</p>	<p>Parents may get assistance to open a Parent Portal account by visiting their campus and by calling the Los Angeles Unified Family Hotline at 213-443-1300.</p>
<p>3. Is this link included in the parent rights booklet not as a recommendation but a list of resources?</p>	<p>On the Division of Special Education website, the booklet “A Parent’s Guide to Special Education Services (Including Procedural Rights &amp; Safeguards)” is available and hyperlinked throughout the site. The references mentioned during the 01/19/22 CAC meeting may be accessed on the homepage on the Division of Special Education website.</p>
<p>4. Can assessment reports be provided in the parents' primary language prior to the IEP meeting so that they are on the same playing field as the IEP team?</p>	<p>Parents may provide the school a written request for a copy of the psychoeducational evaluation report 4 days prior to the IEP team meeting. If the request is made simultaneous to the signing of the assessment plan, the school will provide parents a copy of the report, in English, at least 4 days in advance of the IEP meeting. The school will make reasonable efforts to provide parents a copy of the report in their primary language as soon as possible. If the assessment report is not available in the parent’s primary language by the date of the IEP meeting, the report will be reviewed and orally interpreted in parent's primary language during the IEP team meeting, as</p>

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	<p>appropriate. Parents will be provided the translated written report as soon as it becomes available.</p>
<p>5. Can Prior Written Notices be provided for requests that are made at the IEP meeting? For example, if a parent makes a request for additional speech services or wants a 1:1 aide?</p>	<p>Prior written notice must be given to the parent of a child with a disability within a reasonable time before the District: (1) Proposes to initiate or change the identification, evaluation, or educational placement of the child or the provision of a Free and Appropriate Public Education (FAPE) to the child; or (2) Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of FAPE to the child. The notice must contain an explanation for the proposal or refusal, a description of each evaluation procedure, assessment, record, or report used by the District in making its decision and must inform parents of their right to challenge the decision. The IEP document can provide prior written notice or notice can be provided to parents in a separate written document.</p>
<p>6. I have never heard of a surrogate parent. How does one become involved? What is the process?</p>	<p>The District is responsible to assign a surrogate parent to a student who does not have a parent, primary caregiver or educational rights holder available. It is a case by case situation. The law states that the District must always first seek parent, primary caregiver or relative prior to seeking community volunteer to serve as surrogate parent. People without a conflict of interest may submit a request to volunteer as a <a href="mailto:surrogateparent@lausd.net">surrogateparent@lausd.net</a>. Student need drives the appointment of a surrogate parent. Additional information about surrogate parents can be found in Pg. 25 of the <a href="#">“A Parent’s Guide To Special Education Services (Including Procedural Rights &amp; Safeguards” booklet.</a></p>