



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Special Education Electronic Policies and Procedures Manual (e-PPM)

NUMBER: REF-059713.0

ISSUER: Beth Kauffman, Associate Superintendent
Division of Special Education

DATE: October 16, 2018

ROUTING
 All Locations
 Local District Superintendents
 Local District Directors
 Charter Schools Division
 Administrators
 Special Education
 Administrators
 School Site Administrators
 Charter School Administrators
 All Teachers

PURPOSE: The purpose of this reference guide is to inform personnel of the need to discard all hard copies of the Special Education Policies and Procedures Manual (2007) and remind staff how to access the Electronic Special Education Policies and Procedures Manual (e-PPM).

MAJOR CHANGES: This serves as the official notification that the hard copy of the Special Education Policies and Procedures Manual (2007), which is contained in a burgundy binder, has been discontinued. All copies are to be discarded. The Manual is no longer accessible for ordering from the General Stores.

INSTRUCTIONS: Personnel are instructed to immediately discard the hard copy Special Education Policies and Procedures Manual (2007) (Manual).

In February 2018, the District published the Electronic Special Education Policies and Procedures Manual (e-PPM) which is accessed on the Division of Special Education’s website, in the MCD/Special Education Policies and Procedures section at <https://achieve.lausd.net/Page/14466>. The e-PPM serves as the District’s primary resource for special education policies, procedures, and guidelines, and includes links to memoranda, reference guides, and bulletins. The components of the e-PPM include General Information, Parent-Related Information, The Special Education Process, Compilation of Policies and Procedures by Topic Area, and Supports for Substantial Compliance. Electronic updates of the various sections of the e-PPM are implemented as appropriate.

ASSISTANCE: For questions regarding discarding the hard copy Manual or accessing the District’s e-PPM, please contact Tammy Kirch, Specialist, MCD Monitoring/Special Education Policies and Procedures, at (213) 241-7001 or at tjh9414@lausd.net.