



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Clarification of School Site Administrator Responsibilities at an Individualized Education Program (IEP) Meeting When a Student Receives Only One Related Service

NUMBER: REF-2683.1

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PURPOSE: The purpose of this Reference Guide is to provide updated clarification of the responsibilities of school site administrators at individualized education program (IEP) meetings when a student receives only one related service.

MAJOR CHANGES: This Reference Guide replaces REF-2683.0 of the same name issued on August 21, 2006.

INSTRUCTIONS: At times, there are students with special education needs who are identified to receive only one special education related service on their IEP. This one service might be delivered by an itinerant teacher/provider of: Language and Speech (LAS); Deaf and Hard of Hearing (DHH); or Visually Impaired (VI). The IEPs for these students are often referred to as “stand alone” IEPs.

School site administrative responsibilities remain the same for “stand alone” IEP meetings as they do for all other IEP meetings. School administrators are responsible to prepare for and conduct all IEP meetings at their school site. The related services teachers/providers come to the IEP meeting prepared to provide input and make recommendations based on the student’s goals and progress in the areas of their discipline.

RELATED RESOURCES: This process is reviewed in the Special Education Policy and Procedures Manual: Part II, Chapter 4 - *Getting Ready for an Individualized Education Program (IEP) Meeting* and Chapter 5 - *Conducting an Individualized Education Program (IEP) Meeting*.

ASSISTANCE: For assistance or further information, please contact Deborah Rubenacker, Director, Related Services at deborah.rubenacker@lausd.net or (213) 241-6200.

ROUTING

All Locations
Educational Service Center
Superintendents
Instructional Directors
Special Education Service
Center Administrators
School Site Administrators
Special Education
Coordinators
Special Education Teachers