



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Required Procedures for School Site Administrators to Verify Support Provided to Substitute Teachers in Alternate Curriculum Special Day Program (SDP) Classes

NUMBER: REF-5750.1

ISSUER: Beth Kauffman, Associate Superintendent
Division of Special Education

DATE: July 4, 2016

ROUTING
 All Locations
 Local Instructional Area Superintendents
 Instructional Directors
 Special Education Service Center Administrators
 School Administrators
 Special Education Teachers
 Teachers Substituting (in/for) Special Education Classrooms

PURPOSE: The purpose of this Reference Guide is to inform school site administrators about required procedures and timelines they need to follow regarding the provision of support to substitute teachers serving in alternate curriculum special day program (SDP) classes to ensure that all Individualized Education Programs (IEPs), in their entirety, are appropriately implemented. In particular, this support includes, but is not limited to, ensuring that appropriate instructional materials are available and in use in all special day programs using the alternate curriculum. In order to maintain the compliance issues identified by the U.S. Department of Education, Office of Civil Rights (OCR) – Docket Number 09-11-1025, The Division of Special Education will require the procedures within this Reference Guide to be implemented.

MAJOR CHANGES: This Reference Guide replaces and updates REF-5750.0, “Required Procedures for School Site Administrators to Verify Support Provided to Substitute Teachers in Alternate Curriculum Special Day Program (SDP) Classes”, dated September 26, 2012.

BACKGROUND: In the 2012-2013 school year the Los Angeles Unified School District (the District) developed written guidance containing timelines and procedures to ensure that all new alternate curriculum special day program classes obtain appropriate instructional materials in a timely manner, and teachers have adequate support to effectively use these materials.

PROCEDURES: Any time substitute teachers are needed in the same alternate curriculum SDP class for more than ten (10) school days within any twenty (20) school day period, the school site administrator must notify the appropriate Special Education Service Center Administrator. On or before the tenth day of the substitute teacher serving in the class, the school site administrator must:

1. Verify that the substitute teacher has reviewed each student’s IEP and identified each student’s goals and objectives;
2. Observe in the classroom and meet with the substitute teacher/staff to verify that adequate instruction is being provided and that each student’s IEP is being appropriately implemented; and
3. Document this meeting, any interventions, and/or additional support by completing



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- PROCEDURES (Continued):** the “Verification of Required Administrative Support to Alternate Curriculum Special Day Program (SDP) Class Substitute Teacher” (Attachment A) form.
- ATTACHMENTS:** Attachment A: “Verification of Required Administrative Support to Alternate Curriculum Special Day Program (SDP) Class Substitute Teacher”
- RELATED RESOURCES:** REF-5749.1: “Required Procedures to Ensure that All New Alternate Curriculum Special Day Programs Have Appropriate Instructional Materials and Support”
- ASSISTANCE:** For assistance or further information, please contact your Special Education Services Center Administrator, or Lisa Kendrick, Director, Instruction and Parent Engagement At 213-241-6701, or via email at lisa.kendrick@lausd.net.

Verification of Required Administrative Support to Alternate Curriculum Special Day Program (SDP) Class Substitute Teacher Form

Date:		Type of Class and Room #:	
School:			Local District:
Substitute Teacher Name:			Employee Number:
Classroom Teacher of Record Name:			Employee Number:
Date of First Day of Substitute Teacher Service in SDP Alternate Curriculum Classroom:			

I verify the following:

1. The substitute teacher named above has reviewed the Individualized Education Program (IEP) of each student in the above-stated classroom and identified each student's goals and objectives.
2. I have met with and observed the substitute teacher/staff while teaching in the above-stated classroom and have verified (a) that adequate instruction is being provided, and (b) that every student's IEP is being appropriately implemented.
3. The following supports/interventions have been provided to the substitute teacher named above:

Please describe support(s)/intervention(s) here:

School Site Administrator Name (Printed):			
School Site Administrator Signature:		Date:	

PLEASE RETURN THIS FORM VIA SCHOOL MAIL, FAX, OR EMAIL:

LISA KENDRICK, DIRECTOR, INSTRUCTION AND PARENT ENGAGEMENT
17th FLOOR, BEAUDRY
FAX: 213-241-8916
lisa.kendrick@lausd.net