



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Distribution of Revised Booklet: The IEP and You, September 2016

**NUMBER:** REF-6789.0

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Division of Special Education

**DATE:** November 14, 2016

**ROUTING**  
 All Locations  
 Local District Superintendents  
 Local District Directors  
 Charter Division Administrators  
 Independent Charter Schools  
 Nonpublic School Administrators  
 Special Education Service  
 Center Administrators  
 School Site Administrators  
 Staff Serving Students with  
 Disabilities  
 School Site Clerical Staff

**PURPOSE:** The purpose of this Reference Guide is to (a) notify schools of the revision of the *IEP and You* booklet, (b) provide information on the delivery of the revised *Booklet* to schools, and (c) provide instructions on how to obtain additional copies of the *Booklet*, as needed.

**MAJOR CHANGES:** The *IEP and You* booklet has been updated to reflect (a) the use of the term intellectual disability, and (b) the addition of the IEP Team Meeting Introductory Statements to the IEP Team Meeting Agenda.

**BACKGROUND:** The *IEP and You* booklet is a guide for parents that provides information about the Individualized Education Program (IEP) meeting. The *Booklet* and the District's, *A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards)* are provided to parents or students whenever they are given a Notification to Participate in an IEP Meeting form.

**PROCEDURES:** The *IEP and You* booklet revisions include:

1. Change in disability name from mental retardation to intellectual disability.
2. IEP team meeting introductory statements are included on the sample agenda.
3. Updated Division of Special Education website address <http://achieve.lausd.net/sped> and Division of Special Education contact number (213) 241-6701.

Fifty (50) copies of the revised *Booklet* in English and Spanish will automatically be delivered to each school in mid-November 2016. Upon receipt of the revised *Booklet*, schools and IEP teams must discard the remaining copies of the July 2012 *Booklet*.

After copies of the 2016 *Booklet* have been delivered to schools, additional copies of the *Booklet* can be ordered, as needed, at no cost from the LAUSD General Stores Distribution Section using the following commodity code number:



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**PROCEDURES (Continued):** 966-50-26450 [Rev. September 2016] IEP and You – English and Spanish  
The *Booklet* is accessible for viewing and downloading on the Division of Special Education website at <http://achieve.lausd.net/sped> in the Employees/Brochures and Guides section.

**RELATED RESOURCES:** *Special Education Policies and Procedures Manual*

**ATTACHMENTS:** None

**ASSISTANCE:** For assistance ordering the *IEP and You* booklet, please call General Stores Distribution Section Customer Service at (562) 654-9009.

For information regarding the *IEP and You* booklet, please call the Division of Special Education at (213) 241-6701.