



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Distribution of Revised Guide: A Parent’s Guide to Special Education Services (Including Procedural Rights and Safeguards), September 2018

NUMBER: REF-6790.1

ISSUER: Beth Kauffman, Associate Superintendent
Division of Special Education

DATE: September 24, 2018

ROUTING
 All Locations
 Local District Superintendents
 Local District Directors
 Charter Division Administrators
 Independent Charter Schools
 Nonpublic School Administrators
 Special Education
 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 *A Parent’s Guide to Special Education Services (Including Procedural Rights and Safeguards)*, September 2018, (b) provide information on the delivery of the revised Guides to schools, and (c) provide instructions on how to obtain additional copies of the Guide, as needed.

MAJOR CHANGES: *A Parent’s Guide to Special Education Services (Including Procedural Rights and Safeguards)*, September 2018 contains updated information regarding Special Education Dispute Resolution Options.

BACKGROUND: *A Parent’s Guide to Special Education Services (Including Procedural Rights and Safeguards)* are distributed to parents of students with disabilities once a school year and at all of the following times:

- Upon initial referral for Special Education or initial request for an evaluation;
- Each time the parent is given an assessment plan to evaluate their child;
- Upon initial filing of a State complaint, request for mediation only, or request for a due process hearing in a school year;
- Whenever a decision is made to take disciplinary action that constitutes a change in placement;
- Whenever a parent revokes consent for continued provision of Special Education and related services; and
- Whenever a parent requests a copy.

INSTRUCTIONS: The revised *Parent’s Guide to Special Education Services (Including Procedural Rights and Safeguards)* contains updated information on:

1. Informal Dispute Resolution Process
2. Procedures for filing Due Process Hearing Complaints with the Office of Administrative Hearings



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INSTRUCTIONS (Continued): Forty (40) copies of the revised *Guide* in English and forty (40) copies in Spanish will automatically be delivered to each school by November 2018. Upon receipt of the September 2018 revised *Guide*, schools and IEP teams must discard any remaining copies of the September 2016 *Guide*.

After copies of the 2018 *Guide* have been delivered to schools, additional copies of the *Guide* can be ordered, as needed, at no cost from the LAUSD General Stores Distribution Section using the following commodity code numbers:

966-12-18950 [Rev. September 2018] *A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards)* – English

966-12-18951 [Rev. September 2018] *A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards)* – Spanish

The *Guide* is accessible for viewing and printing on the Division of Special Education website at <http://achieve.lausd.net/sped> in the Employees/Brochures and Guides section. In addition to English and Spanish, the *Guide* is available for downloading in Armenian, Chinese, Farsi, Korean, Russian, Tagalog and Vietnamese. Schools are instructed to print and keep a supply of the *Guide* in the various languages on hand as the need is determined by the school.

RELATED RESOURCES: *Special Education Electronic Policies and Procedures Manual (e-PPM)*
<https://achieve.lausd.net/Page/14466>

ASSISTANCE: For assistance ordering *A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards)*, September 2018, please call General Stores Distribution Section Customer Service at (562) 654-9009.

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