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

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
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:


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