TITLE: Timeline For Completion of Individualized Education Programs (IEPs)

NUMBER: BUL-5630.3

ISSUER: Sharyn Howell, Executive Director
Division of Special Education

DATE: October 6, 2014

PURPOSE: The purpose of this Bulletin is to remind school site administrators, teachers, and related services providers of the required timelines for completing Individualized Education Programs (IEPs).

MAJOR CHANGES: None

PURPOSE: Timely completion of IEPs is necessary in order to ensure that at the beginning of each school year, the District provides students with disabilities appropriate placement, services, and supports in the least restrictive environment as documented in their IEP.

PROCEDURES: The District requires that schools complete all IEPs (except Initials) no later than May 1st. For matriculating students who receive support provided by health care assistants and/or other program support personnel, IEPs must be completed no later than March 31st. To facilitate this, schools should:

1. At the beginning of the school year, review the Welligent IEP Master Calendar Report for the entire year and identify any IEPs due in June or July and IEPs of students who receive supports provided by health care assistants and/or other program support personnel;

2. Convene and complete IEPs due in June or July on or before May 1st; and

3. Convene and complete IEPs of matriculating students who receive support provided by health care assistants and/or other program support personnel on or before March 31st.

ASSISTANCE: For assistance, please contact Michele Ahkuoi, Coordinator, Compliance Support and Monitoring Department, Division of Special Education at (213)-241-6718 or via email at michele.ahkuoi@lausd.net.