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

NUMBER: REF-6789.0

ISSUER: Beth Kauffman, Associate Superintendent
Division of Special Education

DATE: November 14, 2016

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:
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.