



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

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

NUMBER: BUL-5630.0

ISSUER: Sharyn Howell, Executive Director
Los Angeles Unified School District
SELPA/Division of Special Education

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Deputy Superintendent of Instruction

ROUTING

All Locations
Local District Superintendents
Administrators of Instruction
Executive Director, Innovation
and Charter Schools
Principal Leaders
Support Unit Administrators
Psychological Service Coordinators
School Site Administrators
Bridge Coordinators
Related Services Providers
Special Education Teachers

DATE: October 24, 2011

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

MAJOR CHANGES: Not applicable.

BACKGROUND: On September 13, 2011, the Los Angeles Unified School District (LAUSD) Board of Education voted to proceed with the Early Start Calendar for the 2012-13 school year. All students in grades K-12 at schools currently on a traditional calendar, and students at school sites on a traditional calendar, will begin the 2012-2013 school year on August 14, 2012 and end on June 5, 2013.

As a result of this calendar change, the District requires that all IEPs (except Initials) be completed and “Active” in the Welligent System by May 1 of each school year.

Matriculating students who receive support provided by health care assistants or other program support will need to have their IEP completed and “Active” in the Welligent System by March 31 of each school year.

Early 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.



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PROCEDURES: Beginning with the 2011-2012 school year, the District requires that schools complete all IEPs (except Initials) no later than May 1. For matriculating students who receive support provided by health care assistants or other program support personnel, IEPs must be completed no later than March 31. 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 and IEPs of students who receive supports provided by health care assistants or other program support personnel;
2. Convene and complete IEPs due in June on or before May 1; and
3. Convene and complete IEPs of matriculating students who receive support provided by health care assistants or other program support personnel on or before March 31.

RELATED RESOURCE: Not applicable.

ASSISTANCE: For assistance or further information, please contact Lisa Kendrick, Director of Compliance Support and Monitoring, Division of Education lisa.kendrick@lausd.net or contact your Support Unit Administrator at:

SUPPORT UNIT	ADMINISTRATOR	PHONE NUMBER
Support Unit North	Cindy Welden	818.654.5000
Support Unit Central-West	Bette Medina	323.421.2950
Support Unit East	Janet Montoya	213.241.0101
Support Unit South	Emily Kuwahara	310.354.3431