



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Substitute Policy for Special Education Assistants/Trainees (Revised)

NUMBER: REF-1253.3

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ROUTING

All Locations
Local District Superintendents
Local District Principal Leaders
School Site Administrators
Personnel working with Special Education Programs

PURPOSE: The purpose of this Reference Guide is to: (1) provide procedures for schools to use in determining when a substitute may be requested for a special education assistant or trainee; (2) explain the process for requesting a substitute; and (3) provide a log to track coverage for an absent assistant who provides additional adult assistance and/or is a health care assistant.

MAJOR CHANGES: This revised Reference Guide:

- Updates REF-1253.2, dated October 23, 2006.
- Reviews and restates policies and procedures related to requesting substitutes for special education assistants, trainees and/or health care assistants.

GUIDELINES: The following guidelines apply:

A. Conditions under which a substitute special education assistant may be requested on the first day of absence:

1. Absence of a baseline assistant/trainee in a moderate-severe special day program (SDP). The following programs would be included in this grouping: classes for students with autism, deaf/blindness, deaf and hard of hearing, emotional disturbance, early education, multiple disabilities-severe (MDS), mental retardation-severe (MRS) including Community Based Instruction, orthopedic impairments, visual impairments and the following Special Education Pre-School Programs—Collaborative (PCC), Intensive (PSI) and Mixed (PSM).
2. Absence of any baseline assistant when a site has two or fewer assistants/trainees.
3. Absence of an assistant/trainee who provides additional adult assistance to a classroom.



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**GUIDELINES
(cont.):**

4. Absence of a special education assistant/trainee who is a Health Care Assistant (HCA).

B. All absences of special education assistants/trainees not described under "A" above, (mild-moderate programs) must be covered by existing special education assistants/trainees at the school site for the first twenty (20) days of absence.

**RELATED
RESOURCES:**

Special Education Policies and Procedures Manual

1. Part I: Overview
2. Part III: Ensuring the Rights of Individuals with Disabilities
Chapter 1: Section 504 of the Rehabilitation Act of 1973

ATTACHMENTS: Attachment A: Coverage Log

ASSISTANCE: For assistance or further information please contact the Employment Transaction Services Branch (ETSB) at (213) 241-3900, District Nursing Services at (213) 763-8374 or the Coordinator, Fiscal and Program Accountability, Division of Special Education, (213) 241-6701.

