



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: "THE ITP AND YOU BOOKLET"
NUMBER: REF-1369
ISSUER: Donnalyn Jaque-Antón, Associate Superintendent
Division of Special Education
DATE: October 27, 2004

ROUTING

All Locations
Local District Superintendents
Local District Directors
Support Unit Administrators
Secondary Administrators
Secondary Instructional Staff

PURPOSE: The purpose of this Reference Guide is to provide secondary administrators and instructional staff information about the distribution of *The ITP and You Booklet*. This booklet provides information for students with disabilities, beginning at age 14, and their parents needed to actively participate in the Individualized Education Program/ Individual Transition Plan (IEP/ITP) team meeting. The information in *The ITP and You Booklet* has been taken from *The ITP and You* pocket guide, as an alternate version designed for students or adults with developmental disabilities. Each school administrator or administrative designee shall provide a copy of *The ITP and You* pocket guide and/or *The ITP and You Booklet*, as appropriate, with the notification of the IEP/ ITP meeting.

The ITP and You Booklet shall also be used by teachers, in conjunction with the *ITP and You* pocket guide, to prepare students to assume their role in the IEP/ITP meeting process and in parent workshops to train parents in what to expect when participating in the development of an ITP.

MAJOR CHANGES: None

INSTRUCTIONS: *The ITP and You Booklet* can be ordered, at no charge, from the Procurement Services Group, General Stores Warehouse using a requisition form, or the Integrated Financial System (IFS). The commodity code for ordering *The ITP and You Booklet*, in packages of 50, is 966 502 6465.

RELATED RESOURCES: The Modified Consent Decree Maintenance of Effort Agreement

ASSISTANCE: For further assistance ordering *The ITP and You Booklet*, please call Stores Customer Service at (562) 654-9009. For technical assistance call the Support Unit Administrator or Russell Ung, Administrator, District Office of Transition Services at (213) 241-8050 or russell.ung@lausd.net.