



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Distribution of Revised Guide: A Parent’s Guide to Special Education Services (Including Procedural Rights and Safeguards), June 2009

NUMBER: REF-1887.2

ISSUER: Sharyn Howell, Executive Director
 Division of Special Education

DATE: July 1, 2009

ROUTING
 All Locations
 Local District Superintendents
 Local District Directors
 Support Unit Administrators
 Principals
 Teachers
 Clerical Staff

PURPOSE: The purpose of this Reference Guide is to notify schools of the availability of the revised *A Parent’s Guide to Special Education Services (Including Procedural Rights and Safeguards)*, June 2009 and to provide instructions on how to obtain copies of the Guide at no cost.

MAJOR CHANGES: *A Parent’s Guide to Special Education Services (Including Procedural Rights and Safeguards)*, June 2009 contains updated special education information regarding: (1) the District’s policy to inform parents of their right to revoke consent for provision of special education and related services at any time subsequent to the initial provision of services, and (2) the District’s policy to include information in the notice of parent rights regarding state special schools for pupils who are deaf, hard of hearing, blind, visually impaired, or deaf-blind. Schools and Individualized Education Program (IEP) teams must discontinue the use of the July 2007 *Parent’s Guide to Special Education Services (Including Procedural rights and Safeguards)*.

BACKGROUND: *A Parent’s Guide to Special Education (Including Procedural Rights and Safeguards)*, June 2009 must be distributed to parents at all of the following times:

- Upon initial referral for special education or initial request for an assessment for their child;
- Upon initial filing of a State complaint, request for mediation only, or request for a due process hearing in a school year;
- Whenever a decision is made to take disciplinary action that constitutes a change in student placement;
- Whenever a parent revokes consent for the continued provision of special education and related services; and,
- Whenever a parent requests a copy.

PROCEDURES: Forty (40) copies of the revised guides in English and forty (40) copies in Spanish will be delivered to each school. Upon receipt of the June 2009 revised Guides, schools and IEP teams must discard remaining July 2007 Guides. Additional copies of the June 2009 Guides in English and Spanish may be ordered at no cost from the Stores Warehouse, using the following commodity code numbers:



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PROCEDURES: 966-12-18950 [Rev. June 2009] *A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards)* – English
966-12-18951 [Rev. June 2009] *A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards)* - Spanish

Guides in Armenian, Chinese, Korean, Russian, and Vietnamese are not stored in the Stores Warehouse. Guides in these languages (as well as in English and Spanish) are accessible for viewing and printing on the Division of Special Education website at <http://sped.lausd.net/> in the eLibrary. Schools are instructed to print and keep a supply of the Guides in the various languages on hand as the need is determined by the school.

ASSISTANCE For information regarding ordering the English or Spanish language version of *A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards)*, June 2009 contact Stores Warehouse at (562) 654-9009.

For additional information regarding obtaining the Guide in other languages, please contact Linda Roper, Coordinator, Special Education Compliance Department at (213) 241-6701 or linda.roper@lausd.net or contact the appropriate Special Education Support Unit office at the number listed below.

Support Unit North	(818) 256-2800
Support Unit Central/West	(323) 421-2950
Support Unit East	(323) 932-2155
Support Unit South	(310) 354-3431