



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## REFERENCE GUIDE

**TITLE:** Distribution and Use of Revised Special Education Policies and Procedures Manual (July 2007):  
Revision to District Policy

**NUMBER:** REF-1888.1

**ISSUER:** Donnalyn Jaque-Antón, Associate Superintendent  
Division of Special Education

**DATE:** July 2, 2007

**PURPOSE:** The purpose of this Reference Guide is to (1) inform staff regarding the distribution and required use of the newly revised *Special Education Policies and Procedures Manual* (July 2007) which reflects recent changes in District policy, and (2) inform staff of the availability of online training regarding the Manual revisions.

**MAJOR CHANGES:** A number of changes in federal law and regulations have required changes in District special education policy and procedures. These changes are reflected in a revised edition of the *Special Education Policies and Procedures Manual* (July 2007). Bulleted summaries of the 2007 Manual revisions, and in which section the full text can be found, are posted on the first page of each revised section within the Manual.

**BACKGROUND:** The *Special Education Policies and Procedures Manual* describes the district special education policies and implementing procedures. It also serves as a reference tool for school administrators, teachers, and special education itinerant and support staff for additional information to support compliant special education services and supports.

**PROCEDURES:** Two copies of the Manual will be mailed to each school at the beginning of the 2007-2008 school year, for both year-round and traditional calendar sites. School site administrators are requested to order additional copies at no cost from the Stores Warehouse using the commodity code 966 121 8565 so that each special education teacher and all school administrators are provided a copy. Additional copies should be ordered to ensure that general education teachers also have access to the Manual.

Online training on the 2007 *Manual* revisions will be available for all school staff. Due to changes in District policy, it is recommended that staff participate in this training, which will be available on the Division of Special Education website at <http://sped.lausd.net> beginning July 2, 2007.

**ROUTING**  
 All Locations  
 Local District Superintendents  
 Administrators of Instruction  
 Local District Directors  
 Support Unit Administrators  
 Central Office Administrators  
 Principals  
 Teachers  
 Sp. Ed. Office Technicians



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### **RELATED RESOURCES**

Modified Consent Decree, Maintenance of Effort, Part 2

### **ASSISTANCE**

For assistance or further information, contact Linda Roper, Coordinator, Special Education Compliance Department, at (213) 241-3335 or the Special Education Compliance Specialist in the Support Unit.

For technical assistance in viewing the training, email [timothy.skilton@lausd.net](mailto:timothy.skilton@lausd.net) and include your name, phone number and a brief description of the problem. You will be contacted as soon possible.