



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Clarification of School Site Administrator Responsibilities At An Individualized Education Program (IEP) Meeting When A Student Receives Only One Related Service

NUMBER: REF-2683.0

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

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ROUTING

All Locations
 Local District Superintendents
 Local District Directors
 Support Unit Administrators
 School Site Administrators

PURPOSE: The purpose of this Reference Guide is to provide clarification of the responsibilities of school site administrators at individualized education program (IEP) meetings when a student receives only one related service.

MAJOR CHANGES: None

BACKGROUND: At times, there are students with special education needs who are identified to receive only one special education related service on their IEP. This one service might be delivered by an itinerant teacher/provider of: Language and Speech (LAS); Deaf and Hard of Hearing (DHH); or Visually Impairment (VI). The IEPs for these students are often referred to as “stand alone” IEPs. Related services teachers/providers serve students throughout the District at multiple sites. These teachers/providers rely on the school site administrators at each of their assigned schools to follow District procedures when preparing for and conducting IEP meetings.

PROCEDURES: School site administrative responsibilities remain the same for “stand alone” IEP meetings as they do for all other IEP meetings. School administrators are responsible to prepare for and conduct all IEP meetings at their school site. The related services teachers/providers come to the IEP meeting prepared to provide input and make recommendations based on the student’s progress.

RELATED RESOURCES: This process is reviewed in the Special Education Policy and Procedures Manual: Part II, Chapter 4 – Section VI – *Preparing for an IEP Meeting*. Please file this Reference Guide in the manual for future reference.

ASSISTANCE: For further information or questions, please contact Marcee Seegan, Director, Related Services, Division of Special Education at (213) 241-3325.