



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## POLICY BULLETIN

**TITLE:** Timeline For Completion of Individualized Education Programs (IEPs)

**NUMBER:** BUL-5630.3

**ISSUER:** Sharyn Howell, Executive Director  
Division of Special Education

**DATE:** October 6, 2014

### ROUTING

All Locations  
Instructional Superintendents  
Instructional Directors  
Executive Director, Charter Schools  
Divison  
Special Education Service Center  
Administrators  
Psychological Service Coordinators  
School Site Administrators  
Related Services Providers  
Special Education Teachers

**PURPOSE:** The purpose of this Bulletin is to remind school site administrators, teachers, and related services providers of the required timelines for completing Individualized Education Programs (IEPs).

**MAJOR CHANGES:** None

**PURPOSE:** Timely completion of IEPs is necessary in order to ensure that at the beginning of each school year, the District provides students with disabilities appropriate placement, services, and supports in the least restrictive environment as documented in their IEP.

**PROCEDURES:** The District requires that schools complete all IEPs (except Initials) no later than May 1<sup>st</sup>. For matriculating students who receive support provided by health care assistants and/or other program support personnel, IEPs must be completed no later than March 31<sup>st</sup>. To facilitate this, schools should:

1. At the beginning of the school year, review the Welligent IEP Master Calendar Report for the entire year and identify any IEPs due in June or July and IEPs of students who receive supports provided by health care assistants and/or other program support personnel;
2. Convene and complete IEPs due in June or July on or before May 1<sup>st</sup>; and
3. Convene and complete IEPs of matriculating students who receive support provided by health care assistants and/or other program support personnel on or before March 31<sup>st</sup>.

**ASSISTANCE:** For assistance, please contact Michele Ahkuoi, Coordinator, Compliance Support and Monitoring Department, Division of Special Education at (213)-241-6718 or via email at [michele.ahkuoi@lausd.net](mailto:michele.ahkuoi@lausd.net).