



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Procedures for Requesting Additional Special Education Assessment Support

NUMBER: REF-2371.0

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

DATE: February 13, 2006

ROUTING

All Locations
Local District Superintendents
Local District Directors
Support Unit Administrators
Psychological Services,
Coordinators
School Site Administrators
Assistant Principals

PURPOSE: The purpose of this Reference Guide is to provide procedures for school site administrators to follow when requesting additional support for the timely completion of special education assessments.

MAJOR CHANGES: None

BACKGROUND: The 2005-06 Modified Consent Decree Annual Plan requires that the Division of Special Education provide Local Districts and schools with procedures for requesting additional assessment personnel when appropriate personnel are not available at the school site to meet Individualized Education Program (IEP) timelines

INSTRUCTIONS: Before a request for additional assistance is made, the principal must ensure that:

- Students have had documented opportunities to access targeted intervention services and that the appropriate accommodations are provided prior to referral for special education assessment;
- All academically or behaviorally at-risk students have gone through the Student Success Team (SST) or similar process;
- All referrals are documented and tracked using the Welligent IEP system;
- All assessment plans are recorded and tracked using the Welligent IEP system;
- All assessors receive timely notification of pending assessments using the Welligent IEP system;
- All assessors are making efficient use of their work day to assure the timely completion of assessments;
- Special Education funded services are focused on the timely completion of assessments and the delivery of related services (e.g., counseling, speech, A.P.E.); and



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- INSTRUCTIONS:**
- Program 2817 funds and/or categorical funds are used to fund additional assessment services during non-work periods such as school holidays, after school hours and other non-assigned periods.

After the resources described above have been exhausted, the following actions should be taken:

- Contact the Psychological Services Coordinator or the Related Services Specialist serving schools in your Local District (See Attachment A);
- Provide the Coordinator or Specialist with a list of students whose assessments are overdue or in jeopardy of becoming overdue including the original due date.

The Coordinator or Specialist will determine the most effective way to bring the school into assessment compliance. Possible options are:

- Temporarily assign Support Unit staff to complete specific assessments;
- Arrange for assessments to be completed during non-assigned time such as after school hours, Saturdays or school holidays;
- Increase the number of assigned days for itinerant staff presently assigned to the school; and/or
- Hire substitute staff to supplement the services provided to the school.

RELATED RESOURCES 2005-06 Modified Consent Decree Annual Plan

ATTACHMENTS Attachment A: Psychological Services/Related Services Directory

ASSISTANCE For assistance or further information, please contact Rene Gonzalez, Director, Psychological Services at (213) 241-8303 / rene.gonzalez@lausd.net or Marcee Seegan, Director, Related Services at (213) 241-3325 / marcee.seegan@lausd.net.

DIVISION OF SPECIAL EDUCATION
DIRECTORY of CONTACTS FOR ADDITIONAL SUPPORT FOR ASSESSMENT

Psychological Services

Support Unit- North	Ellen DeRidder, Coordinator	(818) 256-2933
Support Unit-Central/West	John Pero, Coordinator	(323) 421-2897
Support Unit-East	Lynette Gonzales, Coordinator	(323) 932-2223
Support Unit-South	Patricia Morales, Coordinator (LD8)	(310) 354-3464
	Bonnie Shannon, Coordinating Specialist (LD6)	(323) 278-3900

Speech and Language (213) 241-3333

Support Unit-North	Shellie Bader, Specialist
	Elaine Shackelford, Specialist
Support Unit-Central/West	Kathy Boyle, Specialist
Support Unit-East	Larry Cox, Specialist
Support Unit-South	Jay Leichner, Specialist

Occupational and Physical Therapy (213) 241-8054

Support Unit-North	Pablo Pauig, Senior
	Barry Spiegel, Senior
	Sharla Bohman, Senior
Support Unit-Central/West	Lindsay Astor, Senior
	Ernestine Wesley, Senior
Support Unit-East	Lindsay Astor, Senior
	Paul Debler, Senior
Support Unit-South	Tallie Dennis, Senior

Adapted Physical Education (213) 241-8052

Support Unit-North	Jay Fischer, Specialist
Support Unit-Central/West	Joan Pylman, Specialist (LD 7)
	Diane Larrabee, Specialist (LD 3)
Support Unit-East	Joan Plyman, Specialist
Support Unit-South	Diane Larrabee, Specialist

Assistive Technology (231) 241-8055

Carol Casperson, Specialist

Visually Handicapped (323) 464-5052

Shirley Kirk, Specialist

Deaf and Hard of Hearing (213) 241-8225

Marilyn Geffeney, Coordinator

Audiology (213) 241-8258

Roe Saxman, Senior Audiologist