



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Parental Access to Draft Welligent IEP Pages

NUMBER: REF-3719.0

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

DATE: May 29, 2007

ROUTING

All Locations
Local District Superintendents
Administrators of Instruction
Local District Directors
Support Unit Administrators
School Site Administrators
Teachers
Special Ed. Office Technicians

PURPOSE: The purpose of this Reference Guide is to inform school administrators that upon receipt of a parent request for draft Welligent Individualized Education Program (IEP) pages prior to the IEP meeting, the school must provide a copy of the requested draft Welligent IEP pages as they are at the time of the request. The draft Welligent IEP pages are to be provided within five business days.

MAJOR CHANGES: None

BACKGROUND: Parents of currently enrolled or former pupils have the right to access any and all pupil records related to their children that are maintained by school districts or private schools. A pupil record is defined as information relative to an individual pupil gathered within or without the school system and maintained within the school system, regardless of the physical form in which it is maintained. Any information which is maintained for the purpose of a second party review is considered a pupil record. Examples include special education assessment reports, contents of cumulative records, and pupil grades. A pupil record does not include informal notes related to a pupil compiled by a school officer or employee which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute. Draft Welligent IEP pages that identify the student and are maintained in the Welligent system and/or are available to another person are considered a pupil record and parents have the right to receive copies of, or review them, subsequent to their written request.

PROCEDURES: Parental requests for copies of pupil records, including draft Welligent IEP pages, or to inspect and review such records during regular school hours shall be granted within five business days following the date of request.

RELATED RESOURCES: BUL-2469.0 Pupil Records: Access, Confidentiality, and Notice of Educational Rights



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ASSISTANCE

For further information or assistance, please contact Veronica Smith, Coordinator, Division of Special Education at 213.241.6701 or veronica.smith@lausd.net or the appropriate Support Unit Administrator:

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