LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE:	Annual Reporting of SESAC Data and Program Support Assignments Using the Welligent Integrated System for District-operated and Charter-operated Schools	**ROUTING**
		All Locations
		Instructional Area
		  Superintendents
		Instructional Directors
		Charter Schools Division
		Budget Services
		Special Education Service
		  Center Administrators
		School Site Administrators
		Supervising Special
		  Education Assistants

NUMBER:	REF-6325.0	
ISSUER:	Sharyn Howell, Executive Director Division of Special Education	
DATE:	July 14, 2014	

PURPOSE: The purpose of this Reference Guide is to notify all District-operated and Charter-operated school administrators of the requirement, and procedures, to capture Special Education Student Assignment Coordination (SESAC) data and program support assignments within the Welligent Integrated System beginning July 1, 2014.

The Special Education Student Assignment Coordination (SESAC) report is designed to document the assignment of staff and students to a Special Education program during the regular and extended school year.

MAJOR CHANGES:
- Replaces REF-5852.1: "Reporting 2012-2013 SESAC Data Using Welligent, Elementary and Secondary SIS," issued by the Office of Data Accountability, dated November 5, 2012.

- Replaces REF-5104.2: "Directions for Completing the School Matrix for Special Education Program Supports", issued by the Division of Special Education, dated February 25, 2011.

BACKGROUND: The Individuals with Disabilities Education Act (IDEA) requires school districts to collect data regarding students with disabilities, and be able to supply relevant information concerning these students in a timely manner. District policy outlined in BUL-971, "Modified Consent Decree Requirements in SIS and Welligent IEP Systems," issued by the Division of Special Education, dated May 3, 2004, requires schools to enter information regarding students with disabilities into the Welligent Data System and the school's Student Information System (SIS).

Since Welligent is now the primary data source for special education information for the district, and legacy student information systems will be replaced with My Integrated Student Information System (MiSiS) a module called "Classroom Management" has been developed within Welligent for

BACKGROUND (continued):	designated school personnel to record and monitor SESAC data and program support staffing assignments.

PROCEDURES: I. General Procedures

A. District-operated and Charter-operated school administrators and authorized designees will have access to the Welligent "Classroom Management" module for purposes of maintaining updated information for all special education programs, program support staffing assignments, and special education student assignments (SESAC).

B. District-operated school administrators will ensure:
   1. All special education programs are accurately accounted for and described within the Welligent "Classroom Management" module.
   2. All students enrolled at the school site with an Individualized Education Program (IEP) are assigned to an IEP case manager using the "Classroom Management" module within Welligent.
   3. All program support paraprofessionals are in authorized positions and assigned within the "Classroom Management" module to a special education program and, if applicable, any students with disabilities they are assigned to support.
      a. An authorized position is defined as a position that has been approved and documented by the Special Education Service Center based on student needs identified in an Individualized Education Program or other valid program support needs.
      b. Any personnel on an authorized leave of absence and any Behavior Intervention Implementation (BII) support personnel provided by a District-contracted nonpublic agency (NPA) must be assigned to a special education program in Welligent.

C. Charter-operated school administrators will ensure:
   1. Classes are created in the Welligent "Classroom Management" module for special day programs and resource specialist programs at the charter-operated school site.
   2. Students enrolled in a special day program or resource specialist program are assigned to an IEP case manager within the "Classroom Management" module.

D. SESAC data will be used by school administrators and Special Education Service Center administrators and support staff to:
   1. Monitor and review special education case management

**PROCEDURES
(continued):**

responsibilities.

2. Ensure authorized special education programs are operating within corresponding programs norms and open/close special education programs necessary to provide FAPE options within the school, complex, or District.

3. Determine whether program support personnel are appropriately utilized to support students with disabilities and the positions are authorized.

E. The SESAC must be completed before Norm Day annually and updated monthly by the school principal or designee. SESAC data will be extracted electronically by the District on the <u>first Friday of each month</u> during the regular school year.

II. Access to the "Classroom Management" module within Welligent

The "Classroom Management" module is available under the "Education" menu when a user is logged into Welligent.

A. The following District-operated school site users will be provided access to edit class details, assign staffing, assign students to/from programs, and print SESAC reports within the "Classroom Management" module for all special education programs at the current school site.

1. School administrators

2. Clerical support staff assigned to support special education programs in accordance with REF-5640.1: "Clerical Support for Special Education and Section 504 as required by the Modified Consent Decree"

3. Supervising Special Education Assistants will be provided access to assign paraprofessional staffing to programs and students only.

B. Special Education Service Center, Operations staff will have access to open, close, or otherwise change the status of a special education program for District-operated schools within the "Classroom Management" module.

C. Charter-operated site administrators will be provided access to open or close a class, edit class details, assign staffing, assign students to/from programs, and print SESAC reports within the "Classroom Management" module for all special education programs at the current school site.

PROCEDURES (continued):

III. Additional Data Requirements for District-operated Schools

A. Authorized Programs: The "Class Directory" is the main screen in "Classroom Management" and it will list all authorized special education programs at the school site including special day programs, general education resource specialist programs, and general education related services only programs.

B. Special education programs are typically authorized during ECAST for the regular school year and reviewed for Norm Day. Extended School Year (ESY) programs are created during the ESY application period based on anticipated enrollment.

C. Special education teacher positions listed on the school Position with Incumbent (PWI) report must have a corresponding special education program listed and an assigned student caseload within Welligent.

D. Any discrepancy between the numbers of programs listed in Welligent and actual budgeted special education teachers (PWI) must be reported to Special Education Service Center, Operations specialist immediately for review.

IV. Key components of the "Classroom Management" module in Welligent

Authorized users can select programs in the "Class Directory" screen to view the class and make adjustments to the "Class Details," "Class Staffing," "Active Roster," and print SESAC reports.

A. Class Directory – the overview of all special education programs at a school site during the regular school year, the future school year, or other school periods, such as ESY. Charter-operated school administrators will also be able to create a new special education program at their school on this screen.

B. Class Details – indicates a variety of details about the special education program such as the type of special education program, the curriculum of the program, the grade range of students served within the program, etc.

C. Class Staffing – lists the "primary instructor", which is the certificated special education teacher that is designated as the SESAC teacher (IEP case manager), and all classified program support staff (including nonpublic agency providers) that support students within the special education program.

PROCEDURES (continued):

D. Active Roster – lists all students assigned to the SESAC teacher. Students can be unassigned ("deleted from the class") from the SESAC from this screen. Also, designated program support staff can be assigned to a specific student by clicking on the "edit" icon next to the student's name. Classified staff must be assigned to the program wherein the student is assigned before the employee can be assigned to the student.

E. Assign Classes – lists all students enrolled at the school with an active IEP or in-process 30-day IEP that have not yet been assigned to a SESAC. The screen also lists the programs available and allows the unassigned students to be selected and assigned accordingly. All unassigned students should be assigned to a special education program that matches the special education program offered as FAPE on the IEP.

F. Report: Class Roster – is a SESAC report of all students assigned to the teacher and program. This report can be printed and provided to the teachers for review. Teachers will also be able to access this report in the IEP/IFSP report menu. When the SESAC is maintained, this report will provide relevant details about the special education program, program support available, and IEP information about the students assigned.

V. SESAC Reports

A. Classroom teachers will be provided with access to print their SESAC report through the IEP/IFSP report listing.

B. School administrators will also have access to additional reports developed for use in monitoring SESAC data and program information.
   1. School SESAC Student Detail (CLSS101EL)– a school level report that can be downloaded as an Excel spreadsheet that lists all active special education students, key IEP details about the student, and, if a student is assigned to a class at that school in Classroom Management, the relevant SESAC information.
   2. School Staffing Report (CLSS107L)– Lists all budgeted positions for a District-operated school along with the employee filling that position (if any). Report also contains nonpublic agency providers. This report informs the school administrator of assignment and other discrepancies with how staff are listed in various District data systems (PWI, Human Resources, and Welligent/SESAC).

PROCEDURES (continued):

3. Program Mismatches (CLSS105) – This report lists all of the students who are assigned to a program that does not match the IEP program.

4. Unassigned Students (CLSS106)-This report lists all the students with an active IEP that do not have a SESAC assignment.

VI. Training and Support

A. A job aid with step-by-step instructions is available from the Downloads/Documents section within Welligent.

B. The *Online Classroom Management* training module will be available in August through the Learning Zone. All staff with responsibilities for maintaining SESAC data should participate in this training during designated professional development time.

ATTACHMENTS: None

RELATED RESOURCES:

BUL-971, "Modified Consent Decree Requirements in SIS and Welligent IEP Systems," Division of Special Education, 2004

REF-5640.1: "Clerical Support for Special Education and Section 504 as Required by the Modified Consent Decree," Division of Special Education, July 13, 2013

ASSISTANCE:

For technical assistance using Welligent, Welligent access, or general Welligent support, please contact Welligent Support at (213) 241-4174 or email welligent.support@lausd.net.

For procedural or programmatic support, or further information, please contact the Special Education Service Center, Operations at (213) 241-6701.