



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: IEP Team Guidelines For Determining Appropriate Related Services

NUMBER: REF-4922.0

ISSUER: Sharyn Howell, Executive Director
Division of Special Education

DATE: October 26, 2009

PURPOSE: The purpose of this Reference Guide is to provide school site Individualized Education Program (IEP) Teams with guidelines for determining appropriate related services.

ROUTING

All Schools
Local District Superintendents
Executive Director, Innovation and Charter Schools
Administrators of Instruction
Local District Directors
Support Unit Administrators
School Site Administrators
Bridge Coordinators
Related Services Providers
Teachers

MAJOR CHANGES: This Reference Guide replaces Section IV, Pages 193-195 of the *Special Education Policies and Procedures Manual, July 2007*.

The SE-24 form, “Recommendation for Provision of DIS or Related Services by a Provider Not Currently Available at School of Residence” will no longer be used by school site personnel.

BACKGROUND: In order to best meet the *Individuals with Disabilities Education Act (IDEA, 2004)* and the California Education Code requirements, the District is required to provide the supports necessary for students to succeed in the least restrictive environment (LRE). It is the Individualized Education Program (IEP) Team’s responsibility to determine the student’s needs, goals and appropriate supports and services. It is the District’s responsibility to assign the personnel to provide those services. Only in situations when District personnel are not available to provide these services will Non-Public Agency services be recommended.

Prior to or during the IEP Meeting, the team may determine that it needs additional information to consider available and appropriate related services options. If not done prior to the IEP Meeting, the meeting should be recessed and the appropriate District Related Services Program or Special Education Support Unit should be contacted.

Appropriate preparatory activities will ensure there is no need to recess and reconvene the IEP meeting to complete or amend the student’s IEP.

“Related Services” is defined by the IDEA, 2004 as, “transportation and such developmental, corrective, and other supportive services as are required to assist a child with a disability to benefit from special education...” [Section 300.34(a)]. They may not be offered separately from special education unless state standards consider the service to be special education [34 C.F. R. 300.8 (a)(2)(i)(ii)]. In the area of related services for individuals with exceptional needs, California



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BACKGROUND: Education Code section 56363(a) specifies that “designated instruction and services” means “related services”.

Based on an assessment by a qualified assessor, the IEP Team determines whether or not a student requires related services to benefit educationally from his or her instructional program. The IEP Team’s determination of related services shall be included in a summary offer of a free appropriate public education (FAPE) within the IEP.

PROCEDURES: In accordance with Federal Law, it is permissible for District personnel to engage in preparatory actions prior to the IEP Team Meeting to increase efficiency at the IEP Team Meeting. It is recommended that appropriate District personnel be contacted by the IEP Team administrator before the IEP Team Meeting to assure that the team is prepared to discuss and are fully knowledgeable of the array of program options for the student.

When school staff believes that a forthcoming IEP Team Meeting may lead to a recommendation for a related service that is currently not available at the school, the appropriate Related Service Program should be contacted (see “Contact Information”) in advance to allow the Program to identify District staff to provide the related service. If not done prior to the IEP Team Meeting, the meeting should be recessed and the appropriate District Related Services Program should be contacted.

- If the IEP Team has knowledge that the related service can be provided by the District personnel currently assigned to serve students at the school then the IEP Team completes Section M or the Free Appropriate Public Education section of the IEP document and includes the related service in the offer of FAPE.
- If the appropriate related service providers are not available at the school, then school personnel shall contact the appropriate Related Services Program or Special Education Support Unit in advance to allow these Programs to identify staff to provide the related service at the school of attendance. (See page 3 under “Assistance”)
- If the need for related services is identified during the IEP Team Meeting, and the IEP team does not have sufficient information to determine and recommend how the service will be provided, then the meeting must be recessed and the appropriate Related Services Program or Special Education Support Unit should be contacted to identify how the service will be provided. If the Program or Support Unit is able to provide an immediate response to the IEP Team, the meeting may proceed.
- The school of attendance will then reconvene the IEP Team Meeting to discuss and document the IEP Team’s recommendation for related services.



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- PROCEDURES:**
- If the appropriate District related services provider is not available, the Related Services Program will work with the Nonpublic Services Department to identify a State Certified Nonpublic Agency provider through a District approved contractor.

Once District Related Services staff become available the provision of service will return to District employees. No additional IEP Team Meeting will be required.

RELATED RESOURCES: Individuals with Disabilities Education Act (IDEA), 2004, Section 300.34
Related Services

California Education Code, section 56363(a)

ASSISTANCE: For assistance or information, please contact the Related Services Coordinator or the Director of Related Services at 213-241-6200:

Adapted Physical Education and Recreational Therapy: Cyndi Martinich, Coordinator

Occupational Therapy, Physical Therapy and Assistive Technology: Rosaura Sanchez, Coordinator

Speech and Language Program: Shellie Bader, Coordinator

Related Services Program: Deborah Rubenacker, Director

DHH/Audiology: Gloria Lopez, Director: (213) 241-8303

Visually Impaired Program: Shirley Kirk, Coordinator: (323) 962-9560

For assistance regarding other services, contact the Special Education Support Unit Administrator at the telephone numbers listed below:

Support Unit, North (Local Districts 1 and 2): (818) 256-2800

Cheryl Krohn, Administrative Coordinator, Local District 1

Cindy Welden, Administrative Coordinator, Local District 2

Support Unit, Central/West (Local Districts 3 and 7): (323) 421-2950

Diane Kloosterman, Administrative Coordinator, Elementary Schools

Bette Medina, Administrative Coordinator, Secondary Schools

Support Unit, East (Local Districts 4 and 5): (213) 241-0101

Judy Moe, Administrative Coordinator, Elementary Schools

Janet Montoya, Administrative Coordinator, Secondary Schools

Support Unit, South (Local Districts 6 and 8): (310) 354-3431

Emily Kuwahara, Administrative Coordinator, Elementary Schools

Don Macintosh, Administrative Coordinator, Secondary Schools