



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**REFERENCE GUIDE**

**TITLE:** IEP Team Guidelines For Determining  
 Appropriate LAS (Language and Speech) Services

**NUMBER:** REF-4949.0

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

**DATE:** December 7, 2009

**ROUTING**  
 All Schools  
 Local District Superintendents  
 Administrators of Instruction  
 Local District Directors  
 Support Unit Administrators  
 School Site Administrators  
 Bridge Coordinators  
 Speech and Language Therapists  
 Teachers

**PURPOSE:** The purpose of this Reference Guide is to provide school site Individualized Education Program (IEP) teams with guidelines for determining appropriate speech and language services.

**MAJOR CHANGES:** In order to best meet the *Individuals with Disabilities Act (IDEA)* and the California Education Code requirements, the District’s first priority is to provide all speech and language services using District personnel. It is the Individualized Education Program (IEP) team’s responsibility to determine the student’s needs, goals and appropriate 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 speech and language service options, including the possibility of speech and language services from an out-of-District service provider. If not done prior to the IEP meeting, the meeting must be recessed and the appropriate Speech and Language Program Administrator 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.

This Reference Guide is in accordance with the policies described in the Reference Guide 4922.0: *IEP Team Guidelines For Determining Appropriate Related Services*, dated October 26, 2009.

**BACKGROUND:** California Education Code defines the Assessment of Language or Speech Disorder and the Eligibility for Special Education and Related Services as follows:

EC 56333. A pupil shall be assessed as having a language or speech disorder which makes him or her eligible for special education and related services when he or she demonstrates difficulty understanding or using spoken language to such an extent that it adversely affects his or her educational performance and cannot be corrected without special education and related services.



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**BACKGROUND:** Based on an assessment by a qualified assessor, the IEP team determines whether or not a student requires Speech and Language Related Services to benefit educationally from his or her instructional program. The IEP team's determination of required speech and language services shall be included in a summary offer of 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 the IEP team administrator contact the school site Speech and Language Provider or the appropriate Speech and Language Program Administrator prior to the IEP team meeting to assure that the team is prepared to discuss and is fully knowledgeable of the array of program options.

When school staff believes that a forthcoming IEP team meeting may lead to a recommendation for a speech and language service that is currently not available at the school, they must contact the appropriate Speech and Language Program Administrator (see "Contact Information") in advance so that District staff can be identified to provide the speech and language service. If not done prior to the IEP team meeting, the meeting must be recessed and the appropriate Speech and Language Program Administrator should be contacted before completing the IEP. The following issues must be considered when determining the need for Speech and Language services:

- If the IEP team has knowledge that the speech and language service can be provided by the District personnel currently assigned to serve students at the school then the IEP team completes Section M of the IEP document and includes the Speech and Language service in the offer of FAPE.
- If a speech and language service provider is not available at the school, then the IEP team administrator shall contact the appropriate Speech and Language Program Administrator in advance of the IEP team meeting to allow the Administrator to identify District staff to provide the speech and language service at the school of attendance (See page 3 under "Assistance").
- If speech and language services are the only special education service identified for a preschool aged student who is not enrolled in any school-based LAUSD program, these services may be provided at the student's school of residence if a District provider is available.
- If the need for speech and language service is identified during the IEP team meeting, and a District provider is not available at the school, then the meeting must be recessed and the appropriate Speech and Language Program Administrator shall be contacted to identify how the service will be provided. If the Program is able to provide an immediate response to the IEP team, the meeting may proceed.



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### PROCEDURES:

- Once a service provider is identified, the IEP team administrator will reconvene the IEP team meeting and document the IEP team's recommendation for speech and language services.
- If the District Speech and Language service provider is not available, the Speech and Language Program Administrator will work with the Nonpublic Services Department to identify a State Certified Nonpublic Agency provider through a District approved contractor.

Once District Speech and Language 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), Section 300.34 Related Services

California Education Code, Section 56363(a)

### ASSISTANCE:

For assistance or information, please contact the Speech and Language Program Specialist at 213-241-6200. Callers will be directed to the appropriate Specialist.

Kathy Boyle, Specialist  
Larry Cox, Specialist  
Barbara Neil, Specialist  
Susan Simon, Specialist  
Elaine Shackelford, Specialist

For additional assistance, contact the Coordinator of the Speech and Language Program or the Director of Related Services at 213-241-6200.

Coordinator of Speech and Language Program: Shellie Bader  
Director of Related Services: Deborah Rubenacker