



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Serving Parentally-Placed Private School Students with Disabilities (Ages 5 through 21) including School of Residence (SOR) Responsibilities

NUMBER: REF-6846.0

ISSUER: Beth Kauffman, Associate Superintendent
Division of Special Education

DATE: March 27, 2017

ROUTING
All District Locations
Local District
Superintendents
Local District Directors
Special Education Service
Center Administrators
School Site Administrators

PURPOSE: The purpose of this Reference Guide is to provide schools with information and required procedures related to the provision of special education services to parentally placed private school students with disabilities, ages 5 through 21. The guidelines provide instructions regarding the District’s responsibilities to conduct child find activities to locate, identify, and evaluate parentally placed private school students. The School of Residence (SOR) is responsible for completing an Individual Service Plan (ISP) for students with disabilities who attend a parentally placed private school whether or not the provision of a free, appropriate public education (FAPE) is an issue.

MAJOR CHANGES: This new Reference Guide replaces Bulletin 3835.0 on the same subject issued by the Division of Special Education on August 20, 2007. The purpose of this Reference Guide is to define the Los Angeles Unified School District’s policy and implementation requirements regarding serving parentally placed private school students with disabilities, ages 5 through 21.

- INSTRUCTIONS:**
- I. Child Find**
 - A. The District shall locate, identify, and evaluate all parentally placed private school students suspected of having disabilities attending a private school located within LAUSD boundaries regardless of the residency status of the student. (34 CFR §300.131)
 - B. The District shall ensure that child find activities undertaken for parentally placed private school students with disabilities, regardless of where the student resides, are comparable to activities undertaken for students with disabilities in public schools.
 - C. The child find process must be completed in a time period comparable to that for students attending public schools in the Local Education Agency (LEA).

II. Special Education Identification (See Attachment A)

- A. For students suspected of having a disability who reside *within* LAUSD



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INSTRUCTIONS (Continued):

boundaries and attend a private school *within* LAUSD boundaries:

1. Parents and/or representatives of a private school may make a referral for assessment directly to the grade level appropriate public school of residence (SOR).
2. The SOR shall provide a written response, an assessment plan, or a prior written notice denying the request for evaluation with rationale, within 15 calendar days. (See BUL-4140.1)
3. Within the same 15 calendar days of the written request, the SOR may convene a meeting with all parties to gather additional information including the parent's written consent to release information. (See Attachment B)
4. The SOR cannot require a Student Support Progress Team (SSPT) or prior interventions to be completed prior to determining the appropriateness of the referral.
5. If the request for assessment is appropriate, the SOR shall conduct assessments and complete the IEP within legal timelines and according to District procedures. The IEP is completed in the same manner as if the student was attending the public school.
6. Please note that LAUSD Private School Consultants do not conduct child find activities or student evaluations.
7. SOR responsibilities:
 - (a) Conduct an observation of the student in the current private school setting during the assessment process.
 - (b) Invite the private school teacher/representative to attend the IEP team meeting. If unable to attend, the private school representative must be offered the opportunity to participate by phone.
 - (c) Convene an IEP team meeting to include all required participants: special and general education teachers, administrator, parent, and private school representative, to determine eligibility and to document an offer of FAPE with appropriate District resources, including a specific offer of placement, for an eligible student upon enrollment in a public school.
 - (d) Develop and review an Individual Services Plan (ISP) immediately upon completion of the IEP meeting to offer the provision of alternative services if the student meets eligibility for special education services and the parents choose to continue enrollment in a private school within LAUSD boundaries, whether or not the provision of FAPE is an issue. (See Attachment C)
 - (e) Due process procedures may apply whenever there is a dispute over child find and/or the determination of eligibility. Please refer to the District's procedures for dispute resolution outlined



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INSTRUCTIONS

(Continued):

- in REF-1410.8.
- (f) Due process procedures do not apply to disputes over the Individual Services Plan. If a parent has issues with the ISP they may file a signed written complaint in accordance with the State complaint procedures alleging that the District failed to meet the private school requirements. (BUL-5159.7)
 - (g) The IEP and/or ISP shall not be implemented until parent consent is obtained.
- B. For non-resident students suspected of having a disability who reside outside LAUSD boundaries and attend a private school within LAUSD boundaries:
- 1. Parents and/or representatives of a private school may:
 - (a) Make a referral for assessment to the LAUSD grade level appropriate public school nearest to the private school of attendance and forward to the Division of Special Education, Private School Office.
 - (b) Submit the request directly to the Private School Office.
 - 2. Parent must receive a written response, an assessment plan, or a prior written notice denying the request for evaluation with rationale, within 15 calendar days. (See Bulletin 4140.1)
 - 2. Within the same 15 days of the written request, the District can gather additional information.
 - 3. The District cannot require a SSPT or prior interventions to be completed prior to determining the appropriateness of the referral.
 - 4. If the request is appropriate, the District shall:
 - (a) Develop an assessment plan to address all areas of suspected disabilities;
 - (b) Request assessors to be assigned through the appropriate special education service centers and related services departments;
 - (c) As the district of location of the private school, LAUSD is responsible for conducting assessments and considering special education *eligibility only* according to LAUSD procedures for initial and three-year re-evaluations.
 - 7. If the non-resident student is determined to be eligible for special education:
 - (a) LAUSD will refer the parent to their district of residence for an offer of FAPE from their home district.
 - (b) An Individual Services Plan (ISP) shall be developed and reviewed by the District to offer the provision of alternative services if the student meets eligibility for special education *and* the parents choose to continue the enrollment of the eligible student in a private school within LAUSD boundaries. (See Attachment C)



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INSTRUCTIONS (Continued):

- C. For students who reside *within* LAUSD boundaries and attend a private school located *outside* LAUSD boundaries:
1. LAUSD or the Private School Office will refer parents to the District where the private school is located to make a written request for an initial or three-year re-evaluation.
 2. Upon completion of assessments by the district of location and notification of student's eligibility, if the parent indicates they want their child to attend a LAUSD school, LAUSD will complete the IEP process and offer FAPE.

III. School of Residence Responsibilities for Conducting Initial, Re-evaluation, and Three-Year Review IEPs (Attachment D)

- A. For all initial referral requests:
1. The SOR may access *Resident School Finder* on the LAUSD website to conduct any address verifications.
 2. Check *global search* box in Welligent and conduct a student search:
 - a) If the student is in the Welligent system complete the "Request to Add a Non-LAUSD Student Record to Welligent" form **including student ID** and forward to welligentsupport@lausd.net to activate access to student record. Completion of the form will ensure access in a timely manner. (Form can be found in Downloads section of Welligent and/or see Attachment D)
 - b) If the student is NOT in the Welligent system, complete all sections of the Non-LAUSD Student Record Request form so a student record can be created. Submit form to welligentsupport@lausd.net. Completion of the form will ensure access in a timely manner.
 3. Once access to student record is obtained, develop an assessment plan and convene an IEP within legal timelines. If the student is eligible for special education, complete an ISP.
- B. For all re-evaluations and three year review IEPs:
1. At the beginning of each school year, the Private School Office (PSO) will notify the SOR of all upcoming three-year re-evaluation IEPs with due dates.
 2. Three-year IEP records will be opened in Welligent and a case manager from the SOR will be added.
 3. The assigned private school consultant will be added as a participant to the IEP record. To access the record, the assigned case manager must click on *My IEP Summary* and then click on *In Process IEPs*.
 4. Please note that LAUSD Private School Consultants may not conduct child find activities including individual evaluations.



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INSTRUCTIONS (Continued):

5. SOR shall schedule parentally-placed private school students' IEPs on their Master IEP Calendar.
 - (a) Approximately 90 days prior to the due date of the three-year re-evaluation IEP meeting, a Private School Consultant will contact the SOR to verify when the IEP process has been initiated. SOR will generate an assessment plan, mail it home, and follow up with documentation procedures in *Referral Details* and *Meeting Notes* screens in Welligent.
 - (b) If there is no response within one week, the SOR will mail home a second copy of the assessment plan and will continue to document in Welligent *Meeting Notes*.
 - (c) If there is no response within an additional week, notify the private school consultant. The Private School Office will mail home the third copy of the assessment plan with a cover letter providing the parent with additional information regarding their options.
 - (d) If assessment plan is returned with parent consent to the Private School Office, it will be forwarded to the case manager at the SOR within one day. The three-year re-evaluation IEP process will commence pursuant to District policy/procedures.

IV. Student Records

- A. District assessments and protocols for parentally placed private school students shall be maintained at the appropriate local district Psychological Services Office.
- B. The SOR shall process and maintain the records of private school students as follows:
 1. Create a special education folder (green folder) to file all records.
 2. Upload all completed ISPs for students with eligibility for special education to the current IEP in Welligent, under *Attached Documents* and notify the Private School Office by emailing the private school staff or call 213-241-6701.
 3. For students who do not meet eligibility criteria for special education, forward the student's name and student ID number to:
Attn: Private Schools Office, Division of Special Education, 17th Floor, 333 S. Beaudry Avenue, Los Angeles, 90017.

V. Dispute Resolution for Parentally Placed Private School Students

- A. If the parent disagrees with the provision of special education services, indicates they choose to parentally place their child in a private school, or provides notice to seek reimbursement of the private school from the District:
 1. The IEP and/or ISP shall not be implemented until parent consent is obtained.



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INSTRUCTIONS (Continued):

2. Please refer to District procedures for dispute resolution outlined in REF-1410.8 Special Education Dispute Resolution - The Three Options For Parents Wishing to Initiate a Form of Dispute Resolution Regarding the Proposed Components of an IEP: (1) Informal Dispute Resolution, (2) State Mediation Only, and (3) Formal Due Process Hearing, dated March 14, 2016.
3. Please note that resolution periods for disputes are time-sensitive, therefore any disagreements or concerns must be addressed in a timely manner.
4. Due process procedures do not apply to disputes over the Individual Services Plan (ISP). If a parent has issues with the ISP they may file a signed written complaint in accordance with the State complaint procedures alleging that the District failed to meet the private school requirements. (BUL-5159.7)

RELATED RESOURCES:

- Special Education Policies and Procedures Manual (PPM), *The Special Education Process*
- REF-1410.8: “Special Education Dispute Resolution - The Three Options For Parents Wishing to Initiate a Form of Dispute Resolution Regarding the Proposed Components of an IEP: (1) Informal Dispute Resolution, (2) State Mediation Only, and (3) Formal Due Process Hearing,” dated March 14, 2016.
- BUL-4141.1: “Review and Consideration of Request for Special Education Evaluation,” dated September 29, 2010.
- BUL-5159.7: “Uniform Complaint Procedures (UCP),” dated February 22, 2017.

ASSISTANCE:

For assistance or further information please contact the Private School Office, Division of Special Education, at (213) 241-6701, or via email at PPPSO@lausd.net.

Enroll in the [Private School Policy and Procedures \(Learning Zone Module\)](#).

ATTACHMENTS:

- Attachment A: Quick and Easy Reference for LAUSD Private School Policy
- Attachment B: Consent to Release Confidential Student Information
- Attachment C: Individual Services Plan (ISP)
- Attachment D: Placed Private School Students Flowchart for Assessments (Black/White and Color)
- Attachment E: Non-LAUSD Welligent Record Request Form

Quick and Easy Reference for LAUSD Private School Policy

Who conducts the assessment?

REF- 6846.0 Serving Parentally-Placed Private School Students with Disabilities (Ages 5-21)



Scenario # 1

LAUSD Boundaries

LAUSD Boundaries

School of **residence** does assessment, completes an IEP meeting, and makes an offer of FAPE, if eligible, “as if” the student would be attending the public school.

→ An Individual Services Plan **MUST** be developed after the IEP meeting if student found eligible for special education

Scenario # 2

Outside LAUSD

LAUSD Boundaries

LAUSD Private School receives the request for assessment, (Beaudry, 17th floor); Private School Office will coordinate the assessment and IEP process.

Private School Office
(213) 241-6701 (office)
(213) 241-8499 (fax)

→ (LAUSD is **NOT** responsible for offering FAPE)
→ An Individual Services Plan **MUST** be developed after the IEP meeting if student found eligible for special education

Scenario # 3

LAUSD Boundaries

Outside LAUSD

School district **where private school is located** is responsible for child-find activities (evaluation & identification at initial & triennials) but does not make FAPE offer for another school district.

→ LAUSD is responsible for offering FAPE
→ The district where the private school is **located** is responsible for developing an Individual Services Plan

NOTE: Always obtain written *Consent to Release Confidential Student Information* from the parent as soon as a request is made so that LAUSD can contact other educational agencies and obtain student records. (Attachment E)

**LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF SPECIAL EDUCATION**

**CONSENT TO RELEASE
CONFIDENTIAL STUDENT INFORMATION**

Student's Name: _____

Date of Birth: _____ **Name of School:** _____

CHECK ONE:

_____ I am the parent/guardian of the above named student, a non-emancipated student under the age of 18. I hereby consent to the release of confidential student information relating to this student.

_____ I am an emancipated student or student over 18 years of age. I hereby consent to the release of my confidential student information.

Purpose of Release- If consent is being given to release information for a particular purpose, please describe this purpose:

Time Limit: - If consent is being given to release this information during a particular period of time, please write the beginning and ending date of consent:

Beginning Date: _____ **Ending Date:** _____

Signed: _____

Date: _____



LOS ANGELES UNIFIED SCHOOL DISTRICT INDIVIDUAL SERVICES PLAN (ISP)

Policy Regarding Parentally-Placed Private School Students with Disabilities – (ages 5 through 21)

The policy for this Individual Services Plan (ISP) is provided by the Los Angeles Unified School District (LAUSD) to comply with federal law. Under the Individuals with Disabilities Education Improvement Act of 2004 and 34 CFR §300.130-144, the District has a responsibility to have a policy for special education services to parentally-placed private school students with disabilities. The regulations in 34 CFR §300.137 (a) explicitly provide that children with disabilities enrolled by their parents in private schools do not have an individual entitlement to receive some or all of the special education and related services they would receive if enrolled in the public schools. Parents may choose to place their child in a private school at their own expense even when the eligible student’s Individualized Education Program (IEP) provides FAPE upon enrollment in a public school. These parentally-placed private school students have a right, as a group, to receive some benefit from publicly funded special education programs. The policy of the District when parents choose to place their child in a private school within the District’s boundaries, whether or not the provision of FAPE is an issue, is to develop an Individual Services Plan describing alternative services.

SECTION I: PART A: MEETING INFORMATION

Date of Present ISP Meeting: _____ ISP Annual Review Meeting Due by: _____ 3 Year Date: _____

SECTION I: PART B: STUDENT INFORMATION

Student Identification Number _____ Eligibility _____

Student: _____
Last First MI

Date of Birth _____ Age _____ Grade _____ Female Male
Mo Day Year

Parent(s)/Guardian(s) Name: _____ Cell Phone #: _____
Home Phone #: _____ Work Phone #: _____ Preferred method of contact
TEXT: Email Phone

Address: _____
Street City State Zip

Email Address: _____

LAUSD School of Residence: _____

Private School: _____ Phone: _____

Private School Address: _____
Street City State Zip

Private School Contact Name: _____ Position: _____ Email Address: _____

Is this private school located in LAUSD boundaries?

YES: _____ If Yes, continue to Section II.

NO: _____ If No, end ISP meeting and refer parent/guardian to the district of location

SECTION II. ALTERNATIVE SERVICES

All private school students with IEPs are eligible for alternative services. Pursuant to IDEA 2004, the District will provide alternative special education service as outlined below for the student parentally placed in a private school.

SECTION II. PART A - PROFESSIONAL DEVELOPMENT

All students with special education eligibility, who attend private schools within LAUSD boundaries, generate professional development. Private school will be offered opportunities/materials to address their needs. These students also receive an annual Individual Services Plan.

Does the private school accept this offer of professional development? Yes No

If YES is indicated for acceptance of professional development by the private school, the District will provide notice of opportunities but will not be responsible for any costs incurred for the attendance of the private school staff.

Student: _____
Last First MI

SECTION II. PART B - CONSULTATIVE SERVICE

Is the student's IEP eligibility: Autism (AUT) or Specific Learning Disability (SLD)? Yes No

If YES, complete the remainder of this section. If NO, proceed to Section III.

Present Level of Performance (Strengths and Needs):

3. Annual Consultative Goal: To provide support in the areas of student need: *(check all that apply)*

- Reading Decoding Reading Fluency Reading Comprehension Math Calculation Math Reasoning Written Expression
 Oral Expression Social Skills Positive Behavior Supports Listening Comprehension Attention to Task
 Organization & Work Habits Other _____

If Yes, a student with the eligibility of AUT or SLD is eligible to receive 8 sessions of no more than 60 minutes of Consultative Services within a 12-month period, excluding holidays and vacations during work hours of the District provider. Consultative services may include: learning or teaching strategies, accommodations, student observations, teacher and/or parent conferences, review of the IEP with private school staff, professional development, planning/research, and IEP/ISP Meetings.

Does the parent/guardian agree to consultative service?

- I/We **accept** consultative services. I/We **decline** consultative services.

Does the private school agree to participate in consultative service? Yes No

SECTION III - PROCEDURAL SAFEGUARDS AND FOLLOW-UP ACTIONS (complete for all eligible students)

- Parent(s)/Guardian(s) were informed that, while the student is enrolled in a private school, he/she does not have an individual right to receive some or all of the special education and related services in the IEP that he/she would be eligible to receive if enrolled in public school. Due process procedures do not apply to disputes over the Individual Service Plan.
- Parent(s)/Guardian(s) were informed that if they intend to enroll the student at a public school, a request for an offer of FAPE should be made to their District school of residence.
- Parent(s)/Guardian(s) of 17 year-olds were informed of the transfer of educational decision-making rights.
- Preparation for three-year review IEP (complete at second annual ISP review meeting):
Specify areas to be reassessed: Achievement Health Psycho-educational Other: _____
- Parent(s) understands that students parentally placed in private school settings need to be reassessed every 3 years to determine if student continues to meet eligibility criteria for special education.
- Parent(s) were informed if the student relocates or student's placement changes, to contact LAUSD Private School Office at 213-241-6701.

Student: _____
Last First MI

SECTION IV - PARENT DECISION AND SIGNATURE

(Select one)

- I/We agree that the student has been offered FAPE and choose to place the student in a private school within LAUSD boundaries. _____ (initials)
- I/We consent to release information between LAUSD and private school. _____ (initials)
- I/We agree that the student has been offered FAPE and choose to place the student in a public school. _____ (initials)
- I/We reside outside of LAUSD boundaries and have been informed that the offer of FAPE is the responsibility of our district of residence. _____ (initials)
- I/We disagree with the IEP team recommendation of FAPE.
(For initial IEPs, consultative service will not be provided until concerns are resolved.) _____ (initials)

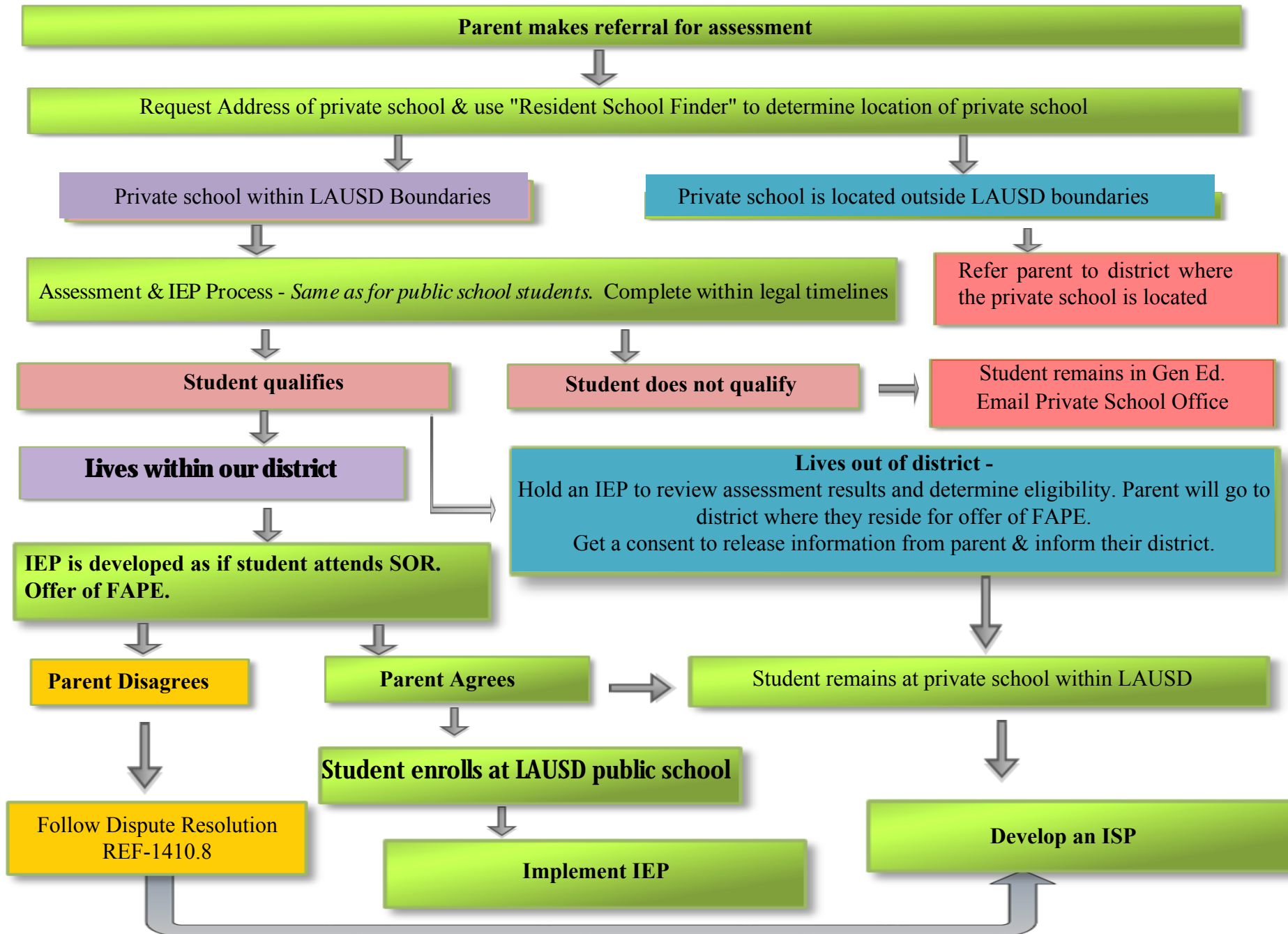
Signature(s) _____ / _____ Date ____/____/____
 Parent Guardian Student age 18-21 years

SECTION V - ISP TEAM MEMBERS

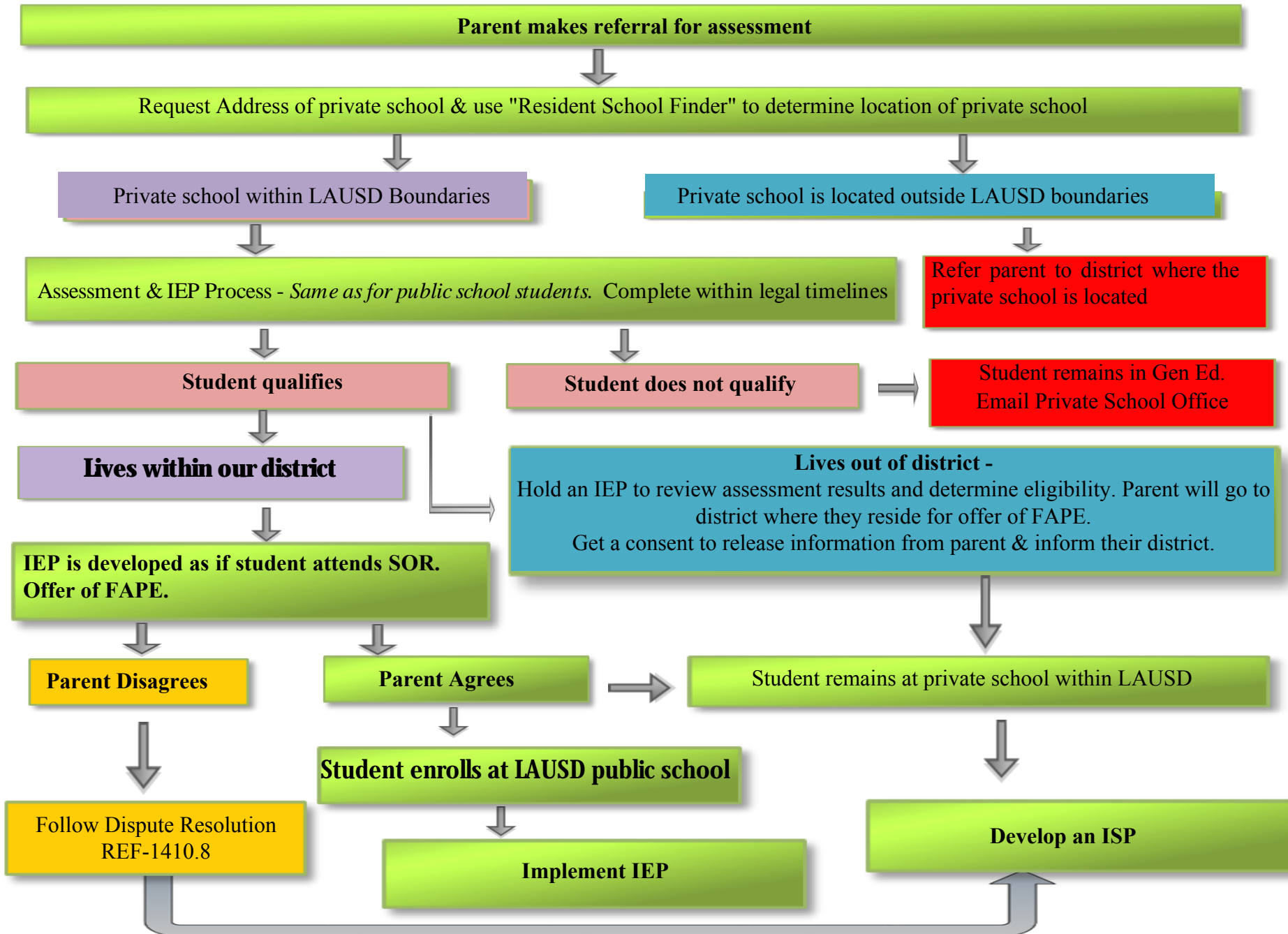
Team Members	Print Name	Signature
Parent		
Student		
LAUSD Representative		
Representative from Student's Private School		
Other		
Other		

ISP DISTRIBUTION: Original: LAUSD School of Residence (File in green folder) & Upload to Student's Welligent Record (Attached Documents)
Copies Provided to: 1) Parent 2) Private School 3) Division of Special Education, Private Schools Office, 17th Floor

Parentally Placed Private School Students Flowchart for Assessments



Parentally Placed Private School Students Flowchart for Assessments



REQUEST TO ADD A NON-LAUSD STUDENT RECORD TO WELLIGENT

Los Angeles Unified School District
Office of Data Accountability

WELLIGENT SUPPORT SECTION

Support Help Desk: (213) 241-4174 ♦ FAX: (213) 241-8455

E-Mail: welligentsupport@lausd.net ♦ Live Chat: <http://helpdesk.lausd.net>

To prevent duplication/multiple student IDs, please use due diligence in verifying that the student has never had a District ID number.

FAX FORM TO: (213) 241-8455		* ALL REQUIRED FIELDS MUST BE COMPLETED OR REQUEST CAN BE DELAYED	
*From :	* Title:	*Emp #:	
*School/Office:	* Phone #:	* Fax #:	
*E-mail Address:			
Comments/Reason for request:			

Note: If this student is attending a private school, complete the additional referral information at the bottom of this form.

STUDENT INFORMATION										
SCHOOL ASSIGNMENT										
* FIRST NAME (Verify Birth Cert.)		M		* LAST NAME (Verify Birth Cert.)						
* DATE OF BIRTH			STUDENT ID#							
ADDRESS							APT #			
CITY				ZIP			HOME PHONE			
* GENDER	Select One	* ETHNICITY	Select One			* PRIMARY LANGUAGE				
* GRADE	Select One					TRACK				
PARENT /CONTACT INFORMATION										
Parent/Guardian's First Name					Last Name					
Relationship to student					Address same as Student?					
Address (If not same as student)							Apt #			
City					Zip					
Home Phone			Cell Phone			Work Phone				
PARENT /CONTACT INFORMATION										
Parent/Guardian's First Name					Last Name					
Relationship to student					Address same as Student?					
Address (If not same as student)							Apt #			
City					Zip					
Home Phone			Cell Phone			Work Phone				
COMPLETE THIS SECTION FOR OUT-OF-DISTRICT 30 DAY IEPS										
Initial IEP date (best guess of when it occurred):										
COMPLETE THIS SECTION IF PRIVATE SCHOOL STUDENT										
Is the Initial IEP for a private school student?	Select One	If "Yes" complete the following Referral information below.								
Date of Request		Date Request Received				Request Rec'd By				
Name of Requestor					Title of Requestor					
Reason for Referral					Prior Interventions					
REFERRAL DECISION INFORMATION										
Decision	Select One	Decision Date				Decision Reason				