



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE: Nonpublic School (NPS) Placement Policies and Procedures for Individualized Education Program (IEP) Teams

NUMBER: BUL-5757.3

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ROUTING

All School Sites
 Instructional Superintendents
 Instructional Directors
 Special Education Service
 Center Administrators
 Psychological Services
 Specialists
 School Mental Health Adms.
 School Site Administrators
 School Psychologists
 Special Education Teachers

PURPOSE: The purpose of this Bulletin is to inform Individualized Education Program (IEP) teams of the policies and procedures that must be followed in order to refer a student with disabilities whose least restrictive environment (LRE) placement is determined by the IEP team to be a nonpublic school (NPS) setting. This Bulletin also includes information regarding procedures for student placement in a District-contracted NPS that is affiliated with a residential treatment center (NPS/RTC).

- MAJOR CHANGES:**
- Contact information has been updated to reflect the reorganization of the Division of Special Education
 - Attachments C, D-1, D-2, and D-3 have been updated and replace prior versions
 - This Bulletin replaces pages 190-193, and page 203 in the *Special Education Policies and Procedures Manual*
 - This revised Bulletin details new policies and procedures regarding placement of students with disabilities in a nonpublic school setting, including those affiliated with a residential treatment center, and provides revised forms that must be completed and/or shared with parents
 - All procedures in previous versions of this Ref-Guide regarding the Peer Review Team are no longer being used, and have been removed from this revised version

BACKGROUND: The Division of Special Education has the authority to contract for NPS services under *Education Code 56366* and as further specified by Title 5, *California Code of Regulations*, Section 3065 for a student whose documented needs, as stated on the IEP, are of a nature and/or severity that require a special education instructional program or services, which cannot be provided by a District program. NPS placement may be considered when an IEP team has determined that no other placement is available in a District or charter-operated school that meets the student’s unique needs as the least restrictive environment.



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INSTRUCTIONS: A student who is being considered for NPS placement must remain in his/her current instructional setting, with appropriate supports and services, until the IEP that identifies an appropriate NPS placement has been signed in agreement by the parent and the student has enrolled in the new instructional setting.

Procedures and Tools for Nonpublic School Placement

The attachments to this Bulletin guide the process of considering NPS placement options.

- I. Attachment A: “Checklist for Considering Nonpublic Schools (NPS) as a Placement Option” (available in Welligent under DOWNLOADS) is available as a resource that may be completed prior to (as part of preparatory activities) and during the reconvening of the student’s IEP team meeting, to name an identified NPS as the District’s offer of a FAPE.
- II. Attachment B: “Nonpublic School Certification” and Attachment C: “Recommendation for Nonpublic School Placement (SE25)” must be completed whenever an IEP team meeting is recessed to recommend consideration for an NPS placement for students with disabilities attending District or charter-operated schools. This form is available in Welligent under DOWNLOADS.
- III. The “Educationally Related Mental Health Services Nonpublic School/Residential Treatment Center (NPS/RTC) Certification”* is to be completed whenever an IEP team meeting is recessed to recommend consideration of a NPS that is affiliated with a residential treatment center (NPS/RTC). *The certification form can be found in REF-5578.0: “Guidelines for Individualized Education Program (IEP) Teams Regarding the Social-Emotional Needs of Students with Disabilities.”
- IV. The IEP team determines the appropriate placement for a student. The completed Attachment C must be forwarded to the Special Education Service Center-Operations.
- V. Attachment D-1: “Parent’s/Guardian’s Guide To Exploring Nonpublic School (NPS) Placement Options (English/Spanish)” (available in Welligent under DOWNLOADS), must be given to parents/guardians by the IEP team administrator, whenever an IEP team agrees to explore NPS or NPS/RTC placement. The guide includes NPS placement information as well as NPS/RTC placement forms (Attachment D-2: “Placement Agreement/Authorization for Release of Information for Students Being Considered for Placement in a Nonpublic School that is Affiliated with a Residential Treatment Center NPS/RTC [English/Spanish]” and Attachment D-3: “Travel Guidelines.”
- VI. Whenever an IEP team recesses to consider placement in a NPS/RTC, Attachment D-2 must be completed and signed by the student’s educational rights holder, and uploaded into the student’s Welligent file.



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RELATED RESOURCES:

- REF-5578.0: “Guidelines for Individualized Education Program (IEP) Teams Regarding the Social-Emotional Needs of Students with Disabilities”
- BUL-5577.0: “Educationally Related Mental Health Services (ERMHS) for Students with Disabilities”
- BUL-5901.2: “Determining the Appropriate Educational Placement for Students with Disabilities in the Least Restrictive Environment (LRE)”
- REF-5907.0: “Requesting Information in Preparation of a Discussion Regarding a Free Appropriate Public Education (FAPE) During an Individualized Education Program (IEP) Team Meeting”

California Education Code §56366

ATTACHMENTS:

- Attachment A: Checklist for Considering Nonpublic School (NPS) as a Placement Option
- Attachment B: Nonpublic School Certification
- Attachment C: Recommendation for Nonpublic School Placement (SE25)
- Attachment D-1: Parent’s/Guardian’s Guide to Exploring Nonpublic School NPS Placement Options (English and Spanish)
- Attachment D-2: Placement Agreement/Authorization for Release of Information for Students Being Considered for Placement in a Nonpublic School that is Affiliated with a Residential Treatment Center (NPS/RTC [English and Spanish])
- Attachment D-3: Parent’s/Guardian’s Guide to Nonpublic School/Residential Treatment Centers (NPS/RTC) Travel Guidelines (English and Spanish)

ASSISTANCE:

For assistance or further information, please contact the Special Education Service Center-Operations, at sesc-operations@lausd.net, or via telephone at 213-241-6701 to speak with an IEP placement support specialist for nonpublic schools or a program specialist.

CHECKLIST FOR CONSIDERING NONPUBLIC SCHOOL (NPS) AS A PLACEMENT OPTION

This checklist is provided to assist IEP teams that are considering nonpublic school (NPS) placement as the least restrictive environment for students with disabilities for whom it is determined that a public school setting is not appropriate and to ensure that an appropriate, compliant Individualized Education Program (IEP) is developed. The following steps must be completed whenever an IEP team meeting recommends consideration of nonpublic school (NPS) placement, including nonpublic schools with a residential treatment center affiliation (NPS/RTC). Additional information pertaining to school of residence responsibilities for students enrolled in nonpublic schools follows the checklist.

NOTE: Throughout this document, the entire process of investigating and securing a NPS or NPS/RTC placement for a student is referred to as “exploring NPS placement options”, to reflect the fact that the District cannot guarantee that every student who is referred for NPS placement will actually enroll in a contracting NPS. No guarantee may be made as to NPS and NPS/RTC placements because these placements are voluntary, requiring parental consent. Furthermore, each NPS is a private entity that sets its own admission criteria and has the right to refuse to enroll a student if it believes that it cannot meet the student’s needs. Therefore, the term “exploring NPS placement options” is used to describe the entire process of investigating NPS placement options, from the initial consideration until the student actually enrolls in a contracting NPS.

As part of the process of exploring NPS placement options, the IEP will be recessed to allow for consideration of specific NPS referrals issued by the Special Education Service Center-Operations (or the Psychological Services/ERMHS Department for NPS/RTS placements) and, later, reconvened in order to identify a NPS as the District’s offer of Free Appropriate Public Education (FAPE). No NPS may enroll a student prior to an IEP being held, and the IEP being signed in agreement by the student’s educational rights holder that names the identified NPS as the District’s offer of Free Appropriate Public Education (FAPE). The student has the right to remain in the current public education program or an alternate District placement, until enrollment begins in a NPS.

NONPUBLIC SCHOOL PLACEMENT PROCEDURES AND NPS CERTIFICATION:

- I. **To be completed as preparatory activities or during the IEP team meeting when exploring nonpublic school options:**
 - A. Yes No A comprehensive psycho-educational assessment AND a social-emotional assessment have been completed within the last six (6) months by a credentialed LAUSD school psychologist.
 - B. Yes No Current assessment reports, including ERMHS information, if appropriate, are available in student’s Welligent file
 - C. Yes No Sending school has consulted with Special Education Service Center and/or Special Education Service Center-Operations regarding student’s possible placement in NPS as the least restrictive environment (LRE)

D. Yes No A complete IEP team meeting (annual or triennial) has been scheduled (Amendment IEPs and 30-day IEPs are not allowed)

E. Yes No The "Nonpublic School Certification" (ATT B) has been completed

F. Completing FAPE Part 1 of the IEP:

1. Yes No The current FAPE offer (e.g., public school) pending NPS placement has been documented in FAPE Part 1, left column: "Effective with this IEP" (current placement). (Note: The student has the right to remain in the current public education program or an alternate placement, until enrollment begins in a NPS.)

2. Yes No The proposed future FAPE offer has been outlined in FAPE Part 1, right column: "Future Changes Related to this IEP" (future placement) as delineated below:

a. Curriculum: select "General" or "Alternate" according to student's identified curriculum (NOTE: an assessment is required before changing from one curriculum to the other)

b. Placement

i. Type of School: select "Nonpublic School"*

a. Note: for student being referred to a nonpublic school that is affiliated with a residential treatment facility (NPS/RTC), select "ERMHS Residential Placement"

ii. Name of School: leave blank: Do not name a specific NPS at this point

c. Instructional Setting

i. Setting: select "Special Education"

ii. Program: select "NPS"

iii. Special Day Minutes/Wk: record "1570"

iv. Addresses Goals: list goal numbers addressed

d. Additional Factors

i. Transportation: select "NPS Only-NPS Transportation" or "NPS Only-Parent Transportation"

a. Note: for student being referred to a nonpublic school that is associated with a residential treatment facility (NPS/RTC), select "NPS/RTC per Travel Reimbursement Guidelines"

ii. Extended School Year and ESY Transportation: select "Yes" or "No," depending on IEP team recommendation

3. Yes No The "As of Date" in FAPE Part 1, right column, has been inputted (as a placeholder) with the anticipated date of the agreed-upon reconvening of the IEP.

G. Completing FAPE Part 2: Summary of Services of the IEP:

1. Yes No Where appropriate, the steps delineated below to clarify DIS services upon NPS enrollment have been taken:

When a student enrolls in the NPS, all related services, as per the IEP, are to be delivered by the NPS. The related services that a student might require in the public school setting may not be identical to the related services needed to support a student within the NPS setting, as supports and services may be available through other means or program structures of the NPS. For example, while students in the public school setting may access Behavior Intervention Implementation (BII) and Behavior Intervention Development (BID) services, such services may not be required in the NPS setting, as the NPS has adequate behavioral supports in place as part of its program to support the behavioral needs of its students.

Therefore, should student currently be receiving any/all DIS services that are not necessary or provided in the NPS setting (such as: RSP, BII/BID, Inclusion, PT, Nonpublic Agency services, and Audiology services) the following actions must occur:

- a. Yes No Parents have been informed before recessing the IEP team meeting to explore NPS options that student's needs as identified in current DIS services will be met as part of the NPS program, as the delivery model changes upon NPS enrollment

- b. Yes No The FAPE Part 4, Additional Discussion, section documents that the student's needs, as identified in current DIS services, will be met as part of the NPS program, as the delivery model changes upon NPS enrollment. (NOTE: Upon NPS enrollment, all related services, as per the IEP are to be delivered by the NPS.)

(Consult the Special Education Service Center-Operations Specialist and/or Special Education Service Center Administrator for further information regarding NPS program models and delivery of services and supports.)

- 2. Yes No Goals and objectives are stated in the IEP for each recommended DIS/related service and all recommended services are documented in FAPE Part 2

- 3. Yes No If recommended and appropriate, APE Services have been converted to Specially Designed P.E. upon NPS enrollment. (NOTE: Specially Designed P.E. does not appear in the FAPE Part 2, Summary of Services page, as it is not a DIS service. Instead, if appropriate, document in the FAPE Part 4, Additional Discussion section that Specially Designed P.E. will be provided to the student as part of the NPS program.)

- 4. Yes No If the student is being initially referred for DIS Counseling (Code 04), the "DIS Counseling Certification" has been completed

- 5. Yes No If the student requires DIS Counseling, a Social Emotional goal(s) for these services has been developed

- 6. Yes No When recommended, DIS Counseling has been documented in FAPE Part 2, Summary of Services, right column

- H. Completing FAPE Part 4, Additional Discussion Section: insert the following language: *To be accepted at a Nonpublic School (NPS), the student and parent must interview and the student must meet admission criteria of the NPS. This recessed IEP will be reconvened following the identification of an appropriate NPS and the completion of the intake process. No NPS may enroll a student prior to an IEP being held, and signed in agreement by the student's educational rights holder, that names the NPS as the District's offer of Free and Appropriate Public Education (FAPE). The student has the right to remain in the current public education program or an alternate District placement, until enrollment begins in a NPS.*
- I. Addressing Educationally Related Mental Health Services (ERMHS): (Consult Ref. Guide-5578.0: "Guidelines for Individualized Education Program (IEP) Teams Regarding the Social-Emotional Needs of Students with Disabilities.")
1. Yes No If the student is being initially referred for Educationally Related Mental Health District Based Services (ERMHS DBS), the "ERMHS DBS Certification" has been completed
 2. Yes No If the student is being initially referred for Educationally Related Mental Health District Based Services (ERMHS DBS):
 1. the following drop down selections have been made in FAPE Part 2: Service: "ERMHS District Based Services (DBS)"; Service Delivery Model: "ERMHS DBS."
 2. the following statement shall be typed into FAPE Part 4, Additional Discussion section: *ERMHS is an intensive educationally related counseling service that may include individual counseling, group counseling and family consultation and support, as needed.*
 3. Yes No ERMHS DBS during ESY, as appropriate, (including time/frequency/dates) has been indicated
 4. Yes No If student's needs as determined by ERMHS assessment are of a nature and/or severity that placement in a nonpublic school associated with a residential treatment center (NPS/RTC), the "Educationally Related Mental Health Services (ERMHS) Nonpublic School/Residential Treatment Center (NPS/RTC) Certification" has been completed. (NOTE: Enrollment in a nonpublic school that is affiliated with a residential treatment center (NPS/RTC) is a voluntary placement, requiring parental consent.)
 - a. Yes No If the student is being initially referred for ERMHS Residential services, the following drop down selections have been made:
 - b. In FAPE Part 1, in right hand/future changes column:
 1. Placement: Type of School: select "ERMHS Residential Placement"
 2. Instructional Setting: Program: select "NPS/RTC (Nonpublic School/Residential Treatment Center)"
 3. Transportation: select NPS/RTC Residential Travel Guidelines

- c. The following statement shall be typed into FAPE Part 4, Additional Discussion section: *To be accepted at a Nonpublic School/Residential Treatment Center (NPS/RTC), the student and parent must interview and the student must meet admission criteria of the NPS/RTC. This recessed IEP will be reconvened following the identification of an appropriate NPS/RTC and the completion of the intake process. No NPS/RTC may enroll a student prior to an IEP being held, and signed in agreement by the student's educational rights holder, that names the NPS/RTC as the District's offer of Free and Appropriate Public Education (FAPE). The student has the right to remain in the current public education program, nonpublic school, or an alternate District placement, until enrollment begins in a NPS/RTC. Educationally Related Mental Health Services (ERMHS) in a Nonpublic School/Residential Treatment Center (NPS/RTC) are provided in an integrated, intensive, educationally related therapeutic residential setting. Services include social emotional/behavior support, as appropriate. Services are available 24 hours each day the program is open. It is a collaborative model, which includes educational professionals and related service providers, where all supports and services are integrated in the NPS/RTC program.*
- d. Yes No If referring to NPS/RTC: parent/guardian has been provided a copy of the "Parent's/Guardian's Guide to Exploring Nonpublic Schools" (ATT D-1) that includes the following components:
1. "Placement Agreement/Authorization for Release of Information for Students Being Considered for Placement in a Nonpublic School that is Affiliated with a Residential Treatment Center (NPS/RTC)" (ATT D-2)
 2. "Parent/Guardian's Guide to Nonpublic School/Residential Treatment Center (NPS/RTC) Travel Guidelines" (ATT D-3)
- e. Yes No If referring to NPS/RTC: signed "Placement Agreement/Release of Information" (ATT D-2) has been uploaded in Welligent, attached to the recessed IEP.

II. To be completed before recessing the IEP team meeting to explore NPS placement options:

NOTE: The number of suitable District-contracted NPS able to serve a student's needs vary depending on his/her location of residence, needs, as per the IEP, and the individual NPS availability. Therefore, the IEP should make no reference to the number of NPS options that will be provided to the parent on the NPS referral letter.

- A. Yes No A reconvene date (within 30 days) has been agreed to and documented in the FAPE Part 1, Future Changes "As of" date, right column. (A reconvene of the IEP team meeting must occur within 30 days of the recessing of the IEP team meeting, whether or not an identified NPS placement is determined.)
- B. Yes No Parent/guardian has been given a copy of the parent guide to exploring NPS placement options (ATT D-1). Upon recessing the IEP team meeting to explore NPS placement options, parent does **not** sign Section Q (page 10)
- C. Yes No IEP administrator has indicated, on Welligent IEP Meeting field pull down, IEP meeting status "recessed"

- D. Yes No Student's Welligent file has been kept active, pending NPS placement
- E. Yes No The "Nonpublic School Certification" (ATT B) was reviewed by a Special Education Service Center Administrator
- F. Yes No The completed "Recommendation for Nonpublic School Placement (SE25)", (ATT C) has been signed by a Special Education Service Center Administrator prior to being forwarded to the Special Education Service Center-Operations for placement consideration.

NOTE: Upon receipt of the signed "Recommendation for Nonpublic School Placement (SE25)" - Special Education Service Center-Operations Responsibilities:

1. Special Education Service Center-Operations will review IEP for placement consideration
2. The Special Education Service Center-Operations will issue a referral letter with prospective NPS options to parent, with copies to public school and Special Education Service Center
3. NPS/RTC placement referrals are processed by Psychological Services/ERMHS Department. Parents are contacted by the NPS/RTCs once student is accepted by the NPS/RTC
4. The number of suitable District-contracted NPS able to serve a student's needs vary depending on his/her location of residence, needs, as per the IEP, and the individual NPS or NPS/RTC availability and admission criteria
5. Student and parent contact and interview at NPS. (It is often beneficial to have the sending public school assist family with interviews and follow through.)

III. Preparatory Activities to be completed before scheduling reconvene IEP to name the identified NPS or NPS/RTC as FAPE:

To be accepted at a NPS, the student and parent must interview and the student must meet the admission criteria of the NPS. The recessed IEP team meeting must be reconvened following the identification of an appropriate NPS and the completion of the intake process.

A reconvene of the IEP team meeting must occur within 30 days of the recessing of the IEP team meeting, whether or not an identified NPS placement is determined.

- A. Yes No The District-operated school IEP Administrator has obtained the name of the identified NPS, has verified with the Special Education Service Center-Operations and/or the NPS representative that the student has actually been accepted to that NPS, and has reviewed and confirmed services that the NPS will provide upon student's enrollment
- B. Yes No The IEP team has consulted with the Special Education Service Center-Operations* prior to reconvening IEP to determine if student has been accepted to a nonpublic school that is an integrated program. (If so, see Section IV, e, for instructions in completing FAPE sections for students enrolling in integrated programs.)

*For NPS/RTC acceptance confirmation, please contact the Psychological Services/ERMHS Department.

- C. Yes No If the student has not been accepted to a NPS or NPS/RTC, alternative District program options in the least restrictive environment (LRE) have been discussed. (Consultation with Special Education Service Center and Special Education Service Center-Operations representative, to discuss possible LRE placement options, has occurred.)

IV. To be completed during the reconvening of the IEP team meeting to name the identified NPS as FAPE:

- A. Yes No The identified NPS or NPS/RTC is selected as the offer of FAPE in FAPE Part 1, Name of School, in the right column, under "Future Changes Related to this IEP"
- B. Yes No The "As of Date" in FAPE Part 1, right column, has been recorded to identify the anticipated date of enrollment in the NPS; this is either the date of parent/guardian signature to the IEP, or, if referring to a future date that follows parent/guardian signature, the date of the planned transfer to the NPS placement
- C. Yes No The FAPE Part 2, Summary of Services grid, right column, records all DIS services, including time and frequency, which are to be provided by NPS upon student enrollment
- D. Yes No Ending dates have been inserted (in FAPE Part 2, Summary of Services, left column) for any/all DIS services that are not applicable due to the change in delivery model upon NPS enrollment (e.g., NPA services, BII/BID, RSP, Inclusion, PT, and Audiology services)
- E. Yes No Should student be accepted to a NPS with an integrated program (consult with Special Education Service Center-Operations to determine), the following steps have been taken:
1. Yes No DIS services such as LAS, OT, APE, have been ended in FAPE Part 2. Summary of Services, upon NPS enrollment*

*The only exception to this is if the student receives ERMHS services (which **do** appear on FAPE Part. 2).

Yes No Students will have goal pages, but the services shall not appear on the FAPE Part 2, Summary of Services page; therefore, there are no FAPE Part 2, Summary of Services pages for students enrolling in integrated programs.*

*The only exception to this is if the student receives ERMHS services (which **do** appear on FAPE Part. 2).

2. Yes No The following drop down selections have been made in FAPE Part 1: Program: "Integrated Service Program (NP)"

3. Yes No Team will document on FAPE Pt.4: *An integrated program provides a therapeutic environment, which may include social emotional/behavior support, language and speech, and occupational therapy, as appropriate. It is a collaborative model which includes educational professionals and related service providers. It is understood that the nonpublic school offers a comprehensive integrated education program for all students which includes basic education and all related services. All programmatic and related services outlined within the provisions of the student's IEP shall be encompassed within the integrated education program and provided by the NPS.*

4. Yes No If appropriate, NPS Transportation may still be added to the IEP (in FAPE Part 1)

F. Yes No If the student is being initially referred for DIS Counseling (Code 04), the "DIS Counseling Certification" has been completed

Yes No DIS services during ESY, as appropriate (including time/frequency/dates), have been indicated in FAPE Part 2, Summary of Services grid, right column

G. Yes No If recommended and appropriate, APE Services have been converted to Specially Designed P.E. upon NPS enrollment. (NOTE: Specially Designed P.E. shall not appear in the FAPE Part 2, Summary of Services page, as it is not a DIS service. Instead, if appropriate, document in the FAPE Part 4, Additional Discussion section that Specially Designed P.E. will be provided to the student as part of the NPS program.)

H. Yes No If the student is being initially referred for Educationally Related Mental Health District Based Services (ERMHS DBS), the "ERMHS DBS Certification" has been completed. (Consult Ref. Guide-5578.0: "Guidelines for Individualized Education Program (IEP) Teams Regarding the Social-Emotional Needs of Students with Disabilities.")

I. Yes No If the student is to receive ERMHS/DBS, select Service: "ERMHS District Based Services (Code 80); and Service Delivery Model: ERMHS in FAPE Part 2, Summary of Services grid, right column

- J. Yes No If the student is to receive ERMHS/DBS, the following statement shall be typed into FAPE Part 4, Additional Discussion section: *ERMHS is an intensive educationally related counseling service that may include individual counseling, group counseling and family consultation and support, as needed.*
- K. Yes No ERMHS DBS during ESY, as appropriate, (including time/frequency/dates) have been indicated in FAPE Part 2, Summary of Services grid, right column
- L. Yes No If the student has been accepted to a nonpublic school associated with a residential treatment center (NPS/RTC), the following drop down selections have been made in FAPE Part 1, in the right hand/future changes column:
1. Placement: Type of School: select "ERMHS Residential Placement"
 2. Instructional Setting: Program: select "NPS/RTC (Nonpublic School/Residential Treatment Center)"
- M. Yes No If the student has been accepted to a nonpublic school associated with a residential treatment center (NPS/RTC), the following statement shall be typed into FAPE Part 4, Additional Discussion section: *To be accepted at a Nonpublic School/Residential Treatment Center (NPS/RTC), the student and parent must interview and the student must meet admission criteria of the NPS/RTC. This recessed IEP will be reconvened following the identification of an appropriate NPS/RTC and the completion of the intake process. No NPS/RTC may enroll a student prior to an IEP being held, and signed in agreement by the student's educational rights holder, that names the NPS/RTC as the District's offer of Free and Appropriate Public Education (FAPE). The student has the right to remain in the current public education program, nonpublic school, or an alternate District placement, until enrollment begins in a NPS/RTC.*
- Educationally Related Mental Health Services (ERMHS) in a Nonpublic School/Residential Treatment Center (NPS/RTC) are provided in an integrated, intensive, educationally related counseling residential setting. Services include social emotional/behavior support, as appropriate. Services are available 24 hours each day the program is open. It is a collaborative model, which includes educational professionals and related service providers, where all supports and services are integrated in the NPS/RTC program.*
- N. Yes No If student is being placed in a nonpublic school setting as the as result of due process agreement (DPA), the FAPE Part 4, Additional Discussion section includes a statement that the "*current IEP serves to implement the due process agreement dated _____*" and provides a synopsis of the agreement's contents
- O. Yes No As appropriate, transportation ("NPS Only-NPS Transportation" or "NPS Only-Parent Transportation") has been selected in FAPE Part 1. (NOTE: for student being referred to a nonpublic school that is affiliated with a residential treatment center (NPS/RTC) outside of Los Angeles County, select "NPS/RTC per Travel Reimbursement Guidelines.")

- P. Yes No IEP has been closed
- Q. Yes No Parent has signed Section Q (Page10) in agreement. (NOTE: Consult with Special Education Service Center and Special Education Service Center-Operations for next steps to be taken if parent disagrees in full or in part to the IEP)
- R. Yes No Parent signature date has been entered in "IEP Meeting" screen (NOTE: Consult with Special Education Service Center and Special Education Service Center-Operations for next steps to be taken if parent disagrees in full or in part to the IEP)
- S. Yes No Signed Sections Q (Page 10) & R (Page 11) have been uploaded into "IEP Management, Attached Documents" section
- T. Yes No IEP has been made active by the referring public school (required for nonpublic school enrollment to occur)*

*Following activation of IEP naming the identified NPS as FAPE, parent may contact the NPS to set up enrollment and transportation

IMPORTANT NOTES:

- Do not "L" student out of SIS as "Left District," as this will inactivate student's IEP in Welligent. Student's Welligent file will be electronically transferred upon NPS enrollment.
- If a due process agreement (DPA) explores a NPS setting, the implementation IEP team meeting that names a specific NPS as the offer of FAPE must occur, be signed in agreement by parent/guardian, and be made active in Welligent before the student may enroll in the NPS.

SCHOOL OF RESIDENCE RESPONSIBILITIES:

- U. The District-operated school remains responsible for student's IEPs and case management until:
 - a. IEP team meeting is reconvened to name an identified NPS
 - b. Reconvened IEP team meeting is signed in agreement by parent
 - c. Reconvened IEP team meeting has been locked/active by public school, and
 - d. Student has enrolled in the NPS.

- II. District-operated school must keep a copy of the IEP with school records, as they are still the school of residence

- III. District-operated school of residence remains responsible for receiving student should future IEP team recommend dual enrollment as the LRE placement

- IV. Senior high school of residence remains responsible for transcript credit verification towards diploma/certification of completion issuance
 - a. For special education students in grades nine through twelve attending nonpublic schools, the NPS will complete and submit to the student's school of residence a form titled "NPS Student Transcript" at the close of each semester
 - b. The school of residence, regardless of the LAUSD District-operated program the student last attended, shall maintain a cumulative file for each student residing within the school's attendance area when the student is enrolled in a nonpublic school
 - c. At least six months prior to a student's graduation, the NPS will submit to the school of residence two forms: the "NPS Student Transcript" and the "Request for Verification of Graduation Status of Nonpublic School Students." The school of residence is responsible for evaluating the student's transcript to verify the student's eligibility for issuance of a high school diploma or certificate of completion based on LAUSD criteria
 - d. For students who have been successfully dually enrolled in a NPS and a public high school and have met graduation requirements, the high school of attendance will issue the diploma or certificate of completion
 - e. For students who are not dually enrolled, the Special Education Service Center-Operations will issue the diploma or certificate of completion.

- V. A student enrolled in a NPS who is eligible to receive either a high school diploma or a certificate of completion is also eligible to participate in graduation ceremonies at their school of residence or, in the case of dual enrollment, their school of attendance.

SEARCH AND SERVE PROCEDURES: SERVING STUDENTS ENROLLING IN THE DISTRICT WITH AN NPS IEP FROM ANOTHER DISTRICT:

If a student transfers into LAUSD with a current IEP written by another District that designates NPS placement:

1. The school of residence must obtain a copy of the student's out-of-District IEP and any other records from the previous district, and obtain proof of residency from parent/guardian/educational rights holder, in order to **register** the student as a LAUSD student
2. Before enrolling student in a program, the program must research Welligent records to determine if student has previously been enrolled in the District as a student with special needs
3. The Special Education Service Center must be notified by the program of all incoming students with special education needs
4. If research findings reveal that NPS placement is the most comparable placement to that designated on student's current IEP:
 - i. before enrolling student in a District-operated program, school personnel must contact the Special Education Service Center-Operations for assistance with placement options
 - ii. The Special Education Service Center-Operations must receive a copy of student's out-of-District IEP, and any other records from the previous district, and verification of proof of residency within the District in order to assist with student placement
 - iii. Upon receipt of the IEP and residency verification, the Special Education Service Center-Operations will issue a referral letter with prospective NPS options to parent, with copies to the District-operated program and Special Education Service Center
5. Should the program enroll a student with a current IEP written by another District that designates Nonpublic School (NPS) placement, that program must provide comparable services in consultation with the parents pending an LAUSD review IEP. LAUSD will hold a review IEP within 30 days of the student's enrollment to determine recommendations for special education services.
 - i. Should the IEP team recommend exploration of NPS placement options during the student's review IEP, the procedures outlined in these instructions must be followed, including:
 1. A complete IEP team meeting (annual or triennial) must be scheduled (30-day IEPs are not allowed); and,
 2. A comprehensive psycho-educational assessment AND a social-emotional assessment must be completed within the last six (6) months by a credentialed District school psychologist.

BUL-5757.3
June 4, 2013

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Special Education

ATTACHMENT A

ASSISTANCE:

For assistance, contact:

**Special Education Service Center-Operations
333 S. Beaudry Ave., Floor 18
Los Angeles, CA 90017
Telephone: (213) 241-6701**

STUDENT _____

DATE OF BIRTH _____

MEETING DATE _____

NONPUBLIC SCHOOL CERTIFICATION

When Initially considering Nonpublic School (NPS) as a placement option in the Least Restrictive Environment (LRE).

Yes **No**

- 1. A comprehensive psycho-educational assessment AND a social-emotional assessment have been completed within the last six (6) months by a credentialed LAUSD school psychologist. Current assessment reports, including ERMHS information, if appropriate, are available in student's Welligent file.
- 2. A complete IEP (annual or triennial) has been held and recessed to explore nonpublic school placement options (amendments or 30-day IEPs are not allowed).
- 3. Present Levels of Performance (PLOPs) have been reviewed, updated and documented. PLOPs include a statement regarding the plan for transitioning the student back to placement in the least restrictive environment (LRE) at his/her school of residence or attendance.
- 4. Goals/Objectives for identified needs and services have been reviewed, updated and documented.
- 5. If the student is being initially referred for DIS Counseling, the DIS Counseling Certification has been completed.
- 6. If the student is being initially referred for Educationally Related Mental Health Services (ERMHS), the ERMHS Certification has been completed.
- 7. A behavior support plan has been developed for appropriate eligibilities (e.g., ED and AUT), and as needed for other students requiring behavioral support.
- 8. IEP has been recessed in Welligent and a reconvene date (within 30 days) has been agreed to: _____ and documented in the FAPE Part 1, Future Changes "As of" date, right column.
(Date)

Check if applicable

9. The following has been reviewed with IEP team members, including parents:

- IEP meeting shall be reconvened whether or not an identified Nonpublic School placement is determined.
- The student has the right to remain in the current public education program or an alternate District placement, until enrollment begins in a NPS.

10. Select one:

 Parent/Guardian has been provided with a copy of the guide, "Parent's/Guardian's Guide for Exploring NPS Placement Options."

OR

 Parent/Guardian has been provided with a copy of the guide, "Parent's/Guardian's Guide to Exploring Nonpublic Schools that are Affiliated with Residential Treatment Centers (NPS/RTC)", Placement Agreement, Authorization for Request/Release of Information, and Travel Reimbursement Guidelines.

Yes **No**

- 11. "Checklist for Exploring NPS Options" has been completed and all steps found in Section 1 have been properly conducted.

The completed SE25 must be reviewed and signed by a Special Education Service Center-Instruction Administrator prior to being forwarded to Special Education Service Center-Operations for placement consideration.

NOTE: The number of appropriate contracting NPSs able to serve a student's needs vary depending on his/her location of residence, needs, as per the IEP, and the individual NPS availability.

RECOMMENDATION FOR NONPUBLIC SCHOOL PLACEMENT

Student: _____	DOB: _____	M	F	Ethnicity: _____	Student's Home Language: _____	IEP Meeting Date: _____
Eligibility: _____	Grade: _____	Current instructional settings (i.e., SDC, RSP, etc.): _____			Length of time in Special Education: _____	
School of Attendance: _____	Special Education Service Center: _____	School of Residence: _____	Special Education Service Center: _____			

Reason for NPS placement consideration (please complete the following):

- Yes No 1. The student's documented special education needs as stated on the IEP are of a nature and/or severity that they cannot be provided by a District-operated program and **Nonpublic School (NPS)** placement consideration is recommended by the IEP team.
- Yes No 2. The student's needs as determined by an ERMHS assessment are of a nature and/or severity that placement in a **Residential Treatment Center** affiliated with a Nonpublic School (**NPS/RTC**) is recommended.
- Yes No 3. Consideration for NPS placement is recommended as the result of a **Due Process agreement**.

Please check the appropriate boxes below:

DIS Services to be delivered to student upon NPS enrollment (NOTE: Upon NPS enrollment, all related services, as per the IEP are to be delivered by the NPS):

LAS OT PUPIL COUNSELING ERMHS APE PT OTHER: _____.

Yes No Are there any instructional needs or special factors which should be considered in selecting an appropriate placement for this student?
If so, describe: _____.

School Contact: _____ Title: _____
Email Address: _____ Telephone: (____) _____

Special Education Service Center Contact: _____ SESC: _____
Email Address: _____ Telephone: (____) _____

Yes No The Nonpublic School Certification or the ERMHS Nonpublic School/Residential Treatment Center Certification was reviewed by a Special Education Service Center/District Peer Review Team Administrator.
Date of Review: _____ SESC: _____

The student has the right to remain in the current public education program or an alternate District placement, until enrollment begins in a NPS. Do not inactivate student's Welligent file while the IEP team meeting is recessed to explore NPS placement options.

The number of appropriate District contracted NPSs or NPS/RTCs able to serve a student's needs vary depending on his/her location of residence, needs, as per the IEP, and the individual NPS or NPS/RTC availability and admission criteria.

Special Education Service Center-Operations has the authority to contract for Nonpublic School services under Education Code 56366 and as further specified by Title 5, California Code of Regulations Section 3065 for a student when an IEP team has determined that no other placement is available in the public school that meets the student's unique needs in the least restrictive environment.

AN APPROPRIATE PLACEMENT IS NOT AVAILABLE THROUGH CURRENT LOS ANGELES UNIFIED SCHOOL DISTRICT RESOURCES AND I RECOMMEND THAT PLACEMENT BE PROVIDED BY A NONPUBLIC SCHOOL OR A NONPUBLIC SCHOOL AFFILIATED WITH A RESIDENTIAL TREATMENT CENTER.

Signature of Special Education Service Center Administrator or Designee SESC: _____ Date _____

SESC: Submit the authorized form in PDF format to the Special Education Service Center-Operations at NPS.SE25@lausd.net. Include student's last name in email subject line.



LOS ANGELES UNIFIED SCHOOL DISTRICT

DIVISION OF SPECIAL EDUCATION

333 S. Beaudry Avenue, 17th Floor
Los Angeles, CA 90017
Telephone: (213) 241-6701

JOHN E. DEASY PH.D.
Superintendent of Schools

SHARYN HOWELL
Executive Director

SHARON JARRETT, ED.D
Director

BETH KAUFFMAN
Director

PARENT/GUARDIAN'S GUIDE TO EXPLORING NONPUBLIC SCHOOL (NPS) PLACEMENT OPTIONS

An Individualized Education Program (IEP) meeting has been recessed to explore your student's acceptance in a Nonpublic School (NPS) or to a NPS that is affiliated with a Residential Treatment Center (NPS/RTC). This guide is intended to assist parents or guardians who hold the student's educational rights in understanding the process of enrolling in a NPS or NPS/RTC which contracts with the LAUSD.

A NPS is a private, nonsectarian school, contracted with the LAUSD to serve students and deliver all services specified in the student's IEP. A NPS is a private entity that sets its own admission criteria and has the right to refuse to enroll a student if they believe that they cannot meet his/her needs. Some of our District-contracted Nonpublic Schools are affiliated with Residential Treatment Centers which provide room and board and educationally based counseling services to students who qualify. Enrollment in a NPS that is affiliated with a Residential Treatment Center (NPS/RTC) is a voluntary placement.

To be accepted at a NPS, the student and parent must interview and the student must meet admission criteria of the NPS. Please be advised that no NPS may enroll a student prior to an IEP team meeting being held, and an IEP being signed in agreement by the student's educational rights holder, **that names the identified NPS** as the District's offer of Free Appropriate Public Education (FAPE). The student has the right to remain in the current public education program, or an alternate placement, until enrollment begins in a NPS.

When your student's LAUSD IEP team meeting has been recessed to explore NPS options, the LAUSD Special Education Service Center-Operations shall issue a **referral letter** to the student's educational rights holder, which names suitable contracting NPSs which are able to meet the needs of the student, as per his/her IEP. Please be aware that the number of appropriate public NPSs able to serve a student's needs vary depending on his/her needs, as per the IEP, the child's address and individual NPS availability. Once the IEP team meeting has been recessed, it must be reconvened within 30 days.

Upon receipt of the NPS referral letter, the parent/guardian should immediately contact the NPSs listed to schedule **intake interviews**. During the intake interviews, the student and parent meet together with the NPS admissions team. If necessary, the referring District-operated school can assist the parents/guardians in setting up NPS interviews and following through with paperwork and any next steps. For further assistance with the NPS referral process, please contact either your local district Special Education Service Center Administrator or the Special Education Service Center-Operations at 213-241-6701.

To be accepted at a NPS/RTC, the student must meet the admission criteria of the NPS/RTC. Please be advised that no NPS/RTC may enroll a student prior to an IEP team meeting being held, and an IEP being signed in agreement by the student's educational rights holder, **that names the identified NPS/RTC** as the District's offer of Free Appropriate Public Education (FAPE). The student has the right to remain in the current public education program, or an alternate placement, until enrollment begins in a NPS/RTC.

The NPS/RTC placement referrals are processed by Psychological Services/ERMHS Department. Parents are contacted by the NPS/RTCs once student is accepted by a NPS/RTC. Please be aware that the number of appropriate public NPS/RTCs able to serve a student's needs vary depending on his/her needs, as per the IEP, and the NPS/RTC availability. Once the IEP team meeting has been recessed, it must be reconvened within 30 days. For further assistance with the NPS/RTC referral process, please contact the Psychological Services/ERMHS Department at (213) 241-8303.

When your child has been accepted to a NPS or NPS/RTC, the parent/guardian should immediately contact the referring public school in order to schedule a reconvene of the IEP team meeting. The referring public school will, in turn, confirm acceptance with the NPS and/or with the Special Education Service Center-Operations; or for NPS/RTC referrals confirm acceptance with the Psychological Services/ERMHS Department. Your child's recessed IEP team meeting will be reconvened following the completion of the intake process and the identification of an appropriate NPS or NPS/RTC, if available. The reconvened IEP team meeting will identify and document the identified NPS or NPS/RTC as the student's next placement and will review the services your child will receive upon NPS or NPS/RTC enrollment. (Should no appropriate NPS or NPS/RTC be available, the IEP team meeting will still be reconvened in order to discuss and identify an appropriate placement.)

If, as a result of your child's IEP, he/she is being considered for placement in a **Nonpublic School that is affiliated with a Residential Treatment Center (NPS/RTC) located outside of Los Angeles County**, some travel expenses associated with your child's initial placement, your subsequent counseling visits to meet with your child and his/her counselor or your child's counseling visits home **may** be payable by the LAUSD Division of Special Education, Psychological Services/Educationally Related Mental Health Services (ERMHS) Department. The IEP team Administrator will provide you with a copy of the *Nonpublic Schools/Residential Treatment Center (NPS/RTC) Travel Guidelines*, which outlines this process.

Please note that all NPS/RTC services provided by LAUSD are educationally based. As such, please consult your private physician, mental health provider, or community or appropriate Los Angeles County agency for assistance with any medication management or other medical needs your child may have. Before placement can occur, Attachment D-2 forms must be completed and returned to the IEP meeting Administrator/Designee.

Should you need assistance during the NPS referral process, please contact either your local district Special Education Service Center Administrator or Special Education Service Center-Operations at 213-241-6701. For further assistance with the NPS/RTC referral process, please contact the Psychological Services/ERMHS Department at (213) 241-8303.

JOHN E. DEASY PH.D.
Superintendent of Schools

SHARYN HOWELL
Executive Director

SHARON JARRETT
Director

BETH KAUFFMAN
Director



LOS ANGELES UNIFIED SCHOOL DISTRICT DIVISION OF SPECIAL EDUCATION

333 S. Beaudry Avenue, 17th Floor
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GUIA PARA PADRES/TUTORES SOBRE LAS ESCUELAS PARTICULARES SUBVENCIONADAS (NPS)

Se ha suspendido la reunión del Programa de Educación Individualizada (IEP, por sus siglas en inglés) con la finalidad de averiguar sobre la aprobación del estudiante a una escuela particular subvencionada (NPS) o una escuela particular subvencionada que esté afiliada a un centro residencial para tratamiento (NPS/RTC). Esta guía está destinada a ayudar a los padres o tutores legales que son responsables de los derechos educativos del estudiante, a comprender el proceso de inscripción a una NPS o NPS/RTC, que contrata con el Distrito Escolar Unificado de Los Ángeles (LAUSD).

Una NPS es una escuela privada, no sectaria, que tiene contrato con el LAUSD para servir y ofrecer todos los servicios especificados en el IEP del estudiante. Una NPS es una entidad privada que establece sus propios criterios de admisión y tiene el derecho a negar la inscripción de un estudiante, si considera que no puede cumplir con las necesidades particulares de ese estudiante. Algunas de nuestras escuelas particulares subvencionadas contratadas con el distrito escolar, están afiliadas con centros residenciales para tratamiento que proporcionan alojamiento, comida y servicios de consejería con base educativa a los estudiantes que cumplen con el criterio. La inscripción a una NPS que está afiliada con un centro residencial para tratamiento (NPS/RTC) es una asignación voluntaria.

Para ser aceptado en una NPS, el estudiante y los padres deben ser entrevistados y el estudiante debe cumplir con el criterio de admisión de la NPS. Tenga en cuenta, que ninguna NPS puede inscribir a un estudiante antes de que se lleve a cabo una reunión del comité del IEP, en el **que se nombrará la NPS** como la oferta del distrito escolar de Educación Pública Apropiaada y Gratuita (FAPE) y el titular de los derechos educativos del estudiante deberá estar de acuerdo con este y firmarlo. El estudiante tiene el derecho a permanecer en el programa de educación pública actual, o en una asignación alternativa, hasta que empiece la inscripción en la NPS.

Una vez que se haya suspendido la reunión del comité del IEP del LAUSD, con la finalidad de averiguar sobre la aprobación del estudiante a una NPS, el Centro de Servicios, Operaciones de la Oficina de Educación Especial del LAUSD, le proporcionará una **carta de remisión** al titular de los derechos educativos del estudiante, la cual nombra las NPS contratadas adecuadas, que pueden cumplir con las necesidades particulares del estudiante, según lo indica su IEP. Tenga en cuenta que la cantidad de NPS públicas adecuadas para cumplir con las necesidades particulares de los estudiantes varía dependiendo en sus deficiencias según lo indica el IEP, el domicilio del estudiante y la disponibilidad individual de la NPS. Una vez que se haya suspendido la reunión del comité del IEP, se tiene que volver a convocar dentro del lapso de 30 días.

Tan pronto se reciba la carta de remisión de la NPS, el padre o tutor deberá comunicarse de inmediato con las NPS señaladas en la lista para programar **las entrevistas de admisión**. Durante las entrevistas de admisión, el estudiante y los padres se reúnen con el comité de admisión de la NPS. Si es necesario, la escuela pública de remisión del distrito escolar puede ayudar a los padres o tutores a programar las entrevistas con la NPS, y a seguir adelante con los trámites y cualquier otro paso. Favor de comunicarse, ya sea con el administrador del distrito local del Centro de Servicios de Educación Especial, o el Centro de Servicios de Educación Especial, Operaciones al (213) 241-6701, si necesita ayuda adicional con el proceso de remisión a una NPS.

Para ser aceptado en una NPS/RTC, el estudiante debe cumplir con el criterio de admisión de la NPS/RTC. Tenga en cuenta, que ninguna NPS/RTC puede inscribir a un estudiante antes de que se lleve a cabo una reunión del comité del IEP, en el **que se nombrará la NPS/RTC** como la oferta del distrito escolar de Educación Pública Apropriada y Gratuita (FAPE) y el titular de los derechos educativos del estudiante deberá estar de acuerdo con este y firmarlo. El estudiante tiene el derecho a permanecer en el programa de educación pública actual, o en una asignación alternativa, hasta que empiece la inscripción en la NPS/RTC.

Las remisiones para las asignaciones a las NPS/RTC son procesadas por la Oficina de Servicios Psicológicos/ERMHS. Las NPS/RTC se comunican con los padres del estudiante, una vez que éste haya sido aceptado por la NPS/RTC. Tenga en cuenta que la cantidad adecuada de NPS/RTC públicas disponibles para cumplir con las deficiencias de los estudiantes, varía dependiendo en sus necesidades particulares, según lo indica el IEP y la disponibilidad de la NPS/RTC. Una vez que se haya suspendido la reunión del comité del IEP, se tiene que volver a convocar dentro de lapso de 30 días. Por favor póngase en contacto con la Oficina de Servicios Psicológicos/ERMHS al (213) 241-8303, para obtener más ayuda con el proceso de remisión a la NPS/RTC.

Cuando su hijo haya sido aceptado a una NPS o NPS/RTC, los padres o tutores deben de comunicarse de inmediato con la escuela pública de remisión con el fin de volver a convocar la reunión del comité del IEP. Dicha escuela pública, a su vez, confirmará la aceptación con la NPS y/o el Centro de Servicios de Educación Especial, Operaciones; o para remisiones para una o NPS/RTC, confirme la aceptación con la Oficina de Servicios Psicológicos/ERMHS. La reunión del IEP de su hijo se volverá a convocar después de finalizar el proceso de admisión y nombramiento de una NPS o NPS/RTC adecuada, si está disponible. Los miembros del comité del IEP se reunirán de nuevo, nombraran la NPS o NPS/RTC como el siguiente programa asignado y revisarán los servicios que su hijo recibirá después de inscribirse en la NPS o NPS/RTC. (En caso de que no esté disponible la NPS o NPS/RTC apropiada, de igual manera, el comité del IEP se volverá a reunir para deliberar y determinar una asignación apropiada.)

Si, como resultado del IEP de su hijo, se le está considerando para una asignación en una **escuela particular subvencionada que esté afiliada a un centro residencial para tratamiento (NPS/RTC) ubicada fuera del Condado de Los Ángeles**, algunos de los gastos de transporte relacionados con la asignación inicial de su hijo, sus visitas de consejería subsecuentes para reunirse con su hijo y su consejero o las visitas de consejería de su hijo en el hogar, **pueden** ser reembolsados por el Departamento de Educación Especial, Oficina de Servicios Psicológicos/Servicios de Salud Mental de Orientación Educativa (ERMHS) del LAUSD. El administrador del comité del IEP le proporcionará una copia de la *Guía de normas generales de transporte de las escuelas particulares subvencionadas que estén afiliadas a un centro residencial para tratamiento (NPS/RTC)*, que describe este proceso.

Tenga en cuenta que todos los servicios de la NPS/RTC proporcionados por el LAUSD tienen base educativa. Como tal, favor de consultar con su médico particular, proveedor de salud mental, comunidad o agencia apropiada del Condado de Los Ángeles para obtener ayuda con cualquier administración de medicamentos u otras necesidades médicas que su hijo pueda tener. Antes que la asignación entre en vigor, se debe de llenar el formulario (Attachment D-2) y entregarlo al administrador/representante oficial designado de la reunión del IEP.

Favor de comunicarse con el administrador del distrito local del Centro de Servicios de Educación Especial o el Centro de Servicios de Educación Especial, Operaciones al (213) 241-6701, si necesita ayuda con el proceso de remisión para una NPS. Si necesita más ayuda con el proceso de remisión a la NPS/RTC, por favor póngase en contacto con la Oficina de Servicios Psicológicos/ERMHS al (213) 241-8303.



LOS ANGELES UNIFIED SCHOOL DISTRICT
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Psychological Services / ERMHS
333 S. Beaudry Avenue, 17th Floor
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Telephone: (213) 241-8303

JOHN E. DEASY PH.D.
Superintendent of Schools

SHARYN HOWELL
Executive Director

BETH KAUFFMAN
Director

**PLACEMENT AGREEMENT/AUTHORIZATION FOR RELEASE OF RECORDS
FOR STUDENTS BEING CONSIDERED FOR PLACEMENT IN A NONPUBLIC SCHOOL
THAT IS AFFILIATED WITH A RESIDENTIAL TREATMENT CENTER (NPS/RTC)**

This form is to be completed and signed by parent/guardian if, as a result of the student's LAUSD IEP or Due Process Agreement, he/she is being considered for placement in a **Nonpublic School that is affiliated with a Residential Treatment facility (NPS/RTC).**

Student: _____ DOB: _____
(Last Name) (First Name)

Parent/Guardian: _____
(Last Name) (First Name)

Telephone: _____
(Home/Cell) (Work/Other)

If, as a result of your child's IEP, he/she is being considered for placement in a **Nonpublic School that is affiliated with a Residential Treatment facility (NPS/RTC) located outside of Los Angeles County**, some travel expenses associated with your child's initial placement, your subsequent counseling visits to meet with your child and his/her counselor or your child's counseling visits home **may** be payable by the LAUSD Division of Special Education, Psychological Services/Educationally Related Mental Health Services (ERMHS) Department. Please consult the attached Travel Reimbursement Guidelines for further details.

Please note that all NPS/RTC services provided by LAUSD are educationally based. As such, please consult your private physician, mental health provider, community agency or appropriate Los Angeles County agency for assistance with any medication management or other medical needs your child may have.

Parent agrees:

1. To obtain medical insurance or Medi-Cal for this student.
2. To sign authorization for medical treatment and to assume financial responsibility for all medication and medical treatment not covered by medical insurance or Medi-Cal.
3. To provide clothing, or a clothing allowance while student is placed in the NPS/RTC.
4. To transport the child to the facility for admission, and to transport the child from the facility upon discharge.

I have read the foregoing and agree to conform to these requirements. The terms of this agreement shall remain in effect while this student attends the NPS/RTC unless it is modified through written agreement of the parties or until this student is removed/discharged from the NPS/RTC.

I have received a copy of the District's Parent/Guardian's Guide to Nonpublic School/Residential Treatment Centers (NPS/RTC) Travel Guidelines Parent/Guardian Initials: _____

(Signature of Parent/Guardian)

(Date)



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Superintendent of Schools

SHARYN HOWELL
Executive Director

AUTHORIZATION FOR REQUEST/RELEASE OF INFORMATION

Date: _____

Student: _____ DOB: _____
(Last Name) (First Name)

Parent/Guardian: _____
(Last Name) (First Name)

Address: _____
(Number) (Street) (City) (State) (Zip Code)

Telephone: _____
(Home/Cell) (Work/Other)

I hereby authorized the release of records related to pupil named above: (check as appropriate)

- Medical** **Psychiatric/Psychological** **Other** _____
- Audiological** **Educational Records** _____

From/To _____
(Name Person/Agency)

To/From: _____
(Name Person/Agency)

(Address)

(Address)

(Telephone)

(Telephone)

Requested records will be used for the following purpose(s):

This authorization shall remain in effect from the date of signature unless revoked in writing by the pupil's parent/guardian.

=====

I hereby consent to the release of the records indicated above.

(Signature of Parent/Guardian)

(Date)



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ACUERDO/AUTORIZACION PARA PROPORCIONAR INFORMACION SOBRE LOS ALUMNOS QUE SE ESTAN CONSIDERANDO PARA UNA ASIGNACION A UNA ESCUELA PARTICULAR SUBVENCIONADA QUE ESTA AFILIADA A UN CENTRO RESIDENCIAL PARA TRATAMIENTO (NPS/RTC)

El padre de familia o tutor debe de llenar y firmar este formulario si, debido al resultado del Programa de Educación Individualizado (IEP, por sus siglas en inglés) del Distrito Escolar Unificado de Los Ángeles (LAUSD) o acuerdo del debido proceso legal, su hijo está siendo considerado para una asignación en una **escuela particular subvencionada que está afiliada a un centro residencial para tratamiento (NPS/RTC)**.

Estudiante: _____ Fecha de nacimiento: _____
(Apellido) (Nombre)

Padre/Tutor Legal: _____
(Apellido) (Nombre)

Teléfono: _____
(Casa/Móvil) (Trabajo/Otro)

Si, como resultado del IEP de su hijo, se le está considerando para una asignación en una **escuela particular subvencionada que está afiliada a un centro residencial para tratamiento (NPS/RTC) ubicada fuera del Condado de Los Ángeles**, algunos de los gastos de transporte relacionados con la asignación inicial de su hijo, sus visitas de consejería subsecuentes para reunirse con su hijo y su consejero o las visitas de consejería de su hijo en el hogar, **pueden** ser reembolsados por la Oficina de Servicios Psicológicos/Servicios de Salud Mental de Orientación Educativa (ERMHS) del LAUSD. Favor de consultar las *Normas para reembolso de viajes*, incluidas aquí, para más detalles.

Tenga en cuenta que todos los servicios de la NPS/RTC proporcionados por el LAUSD tienen base educativa. Como tal, favor de consultar con su médico particular, proveedor de salud mental, comunidad o agencia apropiada del Condado de Los Ángeles para obtener ayuda con cualquier administración de medicamentos u otras necesidades médicas que su hijo pueda tener.

El padre de familia acepta:

1. Obtener seguro médico o Medi-Cal para este estudiante.
2. Firmar una autorización para tratamiento médico y asumir la responsabilidad financiera de todo medicamento y tratamiento médico no cubierto por el seguro médico o Medi-Cal.
3. Proveer ropa o un subsidio para comprar ropa mientras el estudiante esté asignado a la NPS/RTC.
4. Transportar al niño a la instalación para admisión, y transportar al niño desde la instalación en cuanto se le dé de alta.

He leído los requisitos antes mencionados y estoy de acuerdo a cumplir con ellos. Las condiciones de este acuerdo continuarán en vigor mientras este estudiante asista a la NPS/RTC, a no ser que se modifique mediante un acuerdo escrito de todos los interesados o hasta que este estudiante sea retirado o dado de alta de la NPS/RTC.

He recibido una copia de la *Guía de normas generales de transporte de las escuelas particulares subvencionadas que están afiliadas a un centro residencial para tratamiento (NPS/RTC)*. Iniciales del padre/tutor legal: _____

(Firma del padre o tutor legal)

(Fecha)



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Los Angeles, CA 90017
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JOHN E. DEASY PH.D.
Superintendent of Schools

SHARYN HOWELL
Executive Director

SHARON JARRETT
Director

AUTORIZACION PARA SOLICITAR O DIVULGAR INFORMACION

Fecha: _____

Estudiante: _____ Fecha de nacimiento: _____
(Apellido) (Nombre)

Padre/Tutor Legal: _____
(Apellido) (Nombre)

Domicilio: _____
(Número) (Calle) (Ciudad) (Estado) (Zona postal)

Teléfono: _____
(Casa/Móvil) (Trabajo/Otro)

Por medio de la presente, autorizó la divulgación de los expedientes relacionados al estudiante antes mencionado: (marcar según sea adecuado)

- Médico
- Psiquiátrico/psicológico
- Otro _____
- Audiológico
- Expedientes educativos

Desde y Para _____
(Nombre de la persona/Agencia)

Para y Desde _____
(Nombre de la persona/Agencia)

(Domicilio)

(Domicilio)

(Teléfono)

(Teléfono)

Se emplearan los datos solicitados con el siguiente propósito:

La presente autorización continuará en vigor desde la fecha de la firma, a no ser que el padre de familia o tutor legal del estudiante la revoque por escrito.

=====

Por medio de la presente, consiento la divulgación de los expedientas antes mencionados.

(Firma del padre o tutor legal)

(Fecha)



LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF SPECIAL EDUCATION
Psychological Services / ERMHS
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Executive Director

BETH KAUFFMAN
Director

**PARENT/GUARDIAN'S GUIDE TO NONPUBLIC SCHOOL/RESIDENTIAL
TREATMENT CENTERS (NPS/RTC) TRAVEL GUIDELINES**

Your child with special needs will soon be, or is already, enrolled in a Nonpublic School that is affiliated with a Residential Treatment Center (NPS/RTC) outside of Los Angeles County. Some travel expenses associated with your child's initial placement, your subsequent counseling visits to meet with your child and his/her counselor or your child's counseling visits home **may** be payable by the LAUSD Division of Special Education, Psychological Services/Educationally Related Mental Health Services (ERMHS) Department.

Payment for **two (2)** counseling trips per fiscal year (July 1 - June 30), in addition to payment for allowable travel expenses related to the admission and discharge of your child, may be provided when District procedures are followed, documentation requirements by the NPS/RTC counselor are met, and **prior approval** is given by the Psychological Services/Educationally Related Mental Health Services (ERMHS) Department representative. Should discharge be Against Educational Recommendation (AER), LAUSD will **not** be financially responsible for your child's transport home or for the parent/legal guardian travel to pick him/her up or for any other travel-related expenses. **In addition, should parent/legal guardian remove student from the facility for any reason that is against NPS/RTC educational recommendation, or for a duration that has not been approved in advance in its entirety, the District will not be responsible for any educational, residential or counseling costs, and will not be liable for any injury or loss. Should this occur, the student may also lose his/her placement in the NPS/RTC.**

To assist you in understanding the requirements for the payment of appropriate travel expenses the ***Nonpublic School/Residential Treatment Center (NPS/RTC) Travel Guidelines*** have been attached. These Travel Guidelines delineate allowable expenditures, as well as non-allowable expenditures, that the NPS/RTC must follow.

It is critical that **all** travel arrangements be documented and **all** travel authorization forms be submitted for approval by the NPS/RTC **at least thirty (30)** days prior to departure. This practice will help to ensure that all approved visits fall within the counseling guidelines. Payment by LAUSD for approved travel-related expenses will be made directly to the NPS/RTC. Any additional recommended counseling visits should be arranged using the computer via video conferencing.

Please review the enclosed ***NPS/RTC Travel Guidelines*** to clarify the procedures associated with allowable travel expenses. If you have questions regarding travel arrangements, please contact your child's designated counselor, case coordinator, or appointed travel personnel at the Nonpublic School/Residential Treatment Center (NPS/RTC).

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Special Education – Psychological Services / ERMHS

**PARENT/GUARDIAN'S GUIDE TO NONPUBLIC SCHOOL/RESIDENTIAL TREATMENT
CENTERS (NPS/RTC) TRAVEL GUIDELINES - As of 12/31/12**

The following guidelines govern travel pertaining to LAUSD students with special needs who will soon be or already are, enrolled in a Nonpublic School/Residential Treatment Center (NPS/RTC) outside of Los Angeles County. Some travel expenses associated with the child's initial placement, subsequent counseling visits by the parent with the child and his/her counselor, or the child's counseling visits home may be payable by the LAUSD Division of Special Education, Psychological Services/Educationally Related Mental Health Services (ERMHS) Department.

Payment for two (2) counseling trips per fiscal year (July 1 - June 30), in addition to payment for allowable travel related to the admission and discharge of the child, may be provided when District procedures are followed, documentation requirements by the NPS/RTC counselor are met, and prior approval is given by the Psychological Services/Educationally Related Mental Health Services (ERMHS) Department representative. Should discharge be Against Educational Recommendation (AER), LAUSD will not be financially responsible for the child's transport home or for the parent/legal guardian's travel to pick him/her up, or for any other travel-related expenses. **In addition, should parent/legal guardian remove student from the facility for any reason that is against NPS/RTC educational recommendation, or for a duration that has not been approved in advance in its entirety, the District will not be responsible for any educational, residential or counseling costs, and will not be liable for any injury or loss. Should this occur, the student may also lose his/her placement in the NPS/RTC.**

Family members traveling to the NPS/RTC for a counseling visit. The NPS/RTC is responsible for arranging all travel and accommodations and for providing travel information to the family, as appropriate. **Payment by LAUSD for approved travel-related expenses will be made directly to the NPS/RTC through documentation in the Welligent Invoicing Module.** The NPS/RTC must provide the LAUSD Psychological Services/Educationally Related Mental Health Services (ERMHS) Department representative with a counseling visit itinerary indicating the EXACT date(s) of the designated counseling session(s), and the names of the counseling participant before travel approval will be granted. If more than one day of family counseling is requested, the sessions must be on consecutive calendar days with two days maximum. Upon return from counseling visit, the NPS/RTC will provide the Psychological Services/Educationally Related Mental Health Services (ERMHS) Department representative a summary of the completed counseling visit.

Family members subject to these reimbursement policies are defined as those parents and/or guardians who actively and consistently participate in family counseling. The NPS/RTC must notify and submit to the LAUSD Psychological Services/Educationally Related Mental Health Services (ERMHS) Department representative the designated *LAUSD Out of County Travel Event Authorization Form (SE-30)* **at least thirty (30)** calendar days in advance of the trip, accompanied by a letter from the child's counselor justifying the counseling nature of the visit and the counseling itinerary. The LAUSD Psychological Services/Educationally Related Mental Health Services (ERMHS) Department representative will either approve or decline the submitted Travel Authorization Form. The appointed travel representative at the child's NPS/RTC will be responsible to communicate with the parent or guardian regarding the travel approval status.

Student traveling home for counseling visit. If NPS/RTC determines that a student's counseling visit home for the purposes of educational reintegration to a Lesser Restrictive Environment (LRE) is appropriate, then the parent and/or guardian, in conjunction with the NPS/RTC counselor, must submit a detailed itinerary of the child's daily counseling-related activities. The NPS/RTC must notify and submit the designated *LAUSD Out of County Travel Event Authorization Form* (SE-30) at **least thirty (30)** calendar days in advance of the trip, accompanied by a letter from the child's counselor justifying the counseling nature of the visit. The counseling visit itinerary, the justification letter, and the *LAUSD Out of County Travel Event Authorization Form* (SE-30) must be approved by both LAUSD and the NPS/RTC counselor/case manager, prior to travel.

TRAVEL AND ACCOMMODATIONS ARRANGEMENTS

All travel, to include student admit/discharge and counseling visits, must be approved by LAUSD Psychological Services/Educationally Related Mental Health Services (ERMHS) Department representative, in advance of travel.

- All air/bus/train travel arrangements are to be made by the NPS/RTC
- All hotel/lodging arrangements are to be made by the NPS/RTC
- Any necessary transportation of parents/guardians from hotel/lodging to and from counseling sessions is to be provided by the NPS/RTC

ALLOWABLE EXPENDITURES

- A maximum of two adult passengers who meet the criteria of "family members" may be approved for round trip travel by air, bus or train
- Purchase of ticket(s) by NPS/RTC must be completed **at least thirty (30)** calendar days in advance of travel
- If a parent and/or guardian elect to fly to the NPS/RTC, allowable expenses are the fare for a maximum of two adult passengers who travel round trip on coach/economy class. Supplemental fees for checked baggage are not allowable
- All air travel must originate from LAX unless a fare is found that is comparable or less than the quoted LAX fare
- If a parent and/or guardian elect to drive to the NPS/RTC, the same procedures with respect to submission of the Travel Authorization Form, as outlined above, **must** be followed. If the trip is approved, reimbursement will be at 0.365¢ per mile; or not to exceed the cost of a roundtrip airfare with same points of travel. The total number of miles that will be reimbursed will be calculated from the parent's/guardian's home address within LAUSD boundaries directly to the NPS/RTC, derived by taking the shortest round trip route, as identified in "MapQuest," "Yahoo Maps," etc. Accommodations and expenses accrued while in route to NPS/RTC destination will **not** be covered
- If a parent and/or guardian elect to take a bus or train, allowable expenses are the fare for a maximum of two adult passengers who meet the above criteria of "family members" who travel round trip at the basic coach seat or flat fare
- Payment for lodging for a maximum of **two (2)** nights at the U.S. General Services Administration (GSA) rate, as verified and approved in advance by LAUSD, is allowed

NON-ALLOWABLE EXPENDITURES

- First Class/ Business Class/Full Fare/Fully Refundable (Y Fares) Airfare
- Airline fees for checked luggage and baggage insurance fees
- Trips originating outside of the LAUSD/LAX area
- Transportation costs to and from airport, train station, and bus station
- Transportation costs from hotel/lodging to and from counseling session(s)
- Rental cars, airport shuttle service, taxis
- All parking fees (i.e., airport, hotel, restaurant, meters, etc.)
- All expenses/fees for cancelled trips or itinerary changes
- Luxury hotels/accommodations, amenities and luxury items
- All hotel incidentals (i.e., mini bar, movie rentals, lost/stolen hotel items such as pillows, blankets, towels, etc.)
- Travel expenses for family members and persons other than those defined as allowable above (i.e., siblings, friends, individuals who do not participate in counseling on a regular and consistent basis, etc.)
- Meals for NPS/RTC students or parents/guardians, alcoholic and nonalcoholic beverages, snack, tips
- Entertainment-related expenses (i.e., amusement parks, sporting events, movies, in-flight headsets, etc.)
- All expenses associated with trips made Against Educational Recommendation (AER)
- All expenses related to unforeseen circumstances (i.e., weather, mechanical, human error, etc.)

10/12



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**GUÍA PARA PADRES O TUTORES LEGALES SOBRE LAS ESCUELAS PARTICULARES
SUBVENCIONADAS QUE ESTÁN AFILIADAS A CENTROS RESIDENCIALES PARA
TRATAMIENTO (NPS/RTC) DIRECTRICES PARA VIAJES**

Su hijo con necesidades especiales muy pronto estará o ya está inscrito en una escuela particular subvencionada que esté afiliada a un centro residencial para tratamiento (NPS/RTC, por sus siglas en inglés) fuera del Condado de Los Ángeles. Algunos gastos de viaje asociados con la asignación inicial de su hijo, sus visitas de consejería subsiguientes para reunirse con su hijo y su consejero o visitas de consejería de su hijo en el hogar **pueden** ser reembolsados por la Oficina de Educación Especial del Distrito Escolar Unificado de Los Ángeles (LAUSD), Oficina de Servicios Psicológicos/Servicios de Salud Mental de Orientación Educativa (ERMHS).

Además de los gastos de viaje permisibles relacionados con el ingreso y dada de alta de su hijo, se le pueden proporcionar el reembolso de **dos (2)** visitas de consejería por año fiscal (1 de julio hasta el 30 de junio), cuando siguen los procedimientos del distrito escolar, cumplen con los requisitos de documentación por el consejero del NPS/RTC y obtienen **autorización previa** del representante de la Oficina de Servicios Psicológicos/Servicios de Salud Mental de Orientación Educativa (ERMHS). Si le da de alta a su hijo en contra de la recomendación educativa (AER), entonces el LAUSD **no** se hará responsable económicamente por el transporte de su hijo al hogar ni el viaje del padre de familia o tutor legal para recoger a su hijo o cualquier otro gasto relacionado con dicho viaje. **Además, si los padres/tutores legales sacan al estudiante de la instalación por cualquier motivo que esté en contra de la recomendación educativa de la NPS/RTC, y por el lapso que no haya sido aprobado previamente en su totalidad, el distrito escolar no se hará responsable por ningún gasto educativo, residencial o de consejería, y no se hará responsable por cualquier daño o pérdida. Si esto ocurre, el estudiante también puede perder su asignación en la NPS/RTC.**

Por favor tenga conocimiento del ***Guía para padres o tutores legales sobre las escuelas particulares subvencionadas que están afiliadas a centros residenciales para tratamiento (NPS/RTC) directrices para viajes*** que se ha incluido, para que le ayude a entender los requisitos del pago de gastos de viaje adecuados. Dichas directrices para viajes describen los gastos permisibles, como también los gastos no permisibles que la NPS/RTC debe seguir.

Es de suma importancia que sean documentados **todos** los planes de viaje y que **todas** las solicitudes que autorizan dicho viaje sean presentadas para obtener la autorización de la NPS/RTC **por lo menos 30** días antes de partir. Dicho procedimiento nos asistirá a asegurarnos que todas las visitas apropiadas sean según las directrices para la consejería. El pago a cargo del LAUSD por cualquier gasto de viaje aprobado, se le hará directamente a la NPS/RTC. Se debe coordinar cualquier visita de consejería adicional que se recomiende, por medio de conferencia por video en la computadora.

Por favor tenga conocimiento del ***Guía para padres o tutores legales sobre las escuelas particulares subvencionadas que están afiliadas a centros residenciales para tratamiento (NPS/RTC) directrices para viajes*** que se ha incluido, para aclarar los procedimientos asociados con los gastos de viaje permisibles. Por favor de comunicarse con el consejero designado de su hijo, coordinador del caso o personal de viaje asignado en el centro residencial para tratamiento/escuela particular subvencionada (NPS/RTC), si tiene alguna pregunta con respecto a los arreglos del viaje.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Special Education – Psychological Services/ERMHS

**GUIA PARA PADRES O TUTORES LEGALES SOBRE LAS ESCUELAS PARTICULARES
SUBVENCIONADAS QUE ESTAN AFILIADAS A CENTROS RESIDENCIALES PARA
TRATAMIENTO (NPS/RTC) DIRECTRICES PARA VIAJES – A Partir del 31 de diciembre de 2012**

Las siguientes directrices gobiernan el viaje con respecto a los estudiantes del LAUSD con necesidades especiales que muy pronto estarán o ya están inscritos en una escuela particular subvencionada que esté afiliada a un centro residencial para tratamiento (NPS/RTC), fuera del Condado de Los Ángeles. Algunos gastos de viaje asociados con la asignación inicial de su hijo, sus visitas de consejería subsiguientes para reunirse con su hijo y su consejero o visitas de consejería en el hogar pueden ser reembolsados por la Oficina de Educación Especial del LAUSD, Oficina de Servicios Psicológicos/Servicios de Salud Mental de Orientación Educativa (ERMHS).

Además de los gastos de viaje permisibles relacionados con el ingreso y dada de alta de su hijo, se le pueden proporcionar el reembolso de dos (2) visitas de consejería por año fiscal (1 de julio hasta el 30 de junio), cuando siguen los procedimientos del distrito escolar, el consejero del NPS/RTC cumple con los requisitos de documentación y se obtiene autorización previa del representante de la Oficina de Servicios Psicológicos/Servicios de Salud Mental de Orientación Educativa (ERMHS). Si le da de alta a su hijo en contra de la recomendación educativa (AER), entonces el LAUSD **no** se hará responsable económicamente por el transporte de su hijo al hogar o el viaje del padre de familia o tutor legal para recoger a su hijo o cualquier otro gasto relacionado con dicho viaje. **Además, si los padres/tutores legales sacan al estudiante de la instalación por cualquier motivo que esté en contra de la recomendación educativa de la NPS/RTC, y por el lapso que no haya sido aprobado previamente en su totalidad, el distrito escolar no se hará responsable por ningún gasto educativo, residencial o de consejería, y no se hará responsable por cualquier daño o pérdida. Si esto ocurre, el estudiante también puede perder su asignación en la NPS/RTC.**

Miembros de la familia que viajan a la NPS/RTC para una visita de consejería. La NPS/RTC es responsable por coordinar todo el viaje y hospedaje, así como de proporcionarle a la familia la información con respecto al viaje, según sea apropiado. **El pago a cargo del LAUSD por cualquier gasto de viaje aprobado, se le hará directamente a la NPS/RTC por medio de la documentación en el módulo de facturación de Welligent.** La NPS/RTC le debe proporcionar al representante de la Oficina de Servicios Psicológicos/Servicios de Salud Mental de Orientación Educativa (ERMHS) del LAUSD un itinerario de las visitas de consejería que indique EXACTAMENTE las fecha(s) de las sesiones de consejería designadas y los nombres de los participantes en las sesiones de consejería antes que le puedan otorgar la autorización de viajar. Si se solicita más de un día para la consejería familiar, entonces las sesiones deben ocurrir en días civiles consecutivos con un máximo de dos días. Al regresar de una visita de consejería, la NPS/RTC les proporcionará al representante de la Oficina de los Servicios Psicológicos/Servicios de Salud Mental de Orientación Educativa (ERMHS) un resumen del informe completo de la visita de consejería.

Los miembros de la familia que están sujetos a las normas de reembolso se definen como dichos padres y/o tutores que participan con regularidad en las sesiones de consejería familiar. La NPS/RTC le debe notificar y presentar al representante de la Oficina de Servicios Psicológicos/Servicios de Salud Mental de Orientación Educativa (ERMHS) del LAUSD el *Formulario de Autorización de LAUSD para Viajar Fuera del Condado* (SE-30) **por lo menos treinta (30) días** civiles antes del viaje, acompañado por la carta del consejero del niño que justifique el origen de la visita de consejería y su itinerario. El representante de la Oficina de Servicios Psicológicos/Servicios de Salud Mental de Orientación Educativa (ERMHS) del LAUSD aprobará o negará el Formulario de Autorización para Viajar

presentado. El representante de viaje designado en la NPS/RTC del niño se hará responsable por comunicarse con el padre de familia o tutor con respecto al estado de la aprobación para viajar.

Estudiante que viaje a su hogar para participar en una visita de consejería. Si la NPS/RTC determina que la visita del estudiante al hogar con el propósito de reintegrarse a un entorno menos restrictivo (LRE) es adecuado, entonces el padre de familia y/o tutor, junto con el consejero de la NPS/RTC, deben presentar un itinerario detallado de las actividades diarias del estudiante relacionadas con la consejería. La NPS/RTC debe notificar y presentar el *Formulario de Autorización del LAUSD para Viajar Fuera del Condado (SE-30)* **por lo menos treinta (30)** días civiles antes del viaje, acompañado por la carta del consejero del niño que justifique el origen de las visitas de consejería. El itinerario de la sesión de consejería, la carta de justificación y el *Formulario de Autorización del LAUSD para Viajar Fuera del Condado (SE-30)* debe de ser aprobado tanto por el LAUSD como por el consejero/administrador del caso de la NPS/RTC, antes de viajar.

ARREGLOS DE VIAJE Y ALOJAMIENTO

Todo viaje, que incluya la inscripción/dada de alta del estudiante y las sesiones de consejería, deben de ser aprobadas por el representante de la Oficina de Servicios Psicológicos/Servicios de Salud Mental de Orientación Educativa (ERMHS) del LAUSD, antes de viajar.

- Todos los arreglos de viaje por avión, autobús o tren, deben de ser hechos por la NPS/RTC
- Todos los arreglos de hotel/alojamiento, deben de ser hechos por la NPS/RTC
- Cualquier transportación que necesiten los padres/tutores desde el hotel/sitio de hospedaje a las sesiones de consejería, será proporcionado por la NPS/RTC

GASTOS PERMISIBLES

- Un máximo de dos pasajeros adultos que cumplen con el criterio como "miembros de familia" pueden ser aprobados para el viaje de ida y vuelta por avión, autobús o tren
- La compra de los boletos por la NPS/RTC se debe realizar **por lo menos treinta (30)** días civiles antes de dicho viaje
- Si el padre de familia y/o tutor elige ir por avión a la NPS/RTC, los gastos permisibles son la tarifa para un máximo de dos pasajeros adultos que viajan de ida y vuelta de clase turista/económica
- Todo el viaje por avión se debe originar en el Aeropuerto Internacional de Los Ángeles (LAX) a menos que se encuentre una tarifa que sea comparable o menos que la tarifa de LAX cotizada
- Si el padre de familia y/o tutor decide manejar a la NPS/RTC, se **deben** seguir los mismos procedimientos con respecto a la presentación del *Formulario de Autorización para Viajar*, según se indica anteriormente. Si se aprueba el viaje, el reembolso será de 0.365¢ por milla; o no excederá el costo de un viaje aéreo de ida y vuelta con los mismos puntos de recorrido. La cantidad total de millas que se le reembolsarán serán calculadas desde el domicilio de su familia en la ciudad de Los Ángeles, directamente a la NPS/RTC, que se obtiene al tomar la ruta de ida y vuelta más corta, según se identifica en "MapQuest", "Yahoo Maps," etcétera
- Si el padre de familia y/o tutor decide tomar el autobús o tren, los gastos permisibles son de la tarifa para un máximo de dos pasajeros adultos que cumplen con el criterio antes mencionado de "miembros de familia" que viajan de ida y vuelta con la tarifa de turista básica o tarifa plana
- El pago por el hospedaje de un máximo de **dos (2)** noches, según el índice de la Administración de Servicios Generales de Estados Unidos (GSA) es permitido, según lo verifique y apruebe por adelantado el LAUSD

GASTOS NO PERMISIBLES

- Tarifa de primera clase/clase de negocios/tarifa completa/tarifa aérea con reembolso completo (tarifa Y)
- Cuotas de aerolínea por el equipaje facturado y cuotas para asegurar el equipaje
- Viajes que inician fuera del área de LAUSD/LAX
- Costos de transporte de ida y vuelta del aeropuerto, estación de tren y terminal de autobús
- Costos de transporte del hotel/hospedaje de ida y vuelta a las sesiones de consejería
- Coche de alquiler, autobús directo, taxi
- Todas las cuotas de estacionamiento (es decir, aeropuerto, hotel, restaurante, parquímetros, etcétera)
- Todos los gastos/cuotas por viajes cancelados o cambios del itinerario
- Hoteles/alojamientos, servicios y objetos de lujo
- Todos los gastos imprevistos de hotel (es decir, mini bar, alquiler de películas, artículos de hotel perdidos/robados, como almohadas, cobijas, toallas)
- Gastos de viaje para miembros de la familia y personas que no sean las que están definidas anteriormente como permisibles (es decir, hermanos, amigos, individuos que no participan con regularidad y de manera constante en las sesiones de consejería, etcétera)
- Alimentos para estudiantes de la NPS/RTC o padres/tutores, bebidas alcohólicas y no alcohólicas, bocadillos, propinas
- Gastos relacionados con el entretenimiento (es decir, parques de diversión, eventos deportivos, cines, audífonos en el avión, etcétera)
- Todos los gastos asociados con los viajes que se hacen en contra la recomendación educativa (AER)
- Todos los gastos asociados con circunstancias imprevistas (es decir, el tiempo, errores mecánicos, errores humanos, etcétera)