



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Development of the Final Individualized Education Program (IEP) for Students with Disabilities

NUMBER: REF-073512

ISSUER: Anthony Aguilar
Chief of Special Education, Equity and Access
Division of Special Education

DATE: September 5, 2019

ROUTING
Schools Serving Grade 12
Students with Disabilities
Local District Superintendents
Local District Directors of Instruction
Local District Special Education Administrators
School Site Administrators
Clerical Staff
Staff Working with Students with Disabilities

PURPOSE: This reference guide provides guidelines to the Individualized Education Program (IEP) team about the development of the Final IEP for students with disabilities expected to meet the requirements for a diploma or certificate of completion, or having reached age 22.

MAJOR CHANGES: These guidelines include new information for when and how to hold a final IEP, changes in Welligent, and updated graduation and completion requirements.

BACKGROUND: Students with disabilities are eligible to receive Special Education services until age 22 or receiving a diploma, whichever comes first. The development of the last IEP (Final IEP) document for students requires specific steps in the Welligent IEP management system.

Students working toward a diploma are required to meet the same graduation standards as their non-disabled peers. Certain waivers and exemptions are available to eligible students with disabilities with an IEP to allow them to remain eligible for graduation with a high school diploma (see current version of REF-5982: *Algebra 1 Waiver Procedures for Students with Disabilities* and BUL-6257: *High School “a-g” Graduation Requirements and Students with Disabilities*).

- I. Per District policy, students with an IEP earn a diploma if all of the following requirements are met:
 - Complete required coursework and obtain credit(s) meeting the content standards of the class; and
 - Earn the minimum required number of credits for their graduation year; and
 - Complete non-course requirements (e.g. select career pathway, service learning)



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

BACKGROUND (Continued):

- II. Per California Education Code, section 56390, students with an IEP can earn a certificate of completion by meeting any one of the following conditions:
- Satisfactory completion of credits of a prescribed alternative course of study as identified on the student's IEP (210 credits); or
 - Satisfactory achievement of their IEP goals and objectives during high school as determined by the IEP team; or
 - Satisfactory high school attendance, participation in the instruction prescribed in their IEP and has met the objectives of the statement of transition services.

Further guidance on issuance of the Certificate of Completion can be found in the current version of REF-6056: *Issuance of Diplomas and Certificates of Completion for All Eligible Students with Disabilities*.

PROCEDURES:

A Final IEP must be held no earlier than 150 days prior to the last day of the school year or the last day of Extended School Year (ESY) if the student is eligible.

A Final IEP can be selected for one the following three reasons:

- Graduate with Diploma (High School Only)
- Final IEP – Age 22
- Final IEP – Certificate of Completion (High School Only) - Student elects to leave LAUSD

NOTE: Per Ed Code 56026, students who become 22 years of age during the months of January to June may continue participation in the District program through the current fiscal year, including ESY if they are eligible. Students who become 22 years of age in July, August or September cannot begin a new fiscal year with the District. Students who become 22 years of age in October, November or December will terminate their participation on December 31st of the current fiscal year.

- I. Graduate with Diploma or Final IEP- Age 22 (High School Only)

Complete the following steps in Welligent:

- A. Select the type of meeting as either “Annual Review” or “Three Year Review” depending on which type of IEP is due.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

PROCEDURES (Continued):

- B. Go to **Documents, IEP. Sect. F: Eligibility – Pg. 4 (NEW)**
1. Click “Save” for Page 4 before entering information.
 2. Select the **Final IEP Reason**
“Graduate with Diploma” or “Final IEP – Age 22”
 3. Enter the **Final IEP Effective Date**.
NOTE: If the student is eligible for Extended School Year (ESY), select July 31 as the end of service date. If student is eligible for transportation for ESY, also designate the type of transportation on FAPE Part 1 – Eligibility, Placements and Supports, ESY Transportation (home to school or school to school).
 4. Check the box which states, “*This is a Final IEP, the student remains eligible for Special Education Services until the Effective Date below.*”
 5. Select **OK** to the next messages, which will load the pages from the previous IEP except pages 1, 9, 10 and 11.
 6. Click **Save/Close**. (See Attachment A)
- C. Go to **Meeting**.
1. Enter the **Date Scheduled** and **Time Scheduled**.
 2. Eligible for Special Education Services will automatically be updated with Eligible once Page 4 has been completed.
 3. Click **Save**. (See Attachment B)
- D. Go to **Documents**. Create and/or modify documents as needed, then follow steps below.
1. Select **IEP. Section A-B: Meeting and Student Information – Pg. 1**
 2. Change the field **Review – Annual to be conducted by** to the same date as the **Date of Present Meeting**
 3. Click **Save/Close**. (See Attachment C)
- E. Go to **Management**.
1. **IEP Status** should display “In Process”
 2. **IEP Status Reason** should display “Final IEP”
 3. **Final IEP Reason** and **Effective Date** should prepopulate with information entered on Page 4.
 4. Click **Save**. (See Attachment D)



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

PROCEDURES (Continued):

- F. The IEP team must complete the Summary of Performance (SOP). See current version of BUL-5796: *Summary of Performance Requirement for Students with Disabilities Graduating or Reaching Maximum Age of Attendance* for more information. Attach the SOP document in **Management, Attached Documents**.
1. Click the plus sign icon.
 2. Attach the SOP file by clicking **Browse...**
 3. Title the file name "SOP" in **Brief Description**.
 4. Click **Upload**. (See Attachment E)

II. Certificate of Completion (High School Only) Student elects to leave LAUSD

Students with disabilities who are not eligible to graduate with a diploma may be eligible to culminate with a certificate of completion if one of the three requirements described above in "Background" has been fulfilled. Students remain eligible for re-enrollment in Special Education services until age 22. If a student and/or parent (if student is conserved) decide they will not return, an IEP meeting must be held within 150 days of the student's expected leave date, including ESY, if the student is eligible.

Follow the procedures as indicated above in Procedures, Section I, Final IEP, Graduate with Diploma or Final IEP – Age 22 and select "Final IEP – Certificate of Completion (High School Only). Student elects to leave LAUSD." Please note that the SOP (step F) is completed during the student's final year of eligibility for Special Education services. Please refer to current version of BUL-5796, *Summary of Performance Requirement for Students with Disabilities Graduating or Reaching Maximum Age of Attendance* for more information.

NOTE: If a student eligible for Special Education returns to LAUSD prior to their 22nd birthday and has not yet earned a diploma, an IEP team meeting will be held to reinstate services and determine if further amendments are warranted.

If a Final IEP is not held and the student does not return to the District, the student's IEP records will become inactive. Should the student return, an IEP should be held to reinstate services.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

RELATED RESOURCES:

REF-6501.5: 2018-19 Year-End Coding for all 12th Grade Students, April 19, 2019

REF-6056.6: Issuance of Diplomas and Certificates of Completion for All Eligible Students with Disabilities, May 2, 2019

REF-5982.2: Algebra 1 Waiver Procedures for Students with Disabilities, August 21, 2017

BUL-6257.1: High School “a-g” Graduation Requirements and Students with Disabilities, March 27, 2017

BUL-5796.1: Summary of Performance Requirement for Students with Disabilities Graduating or Reaching Maximum Age of Attendance, February 5, 2013

ASSISTANCE:

For assistance with the Welligent Integrated System, open an online ticket at <https://lausd-myit.onbmc.com>, or call (213) 241-5200 and select Option 4, then Option 3.

For assistance with MiSiS, go to <https://achieve.lausd.net/misis> or call (213) 241-5200 and select Option 5.

For additional information, please contact James Koontz, Coordinator, Division of Special Education, via email at jck6411@lausd.net or by phone at (213) 241-8050 or contact your Local District Special Education Administrator.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT A

Go to **Documents, IEP. Sect. F: Eligibility – Pg. 4 (NEW)**.

1. Click “Save” for Page 4 before entering information.
2. Select the **Final IEP Reason**: “Final IEP – Graduate with Diploma,” “Final IEP - Final IEP – Certificate of Completion (High School Only)...Student elects to leave LAUSD,” or “Final IEP – Age 22.”
3. Enter the **Final IEP Effective Date**.
4. Check the box which states, “*This is a Final IEP, the student remains eligible for Special Education Services until the Effective Date below.*”
5. Select **OK** to the next messages, which will load the pages from the previous IEP except pages 1, 9, 10 and 11.
6. Click **Save/Close**.

Los Angeles Unified School District

Student: [Last] [First] [MI] Date of Birth: [] Meeting Date: []

Section F: Eligibility

If applicable, areas discussed related to disability or suspected disability:

For Initial IEP, interventions attempted prior to determining eligibility:

Eligible as a student with the disability of:

Code: [AUT] [Autism] []

Not Applicable, Blind or Partially Sighted

Additional Low Incidence Eligibility (only for VI, DBL, DEA, HOH, or severe OI):

Code: [] []

Not Applicable, Blind or Partially Sighted

Does not meet eligibility criteria for Special Education Services (Initial IEP).
or
 No Longer Eligible for Special Education Services (Review IEP).
No Longer Eligible (Effective Date): []

This is a Final IEP, the student remains eligible for Special Education Services until the Effective Date below.

Final IEP Reason: [] Final IEP Effective Date: []

Message from webpage: Load active IEP Documents for FINAL [OK] [Cancel]



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT B

Go to *Meeting*.

1. Enter the *Date Scheduled* and the *Time Scheduled*.
2. Eligible for Special Education Services will automatically be updated with Eligible once Page 4 has been completed.
3. Click *Save*.

Individualized Education Program (IEP)

Reports | Notify Participants | Save | Close | Refresh

Management | Participants | Assessment | **Meeting** | Documents | Services

IEP Details | Type of IEP: Review | Type of Review: Annual | IEP Status: In Process | Last Modified: [dropdown]

Meeting Status: Scheduled [dropdown]

Date Scheduled: 19-APR-2019 [calendar icon]

Time Scheduled: 09:00AM (Ex. 04:15pm)

Rescheduled Date by Parent Request: [calendar icon]

Time Rescheduled: [calendar icon] (Ex. 04:15pm)

Parent Notification Date: [calendar icon]

Parent Waived Notification:

Date of IEP Meeting: [calendar icon]
(If recessed, use date IEP meeting started)

Time Started: [calendar icon] (Ex. 04:15pm)

Time Ended: [calendar icon] (Ex. 04:15pm)

Interpreter Services Provided:

Meeting Recorded:

Eligible for Special Education Services: Eligible

Date District Received Parent Signature: [calendar icon]

Parent Refused to Sign IEP:

Meeting Notes: (4000 character max)

[View Meeting Notes Log](#)



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT C

Go to **Documents**. Create and/or modify documents as needed, then follow steps below.

1. Select **IEP. Section A-B: Meeting and Student Information – Pg. 1**
2. Change the field **Review – Annual to be conducted by** date to the same as the **Date of Present Meeting**.
3. Click **Save/Close**.

abc Read Write Access - Completed In Progress

Print Delete Save Save/Close Help Close

INDIVIDUALIZED EDUCATION PROGRAM (IEP) Document Added

Los Angeles Unified School District

Student Identification Number SSID

Student Last First MI Date of Birth:

Section A: Meeting Information

Pertinent Dates	Type of Meeting
Date of Initial IEP Team Meeting: 26-FEB-2016	<input type="radio"/> Initial
Date of Present Meeting: 19-APR-2019	<input type="radio"/> Amendment of IEP dated
Annual Review to be conducted by: 19-APR-2019	<input type="radio"/> Early Start Transition
Next Three Year Review will be conducted by:	<input type="radio"/> Expulsion Analysis
Three Year Review or Evaluation was conducted on: 12-FEB-2017	<input type="radio"/> Individual Transition Plan
Transition to Kindergarten to be conducted by:	
	<input checked="" type="radio"/> Annual Review
	<input type="radio"/> Three Year Review
	<input type="radio"/> Other



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT D

Go to **Management**.

1. **IEP Status** should display “In Process”
2. **IEP Status Reason** should display “Final IEP”
3. **Final IEP Reason** and **Effective Date** should prepopulate with information entered on Page 4.
4. Click **Save**.

Individualized Education Program (IEP)

[Reports](#)
[Notify Participants](#)
[Save](#)
[Close](#)
[Refresh](#)

Management
Participants
Assessment
Meeting
Documents
Services

▼ IEP Details
Last Modified: ▼

Type of IEP: Review ▼

IEP Status: In Process ▼ 1

Final IEP Reason: Final IEP - Graduate with ▼ 3

Administrator: ▼

IEP Case Manager: ▼ ▶

Type of Review: Annual ▼

IEP Status Reason: Final IEP ▼ 2

Administrator / Designee: ▼

Other IEP Access(1): ▼

Other IEP Access(2): ▶

Effective Date: 07-JUN-2019 ▶

▼ IEP Timeline
Date Scheduled 19-APR-2019 ▶

▲
Today

▼ Notifications, Messages and Attachments
▶

Forms
Messages
Attached Documents
Translation Request

Total Attached Documents 0
Add New +

Description	Date Loaded	File Size	File Type	File Name
No data available in table				



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT E

The IEP team must complete the Summary of Performance (SOP). Attach the SOP document in *Management*.

1. Click **Attached Documents**
2. Click the plus sign icon.
3. Attach the SOP file by clicking **Browse...**
4. Title the file name "SOP" in **Brief Description**.
5. Click **Upload**.