



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

<p>TITLE: Clerical Support for Special Education and Section 504 as Required by the Modified Consent Decree</p> <p>NUMBER: REF-5640.4</p> <p>ISSUER: Beth Kauffman, Associate Superintendent Division of Special Education</p> <p>DATE: August 28, 2017</p> <p>DUE DATE: <u>October 16 of each school year</u></p>	<p>ROUTING</p> <p>All Schools Local District Superintendents Local District Directors Section 504 Designees Special Education Administrators LRE Specialists School Site Administrators Teachers School Administrative Assistants Clerical Staff Assigned to Special Education and Section 504 Duties</p>
<ol style="list-style-type: none"> 1. Click on the following link to complete and submit the online form: School Roster of MCD Clerical Support for SPED and Section 504. 2. Sign in using your Single-Sign on; 3. Complete all sections of the form; 4. Please submit one form per school; 5. If staff is reassigned during the school year, please resubmit the form. 6. Ensure the completed form is submitted online to the Division of Special Education no later than October 16th of each school year. 7. Once submitted, a copy of the completed form will be automatically emailed to the email address of the person completing the online form. Please retain a copy for school records. <ul style="list-style-type: none"> • Training: Welligent changed to Version 8 on July 31, 2017. The Learning Zone (LZ) <i>MCD Clerk</i> online course is being reformatted to address these and other updates. Assigned clerical staff will be notified via email of their auto-enrollment in the LZ course. 	
<p>PURPOSE:</p>	<p>The purpose of this Reference Guide is to inform school administrators of the due date and procedures for identifying specific clerical staff assigned to support special education and Section 504 tasks as clarified below. The identification of this clerical staff does not release certificated staff from their responsibilities related to all aspects of special education and Section 504 compliance in their roles as administrators and teachers.</p>
<p>MAJOR CHANGES:</p>	<p>Replaces REF-5640.3 dated September 26, 2016, of the same title, issued by the Division of Special Education.</p>
<p>BACKGROUND:</p>	<p>Since the 1997-1998 school year, the District has provided clerical support to schools to assist school administrators and teachers with special education compliance responsibilities. In 2003, this clerical support requirement was included in the <i>Modified Consent Decree's</i> (MCD) Maintenance of Effort Activities.</p>



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FUNDING: This position has been, and continues to be, norm based and funded by the general fund to perform these specific special education and Section 504 tasks. There is no special education funding line associated with these positions. These services are mandated regardless of the associated funding source. It is mandated that the MCD Clerk perform the duties as outlined in the “Instructions” Section of this document.

INSTRUCTIONS: In compliance with the District’s Maintenance of Effort Activities to implement the Modified Consent Decree, the District will ensure that schools continue to receive dedicated clerical support resources to meet special education, Section 504 and Modified Consent Decree compliance and operational needs.

It is the responsibility of the school administrator to ensure the requirements of the MCD activities are met within the clerical staffing allocations provided to each school. The staffing tables for elementary schools are outlined in BUL-5977.4 “Staffing Recommendations for Certificated and Clerical Personnel at Elementary Schools,” for middle schools in BUL-5978.4 “Staffing Recommendations for Certificated and Clerical Personnel at Middle Schools,” and for high schools in BUL-5979.4 “Staffing Recommendations for Certificated and Clerical Personnel in High Schools.”

Clerical Duties Under Direction of School Administrator to Support Special Education and Section 504 include, but are not limited to the following:

- Entering and maintaining accurate Welligent data for students regarding special education and Section 504;
- Informing appropriate school staff of referrals for special education assessment and providing an assessment plan or written response within 15 days of receipt of such requests;
- Informing appropriate school staff of referrals for Section 504 evaluations and providing a written response to the request by sending a *Section 504 Request for Evaluation and Consent* form or *Denial of Request for Section 504 Evaluation* form within a reasonable period;
- Documenting and maintaining a school calendar of IEP and Section 504 team meetings in the Welligent system;
- Providing copies of the Welligent IEP, special education, and Section 504 plan documents to parents;
- Providing notification of the availability of the Welligent IEP to all school staff responsible for implementing the IEP, including related services staff;
- Providing notification of the availability of the Welligent Section 504 plan to all school staff responsible for implementation, Section 504 Designees, and Case Managers;
- Documenting all special education and Section 504 referrals in the appropriate Welligent program, and tracking all timeline responsibilities related to special education assessment plan development, assessment, IEP team meetings, annual and triennial reviews;



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INSTRUCTIONS (Continued):

- Creating IEP and Section 504 meeting notification forms in the Welligent System and ensuring that appropriate participants are notified of upcoming IEP and Section 504 team meetings;
- Reminding all team members of scheduled meetings, including location, date, and time, one to two days prior to the meeting, and documenting attempts to encourage parents to attend and participate in the IEP and Section 504 team meetings;
- Downloading correct forms, calculating and documenting that special education activities are completed within legal timelines (15 days to provide a special education assessment plan following receipt of written request and 60 days to convene an IEP team meeting following receipt of signed special education assessment plan), contacting parents and/or staff to ensure that preparatory activities are completed within timelines, and arranging interpreter services, as appropriate, for IEP and Section 504 team meetings;
- Maintaining required special education documents in the special education green folders, Section 504 plan documents in Welligent and designated Section 504 folder as part of student cumulative records;
- Verifying that all IEPs and Section 504 plans are in the Welligent System;
- Locking IEPs and Section 504 plans in the Welligent System at the end of IEP and Section 504 team meetings;
- Maintaining logs of completed written translations of IEP and Section 504 related documents;
- Responding to requests for pupil records within 5 business days pursuant to California Education Code Section 49065 and 56504. Upon receipt of records request by parent of student with or suspected of having disability at a school site, school will route request as outlined in BUL-5526.6 and immediately forward to the Custodian of Records (see “Assistance” section for more information);
- Accessing IEP Master Calendar Report, IEP200, Overdue and Upcoming Initials and Re-Evaluations, and all other special education Welligent reports;
- Accessing all Section 504 Reports in the Welligent System;
- Notifying the principal or designee when there is a problem in the IEP or Section 504 process, such as obtaining appropriate forms, completed documents, or records;
- Maintaining an adequate supply of current special education and Section 504 pamphlets and brochures (see “List of Supplementary Special Education and Section 504 Documents” below); and
- Performing related duties as assigned.

GUIDES, BROCHURES, AND POSTERS:

List of Supplementary Documents for Special Education:

1. “Are You Puzzled by Your Child’s Special Needs?” brochure;
2. “A Parent’s Guide to Special Education Services (Including Procedural Rights and Safeguards)” booklet;
3. “The IEP and You” guide;
4. “The ITP and You” guide – secondary schools only;
5. “The ITP and You Booklet” – secondary schools only;
6. “Complaint Response Unit Poster;” and



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GUIDES, BROCHURES, AND POSTERS (Continued):

7. "Complaint Response Unit Brochure".

List of Supplementary Document for 504:

1. "Section 504 and Students with Disabilities" brochure; and
2. "Student Enrollment Form".

RELATED RESOURCES:

- My PLN Training: "Welligent Section 504 Self-Guided Lab"
- BUL-5977.4: "Staffing Recommendations for Certificated and Clerical Personnel at Elementary Schools," dated July 31, 2017
- BUL-5978.4: "Staffing Recommendations for Certificated and Clerical Personnel at Middle Schools," dated July 31, 2017
- BUL-5979.4: "Staffing Recommendations for Certificated and Clerical Personnel to High Schools," dated July 31, 2017
- BUL-4692.5: "Section 504 of the Rehabilitation Act of 1973," dated June 15, 2015
- REF-6241: "Mandatory Use of the Welligent Section 504 Program Module to conduct All Section 504 Activities," dated April 8, 2015
- BUL-5526.6: "Procedures for Requesting Educationally Related Records of Students with or Suspected of Having Disabilities," dated November 14, 2016.
- *Modified Consent Decree*
- General Fund Programs Manual, Fiscal Year 2017-2018

ASSISTANCE:

For assistance or further information regarding:

- Norms to Allocate Clerical Personnel to Elementary, Middle and Senior High Schools, please contact Budget Services and Financial Planning at (213) 241-2100 or email at budget-info@lausd.net.
- Clerical Support for Special Education activities, please contact Michele AhKuoi, Coordinator, MCD Monitoring/Special Education Policies and Procedures, at (213) 241-6701, or via email at michele.ahkuoi@lausd.net
- Section 504, please contact Educational Equity Compliance, Office of the General Counsel at (213) 241-7682, or via email at equitycompliance@lausd.net
- Requests for Pupil Records, please contact the Custodian of Records, Special Education Service Center-Operations at (213) 241-6701, or via fax at (213) 241-5167. Mail to: Custodian of Records, Special Education Service Center-Operations, Beaudry Building, 18th Floor.