LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE:	The Special Education Leadership Academy (SPELA) 2019-2020	**ROUTING** All Schools Local District Superintendents Local District Directors of Instruction Special Education Administrators School Site Administrators
NUMBER:	MEM-077900	
ISSUER:	Anthony Aguilar, Chief of Special Education, Equity and Access Division of Special Education	
DATE:	September 06, 2019	

PURPOSE: The purpose of this Memorandum is to provide a description of the Special Education Leadership Academy (SPELA) 2019-2020 and to provide enrollment procedures for qualified participants.

BACKGROUND: The purposes of SPELA are to provide school site administrators with: (a) important information to assist them in performing their special education duties and responsibilities; (b) assist school site administrators in acquiring essential skills and knowledge related to special education policies, procedures, instruction, and compliance; and (c) an understanding of the requirements of the Modified Consent Decree (MCD). SPELA in-person trainings are not open to special education teachers.

PROCEDURES: Prior to enrolling, participants must determine whether they qualify for the "ONGOING" or "NEW" SPELA by reviewing the charts below.

"ONGOING" SPELA	
<u>Required Participants</u>:	• Assistant Principal, Elementary Instructional Specialist (APEIS) • Designated Secondary Administrator (All secondary school principals shall designate an Administrator to attend)
<u>Required Classes</u>:	"ONGOING" SPELA consists of three in-person modules designed for Elementary Administrators and three in-person modules designed for Secondary Administrators. Required participants must attend all three dates.
<u>Registration</u>:	• Please see Attachment A for session dates, times, and locations. • Registration is completed through MyPLN. (See Attachment D)

PROCEDURES (Continued):

"NEW" SPELA: Online AND In-Person	
Required Participants:	New school site administrators or administrators with newly assigned Special Education responsibilities (APEIS and Secondary).
Optional Participants:	• Elementary Principals, • Secondary Principals, • School site administrators assigned Special Education responsibilities.
Required Classes:	"NEW" SPELA consists of two in-person modules and online modules. Required participants must attend all in-person dates as well as complete all online modules.
Registration:*	• Please see Attachment B for in-person SPELA information. • Please see Attachment C for online SPELA information. * The online components of this training are available through MyPLN and are open to all LAUSD employees. In-person dates are open to "Required" and "Optional" participants.

RELATED RESOURCES: None

ASSISTANCE: For assistance or further information, please contact the special education support staff for your Local District:

Central: (213) 241-4999
East: (323) 224-3300
Northeast: (818) 686-4400
Northwest: (818) 654-5001
South: (310) 354-3431
West: (310) 235-3700

For technical support or MyPLN log-in assistance, please call the ITD Help Desk at (213) 241-5200 (select option 4) or log on to http://achieve.lausd.net/Page/11176.

"ONGOING" SPELA 2019-2020

Date/Time by Special Education Service Center (SESC):	SESC North East	SESC North West	SESC West	SESC East	SESC South	SESC Central
Elementary Session 1:	Thursday, October 3 1:00pm-4:30pm	Thursday, October 3 1:00pm-4:30 pm	Thursday, October 10 8:30am-12:00pm	Friday, October 11 1:00pm-5:00pm	Thursday, September 19 1:00pm-4:30pm	Wednesday, October 2 8:30am-12:00pm
Session 2:	Thursday, November 7 1:00pm-4:30pm	Monday, November 4 1:00pm-4:30pm	Wednesday, February 12 8:30am - 12:00pm	Thursday, November 7 1:00pm-5:00pm	Thursday, November 7 1:00pm-4:30pm	Thursday, November 7 8:30am-12:00pm
Session 3:	Thursday, February 6 1:00pm-4:30pm	Thursday, February 6 1:00pm-4:30pm	Thursday, April 16 8:30am-12:00pm	Thursday, February 27 1:00pm-5:00pm	Thursday, February 20 1:00pm-4:30pm	Thursday, February 13 1:00pm - 4:30pm
Secondary Session 1:	Thursday, September 26 1:00pm-4:30pm	Thursday, October 10 1:00pm-4:30pm	Thursday, October 10 1:00pm-4:30pm	Friday, October 11 8:00am-12:00pm	Thursday, September 19 8:00am-11:30am	Wednesday, October 2 1:00pm-4:30pm
Session 2:	Thursday, November 21 1:00pm-4:30pm	Wednesday, November 6 1:00pm-4:30pm	Wednesday, February 12 1:00pm-4:30pm	Thursday, November 7 8:00am-12:00pm	Thursday, November 7 8:00am-11:30am	Wednesday, November 7 1:00pm-4:30pm
Session 3:	Thursday, February 13 1:00pm-4:30pm	Thursday, February 13 1:00pm-4:30pm	Thursday, April 16 1:00pm-4:30pm	Thursday, February 27 8:00am-12:000pm	Thursday, February 20 8:00am-11:30am	Thursday, February 13 8:30am-12:00pm

"ONGOING" SPELA 2019-2020

Registration:	Registration is available in the Learning Zone. Keyword: ONGOING, Subject: Special Education
Parking:	Parking is available onsite at no charge. Carpooling is recommended.
Attendance:	This training is offered regionally by the Special Education Service Centers. There are no make-up sessions available. Participants are expected to attend all sessions in their entirety.
Special Education Service Center (SESC) Training Location:	

SESC North East	Lowman Special Education Center & CTC 12827 Saticoy Street North Hollywood, CA 91605	
SESC North West	Leichman CTC 19034 Gault Street Reseda, CA 91335	
SESC West	Richland Avenue Elementary Auditorium 11562 Richland Avenue Los Angeles, CA 90064	
SESC East	October 11, 2019 Alfonso B Perez Special Education Center 4540 Michigan Avenue Los Angeles, CA 90022 November 7, 2019 and February 27, 2020 Local District East-Phil Saldivar Room 2151 North Soto Street Los Angeles, 90032	
SESC South	Local District South PD Center (formerly Sellery Sp Ed Center) 15805 South Budlong Avenue, Room 12 Gardena, CA 90247	
SESC Central	Frank D. Lanterman High School 2328 St. James Place Los Angeles, CA 90017	

"NEW" SPELA IN-PERSON MODULES 2019-2020

Two sessions will be offered during the 2019-2020 school year. Each session will offer different content.

Dates/Times:	Thursday, October 17, 2019 8:30 AM – 4:00 PM	Thursday November 14, 2019 8:30 AM - 4:00 PM
Location:	LAUSD Headquarters Beaudry Building, 11th Floor 333 S. Beaudry Avenue Los Angeles, CA 90017 Carpooling is recommended.	
Refreshments:	Participants are welcome to bring food and drink for snacks and lunch. There are nearby lunch locations as well for those who wish to go off site.	
Attendance:	There are no make-up sessions available. Participants are expected to attend both sessions in their entirety.	
Registration:	Registration is available on the MyPLN. Use keyword "NEW SPELA".	

"NEW" SPELA ONLINE MODULES 2019-2020

Registration:

All modules are available for self-registration through MyPLN. Please see the MyPLN keyword for registration below.

All modules are approximately 15-30 minutes in length.

Title	Responsible Department	MyPLN Keyword for Registration
Behavior Support: What is it?	LRE Programs, Behavior	Behavior
Autism Spectrum Disorders Program Quality Indicators (ASD-PQI)	LRE Programs, Autism	ASD
Related Services: An Overview	Related Services	Related
Understanding the Process of CDE Complaints	Educational Equity and Compliance	CDE
Section 504 Procedures	Educational Equity and Compliance	504
Transition to Adult Living: Successful Post-Secondary Outcomes	Transition Services (Secondary)	Transition
Emotional Disturbance: Policy and Practice	Psychological Services	Emotional

How to Access MyPLN and Register for Training Sessions

1. Go to the MyPLN website: **http://achieve.lausd.net/mypln**

   <u>Note</u>: Please use Firefox when using this page. Other Internet browsers may prevent you from logging onto MyPLN.

2. Click the **Log in** button.

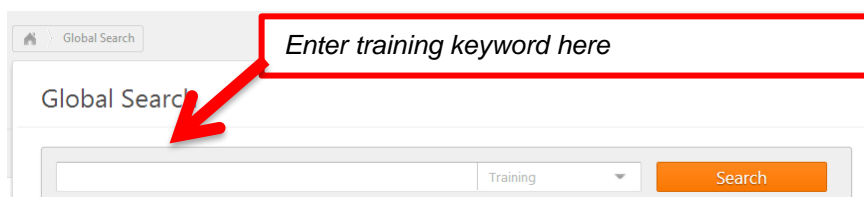   **LAUSD Employees »
   Login**

3. Enter your complete LAUSD email address (including <u>@lausd.net</u>) and Single Sign On password. Then, click the **Sign in** button.

4. Click the **Search** button on the home page.

   Search
   Courses · Videos · Articles

5. Enter the keyword of the training in the **Global Search** box and then click the **Search** button.

   Global Search

   Enter training keyword here

   Global Search

   [_____] [Training ▼] [Search]

6. **Select** "Title of Your PD"

7. Click the orange "**Request"** button to enroll.

8. **Check** your email for confirmation of enrollment.

---

*For additional MyPLN support, please contact **mypln@lausd.net***