



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: ROLES, RESPONSIBILITIES AND AUTHORITY OF INDIVIDUALIZED EDUCATION PROGRAM (IEP) TEAMS

NUMBER: BUL-1686.0

ISSUER: Donnalyn Jaque-Antón, Associate Superintendent
Division of Special Education

DATE: April 12, 2005

POLICY: The purpose of this policy bulletin is to (1) clarify the roles, responsibilities and authority of IEP teams in regards to provision of non-public agency services and placements, (2) clarify the role of non-public agency providers at IEP meetings, and (3) clarify the role and authority of school site administrators in the development of IEPs and reiterate the basic principle that no single individual can control IEP team decisions.

MAJOR CHANGES: None.

GUIDELINES: I. Roles, Responsibilities and Authority of IEP Teams

ROUTING

All Locations
Local District Superintendents
Local District Directors
Support Unit Administrators
School Site Administrators
Teachers

It is not necessary for a parent to file for a due process hearing as a standard procedure for approval of reimbursement for a certified nonpublic school or certified nonpublic agency services. IEP teams have the authority to make decisions about parent reimbursement for placements at certified schools and for services provided by certified agencies. School personnel may contact Support Unit personnel for assistance when IEP teams consider parent reimbursement requests.

II. Role of Non-Public Agency Providers at IEP Meetings

The IDEA and California law permit school districts to utilize state certified non-public schools and agency providers (NPS/NPA providers) to meet the requirements of federal and state special education laws in serving students with disabilities. IEP teams should be aware that NPS/NPA providers may attend IEP team meetings and, as collaborative participants in the IEP meetings, provide feedback on student progress and offer services recommendations in their area of service and expertise.



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GUIDELINES: III. Role of School Site Administrators and Need for Assistance

School site administrators and administrative designees serve as representatives of the District at IEP team meetings. In this capacity, school site administrators are required under IDEA to be (1) qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities, (2) knowledgeable about the general education curriculum, and (3) knowledgeable about the availability of resources of the District.

It is important that school site administrators anticipate issues that may arise at IEP team meetings and proactively request assistance before the meeting is convened. Nevertheless, if an issue beyond the administrator's knowledge arises unexpectedly at a meeting, the school administrator should contact the Support Unit to obtain assistance during the meeting. The IEP team meeting may be reconvened, if necessary, to address the issue. Such issues can include:

- a) programs or classes at other District schools;
- b) additional adult assistance beyond existing school site personnel (for health or behavioral needs);
- c) non-public school placements;
- d) non-public agency services;
- e) specialized nursing;
- f) home/hospital instruction; and
- g) reimbursement for services obtained by parents.

The purpose of augmenting an IEP team is to provide additional knowledge and expertise to assist the IEP team in making informed educational decisions. **No sole individual controls the decisions of an IEP team.** The representative sent to augment the IEP team will participate with the other IEP team members in the collaborative decision-making process. Further, the inclusion of a representative provided by the Support Unit does not extend the timelines for conducting IEP team meetings. Therefore, school site administrators must be proactive as applicable State and Federal timelines apply regardless of whether assistance is requested.

AUTHORITY: This is a policy of the Superintendent of Schools. California Education Code, Sections 56341 and 56345 authorize this policy.



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RELATED IEP Team Guidelines

RESOURCES:

ASSISTANCE: For assistance or further information please contact the appropriate Support Unit:

Districts 1 and 2	Support Unit North	(818) 256-2800
Districts 3 and 7	Support Unit Central/West	(323) 421-2950
Districts 4 and 5	Support Unit East	(323) 932-2155
Districts 6 and 8	Support Unit South	(310) 354-3431