

PRIVATE SCHOOL STUDENTS

LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY

It shall be the policy of the District when parents choose to place their child in a private school, whether or not the provision of FAPE is an issue, to develop an Individual Service Plan (ISP) describing alternative services for consultation and/or professional development to private school personnel and parents.

PROCEDURES FOR SERVING STUDENTS WITH DISABILITIES PLACED BY THEIR PARENTS AT PRIVATE SCHOOLS

The School of Residence (SOR) is responsible for completing an Individual Service Plan (ISP) for students with disabilities who attend a parentally placed private school whether or not the provision of a free, appropriate public education (FAPE) is an issue.

CHILD FIND

- The District shall locate, identify, and evaluate all parentally placed private school students suspected of having disabilities attending a private school located within LAUSD boundaries regardless of the residency status of the student. (34 CFR §300.131)
- The District shall ensure that child find activities undertaken for parentally placed private school students with disabilities, regardless of where the student resides, are comparable to activities undertaken for students with disabilities in public schools.
- The child find process must be completed in a time period comparable to that for students attending public schools in the Local Education Agency (LEA).

SPECIAL EDUCATION IDENTIFICATION

For students suspected of having a disability who reside within LAUSD boundaries and attend a private school within LAUSD boundaries:

- Parents and/or representatives of a private school may make a referral for assessment directly to the grade level appropriate public school of residence (SOR).
- The SOR shall provide a written response, an assessment plan, or a prior written notice denying the request for evaluation with rationale, within 15 calendar days. (See BUL-4140.1)
- Within the same 15 calendar days, the SOR may convene a meeting with all parties to gather additional information including the parent's written consent to release information.
- The SOR cannot require a Student Support Progress Team (SSPT) or prior interventions to be completed prior to determining the appropriateness of the referral.
- If the request for assessment is appropriate, the SOR shall conduct assessments and complete the IEP within legal timelines and according to District procedures. The IEP is completed in the same manner as if the student was attending the public school.
- NOTE: LAUSD Private School Consultants do not conduct child find activities or student evaluations.

- **SOR responsibilities:**
 - **Conduct an observation of the student in the current private school setting during the assessment process.**
 - **Invite the private school teacher/representative to attend the IEP team meeting. If unable to attend, the private school representative must be offered the opportunity to participate by phone.**
 - **Convene an IEP team meeting to include all required participants (special and general education teachers, administrator, parent, and private school representative) to determine eligibility and to document an offer of FAPE with appropriate District resources, including a specific offer of placement, for an eligible student upon enrollment in a public school.**
 - **Develop and review an Individual Services Plan (ISP) immediately upon completion of the IEP meeting to offer the provision of alternative services if the student meets eligibility for special education services and the parents choose to continue enrollment in a private school within LAUSD boundaries, whether or not the provision of FAPE is an issue. (See Attachment C)**
 - **Due process procedures may apply whenever there is a dispute over child find and/or the determination of eligibility. Please refer to the District's procedures for dispute resolution.**
 - **Due process procedures do not apply to disputes over the Individual Services Plan. If a parent has issues regarding with the ISP, they may file a written complaint in accordance with the State complaint procedures alleging that the District failed to meet the private school requirements.**
 - **The IEP and/or ISP shall not be implemented until parent consent is obtained.**

For non-resident students suspected of having a disability who reside outside LAUSD boundaries and attend a private school within LAUSD boundaries:

- **Parents and/or representatives of a private school may:**
 - **Make a referral for assessment to the LAUSD grade level appropriate public school nearest to the private school of attendance and forward to the Division of Special Education, Private School Office.**
 - **Submit the request directly to the Private School Office.**
 - **Parent must receive a written response, an assessment plan, or a prior written notice denying the request for evaluation with rationale, within 15 calendar days.**
 - **Within the same 15 days of the written request, the District can gather additional information.**
 - **The District cannot require a SSPT or prior interventions to be completed prior to determining the appropriateness of the referral.**
 - **If the request is appropriate, the District shall:**
 - **Develop an assessment plan to address all areas of suspected disabilities.**
 - **Request assessors to be assigned through the appropriate special education service centers and related services departments.**
 - **As the district of location of the private school, LAUSD is responsible for conducting assessments and considering special education eligibility only according to LAUSD procedures for initial and three-year re-evaluations.**
- **If the non-resident student is determined to be eligible for special education:**
 - **LAUSD will refer the parent to their district of residence for an offer of FAPE from their home district.**
 - **An Individual Services Plan (ISP) shall be developed and reviewed by the District to offer the provision of alternative services if the student meets eligibility for special education and the parents choose to continue the enrollment of the eligible student in a private school within LAUSD boundaries.**

For students who reside within LAUSD boundaries and attend a private school located outside LAUSD boundaries:

- LAUSD or the Private School Office will refer parents to the District where the private school is located to make a written request for an initial or three-year re-evaluation.
- Upon completion of assessments by the district of location and notification of student's eligibility, if the parent indicates they want their child to attend a LAUSD school, LAUSD will complete the IEP process and offer FAPE.
- Per the California Department of Education (CDE), parents may request the SOR to complete an initial, three-year or re-evaluation IEP. If parents request the SOR to complete assessments, the school shall provide a consent for the release of confidential information and respond appropriately to the request for assessment complying with all timelines.

SCHOOL OF RESIDENCE RESPONSIBILITIES FOR CONDUCTING INITIAL, RE-EVALUATION, AND THREE-YEAR REVIEW IEPs

For all initial referral requests:

- The SOR may access Resident School Finder on the LAUSD website to conduct any address verifications.
- Check global search box in Welligent and conduct a student search.
 - If the student is in the Welligent system complete the "Request to Add a Non-LAUSD Student Record to Welligent" form, including student ID and forward to Welligent via the online support request process to activate access to student record. Completion and submission of the form will ensure access in a timely manner.
 - If the student is NOT in the Welligent system, complete all sections of the Non-LAUSD Student Record Request form so a student record can be created. Submit form to Welligent via the online support request process. Completion of the form will ensure access in a timely manner.
 - Once access to student record is obtained, develop an assessment plan and convene an IEP within legal timelines. If the student is eligible for special education, complete an ISP.

For all re-evaluations and three-year, review IEPs:

- At the beginning of each school year, the Private School Office (PSO) will notify the SOR of all upcoming three-year reevaluation IEPs of parentally placed private school students with due dates as a courtesy. However, it is the responsibility of the SOR to review the appropriate Welligent report to identify re-evaluation IEPs that are due within the current school year.
- To access a private school student record, follow the steps indicated on the Welligent Job Aid.
- The SOR will open the three-year or re-evaluation IEP record in Welligent and assign to the record a case manager from the SOR. Note: LAUSD Private School Consultants may not conduct child find activities including individual evaluations.
- SOR shall schedule parentally placed private school students' IEPs on their Master IEP Calendar.
 - Approximately 90 days prior to the due date of the three-year re-evaluation IEP meeting, a Private School Consultant will contact the SOR to verify when the IEP process has been initiated. SOR will generate an assessment plan, mail it home, and follow up with documentation procedures in Referral Details and Meeting Notes screens in Welligent.
 - If there is no response within one week, the SOR will mail home a second copy of the assessment plan and will continue to document in Welligent Meeting Notes.
 - If there is no response within an additional week, notify the private school consultant. The Private School Office will mail home the third copy of the assessment plan with a cover letter providing the parent with additional information regarding their options.

- If assessment plan is returned with parent consent to the Private School Office, it will be forwarded to the case manager at the SOR within one day. The three-year re-evaluation IEP process will commence pursuant to District policy/procedures.

DISPUTE RESOLUTION

If the parent disagrees with the provision of special education services and indicates, they choose to parentally place their child in a private school and/or provides notice to seek reimbursement for the private school from the District:

- Respond with a Prior Written Notice letter within 10 days and contact your LRE Specialist.
- The IEP shall not be implemented until parent consent is obtained.
- Refer to District procedures for dispute resolution - Please note that Resolution periods for disputes are time-sensitive, therefore any disagreements or concerns must be addressed in a timely manner.
 - For initial IEPs, alternative services will not be provided until concerns are resolved. For all other IEPs, the ISP is offered and will be implemented if eligibility is not in dispute.
 - Due process procedures do not apply to disputes over the Individual Services Plan (ISP). If a parent has issues with the ISP, they may file a complaint in accordance with the State complaint procedures alleging that the District failed to meet the private school requirements.

STUDENT RECORDS

The SOR shall process and maintain the records of private school students as follows:

- Create a special education folder (green folder) to file all records.
- Upload all completed ISPs for students with eligibility for special education to the current IEP in Welligent, under Attached Documents and email a copy to the Parentally Placed Private School Office at PPPSO@lausd.net.
- For students who do not meet eligibility criteria for special education, forward the student's name and student ID number to PPPSO@lausd.net.

District assessments and protocols for parentally placed private school students shall be maintained at the appropriate local district Psychological Services Office.