



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**MEMORANDUM**

**TITLE:** The Special Education Leadership Academy (SPELA) 2019-2020

**NUMBER:** MEM-077900

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

**DATE:** September 06, 2019

**ROUTING**  
 All Schools  
 Local District Superintendents  
 Local District Directors of Instruction  
 Special Education Administrators  
 School Site Administrators

**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>	<ul style="list-style-type: none"> <li>• Assistant Principal, Elementary Instructional Specialist (APEIS)</li> <li>• Designated Secondary Administrator (All secondary school principals shall designate an Administrator to attend)</li> </ul>
<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>	<ul style="list-style-type: none"> <li>• Please see Attachment A for session dates, times, and locations.</li> <li>• Registration is completed through MyPLN. (See Attachment D)</li> </ul>



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**PROCEDURES**  
**(Continued):**

“NEW” SPELA: Online AND In-Person	
<u>Required Participants:</u>	New school site administrators or administrators with newly assigned Special Education responsibilities (APEIS and Secondary).
<u>Optional Participants:</u>	<ul style="list-style-type: none"> <li>• Elementary Principals,</li> <li>• Secondary Principals,</li> <li>• School site administrators assigned Special Education responsibilities.</li> </ul>
<u>Required Classes:</u>	“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.
<u>Registration:*</u>	<ul style="list-style-type: none"> <li>• Please see Attachment B for <u>in-person</u> SPELA information.</li> <li>• Please see Attachment C for <u>online</u> SPELA information.</li> </ul> <p>* The <u>online</u> components of this training are available through MyPLN and are open to all LAUSD employees. <u>In-person</u> dates are open to “Required” and “Optional” participants.</p>

**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>.