



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: School Self Review Checklist,
Students with Disabilities: 2019-2020

NUMBER: REF-2624.15

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

DATE: August 8, 2019

ROUTING
All Schools
Local District
Superintendents
Local District Directors
Charter Schools Division
Administrators
Special Education
Administrators
School Site Administrators
Independent Charter School
Administrators

DUE DATE: **September 27, 2019**

PURPOSE: The purpose of this Reference Guide is to inform site administrators (1) of the requirement to complete the online *School Self Review Checklist, Students with Disabilities: 2019-2020* (“Checklist”) and (2) that the Local District Superintendent, and Charter Schools Division Director, or designee, shall periodically conduct site level visits during the school year to determine the status of concerns identified by the Checklist as mandated by the Modified Consent Decree.

MAJOR CHANGES: This Reference Guide replaces REF-2624.14, dated August 27, 2018, of the same title, issued by the Division of Special Education. For substantial compliance monitoring purposes, Local District and Central office supervising administrators and offices will have read-only access to the online submissions using their single sign-on account.

INSTRUCTIONS: All site administrators shall:

1. Click on your applicable Local District (LD) or School Type (Independent Charter) below to complete and submit the online Checklist:

<u>Independent Charter Schools</u>
<u>Local District (LD) Central</u>
<u>Local District (LD) East</u>
<u>Local District (LD) Northeast</u>
<u>Local District (LD) Northwest</u>
<u>Local District (LD) South</u>
<u>Local District (LD) West</u>



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

INSTRUCTIONS (Continued):

2. Sign in using your Single Sign-on;
3. Complete all sections of the online checklist and indicate the status of each item by marking "In Place", "Partially in Place", or "Not Applicable";
4. Please submit only one online checklist per school;
5. Ensure the completed Checklist is submitted online to the Division of Special Education no later than **September 27, 2019**.
6. Once submitted, a copy of the completed Checklist will be automatically emailed to the email address of the person completing the online form.
7. District schools send signed (by Principal) Checklist to the Local District Superintendent for signature.
8. Independent charter schools send signed (by Principal/Site Administrator) Checklist to the Charter Operated Programs Office:
CharterOperatedPrograms@lausd.net
9. All schools retain a signed copy of the Checklist at the school site for substantial compliance monitoring and review for purposes.
10. **Status Updates** - When items marked "Partially in Place" change to "In Place" status during the school year, the Checklist may be edited and resubmitted online. Signatures will not be required for updated versions of the Checklist, but schools are to retain all updated records at the school site.

Compliance item publication resources are available through the Special Education Electronic Policies and Procedures Manual in the following section, "General Information: Search Special Education Publications", "[Bulletins](#)", "[Memorandums](#)", and "[Reference Guides](#)."

Attachment A of this Reference Guide (REF-2624.15) may be used as a hard copy supplemental guide. (These are the same questions as listed on the Checklist.)



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

INSTRUCTIONS (Continued): **SUBSTANTIAL COMPLIANCE MONITORING**

For substantial compliance accountability and monitoring purposes, Central and Local District office administrators may access the following link(s) for read-only access to the online submissions:

Independent Charter Schools
Local District (LD) Central
Local District (LD) East
Local District (LD) Northeast
Local District (LD) Northwest
Local District (LD) South
Local District (LD) West

ATTACHMENTS: Attachment A: School Self Review Checklist, Students with Disabilities: 2019-2020

RELATED RESOURCES: *Modified Consent Decree*

ASSISTANCE: For assistance, please contact Lilia Moran, Compliance Coordinator, Division of Special Education at (213) 241-6701 or lilia.moran@lausd.net.