

**PROCEDURES FOR PROVIDING SPECIAL EDUCATION AND RELATED
SERVICES TO INCARCERATED 18-22 YEAR OLDS
FOR WHOM LAUSD HAS BEEN DESIGNATED AS THE RESPONSIBLE PROVIDER**

Background

Pursuant to a California Department of Education directive, the Los Angeles Unified School District will be providing special education and related services to certain inmates in the jails operated by the Los Angeles County Sheriff's Department, until such time as there is a judicial, legislative, executive, or regulatory decision that impacts the directive. The directive is limited to inmates between the ages of 18 and 22 (once a student reaches age 22, the directive no longer applies).

Identification and Notification

To facilitate the servicing of eligible inmates who desire special education and related services of the Los Angeles Unified School District, the following procedures will be followed.

Upon Incarceration

The Los Angeles County Sheriff's Department currently has established intake procedures for inmates placed in or transferred to the jails under its authority. These include, generally:

1. Asking the inmate when and where they were last enrolled in school.
2. Asking the inmate if they have ever received services as a student with a disability.
3. Asking the inmate if they currently wish to have education services including special education services.
4. Maintaining the responses to the above inquiries on an Intake Form.

If the inmate states to the Intake Team that the inmate wishes to receive education services and that the inmate has received special education and related services in the past, the Intake Team will transmit a copy of the Intake Form containing the information to the school district identified by the inmate as having been the inmate's last district of residence or to the California Department of Education ("CDE"). The Los Angeles Unified School District will request that this notification be sent to the Division of Special Education, 333 South Beaudry Avenue, 17th Floor, Los Angeles, CA. 90017.

Upon Notification

Upon receiving notification from the Los Angeles County Sheriff's Department or the CDE, the assigned LAUSD staff will:

1. Verify that the inmate is between ages 18-22 (students who reach age 22 are no longer eligible).
2. Verify the prior residence of the inmate and/or inmate's parents in order to confirm that LAUSD is the proper service provider.
3. Review the LAUSD data system to determine if the inmate was a student with a disability when last enrolled in LAUSD.

4. Using the LAUSD data system determine if the inmate has a current Individualized Education Program (IEP) or had one in the past.

Status Confirmation and Service Provision

Upon completion of the review of the data system, LAUSD staff will provide the following information to the Los Angeles County Sheriff's Office:

1. Verify that the inmate is between ages 18-22 (students who reach age 22 are no longer eligible).
2. Verify the prior residence of the inmate and/or inmate's parents in order to confirm that LAUSD is the proper service provider.
3. Review the LAUSD data system to determine if the inmate was a student with a disability when last enrolled in LAUSD.
4. Using the LAUSD data system, determine if the inmate has a current Individualized Education Program (IEP) or had one in the past.

A representative of the Division of Special Education will coordinate the assignment of service providers for the inmate. All service providers will be required to complete the standard security protocols of the jail prior to providing services. All service providers will follow the security check-in and checkout procedures of the jail and abide by security requests made by the staff of the Sheriff's Department.

LAUSD will follow the security assignment determination of the Sheriff's Department in providing services. In some cases, services identified on the IEP will be incompatible with the security procedures of the jail. While it is anticipated that this incompatibility will be uncommon, in such instances other steps (such as convening of an IEP Team Meeting) may be taken to determine alternative means to meet the inmate's needs.