

SITE OPERATIONS CIRCULAR NO. 1000

Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: August 16, 2005

To: All Principals, Division and Department Head

Subject: INDIVIDUALIZED EDUCATION PROGRAM (IEP) REVIEW BY SERVICE PROVIDERS LOG

Department and/or Persons Concerned: All principals, Resource specialists, General and Special Education Teachers, Psychologists, Speech-Language Pathologists, Central Office Special Education Certificated Personnel

Due Date: Effective Immediately

Reference: California Education Code § 56001(n)(o), 56347 and 56301, 34 CFR 300.342(b)

Action Requested: Forward to all special education staff for immediate implementation.

Brief Explanation:

In an effort to effectively monitor the implementation of special education programs, principals are required to ensure all staff is knowledgeable of IEP requirements and are prepared to provide instruction and services as required by the IEP. All IEPs must be implemented immediately at the beginning of each school year. Staff must review the IEPs and be **knowledgeable of IEP requirements and prepared to provide instruction and services from the first day of school**. There has been a misconception that the first two weeks of school no services are required. To ensure the district complies with the law and all staff is prepared to implement IEPs you are required to implement the following procedure.

The district requires that the IEP Review by Service Providers Log, copy attached (Word RFT.Acrobat PDF) (Stock No. 22-S6019, which can be found on the District website as item #47 in the Special Education Procedures Manual) must be completed by all case managers **prior to the first day of school**. In addition, it is required that all teachers and service providers read the IEP and understand their responsibility for service. The form must be reviewed and signed by the site administrator after verification that all staff has been made aware of IEPs and their corresponding responsibilities. Forms must be maintained in two places, in the special education container and by the site administrator and must be available for review. These logs will be reviewed in the event that a complaint of noncompliance is made.

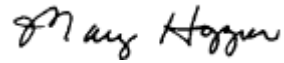
Please note this procedure is mandatory and was developed with the input of the California Department of Education due to noncompliance with the law. The State may periodically do site inspections to check for compliance. Please ensure you follow the above procedure and document it as required. Please refer to California Education Code § 56001(n)(o), 56347 and 56301, 34 CFR 300.342(b) for reference.

If you have questions, please contact Amy Bozone, program manager, Due Process Hearings, Mediation at (619) 725-7794.

Amy Bozone, Program Manager
Due Process Hearings, Mediation

Roxie Jackson
Executive Director
Special Education Programs Division

APPROVED:



Mary Hopper
Interim Chief Administrative Officer

RJ:AB
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Attachment

Distribution Lists: A, D, E, and F