



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: The Special Education Leadership Academy (SPELA) 2009-2010

NUMBER: MEM-4847.0

ISSUER: Sharyn Howell, Executive Director
 Division of Special Education

DATE: August 24, 2009

ROUTING
 All Locations
 Local District Superintendents
 Administrators of Instruction
 Local District Directors
 Support Unit Administrators
 School Site Principals
 APEIS
 Secondary Assistant Principals

PURPOSE: The purpose of this Memorandum is to provide the description of the Special Education Leadership Academy (SPELA) 2009-2010, and to provide enrollment procedures for qualified participants.

MAJOR CHANGES: Participants:
 Previously, SPELA was mandatory for new administrators with special education responsibilities. SPELA is now mandatory for all ongoing APEIS and is optional for any secondary assistant principal with special education responsibilities (as space permits).

Scheduling:
 Previously, the Special Education Leadership Academy (SPELA) was offered in two training opportunities, one in the fall and one in the spring. This year we will be offering 5 half-day sessions with 6 opportunities to attend each session.

BACKGROUND: The SPELA has been designed to meet the needs of school site administrators with special education duties and responsibilities. The SPELA is aligned with the District's plans to meet the Outcomes of the Modified Consent Decree (MCD).

SPELA is a mandatory program for assistant principals, elementary instructional specialists (APEIS). All other school based administrators, such as assistant principal, student counseling services (APSCS) or assistant principal, secondary student services (APSSS) with special education responsibilities are invited to attend (as space permits). The SPELA is designed to assist participants in acquiring essential skills and knowledge in special education policies, procedures, instruction and compliance.

PROCEDURES: APEIS who have previously participated in SPELA must still enroll for all SPELA sessions this school year. All other secondary school site assistant principals with Special Education responsibilities may enroll in available sessions as space/scheduling permits.



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PROCEDURES:	<u>Dates:</u>	Session 1: October 14 th , or 15 th , or 22 nd Session 2: December 2 nd , or 3 rd , or 10 th Session 3: January 21 st , or 27 th , or 28 th Session 4: March 11 th , or 17 th , or 18 th Session 5: April 22 nd , or 28 th , or 29 th
	<u>Times:</u>	8:00 a.m. – 11:30 a.m. OR 12:30 p.m. – 4:00 p.m.
	<u>Location:</u>	LAUSD Headquarters 333 S. Beaudry Avenue 12 th Floor, Room 12-192 Los Angeles, CA 90017
	<u>Parking:</u>	Validated (see attached map)
	<u>Refreshments:</u>	Due to budget constraints, we are unable to provide refreshments. Participants are welcome to bring food and drink into the room.
	<u>Beaudry Procedures:</u>	Please bring a picture ID. If you are registered for a section, you will be registered with the building security as a visitor.
	<u>Attendance:</u>	Participants are expected to arrive on time and to complete each session in its entirety. Participants who arrive more than 15 minutes after the beginning of a presentation will be sent back to their school site and asked to re-register.

Registration Information:

1. Each participant will choose ONE section of each session. Each section repeats the same information. We are offering six different times and dates to take each session so participants can select one time and date that works best for their schedule (Please see Attachment A).
2. If a section is full participants must select a different section that has availability. Please DO NOT show up to the Beaudry building without confirming your registration through the Learning Zone.
3. Each section also has an “Open Forum” for 45 minutes following the end of the section. The “Open Forum” is optional. Registered participants may leave at the end of their section or stay for the “Open Forum.” During this time, the participants will be able to ask specific questions of the presenters and other collaborating departments related to individual school-site issues (Please see Attachment A).



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PROCEDURES: Registering Process:

- Registration for this is available only through the Learning Zone.
- Participants are officially registered when they have received a confirmation registration e-mail in their LAUSD e-mail account.
- Registration MUST be completed using the LAUSD single-sign on.

Note: Registration for each session will be closed one week prior to the date of the class or when filled. Participants who do not meet requirements will be dropped by the instructor; dropped participants will receive e-mail notice through the Learning Zone.

Registration Directions:

1. Go online to the Learning Zone at <https://lz.lausd.net>
 2. Log in using your single sign-on username and password (the same sign-on you use for District email)
 3. Click on the "Courses" tab
 4. Click on the "Class Offerings" link
 5. In the Program drop-down menu, select Special Education
 6. In the "Keyword" box, type in "Leadership"
 7. In the "Classes for the Next" dropdown, select "6 months"
 8. Click on Search
 9. Click on the name of the course (*Special Education Leadership Academy Session #*) for the time and date you wish to enroll
 10. Click on the Enroll Now button
 11. Click OK to confirm your enrollment
 12. Click OK again and close the existing active screen
 13. Check your LAUSD e-mail account for confirmation of enrollment.
- Note: Participants will not be admitted without prior registration.
14. You will need to repeat this enrollment process for sessions 1-5.

For Technical Support with Your Single Sign-On:

Please do not call the Division of Special Education for technical support.

Note: Your Learning Zone account and password is the same as your email account and password. If you have not used email at the District, please visit http://techsupport.lausd.net/email_setup for information on how you can activate your account. For additional technical support, please call the ITD Help Desk at (213) 241-5200 (select option 4).

Charter School Administrators ONLY:

The principal or designee must e-mail the registration information requested below to Jaclyn Hiller, Division of Special Education at jaclyn.hiller@lausd.net. Registration confirmation will be sent to the participants directly by e-mail. No participant should attend without an e-mail confirmation.

Note: Registration for each session will be closed one week prior to the date of the class or when filled.



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PROCEDURES: The charter school registration e-mail must include the following information:

1. School Name
2. Location Code
3. Local District
4. Name of Participant
5. Position/Title of Participant
6. Contact Telephone Number
7. Contact Fax Number
8. Employee Number of Participant (if available)
9. E-mail Address for Participant
10. Training Date and Time (AM/PM) Selected for Participant

Completion:

No certificates will be issued. The Learning Zone will be the official record of SPELA completion. Participation will be monitored and the completion status for each required participant will be submitted to the local Support Unit and Local District at the end of the 2009-2010 school year.

Additional Requirements:

SPELA participants who have not previously taken the following courses must complete these courses concurrent with SPELA:

1. *Welligent 101*
2. *Revised Monitoring IEPs in Welligent*

The registration for these Welligent trainings must be done separately through the Learning Zone. SPELA participants who have previously taken these courses do not need to re-take or re-register. Training history can be verified by logging into the Learning Zone and clicking on "My History". A course is considered complete when the course status is "Completed".

ATTACHMENTS: Attachment A: SPELA Session Schedule
Attachment B: Map to Beaudry Visitor Parking

RELATED RESOURCES: None

ASSISTANCE: For assistance or further information, please contact the Division of Special Education, Jaelyn Hiller, Teacher Advisor, at (213) 241-5409. For technical support/Learning Zone log-in assistance, please call the ITD Help Desk at (213) 241-5200 (select option 4) or log on to http://techsupport.lausd.net/email_setup .

Session 1: IEP Writing (Select One Section)

Section	Date	Time
1A	October 14 th	8:00 a.m. – 11:30 a.m.
1A Open Forum**	October 14 th	11:30 a.m.-12:15 p.m.
1B	October 14 th	12:30 p.m. – 4:00 p.m.
1B Open Forum**	October 14 th	4:00 p.m. – 4:45 p.m.
1C	October 15 th	8:00 a.m. – 11:30 a.m.
1C Open Forum**	October 15 th	11:30 a.m.-12:15 p.m.
1D	October 15 th	12:30 p.m. – 4:00 p.m.
1D Open Forum**	October 15 th	4:00 p.m. – 4:45 p.m.
1E	October 22 nd	8:00 a.m. – 11:30 a.m.
1E Open Forum**	October 22 nd	11:30 a.m.-12:15 p.m.
1F	October 22 nd	12:30 p.m. – 4:00 p.m.
1F Open Forum**	October 22 nd	4:00 p.m. – 4:45 p.m.

Session 2: Compliance (Select One Section)

Section	Date	Time
2A	December 2 nd	8:00 a.m. – 11:30 a.m.
2A Open Forum**	December 2 nd	11:30 a.m.-12:15 p.m.
2B	December 2 nd	12:30 p.m. – 4:00 p.m.
2B Open Forum**	December 2 nd	4:00 p.m. – 4:45 p.m.
2C	December 3 rd	8:00 a.m. – 11:30 a.m.
2C Open Forum**	December 3 rd	11:30 a.m.-12:15 p.m.
2D	December 3 rd	12:30 p.m. – 4:00 p.m.
2D Open Forum**	December 3 rd	4:00 p.m. – 4:45 p.m.
2E	December 10 th	8:00 a.m. – 11:30 a.m.
2E Open Forum**	December 10 th	11:30 a.m.-12:15 p.m.
2F	December 10 th	12:30 p.m. – 4:00 p.m.
2F Open Forum**	December 10 th	4:00 p.m. – 4:45 p.m.

Session 3: Due Process (Select One Section)

Section	Date	Time
3A	January 21 st	8:00 a.m. – 11:30 a.m.
3A Open Forum**	January 21 st	11:30 a.m.-12:15 p.m.
3B	January 21 st	12:30 p.m. – 4:00 p.m.
3B Open Forum**	January 21 st	4:00 p.m. – 4:45 p.m.
3C	January 27 th	8:00 a.m. – 11:30 a.m.
3C Open Forum**	January 27 th	11:30 a.m.-12:15 p.m.
3D	January 27 th	12:30 p.m. – 4:00 p.m.
3D Open Forum**	January 27 th	4:00 p.m. – 4:45 p.m.
3E	January 28 th	8:00 a.m. – 11:30 a.m.
3E Open Forum**	January 28 th	11:30 a.m.-12:15 p.m.
3F	January 28 th	12:30 p.m. – 4:00 p.m.
3F Open Forum**	January 28 th	4:00 p.m. – 4:45 p.m.

**The Open Forum at the end of each section is optional, no registration required. All participants from the section prior to the start of the Open Forum may attend.

Session 4: Student Supports/Assistance (Select One Section)

Section	Date	Time
4A	March 11 th	8:00 a.m. – 11:30 a.m.
4A Open Forum**	March 11 th	11:30 a.m.-12:15 p.m.
4B	March 11 th	12:30 p.m. – 4:00 p.m.
4B Open Forum**	March 11 th	4:00 p.m. – 4:45 p.m.
4C	March 17 th	8:00 a.m. – 11:30 a.m.
4C Open Forum**	March 17 th	11:30 a.m.-12:15 p.m.
4D	March 17 th	12:30 p.m. – 4:00 p.m.
4D Open Forum**	March 17 th	4:00 p.m. – 4:45 p.m.
4E	March 18 th	8:00 a.m. – 11:30 a.m.
4E Open Forum**	March 18 th	11:30 a.m.-12:15 p.m.
4F	March 18 th	12:30 p.m. – 4:00 p.m.
4F Open Forum**	March 18 th	4:00 p.m. – 4:45 p.m.

Session 5: Content to Be Determined (Select One Section)

Section	Date	Time
5A	April 22 nd	8:00 a.m. – 11:30 a.m.
5A Open Forum**	April 22 nd	11:30 a.m.-12:15 p.m.
5B	April 22 nd	12:30 p.m. – 4:00 p.m.
5B Open Forum**	April 22 nd	4:00 p.m. – 4:45 p.m.
5C	April 28 th	8:00 a.m. – 11:30 a.m.
5C Open Forum**	April 28 th	11:30 a.m.-12:15 p.m.
5D	April 28 th	12:30 p.m. – 4:00 p.m.
5D Open Forum**	April 28 th	4:00 p.m. – 4:45 p.m.
5E	April 29 th	8:00 a.m. – 11:30 a.m.
5E Open Forum**	April 29 th	11:30 a.m.-12:15 p.m.
5F	April 29 th	12:30 p.m. – 4:00 p.m.
5F Open Forum**	April 29 th	4:00 p.m. – 4:45 p.m.

**The Open Forum at the end of each section is optional, no registration required. All participants from the section prior to the start of the Open Forum may attend.

Los Angeles Unified School District **Visitor Parking**

Please note the location of the two Beaudry Headquarters visitor lots.

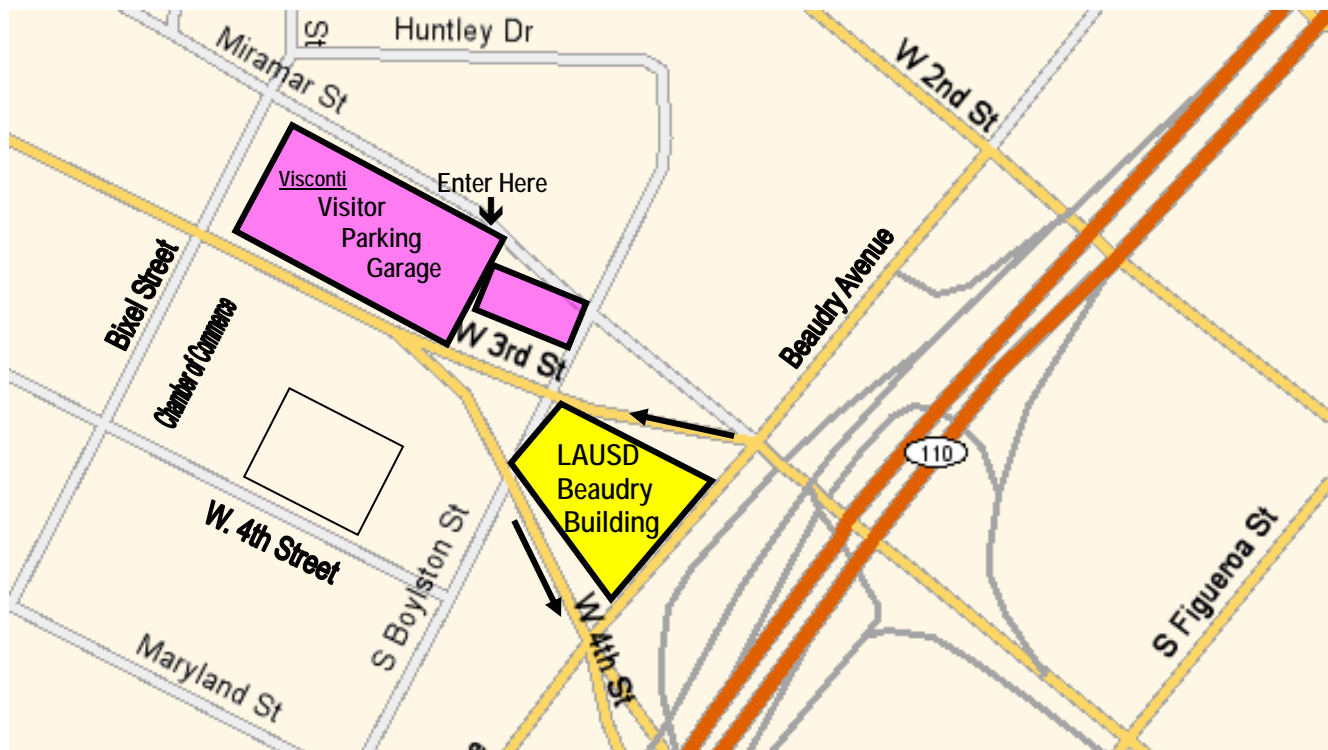
The main lot is located at 1221 West Third Street immediately northwest of the Beaudry Building. Although the address is for Third Street, please note that the entrance to the lot is accessible from Miramar Street only.

→ One way street

 **VISITOR PARKING LOT**

If the Visconti Visitor Parking Lot is full, parking lot attendants at the garage will re-direct you to an overflow lot. Please do NOT park in any overflow lot unless directed – your validation may not be honored.

Do not park in the LAUSD Building Lot at 333 S. Beaudry. There is no visitor parking or validation for the parking lot in the LAUSD building.



There is no validated LAUSD visitor parking in the Beaudry Building Parking Lot.

If the Visconti Visitor Parking Lot is full, parking lot attendants at the garage will re-direct you to an overflow lot. Please do NOT park in any overflow lot unless directed – your validation may not be honored.

Morlin Management, Facilities Management, (213) 241-1320, 2nd Floor, Beaudry Headquarters.