SPECIAL EDUCATION

Review Language Supports for Parents of Students with IEPs

As in previous years, and in connection with a December 2019 Resolution Agreement with the US Department of Education’s Office for Civil Rights, the Standard Operating Procedures Manual (SOPM) and Chancellor's Regulation A-663, please review the following requirements concerning limited English proficient (LEP) parents of students with Individualized Education Programs (IEPs) and students referred for a special education evaluation:

- Provide LEP parents who prefer a DOE-covered language with translated notices of meetings, notices seeking consent, prior written notices, related service authorizations (RSAs), and Nickerson Letters. Note that SESIS automatically translates these notices into the parent’s preferred written language, when the preferred language is a DOE-covered language.
- Include the Get Help in Your Language notice when sending all special education notices. Additionally, the notice should be provided during all special education meetings, including discussions regarding compensatory services.
- Upon parent request, provide the following language access services:
  - Translations of IEPs and assessment reports for assessments conducted or paid for by the DOE.
    - Submit IEP translation requests via the DOE and Charter and 4410 Staff IEP Translation Request Form.
    - For assessment reports or assessments conducted or paid for by the DOE, contact the DOEs contract vendor, Lingualinx.
  - Interpretation services when scheduling and conducting social history meetings, IEP meetings (including annual review meetings), meetings to create behavioral intervention plans (BIPs), manifestation determination review (MDR) meetings, meetings to discuss initial referrals or requests for initial referrals, and meetings to develop suspension plans.
    - For On-Site Interpretation (OSI), submit an interpretation request form with the contracted vendor, Geneva Worldwide. Note that School Allocation Memorandum No. 54 (SAM 54), FY 2023 funds may be used to pay for these services. For instructions on accessing free on-demand Over-the-Phone Interpretation (OPI), visit the Office of Language Access InfoHub page.

Additionally note that, upon parent request, schools must make every effort to provide language access services to LEP parents who prefer a language other than a DOE-covered language. For more information on requirements and best practices regarding language access services, review the SOPM.

For language access services questions, email your field language access coordinator. For special education questions, email your administrator of special education (ASE).