

Online Tutorial: Filling out Special Ed Information

Step 1: Search or browse students to find the student you'd like to identify.

Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
9 10 11 12 M FALL

Matches: (6)

(12488)	(09/12/91)	(12)	Jones, Aikeya Jean-Lee
(13098)	(10/03/92)	(11)	Jones, Jamel Lamar
(13104)	(07/15/91)	(11)	Jones, Jasmine
(16946)	(03/19/93)	(10)	Jones, Kayla Michelle
(16947)	(08/09/93)	(10)	Jones, Sommer
(16948)	(06/05/93)	(10)	Jones-Petty, Alexander

Step 2: Select the student by clicking his/her name.

Step 3: In the left navigation bar, click on "Custom Screens" under the "Information" heading.

Information

- [Addresses](#)
- [Custom Screens](#)
- [Demographics View](#)

- 01 Student App - General
- 02 Family Contact
- 03 Prior School
- 04 Health and Imm
- 05 Income
- 06 Language
- 07 Special Education
- 08 Volunteer Hours
- 09a Testing: CELDT
- 09b Testing: CST
- 09c Testing: CAHSEE

Step 4: In the left navigation bar, click on "07 Special Education."

Step 5: Scroll down, fill out the "Program" field (RSP or SDP), and enter any DIS info known (speech, counseling, etc.).

Program	None
Primary	
Special Ed DIS Service Codes	None
Secondary	
	None

You can find this information in Welligent, as seen below:

Eligibility: (from Page 4)	Eligible (SLD) - Final IEP	
	Final IEP Reason Final IEP Effective Date:	
Curriculum		Alternate Curriculum
Placement	Type of School	Independent Charter School
	Name of School	LOCKE SH(CHARTER)
Instructional Setting	Setting	Special Education
	Program	MRM
	Special Day Minutes/Wk	900
	Addresses Goals	1 (Reading) , 2 (ELA Writing) , 3 (Vocational)

Note: Example of a SDP student

Eligibility: (from Page 4)	Eligible (SLD)	
	Final IEP Reason Final IEP Effective Date:	
Curriculum		General Education
Placement	Type of School	Independent Charter School
	Name of School	ANIMO RALPH BUNCHE (CHARTER)
Instructional Setting	Setting	General Education
	Program	GE
	Special Day Minutes/Wk	
	Addresses Goals	(Behavior) , 1 (ELA Reading) , 2 (ELA Writing) , 3 (Vocational)

Note: Example of a RSP student in general ed

		Effective With This IEP	Future Changes Related To This IEP
Service 1	Start Date:	Effective on Signature Date 13-May-2010	
04	End Date:	18-Mar-2011	
Counseling and Guidance	Service applies to:	RSY	
This service addresses the following goals:	Frequency:	1-5	1-5
	Interval:	Monthly	Monthly
(Counseling)	Minutes/Interval:	90	90
	Minutes/Interval (Pullout from Gen Ed):	90	90
	Service Delivery Model:	Direct Service (By a Single Provider)*	Direct Service (By a Single Provider)
	Responsible Personnel:	Licensed Credentialed Provider	Licensed Credentialed Provider
Service 2	Start Date:	Effective on Signature Date 13-May-2010	
RSP	End Date:	18-Mar-2011	
RSP	Service applies to:	RSY	
	Frequency:	1-5	

* Direct (Single Special Education Provider) is instruction by a single special education provider designed to support, bridge and strengthen student skills. It is an opportunity to provide specific skill instruction, re-teach, pre-teach, and scaffold instruction to support student goals and objectives and to access the curriculum.

Step 6: Click the “Submit” button to record your changes.



Step 7: Click the “Back” button to return to the previous screen.

The changes have been recorded.



Step 8: If necessary, fill out the “Case Carrier” field. This is assigned by your school administrator.

Case Carrier	03
Does Student have a BSP?	Choose...

Step 9: For the “Does Student have a Behavior Support Plan” field, choose “Yes” or “No”.

Step 10: In the top left corner, click the “Click here to enter Primary Disability code” prompt.

[Click here to enter Primary Disability code.](#)

Step 11: In the middle of the screen, click the “New” button.



Note: If the student already has a primary disability code in the system and you’d like to change it, click the program code number in blue, as noted below. Then, continue with Step 10.

Education Program Code	Education Program Membership Code	Education Program Membership Start Date	Education Program Membership End Date	Education Service Code	California Partnership Academy ID	Primary Disability Code	District of Special Education Accountability	School
144	3	8/31/2009	0/0/0			210		Animo Watts CHS

Step 12: In the drop-down menu next to “Education Program Code,” select “(144) Special Education.”

The screenshot shows a form with several fields. A red arrow points to the 'Education Program Code*' dropdown menu, which is open and shows a list of options. The option '(144) Special Education' is highlighted in blue. Other options include '(108) Opportunity Program', '(113) California Partnership Academy', '(122) NCLB Title 1 Part A Basic Targeted', '(127) Gifted and Talented Education (GATE)', '(131) NCLB Title X Homeless', and '(135) Title I Part C Migrant'.

Step 13: In the drop-down menu next to “Primary Disability Code,” select the appropriate disability code.

The screenshot shows a form with a 'Primary Disability Code*' dropdown menu. A red arrow points to the dropdown, which is open and shows a list of options. The option '(200) None' is highlighted in blue. Other options include '(210) Mental Retardation (MR)', '(220) Hard of hearing (HH)', '(230) Deafness (DEAF)/Hearing Impairment (HI)', and '(240) Speech or Language Impairment (SLI)'.

You can find this information in Section F of the LAUSD IEP.

The screenshot shows Section F: Eligibility from the LAUSD IEP form. It includes sections for 'If applicable, areas discussed related to disability or suspected disability:', 'For Initial IEP, interventions attempted prior to determining eligibility:', and 'Eligible as a student with the disability of:'. The 'Eligible as a student with the disability of:' section has a dropdown menu with 'SLD' selected and 'Specific Learning Disability' displayed. Below this, there are radio buttons for 'Applicable, Blind' and 'Partially Sighted'. The 'Additional Low Incidence Eligibility (only for VI, DBL, DEA, HOH, or severe OD):' section also has a dropdown menu with a code entered and radio buttons for 'Applicable, Blind' and 'Partially Sighted'. Red circles and arrows highlight these sections.

*Note: This is just an example.
Not all students should have a code of SLD.*

Step 14: In the drop-down menu next to “Education Program Membership Code,” select the appropriate status: “participating” or “eligible.”

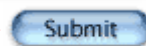
Education Program Membership Code*
(3) Participating
(3) Participating
(1) Eligible

Step 15: Enter date the student started his/her special education program into the box next to “Education Membership Program Start Date.”

Education Membership Program Start Date* 08/31/2009 Format: mm/dd/yyyy

Note: You ***MUST*** enter a specific date here in order for the CALPADS enrollment to be complete. ***DO NOT*** skip this step!

Step 16: Click the “Submit” button.



Step 17: To verify that your students have been flagged properly, run a search for special education students in PowerSchool.

You can do this **by program** with this code: iep_program#

Search: iep_program#