

## **WHEN TO CONTACT A SELPA REPRESENTATIVE**

The Sacramento City Unified School District (District) is a single-district Special Education Local Plan Area (SELPA). The SELPA is responsible for the development of special education policies and procedures, distribution of state and federal special education funds, and provision of a range of professional development pertaining to special education. Individuals should contact a SELPA representative about a student-related issue in the following circumstances:

- When conducting a manifestation determination;
- When considering a non-public school (NPS), day treatment, or residential facility;
- The individualized education plan (IEP) team is unable to come to resolution on a component of the IEP;
- It has been requested by any IEP team member (parent/guardian or school);
- The school or parent/guardian would like a facilitated IEP meeting;
- There has been a request for records from the parent/guardian or an attorney on their behalf;
- There has been a request for translated records from the parent/guardian or an attorney on their behalf;
- There is an attorney or advocate involved with the case;
- The parent/guardian requests to record the IEP meeting;
- The parent/guardian requests to translator at the IEP meeting;
- The parent/guardian has filed a request for a due process hearing or request for mediation only;
- The parent has filed a California Department of Education (CDE) or Office of Civil Rights (OCR) complaint;
- The parent/guardian provides the District with a 10-day notice of unilateral placement;
- The parent is having difficulty understanding their rights and procedural safeguards;

- An independent educational evaluation (IEE) request has been made; and/or
- Any time more information is needed to provide additional consultation on policy and procedures of special education.