

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT Division of Adult and Career Education

**BULLETIN NO. 80 (Rev.)
June 18, 1997**

SUBJECT: PROCEDURE FOR DOCUMENTING REQUESTS FOR SPECIAL CLASSES TO SERVE ADULTS WITH DISABILITIES

- I. Purpose
- II. Background
- III. Documenting Requests
- IV. Validating Appropriateness of Requests
- V. Authorizing Funding for Recommended Facilities

This revision supersedes the bulletin of the same number issued on August 26, 1988. The content has been updated to reflect changes in Division organization.

I. PURPOSE

The purpose of this bulletin is to facilitate the collection of pertinent information from organizations serving adults with disabilities who are requesting special classes.

II. BACKGROUND

California Education Codes 52570, 52506, and 52616 provide the framework necessary to offer special community adult school classes for adults with disabilities. Education Code 52570 authorizes separate classes for adults with disabilities and Education Code 52506 establishes that these classes do not have to be open to the general public. Education Code 52616 defines the formula which local districts must use in funding adult special classes.

III. DOCUMENTING REQUESTS

When community organizations that serve adults with disabilities request special classes, they are to fill out the REQUEST FORM attached to this bulletin. When the REQUEST FORM is returned, it should be dated-stamped and signed by the principal. Send a copy of the date-stamped, signed copy to the Disabilities Office, Room 239, Third Street Annex.

IV. VALIDATING APPROPRIATENESS OF REQUESTS

A visit to the site of the proposed class should be arranged by a designated CAS administrator to verify the validity of information on the REQUEST FORM and the appropriateness of the special class requested.

A staff member of the Disabilities Office will visit the proposed class site, if requested by the CAS Principal, to provide recommendations for class implementation, curriculum advisement, and additional guidelines to facilitate conformity to state and federal statutes.

V. AUTHORIZING FUNDING FOR RECOMMENDED FACILITIES

If funding becomes available, additional special classes will be authorized in the following manner:

- A. Schools that have no special classes will be considered first.
- B. Schools that have few special classes will be considered next.

- C. If there are no requests from A or B, all other requests will be considered in a way that will help balance the program to serve adult students with disabilities.

For assistance, please telephone Terry Wetzel, Specialist, or Julie DeSiderio, Advisor, Programs for Adults with Disabilities, at (213)625-4141.

APPROVED: JAMES A. FIGUEROA, Assistant Superintendent

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