

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 74
August 26, 1988

SUBJECT: REPORTING OF CAS SUBSTANTIALLY HANDICAPPED CLASSES

- I. Purpose
- II. Background
- III. Reporting Procedures

This revision supersedes the bulletin of the same number issued on May 20, 1986. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. PURPOSE

The purpose of this bulletin is to provide community adult school administrators with information to assist them in reporting days of attendance and teacher hours utilized for classes that meet the criteria for substantially handicapped.

II. BACKGROUND

During the 1985-86 school year, with the approval of the California State Department of Education, the DOAE opted to report classes in convalescent homes as classes for older adults instead of classes for substantially handicapped persons.

III. REPORTING PROCEDURES

Classes that serve handicapped adults in sheltered workshops, activity centers, board and care facilities, locked facilities for mentally or emotionally ill, and organizations or agencies that serve the handicapped are to be reported as substantially handicapped. Also, classes offered on the Los Angeles Unified School District sites that have at least 51% substantially handicapped adults or subjects that serve the handicapped such as sign language or Lip Reading will be reported as substantially handicapped.

DO NOT report classes for older adults in retirement homes or convalescent homes as substantially handicapped, but DO report them as older adults.

For assistance, please telephone Loretta Walker or Guadalupe Reyes, Administrators, School Operations Unit, at (213) 625-6642; Mary Varon, Assistant Director of Budget, Fiscal Services Unit, at (213) 625-6626; or Jim Browning, Specialist, Programs for Exceptional Adults, at (213) 625-4141.

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