



## WHEN TO CONTACT A SELPA REPRESENTATIVE

In California, every local education agency (LEA) is required to belong to a Special Education Local Plan Area (SELPA). The SELPA is a consortia of LEAs responsible for the development of special education policies and procedures, distribution of federal and state special education funds, and providing a range of professional development pertaining to special education.

Individuals at an LEA/district should contact a SELPA representative about a student-related issue when:

- Conducting a manifestation determination.
- Considering a non-public school (NPS), day treatment or residential facility.
- The team is unable to come to resolution on any component of the IEP.
- Requested by any IEP team member (parent or school).
- The LEA/district or parent would like a facilitated IEP meeting.
- There has been a request for records from the parents or an attorney.
- There is an attorney or advocate involved with the case.
- The parent requests to record the meeting.
- The parent has filed a request for due process hearing or mediation only.
- The parent has filed a California Department of Education (CDE) or Office of Civil Rights (OCR) complaint.
- The parent is having difficulty understanding legal elements/ processes around special education and outside guidance would be helpful.
- An IEE request has been made.
- Any time more information is needed to provide additional consultation on policy and procedures of special education.