

**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**Topic:** APPROVAL OF 2019-2020 SELPA ANNUAL BUDGET AND SERVICE PLAN

**RECOMMENDATION:** It is recommended that the Governing Board of the Pasadena Unified School District approve the 2019-2020 SEPLA Annual Budget Plan.

**Anticipated Effect on Student Outcomes:** The propose recommendation would provide the required services to the Special Education Students.

**I. BACKGROUND:**

The Individuals with Disabilities Act (IDEA) as amended in 2004, accompanying regulations, and the California Education Code require each SELPA to submit a budget plan and a service plan annually. The budget and service plan are based on the CASEMIS (California Special Education Management Information System) report which was finalized in January and uses standardized templates required by CDE. The Board approval of the SELPA/special education budget was completed as part of the whole District budget for 2019-2020. This annual budget plan identifies just the expected expenditures for services to students with disabilities.

**II. STAFF ANALYSIS:**

General education and special education administrators, teachers, service providers and paraprofessionals provide services. Services are available to students with special needs at all district sites as well as Charter Schools, Non-Public Schools and other settings.

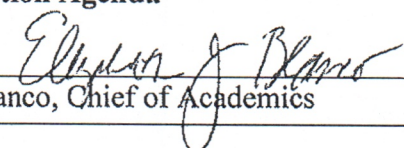
**Attachments:** ABP-01, Annual Budget Plan for 2019-2020  
Notice of Public Hearing  
ASP-03, Certification of Annual Service Plan  
ASP-01a, Service Descriptions  
ASP-02a, Annual Service Plan

**III. FISCAL IMPACT:**

The 2019-2020 estimated SELPA budget is to be approved by the Board as part of the District budget in June 2019.

**Pasadena Unified School District  
Board of Education Agenda**

June 27, 2019

Submitted by: 

Dr. Elizabeth Blanco, Chief of Academics

**Funding title/code:** N/A

**APPROVED by the  
Education of the Pasadena  
Unified School District on  
above mentioned**

Report No. 147-B

Meeting Date: June 27, 2019

Approved:



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Brian O. McDonald, Ed.D.  
Superintendent

Originator: Dr. Cherylin Lew, Director of Special Education



**PASADENA UNIFIED SCHOOL DISTRICT**

**NOTICE OF PUBLIC HEARING**

**June 20, 2019 – 5:00 P.M.**

**PASADENA UNIFIED SCHOOL DISTRICT  
EDUCATION CENTER- BOARD ROOM**

351 S. Hudson Avenue  
Pasadena, CA 91109

THE GOVERNING BOARD OF THE PASADENA UNIFIED SCHOOL DISTRICT WILL HOLD A PUBLIC HEARING TO ALLOW FOR PUBLIC INPUT REGARDING THE 2019-2020 SPECIAL EDUCATION BUDGET AND SERVICE PLAN FOR THE PASADENA UNIFIED SCHOOL DISTRICT SELPA.

SHOULD THE PUBLIC WISH TO REVIEW THE ANNUAL BUDGET PRIOR TO THE PUBLIC HEARING, THE DOCUMENT WILL BE ON FILE AND AVAILABLE FOR PUBLIC INSPECTION AS FOLLOWS:

FROM JUNE 17, 2019 THROUGH JUNE 27, 2019

DURING THE HOURS OF 8:00 AM TO 4:00 PM  
AT THE FOLLOWING LOCATION:

EDUCATION CENTER  
351 S. HUDSON AVENUE  
SPECIAL EDUCATION OFFICE – ROOM 225  
PASADENA, CA 91101

[2019-2020 SELPA PLAN](#)

<https://www.pusd.us/site/default.aspx?PageID=640>

Brian McDonald  
Superintendent of Schools  
Pasadena Unified School District

DATE POSTED: June 17, 2019



## **Annual Budget and Service Plan**

### **Checklist of Items to Submit to the California Department of Education by June 30, 2019**

#### **Annual Budget Plan:**

- ☐ **Form ABP-01:** Certification of Annual Budget Plan
- ☐ Annual Budget Plan–Page 2
- ☐ Copy of Public Hearing Notice

#### **Annual Service Plan:**

- ☐ **Form ASP-03:** Certification of Annual Service Plan
- ☐ **Form ASP-01a:** California Special Education Management Information System (CASEMIS) Service Descriptions
- ☐ **Form ASP-01b:** Modified or Customized CASEMIS Descriptions
  - Description of CASEMIS Code 900, if applicable
- ☐ **Physical Location of Services Plan–Form ASP-02a**
  - Annual Service Plan (001)
  - Other Facilities (002)
  - Infant Services (003)
  - Pre-School Services (004)
- ☐ **Facility 32: County Jails** Included in the Plan
- ☐ Copy of Public Hearing Notice



**Certification of Annual Budget Plan  
Fiscal Year 2019-20**

<b>1. Check one, as applicable:</b> <input checked="" type="checkbox"/> Single District <input type="checkbox"/> Multiple District <input type="checkbox"/> District/County		
Special Education Local Plan Area (SELPA) Code 1916	SELPA Name Pasadena Unified School District	Application Date <b>June 28, 2019</b>
SELPA Address 351 S. Hudson Ave	SELPA City Pasadena	SELPA Zip code 91109
Name SELPA Director (Print) Dr. Cherylin Lew, SELPA Director		SELPA Director's Telephone Number ( 626 ) 396-3600 x88600
<b>2. Certification by Designated Administrative And Fiscal Agency for This Program (Responsible Local Agency/Administrative Unit [RLA/AU])</b>		
RLA/AU Name Pasadena Unified School District	Name/Title of RLA/AU Superintendent Brian Mc Donald, Superintendent	RLA/AU Telephone Number ( 626 ) 396-3600 x88097
RLA/AU Street Address 351 S. Hudson Ave	RLA/AU City Pasadena	RLA/AU Zip code 91109
Date of Governing Board Approval <b>June 28, 2019</b>		

**Certification of Approval of Annual Budget Plan Pursuant to California Education Code  
Section 56205(b)**

I certify that the Annual Budget Plan was developed according to the SELPA's local plan governance and policy making process. Notice of this public hearing was posted in each school within the SELPA at least 15 days prior to the hearing.

The **Annual Budget Plan** was presented for public hearing on June 20, 2019.

Adopted this 28th day of June, 2019.

Signed: \_\_\_\_\_  
RLA/AU Superintendent

### Annual Budget Plan Fiscal Year 2019–20

The Annual Budget Plan shall identify expected expenditures for all items required by this part as listed below. The Standardized Account Code Structure (SACS) codes provide source information from the local educational agency (LEA) reporting.

	Reference/Label	Instructions	Estimated Totals
A	Funds received in accordance with Chapter 7.2 (commencing with California <i>Education Code</i> [EC] Section 56836) (Special Education Program Funding)	SACS Resource Code 6500 (State), 3300–3499 (Federal) 6512–6535 (General Fund)	59,122,011
B	Administrative costs of the plan	SACS Goal Code 5001 Function 2100	2,585,080
C	Special Education services to pupils with: (1) <b>severe disabilities</b> , and (2) <b>low-incidence disabilities</b>	SACS Goal Code 5710	654,144
		SACS Goal Code 5730	2,253,106
		SACS Goal Code 5750	28,675,089
D	Special education services to pupils with <b>non-severe disabilities</b>	SACS Goal Code 5770	21,329,146
E	Supplemental aids and services to meet the individual needs of pupils placed in <b>regular education classrooms</b> and environments	Any SACS Goal Code with SACS Function Code 1130 <sup>1</sup>	2,309,885
F	Regionalized operations and services, and direct instructional support <b>by program specialists</b> in accordance with Article 6 (commencing with Section 56836.23) of Chapter 7.2 (SELPA Program Specialists Funding)	SACS Goal Code 5050	--0--
		SACS Goal Code 5060	1,067,493
G	The use of <b>property taxes</b> allocated to the special education local plan area pursuant to EC Section 2572	Statement is included in Local Plan	

<sup>1</sup> Function Activity Classification can be found <http://www.cde.ca.gov/be/ag/ag/yr08/mar08item24a6.doc>

For California Department of Education Use Only

Received by the State Superintendent of Public Instruction: Date: \_\_\_\_\_ By: \_\_\_\_\_



**Certification of Annual Service Plan  
Fiscal Year 2019-20**

**1. Check one, as applicable:**

☒ Single District

☐ Multiple District

☐ District/County

Special Education Local Plan Area (SELPA)  
Code  
1916

SELPA Name  
Pasadena Unified School District

Application Date  
June 28, 2019

SELPA Address  
351 S. Hudson Ave.

SELPA City  
Pasadena

SELPA Zip code  
91109

Name SELPA Director (Print)  
Dr. Cherylin Lew, SELPA Director

SELPA Director's Telephone  
Number

( 626 ) 396-3600 x88600

**2. Certification by Designated Administrative And Fiscal Agency for This Program  
(Responsible Local Agency [RLA] or Administrative Unit [AU])**

RLA/AU Name  
Pasadena Unified School District

Name/Title of RLA/AU Superintendent (Type)  
Dr. Brian McDonald, Superintendent

RLA/AU Telephone Number  
( 626 ) 396-3600 x88097

RLA/AU Street Address  
351 S. Hudson Ave.

RLA/AU City  
Pasadena

RLA/AU Zip code  
91109

Date of Governing Board Approval  
June 27, 2019

**Certification of Approval of Annual Service Plan Pursuant to California Education Code  
Section 56205(b)**

I certify that the Annual Service Plan was developed according to the SELPA's local plan governance and policy making process. Notice of this public hearing was posted in each district within the SELPA at least 15 days prior to the hearing.

The **Annual Service Plan** was presented for public hearing on June 20, 2019.

Adopted this 27<sup>th</sup> day of June, 2019.



Signed: \_\_\_\_\_

RLA/AU Superintendent

For California Department of Education Use Only

Received by the State Superintendent of Public Instruction: Date: \_\_\_\_\_ By: \_\_\_\_\_



**California Special Education Management Information System**  
**Service Descriptions**

Special Education Local Plan Area:

Special Education Division

Code	Special Education Service Category Descriptions	Adopted	Modified	Not Currently Utilized	Compliance Standard (Legal Requirement*)
210	<b>Family training, counseling, and home visits (ages 0-2 only):</b> This service includes: services provided by social workers, psychologists, or other qualified personnel to assist the family in understanding the special needs of the child and enhancing the child's development. Note: Services provided by specialists (such as medical services, nursing services, occupational therapy, and physical therapy) for a specific function should be coded under the appropriate service category, even if the services were delivered in the home.	✓			34 <i>Code of Federal Regulations (CFR)</i> sections 300.34 (c)(3), 300.226
220	<b>Medical services (for evaluation only) (ages 0-2 only):</b> Services provided by a licensed physician to determine a child's developmental status and need for early intervention services.			✓	34 <i>CFR</i> sections 300.34 (c)(3), 300.226
230	<b>Nutrition services (ages 0-2 only):</b> These services include conducting assessments in: nutritional history and dietary intake; anthropometric, biochemical, and clinical variables; feeding skills and feeding problems; and food habits and food preferences.			✓	34 <i>CFR</i> sections 300.34 (c)(3), 300.226
240	<b>Service coordination (ages 0-2 only)</b>			✓	34 <i>CFR</i> sections 300.34 (c)(3), 300.226
250	<b>Special instruction (ages 0-2 only):</b> Special instruction includes: the design of learning environments and activities that promote the child's acquisition of skills in a variety of developmental areas, including cognitive processes and social interaction; curriculum planning, including the planned interaction of personnel, materials, and time and space, that leads to achieving the outcomes in the child's individualized family service plan (IFSP); providing families with information, skills, and support related to enhancing the skill development of the child; and working with the child to enhance the child's development.	✓			34 <i>CFR</i> sections 300.34 (c)(3), 300.226
260	<b>Special education aide in regular development class, childcare center, or family childcare home (ages 0-2 only)</b>			✓	34 <i>CFR</i> sections 300.34 (c)(3), 300.226
270	<b>Respite care services (ages 0-2 only):</b> Through the IFSP process, short-term care given in-home or out-of-home, which temporarily relieves families of the ongoing responsibility for specialized care for child with a disability. (Note: only for infants and toddlers from birth through 2, but under 3.)			✓	34 <i>CFR</i> sections 300.34 (c)(3), 300.226

Services will be provided in the school of attendance unless otherwise determined by the individualized education program (IEP) team.



**California Special Education Management Information System**

Special Education Division

Special Education Local Plan Area:

**Service Descriptions**

330	<b>Specialized academic instruction:</b> Adapting, as appropriate to the needs of the child with a disability, the content, methodology, or delivery of instruction to ensure access of the child to the general curriculum, so that he or she can meet the educational standards within the jurisdiction of the public agency that apply to all children.	✓			34 <i>CFR</i> Section 300.39(b)(3)
340	<b>Intensive individual instruction:</b> IEP Team determination that student requires additional support for all or part of the day to meet his or her IEP goals.	✓			30 <i>California Education Code (EC)</i> Section 56364
350	<b>Individual and small group instruction:</b> Instruction delivered one-to-one or in a small group as specified in an IEP enabling the individual(s) to participate effectively in the total school program.	✓			5 <i>California Code of Regulations (CCR)</i> Section 3051; 30 <i>EC</i> Section 56441.2
415	<b>Language and speech:</b> Language and speech services provide remedial intervention for eligible individuals with difficulty understanding or using spoken language. The difficulty may result from problems with articulation (excluding abnormal swallowing patterns, if that is the sole assessed disability); abnormal voice quality, pitch, or loudness; fluency; hearing loss; or the acquisition, comprehension, or expression of spoken language. Language deficits or speech patterns resulting from unfamiliarity with the English language and from environmental, economic or cultural factors are not included. Services include specialized instruction and services: monitoring, reviewing, and consultation, and may be direct or indirect, including the use of a speech consultant.	✓			5 <i>CCR</i> Section 3051.1; 30 <i>EC</i> Section 56363; 34 <i>CFR</i> sections 300.34 (c)(15), 300.8 (c)(11)
425	<b>Adapted physical education:</b> Direct physical education services provided by an adapted physical education specialist to pupils who have needs that cannot be adequately satisfied in other physical education programs as indicated by assessment and evaluation of motor skills performance and other areas of need. It may include individually designed developmental activities, games, sports, and rhythms, for strength development and fitness suited to the capabilities, limitations, and interests of individual students with disabilities who may not safely, successfully, or meaningfully engage in unrestricted participation in the vigorous activities of the general or modified physical education program.	✓			5 <i>CCR</i> Section 3051.5; 30 <i>EC</i> Section 56363; 34 <i>CFR</i> sections 300.108, 300.39 (b)(2)

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California Special Education Management Information System

Special Education Division

Special Education Local Plan Area:

Service Descriptions

435	<b>Health and nursing--specialized physical health care services:</b> Specialized physical health care services means those health services prescribed by the child's licensed physician and surgeon, requiring medically related training of the individual who performs the services and which are necessary during the school day to enable the child to attend school (5 CCR Section 3051.12[b]). Specialized physical health care services include but are not limited to suctioning, oxygen administration, catheterization, nebulizer treatments, insulin administration, and glucose testing.	✓			5 CCR Section 3051.12; 30 EC sections 56363, 49423.5(d) 34 CFR Section 300.107;
436	<b>Health and nursing--other services:</b> This includes services that are provided to individuals with exceptional needs by a qualified individual pursuant to an IEP when a student has health problems which require nursing intervention beyond basic school health services. Services include managing the health problem, consulting with staff, group and individual counseling, making appropriate referrals, and maintaining communication with agencies and health care providers. These services do not include any physician supervised or specialized health care service. IEP required health and nursing services are expected to supplement the regular health services program.	✓			5 CCR Section 3051.12; 30 EC Section 56363; 34 CFR Section 300.107
445	<b>Assistive technology services:</b> Any specialized training or technical support for the incorporation of assistive devices, adapted computer technology, or specialized media with the educational programs to improve access for students. The term includes a functional analysis of the student's needs for assistive technology; selecting, designing, fitting, customizing, or repairing appropriate devices; coordinating services with assistive technology devices; training or technical assistance for students with a disability, the student's family, individuals providing education or rehabilitation services, and employers.	✓			5 CCR Section 3051.16; 30 EC Section 56363; 34 CFR sections 300.6, 300.105

Services will be provided in the school of attendance unless otherwise determined by the individualized education program (IEP) team.



**California Special Education Management Information System**

Special Education Division

Special Education Local Plan Area:

**Service Descriptions**

450	<b>Occupational therapy:</b> Occupational Therapy (OT) includes services to improve student's educational performance, posture stability, self-help abilities, sensory processing and organization, environmental adaptation and use of assistive devices, motor planning and coordination, visual perception and integration, social and play abilities, and fine motor abilities. Both direct and indirect services may be provided within the classroom, other educational settings, or the home, in groups or individually, and may include therapeutic techniques to develop abilities, adaptations to the student's environment or curriculum, and consultation and collaboration with other staff and parents. Services are provided, pursuant to an IEP, by a qualified occupational therapist registered with the American Occupational Therapy Certification Board.	✓				5 CCR Section 3051.6; 30 EC Section 56363; 34 CFR Section 300.34 (c)(6)
460	<b>Physical therapy:</b> These services are provided, pursuant to an IEP, by a registered physical therapist, or physical therapist assistant, when assessment shows a discrepancy between gross motor performance and other educational skills. Physical therapy includes, but is not limited to, motor control and coordination, posture and balance, self-help, functional mobility, accessibility and use of assistive devices. Services may be provided within the classroom, other educational settings or in the home, and may occur in groups or individually. These services may include adaptations to the student's environment and curriculum, selected therapeutic techniques and activities, and consultation and collaborative interventions with staff and parents.	✓				5 CCR Section 3051.6; 30 EC Section 56363; 34 CFR Section 300.34 (c)(9); California <i>Business and Professions Code</i> (B&PC) Chapter 5.7 sections 2600–2696; <i>Government Code (GC)</i> Interagency Agreement Chapter 26.5 Section 7575(a)(2)
510	<b>Individual counseling:</b> One-to-one counseling, provided by a qualified individual pursuant to an IEP. Counseling may focus on such student aspects as education, career, personal, or be with parents or staff members on learning problems or guidance programs for students. Individual counseling is expected to supplement the regular guidance and counseling program.	✓				5 CCR Section 3051.9; 34 CFR Section 300.34(c)(2)



California Special Education Management Information System

Special Education Division

Special Education Local Plan Area:

Service Descriptions

515	<b>Counseling and guidance:</b> Counseling in a group setting, provided by a qualified individual pursuant to an IEP. Group counseling is typically social skills development, but may focus on such student aspects as education, career, personal, or be with parents or staff members on learning problems or guidance programs for students. IEP required group counseling is expected to supplement the regular guidance and counseling program. Guidance services include interpersonal, intrapersonal, or family interventions, performed in an individual or group setting by a qualified individual pursuant to an IEP. Specific programs include social skills development, self-esteem building, parent training, and assistance to special education students supervised by staff credentialed to serve special education students. These services are expected to supplement the regular guidance and counseling program.				34 CFR sections 300.24.(b)(2), 300.306; 5 CCR Section 3051.9
520	<b>Parent counseling:</b> Individual or group counseling provided by a qualified individual pursuant to an IEP to assist the parent(s) of special education students in better understanding and meeting their child's needs and may include parenting skills or other pertinent issues. IEP required parent counseling is expected to supplement the regular guidance and counseling program.	✓			5 CCR Section 3051.11; 34 CFR Section 300.34(c)(8)
525	<b>Social work services:</b> Social work services, provided by a qualified individual pursuant to an IEP, include, but are not limited to, preparing a social or developmental history of a child with a disability, group and individual counseling with the child and family, working with those problems in a child's living situation (home, school, and community) that affect the child's adjustment in school, and mobilizing school and community resources to enable the child to learn as effectively as possible in his or her educational program. Social work services are expected to supplement the regular guidance and counseling program.	✓		✓	5 CCR Section 3051.13; 34 CFR Section 300.34(c)(14)



**California Special Education Management Information System  
Service Descriptions**

Special Education Local Plan Area:

Special Education Division

530	<b>Psychological services:</b> These services, provided by a credentialed or licensed psychologist pursuant to an IEP, include interpreting assessment results for parents and staff in implementing the IEP, obtaining and interpreting information about child behavior and conditions related to learning, and planning programs of individual and group counseling and guidance services for children and parents. These services may include consulting with other staff in planning school programs to meet the special needs of children as indicated in the IEP. IEP required psychological services are expected to supplement the regular guidance and counseling program.	✓			5 CCR Section 3051.10; 34 CFR Section 300.34 (c)(10)
535	<b>Behavior intervention services:</b> A systematic implementation of procedures designed to promote lasting, positive changes in the student's behavior resulting in greater access to a variety of community settings, social contacts, public events, and placement in the least restrictive environment.	✓			5 CCR Section 3001(d); 34 CFR Section 300.34 (c)(10)
540	<b>Day treatment services:</b> Structured education, training, and support services to address the student's mental health needs.	✓			Health & Safety Code, Div.2, Chap.3, Article 1, Section 1502(a)
545	<b>Residential treatment services:</b> A 24-hour, out-of-home placement that provides intensive therapeutic services to support the educational program.	✓			Welfare and Institutions Code, Part 2, Chapter 2.5, Art. 1, Section 5671
610	<b>Specialized services for low incidence disabilities:</b> Low incidence services are defined as those provided to the student population who have orthopedic impairment (OI), visual impairment (VI), who are deaf, hard of hearing (HH), or deaf-blind (DB). Typically, services are provided in education settings by an itinerant teacher or an itinerant teacher/specialist. Consultation is provided to the teacher, staff, and parents as needed. These services must be clearly written in the student's IEP, including frequency and duration of the services to the student.	✓			5 CCR sections 3051.16, 3051.18; 34 CFR Section 300.34
710	<b>Specialized deaf and hard of hearing services:</b> These services include speech therapy, speech reading, auditory training, and/or instruction in the student's mode of communication. Rehabilitative and educational services; adapting curricula, methods, and the learning environment; and special consultation to students, parents, teachers, and other school personnel.	✓			5 CCR sections 3051.16, 3051.18; 34 CFR Section 300.34

Services will be provided in the school of attendance unless otherwise determined by the individualized education program (IEP) team.



**California Special Education Management Information System**  
**Service Descriptions**

Special Education Division

Special Education Local Plan Area:

715	<b>Interpreter services:</b> Sign language interpretation of spoken language to individuals, whose communication is normally sign language, by a qualified sign language interpreter. This includes conveying information through the sign system of the student or consumer and tutoring students regarding class content through the sign system of the student.	✓			5 CCR Section 3051.16; 34 CFR Section 300.34 (c)(4)
720	<b>Audio logical services:</b> These services include measurements of acuity, monitoring amplification, and frequency modulation system use. Consultation services with teachers, parents, or speech pathologists must be identified in the IEP as to reason, frequency, and duration of contact; infrequent contact is considered assistance and would not be included.	✓			5 CCR Section 3051.2; 34 CFR Section 300.34 (c)(1)
725	<b>Specialized vision services:</b> This is a broad category of services provided to students with visual impairments. It includes assessment of functional vision; curriculum modifications necessary to meet the student's educational needs including Braille, large type, and aural media; instruction in areas of need; concept development and academic skills; communication skills including alternative modes of reading and writing; and social, emotional, career, vocational, and independent living skills. It may include coordination of other personnel providing services to the students such as transcribers, readers, counselors, orientation and mobility specialists, career/vocational staff, and others, and collaboration with the student's classroom teacher.	✓			5 CCR Section 3030(d); 30 EC Section 56364.1
730	<b>Orientation and mobility:</b> Students with identified visual impairments are trained in body awareness and to understand how to move. Students are trained to develop skills to enable them to travel safely and independently around the school and in the community. It may include consultation services to parents regarding their children requiring such services according to an IEP.	✓			5 CCR Section 3051.3; 30 EC Section 56363; 34 CFR Section 300.34 (c)(7)
735	<b>Braille transcription:</b> Any transcription services to convert materials from print to Braille. It may include textbooks, tests, worksheets, or anything necessary for instruction. The transcriber should be qualified in English Braille as well as Nemeth Code (mathematics) and be certified by appropriate agency.	✓			5 CCR Section 3051.16; 30 EC Section 56363; 34 CFR Section 300.8 (c)(13)



**California Special Education Management Information System**  
**Service Descriptions**

Special Education Local Plan Area:

Special Education Division

740	<b>Specialized orthopedic services:</b> Specially designed instruction related to the unique needs of students with orthopedic disabilities, including specialized materials and equipment.	✓			5 CCR sections 3030(e), 3051.16; 30 EC Section 56363; 34 CFR Section 300.8 (c)(8)
745	<b>Reading services</b>			✓	5 CCR Section 3051.16
750	<b>Note taking services:</b> Any specialized assistance given to the student for the purpose of taking notes when the student is unable to do so independently. This may include, but is not limited to, copies of notes taken by another student or transcription of tape-recorded information from a class or aide designated to take notes. This does not include instruction in the process of learning how to take notes.	✓			5 CCR Section 3051.16
755	<b>Transcription services:</b> Any transcription service to convert materials from print to a mode of communication suitable for the student. This may also include dictation services as it may pertain to textbooks, tests, worksheets, or anything necessary for instruction.			✓	5 CCR Section 3051.16
760	<b>Recreation services, includes therapeutic recreation:</b> Therapeutic recreation and specialized instructional programs designed to assist pupils to become as independent as possible in leisure activities, and when possible and appropriate, facilitate the pupil's integration into general recreation programs.			✓	5 CCR Section 3051.15; 34 CFR Section 300.34 (c)(11)
820	<b>College awareness:</b> College awareness is the result of acts that promote and increase student learning about higher education opportunities, information, and options that are available including, but not limited to, career planning, course prerequisites, admission eligibility, and financial aid.	✓			34 CFR sections 300.39 (b)(5), 300.43
830	<b>Vocational assessment, counseling, guidance, and career assessment:</b> Organized educational programs that are directly related to the preparation of individuals for paid or unpaid employment, and may include provision for work experience, job coaching, development and/or placement, and situational assessment. This includes career counseling to assist a student in assessing his/her aptitudes, abilities, and interests in order to make realistic career decisions.	✓			5 CCR Section 3051.14; 34 CFR sections 300.39 (b)(5), 300.43



California Special Education Management Information System

Special Education Division

Special Education Local Plan Area:

Service Descriptions

840	<b>Career awareness:</b> Transition services include a provision for self-advocacy, career planning, and career guidance. This also emphasizes the need for coordination between these provisions and the Perkins Act to ensure that students with disabilities in middle schools will be able to access vocational education funds.	✓			5 CCR Section 3051.14; 34 CFR sections 300.39 (b)(5), 300.43
850	<b>Work experience education:</b> Work experience education means organized educational programs that are directly related to the preparation of individuals for paid or unpaid employment, or for additional preparation for a career requiring other than a baccalaureate or advanced degree.	✓			5 CCR Section 3051.14; 34 CFR sections 300.39 (b)(5), 300.43
855	<b>Job Coaching:</b> Job coaching is a service that provides assistance and guidance to an employee who may be experiencing difficulty with one or more aspects of the daily job tasks and functions. The service is provided by a job coach who is highly successful, skilled and trained on the job who can determine how the employee that is experiencing difficulty learns best and formulate a training plan to improve job performance.	✓			5 CCR Section 3051.14; 34 CFR sections 300.39 (b)(5), 300.43
860	<b>Mentoring:</b> Mentoring is a sustained coaching relationship between a student and teacher through ongoing involvement. The mentor offers support, guidance, encouragement and assistance as the learner encounters challenges with respect to a particular area such as acquisition of job skills. Mentoring can be either formal, as in planned, structured instruction, or informal that occurs naturally through friendship, counseling, and collegiality in a casual, unplanned way.			✓	5 CCR Section 3051.14; 34 CFR sections 300.39 (b)(5), 300.43
865	<b>Agency linkages (referral and placement):</b> Service coordination and case management that facilitates the linkage of individualized education programs under this part and individualized family service plans under part C with individualized service plans under multiple Federal and State programs, such as title I of the Rehabilitation Act of 1973 (vocational rehabilitation), title XIX of the Social Security Act (Medicaid), and title XVI of the Social Security Act (supplemental security income).	✓			30 EC Section 56341.5 (f); 34 CFR Section 300.344 (3)(b)
870	<b>Travel training (includes mobility training)</b>			✓	5 CCR Section 3051.3; 34 CFR sections 300.39 (c)(7)

Services will be provided in the school of attendance unless otherwise determined by the individualized education program (IEP) team.



**California Special Education Management Information System**  
**Service Descriptions**

Special Education Division

Special Education Local Plan Area:

890	<b>Other transition services:</b> These services may include program coordination, case management and meetings, and crafting linkages between schools and between schools and postsecondary agencies.	✓				
900**	<b>Other special education/related services:</b> Any other specialized service required for a student with a disability to receive educational benefit.			✓		
* B&PC-Business and Professional Codes CCR-California Code of Regulations CFR-Code of Federal Regulations EC-Education Code GC-Government Code						
** Use of CASEMIS Code 900 necessitates further explanation. Please list the other special education/related services to be provided as Code 900 on the form ASP-01b: Customized Service Descriptions.						

California Department of Education Form ASP-01b (rev Feb 2017)		Special Education					
CASEMIS Code	Special Education Service Category Descriptions Birth-21 Years	Compliance Standard (Legal Requirement)	For CDE Use Only				
	<i>Did you use Code 900, Other Special Education/Related Services, in your Physical Location of Services plan?</i>  <i>Please describe the services that fall under the use of this code.</i>		<table><tr><td>Meets Compliance</td><td></td></tr><tr><td>Yes</td><td>No</td></tr></table>	Meets Compliance		Yes	No
Meets Compliance							
Yes	No						



Special Education Local Plan Area: **1916 Pasadena Unified School District**  
Local Educational Agency (LEA): **1964881 Pasadena Unified School District**

**Annual Service Plan (001)**

<b>Location</b> List the site name and type of facility providing services to students enrolled in the LEA.		<b>Services Provided at this Location</b> List the California Special Education Management Information System (CASEMIS) code associated with each service that is provided at the location listed in the left-hand column.									
<b>Site Name</b>	<b>Type Of Facility</b>	<b>CASEMIS Service Codes</b> (Use of Code 900 requires further explanation)									
6021505-Altadena Elementary	10	330	415	425	445	450	460	510	535	340	
6021547-Cleveland Elementary	10	330	415	425	510	535	450	460	340		
6021554- Don Benito F.	10	330	415 425	445	450	460	725	510	535	710	340
6021570-Field Elementary	10	330	350 340	415	425	445	450	460	510	535	710
6021588-Franklin Elementary	10	330	415 445	450 460	425 340	510	535	710			
6021512-Hamilton Elementary	10	330	415 340	425	445	450 460	510	515	535		
6021620-Jackson Elementary	10	330	415	425	445	510	535	460	340		
6021638-Jefferson Elementary	10	330	415	425	445	510	535	450	460	340	
6021679-Longfellow Elementary	10	330	415 450	425	445	510	535	710	460	340	
6021687-Madison Elementary	10	330	415	450	425	445	510	535	460	340	
1932409-Norma Coombs El.	10	330	350 340	415	425	445	450 460	510	535	730	710
6021711-Roosevelt Elementary	10	330	425 436	435 445	450 415	460 340	510	535	610	725 710	730 740
6021729-San Rafael Elementary	10	330	415 340	425	445	450	460	510	535	710	
6119549-Washington ACC	10	330	340	350	415	530	535	425 710	445 450	510 460	535
6015671-Webster Elementary	10	330	340	415	425	445 450	460	510	535	755	450
6015697-Willard Elementary	10	330	340	415	425	445	450	460	510	535	710
6120265-McKinley School	10	330	340	415	425	450 460	510	610	445	535	710

6021737-Sierra Madre School	10	330	350	340	445	415	425	450	460	530	725
								510	535	710	
6058465-Eloit Middle School	10	330	340	350	415	425	450	460	510	535	710
						445					
6021752-Washington Middle	10	330	415 515	535	725	425	445	510	535	450	460
6058499-Wilson Middle School	10	330	340	415	425	450	510	535	445	725	730
						460	865	865	710	870	735
7102312-Focus Point Academy	10	330	340	350	415	510	530	535	610	850	855
			450	436	445	520	515	460	820	830	840
0118075-Charter School	56	330	350	415	425	450	510	515	725	445	710
						460					
450- Community Services	31	415									
1931062-Blair High School	10	330	415	425	450	460	510	515	330	415	425
				445							445
1931674-Marshall Fundamental	10	330	415	425	445	450	510	730	840	850	855
						460	535		820	830	710
1936103-John Muir High School	10	330	425	510	515	540	610	715	725	860	890
		415	445	850	855	820	830	840	535	710	450
											460
1936822-Pasadena High School	10	330	350	415	425	445	450	460	510	890	850
					710	720	535	820	830	840	855
117440-Center for Independent study (CIS)	24	330	415	445	450	460	510	515	535		
1936806-Rose City High (Continuation)	20	330	515	425	445	850	855	510	535	450	460
			415								

Use these codes to identify the type of facility providing services to students ages 6–22:

10–Public Day School	11–Public Residential School	15–Special Education Center/Facility
19–Other Public School/Facilities	20–Continuation School	22–Alternative Work Education Center/ Work Study Program
24–Independent Study	31–Community School	55–Charter School (operated <b>by</b> an LEA/ District/County Office of Education)
56–Charter School (operating <b>as</b> an LEA)		



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**Other Facilities (002)**

<b>Location</b> List the site name and type of facility providing services to students enrolled in the LEA.		<b>Services Provided at this Location</b> List the California Special Education Information System (CASEMIS) code associated with each service that is provided at the location listed in the left-hand column.							
<b>Site Name</b>	<b>Type of Facility</b>	<b>CASEMIS Service Codes</b> (Use of Code 900 requires further explanation)							
60217111-Pasadena Adult Living Skills (PALS)	51	330 850	340 840	415 425	445 450	460 510	725 535	890 820	865 830 855
505- Home Teaching	40	330	415	436	445	510 520	535 530	515	
6934152- Almansor Center	70	330	340	415	425	510	515 520	530 535	730 735
0129486-Change Academy at the Lake of Ozarks (CALO)	72	330	530	520	545				
6131056-Devereux Texas	72	330	415	530	540	545	515	520	535
6982219-The Frostig center	70	330	340	415	450	510	515 710	535 530	520 530
6131114-Herutage Center	72	330	510	520	545				
7026263-Hillsides Education Center	70	330	340	415	510	515	520	530	535
6934291-Hillside School & Learning Center	70	330	415	510	515	520	530	535	
6979603-Junior Blind of America	70	330	340	415	725	730			
0128173-Lakemary	72	330	340	415	450	510	535	545	
6935084-Leeway School	70	330 525	340 530	415 830	445 840	450	510	520	525
7077811-LeRoy Haynes	70	330	340	415	450	890			
6205355-New School /Help Group	70	330	340	415	450	460	510 520	530 535	515
6900278-Tobinworld	70	330	340	415	450 425	460	510	515 520	535 530
6936199-Villa Esperanza	70	330 340	415	425	450 460	515 520	530 535	535	710

0127415-Westmoreland Academy	70	330	340	415	425	510	515 520	530 535	730 735
Correctional Institution or Incarceration Facility	32	330	415	510	515	520	530	535	
Juvenile Court School	30	330	415	510	515	520	530	535	

Use these codes to identify the type of facility providing services to students ages 6–22:

30–Juvenile Court School	<b>32–Correctional Institution or Incarceration Facility</b>	40–Home Instruction
45–Hospital Facility	50–Community College	51–Adult Education Program
70–Nonpublic Day School	71/72–Nonpublic Residential School	79–Nonpublic Agency



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**Infant Services (003)**

<b>Location</b> List the site name and type of facility providing services to students enrolled in the LEA.		<b>Services Provided at this Location</b> List the California Special Education Management Information System (CASEMIS) code associated with each service that is provided at the location listed in the left-hand column.							
<b>Site Name</b>	<b>Type of Facility</b>	<b>CASEMIS Service Codes</b> (Use of Code 900 requires further explanation)							
506 – Home Instruction	40	210	250						
6021711-Roosevelt Elementary	10	210	250	740					

Use these codes to identify the type of facility where Infant Services (ages 0–3) are provided:

00–No School (Ages 0–5 only)	10–Public Day School
11–Public Residential School	19–Other Public School/Facilities
40–Home	45–Hospital Facility
62–Child Development or Child Care Facility	65–Extended Day Care

Special Education Local Plan Area: **1916 Pasadena Unified School District**  
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**Pre-School Services (004)**

<b>Location</b> List the site name and type of facility providing services to students enrolled in the LEA.		<b>Services Provided at this Location</b> List the California Special Education Management Information System (CASEMIS) code associated with each service that is provided at the location listed in the left-hand column.						
<b>Site Name</b>	<b>Type Of Facility</b>	<b>CASEMIS Service Codes</b> (Use of Code 900 requires further explanation)						
6021505-Altadena Children Cente	62	330	340	415	450	460		
6021539-Burbank Pre School Center	62	415	450	460	710			
6021570-Field Children Center	62	415	450	460	710			
6021612-Hamilton Children Center	62	415	450	460				
451-Head Start Center	61	415						
6021620-Jackson Children Center	62	415	450	460				
6021638-Jefferson Children Center	62	415	450	460				
6021679-Longfellow Children Center	62	415	450	460				
6021687-Madison Children Center	62	415	450	460				
1932409-Norma Coombs Children Center	62	330	340	415	450	460		
6021711-Roosevelt Children Center	62	330	340	415	425	450 460	710 720 725	
6021729-San Rafael Children Center	62	415	450	460				
6021737-Sierra Madre Children Center	62	415	450	460	710			
6119549-Washington Children Center	62	415	450	460				
6015671-Webster Children Center	62	330	340	415	450	460		
6015697-Willard Children Center	62	415	450	460				
450- Community Services	64	415	450	460				

Use these numbers to identify the type of facility where Pre-School Services (ages 3–5) are provided:

40—Home Instruction	45—Hospital Facility
61—Head Start Program	62—Child Development or Child Care Facility
63—State Preschool Program	64—Private Preschool
65—Extended Day Care Program	