

PURPOSE OF THE PROCEDURES GUIDE

The purpose of this guide is to provide specific information regarding processes and procedures in special education. The procedures guide provides answers as to why and how special education functions. The guide acts as a reference tool for both nuts and bolts information and best practices in special education. The Procedures Guide is an official policy document of the Contra Costa SELPA and each member Local Education Agency (LEA).

This procedures guide is to be used as a resource tool by all special education personnel. It is the intent of the committee for this guide to be used as a working document to assist teachers, parents, administrators, and staff involved in helping students with special needs. The Procedures Guide contains a variety of useful tools to assist you in using it as a resource.

- The **“To Do List”** boxes can be used as a checklist in completing different tasks such as low incidence reimbursements or preparing an assessment report.
- The **“Resource Link”** boxes provide links to information either on the web or in SELPA publications.

There are different publications that can be stand-alone information manuals, but are incorporated into this document:

1. Occupational Therapy Guidelines
2. Parent Handbook