

What tasks does the school complete to prepare for the DVR?

The following preparatory tasks require completion by the timelines indicated below. If there are any questions, please contact the DVR Lead assigned to your school.

SECTION 1: Approximately 6 Weeks Before the Scheduled DVR Date

☑	Task
☐	<p><u>Attend</u> a MANDATORY <i>DVR Overview for Schools</i> training hosted by the Division of Special Education prior to meeting with your DVR Lead.</p> <ul style="list-style-type: none"> - School principal will appoint a school site DVR team - At least one school site DVR team member must attend the training - Refer to page 8 for <i>DVR Overview for Schools</i> training schedule <p>Note: The school will receive important DVR materials at the completion of the training.</p>
☐	<p><u>Coordinate and schedule</u> a <i>Pre-DVR Meeting</i> with your school's assigned DVR Lead after attending the <i>DVR Overview for Schools</i> training.</p> <ul style="list-style-type: none"> - Refer/review email sent by DVR Lead to confirm DVR date & set a Pre-DVR meeting date - At this meeting, timelines for preparatory tasks will be established - The DVR Lead and school team will set meeting locations & times for the day of the DVR - Identify staff members to participate in select DVR activities <p><u>Note:</u> Coordinate substitute coverage for school DVR team members, if needed. School is responsible for funding sub coverage.</p> <ul style="list-style-type: none"> - Questions regarding the DVR process will be answered
☐	<p><u>Designate</u> a classified staff member to serve as the oral interpreter during the in-person DVR Parent Interview Meeting (60 min)</p> <ul style="list-style-type: none"> -Parent Interview Meeting takes place on the scheduled DVR date -Identify a location to conduct the in-person Parent Interview Meeting -No school administrator/school staff other than interpreter may be in attendance
☐	<p><u>Principal Tasks:</u></p> <ul style="list-style-type: none"> • Ensure your school's DVR date does not conflict with your availability to support any DVR activity on the day of the school visit (Scheduled DVR Date) • Be present at DVR Summary Report Meeting where DVR findings are reviewed. <u>Principal attendance is required.</u> Additional DVR school site team members' attendance is optional but highly recommended.

SECTION 2: Approximately 3–4 Weeks Before the Scheduled DVR Date

☑	Task
☐	<p>Distribute only to parents of students with disabilities/IEPs the 3-page communication which includes:</p> <ul style="list-style-type: none"> • DVR introduction letter for families • DVR Parent Meeting/Interview invitation • DVR Parent Survey <p>Additional Tasks:</p> <ul style="list-style-type: none"> • Fill in fields with parent meeting information before printing and distributing • Maintain a log of RSVPs on the DVR Parent Interview RSVP Meeting Log Form <ul style="list-style-type: none"> • Document returned meeting invitations, phone calls, and/or email confirmations • Place completed log in the DVR binder • Resend parent invitation & survey a second time if less than 10% of parents of students with IEPs RSVP
☐	<p>Email Staff Letter & Survey to:</p> <ul style="list-style-type: none"> • All general and special education teachers • Out-of-the-Classroom certificated staff • Related Service Providers, including School Psychologist • Special education paraprofessionals, including BII service providers • Special education clerical support staff • Administrators
☐	<p>Review IEP student list in Welligent DVR module if not yet reviewed at the Pre-DVR meeting</p> <ul style="list-style-type: none"> • Inform DVR Lead if a student is no longer attending the school or if your school did not complete/conduct(?) the active IEP. • Ensure all electronic files have been uploaded into Welligent that are part of students' IEP records, as appropriate
☐	<p>Notify the 2 teachers selected by the DVR Lead (in collaboration with the school DVR Team) of their participation in the DVR Classroom Observation activity</p> <ul style="list-style-type: none"> • DVR team will conduct 15–20 minute classroom observation the day of the school visit (<u>Note:</u> This is not a teacher evaluation or formal observation.) • Classroom teachers will be asked questions regarding the implementation of their student's IEP

SECTION 3: Approximately 2 Weeks Before the Scheduled DVR Date

<input checked="" type="checkbox"/> Task	
<input type="checkbox"/>	Ensure school postings, flyers, and brochures, etc. are posted in prominent locations, in the office , and other areas as appropriate, and available to the school community <ul style="list-style-type: none"> Refer to <u>Section 5</u> for list of postings, flyers, and brochures Remove obsolete posters, i.e. Child Find (2018); Complaint Response Unit (CRU)
<input type="checkbox"/>	Follow-up on parent surveys and parent interview meeting RSVPs <ul style="list-style-type: none"> If less than 10% of parents provided an RSVP, send the 3-page communication again. Keep a record of dates letters/surveys were sent out Review/update Parent Interview Meeting RSVP Log
<input type="checkbox"/>	Send/Email staff surveys if they have not been emailed to the appropriate staff; ensure they are emailed with a “Read Receipt” if possible

SECTION 4: 3 Days Before the Scheduled DVR Date

<input checked="" type="checkbox"/> Task	
<input type="checkbox"/>	Print all required Welligent Reports and place in the DVR binder <ul style="list-style-type: none"> Refer to Section 5 below <p>Note: Some reports must be run by the provider and provided to the administrator</p>
	Remind the two (2) classroom teachers selected for the DVR classroom observation that a member of the DVR team will visit their classroom and engage with them on the day of DVR
	Compile all printed reports, brochures, and flyers and place them in the DVR binder <p>Organization of DVR Binder</p> <ul style="list-style-type: none"> Parent Meeting Materials Publications Letters & Logs Welligent Compliance Monitoring Reports

SECTION 5: Required Postings, Letters, Logs, Reports, & Publications

School Postings

These flyers should be posted in prominent locations, **in the office**, and other areas accessible to parents as appropriate. Postings will be verified during the school visit on the scheduled DVR date.

<input checked="" type="checkbox"/>	Item	Resource
<input type="checkbox"/>	Child Find Poster ⁽⁴⁾	<ul style="list-style-type: none"> ▪ Child Find English Poster ▪ Child Find Spanish Poster
<input type="checkbox"/>	School and Family Support Services (SFSS) Poster ⁽²⁾	<ul style="list-style-type: none"> ▪ SFSS English Poster ▪ SFSS Spanish Poster
<input type="checkbox"/>	Division of Special Education Virtual Parent Workshops flyer for 2025/2026 ⁽³⁾ (Formerly Special Education Parent Training Calendar)	<ul style="list-style-type: none"> ▪ Available on the DSE website sped.lausd.org/parents

Logs

<input checked="" type="checkbox"/>	Item	Resource
<input type="checkbox"/>	DVR Parent Interview Meeting RSVP Log ⁽¹⁾	Parent Interview Meeting RSVP Log
<input type="checkbox"/>	School-level PD on <u>special education topics</u> – or PD calendar with the proposed topic(s) ⁽¹¹⁾	School PD agendas, sign-ins, and PD materials for past dates or PD calendar of future dates
<input type="checkbox"/>	Copies of SSPT meeting logs to monitor and evaluate support for students ⁽¹²⁾	School SSPT Logs

Letters

<input checked="" type="checkbox"/>	Item	Resource
<input type="checkbox"/>	SFSS Notification letter on school letterhead / English & Spanish ⁽⁹⁾ (May include another language prevalent in the school community)	SFSS Notification letter (REF-049897)

Forms

<input checked="" type="checkbox"/>	Item	Resource
<input type="checkbox"/>	<u>One</u> (1) Parent Request for Reasonable Accommodations form ⁽¹⁰⁾ Form must be part of the student's green folder	Provide DVR Lead access to Green Folder <ul style="list-style-type: none"> ▪ "Parent Request for Reasonable Accommodations"

Reports

Copies of the following reports should be compiled and printed for the DVR Lead to review in the school's DVR Binder on the day of the scheduled DVR, unless otherwise specified below.

School Self-Review Checklist

<input checked="" type="checkbox"/>	Item	Resource
<input type="checkbox"/>	2025-2026 School Self-Review Checklist (SSRC) ⁽⁸⁾ <ul style="list-style-type: none"> <u>DVR Lead will verify completion of SSRC</u> If a school's DVR date falls before 10/31/25, ensure SSRC is completed via Google form prior to the DVR. 	SSRC
<input type="checkbox"/>	Oral Interpreter Roster from SSRC Toolkit ⁽⁷⁾ <ul style="list-style-type: none"> <u>DVR Lead will verify school's completion of oral interpretation roster.</u> 	SSRC

Initial Academic Assessment Report

<input checked="" type="checkbox"/>	Item	Resource								
<input type="checkbox"/>	<p>Copy of one (1) initial academic assessment report for student on 10% DVR Student List</p> <table><tr><th>If</th><th>Then</th></tr><tr><td>There is no student on 10% list with an initial report</td><td>Select another student's initial report completed within the current school year</td></tr><tr><td>There is no initial report completed within the current school year</td><td>Select a triennial or reevaluation academic assessment report completed within the current school year</td></tr><tr><td>If no academic assessment reports have been completed within the current school year</td><td>Select the last most recent initial, triennial or reevaluation academic assessment report completed within the previous school year</td></tr></table>	If	Then	There is no student on 10% list with an initial report	Select another student's initial report completed within the current school year	There is no initial report completed within the current school year	Select a triennial or reevaluation academic assessment report completed within the current school year	If no academic assessment reports have been completed within the current school year	Select the last most recent initial, triennial or reevaluation academic assessment report completed within the previous school year	<p>Refer to materials provided by the Compliance Office</p> <p>https://bit.ly/DVR-CharterMaterials</p>
If	Then									
There is no student on 10% list with an initial report	Select another student's initial report completed within the current school year									
There is no initial report completed within the current school year	Select a triennial or reevaluation academic assessment report completed within the current school year									
If no academic assessment reports have been completed within the current school year	Select the last most recent initial, triennial or reevaluation academic assessment report completed within the previous school year									

Welligent Compliance Monitoring Reports

For School Administrators ⁽⁵⁾

<input checked="" type="checkbox"/>	Item	Report ID
<input type="checkbox"/>	Master Calendar Report	2559
<input type="checkbox"/>	IEP Assessment Report	2807
<input type="checkbox"/>	SER300L(A)-Service Delivery Reports YTD (School)	2941
<input type="checkbox"/>	SER315L – 30-Day Service Report	2910
<input type="checkbox"/>	Monthly Attendance Form (1) RSP teacher <ul style="list-style-type: none"> Use the DVR Scheduled Date run and the previous month's Monthly Attendance Form for one RSP teacher at the school site 	439
<input type="checkbox"/>	Monthly Service Report / Log By Provider(438) <ul style="list-style-type: none"> Use the DVR Scheduled Date Run and run the monthly service report for one <u>District</u> BII service provider at the school site 	438
<input type="checkbox"/>	Section K: Accommodations / Modifications Report	1036
<input type="checkbox"/>	Active IEP Accommodations	2819
<input type="checkbox"/>	Active IEP Section G: Annual Goals and Objectives	2845
<input type="checkbox"/>	LRE215-Pct of Time in GE for SWDs (Student Detail)	2188
<input type="checkbox"/>	LRE220-Pct of Time in GE for SWDs (School Summary)	2303
<input type="checkbox"/>	CLSS106 – Unassigned Students	2270

For Service Providers

Service reports for the RSP Teacher, BII, BID, and Related Services providers must be run by the individuals serving in those positions and provided to the school administrator (or) school DVR Lead. Monthly log provider reports must be signed and dated.

<input checked="" type="checkbox"/>	Item	Resource
<input type="checkbox"/>	- Signed RSP Monthly Attendance Form (RSP Teachers)	380
<input type="checkbox"/>	- Signed Monthly Service Logs (Related Services Providers)	379
<input type="checkbox"/>	SER300P(A) Service Delivery Report with Adjusted Target YTD	2942
<input type="checkbox"/>	SER300Q(A) Student Audit Report w/Adjusted Target YTD (Run for one (1) Student Only on service provider's caseload) <ul style="list-style-type: none"> This is an audit log report. It lists every documented session for the student. 	2943

Publications

The following publications should be provided for the Document Review activity and readily available for parents.

<input checked="" type="checkbox"/>	Item	Resource
<input type="checkbox"/>	Are You Puzzled By Your Child's Special Needs (2016) ⁽¹⁴⁾	Copies of the listed publications in English & Spanish are available on the DSE website
<input type="checkbox"/>	A Parent's Guide to Special Education Services (2018) ⁽¹⁵⁾	
<input type="checkbox"/>	The IEP and You (2024) ⁽¹⁶⁾	
<input type="checkbox"/>	The ITP and You (2024) ⁽¹⁷⁾	
<input type="checkbox"/>	School & Family Support Services (SFSS) brochure (2021) ⁽¹⁸⁾	
<input type="checkbox"/>	Alternate Dispute Resolution (ADR) brochure (2024) ⁽¹⁹⁾	
<input type="checkbox"/>	Extended School Year (ESY) brochure (2024) ⁽²⁰⁾	
<input type="checkbox"/>	REF-1410.10: Individualized Education Program (IEP) Dispute ⁽¹⁹⁾ Resolutions Options: (1) Alternate Dispute Resolution (ADR), (2) Informal Dispute Resolution (IDR), (3) Mediation Only (MO), and (4) Due Process Hearing Proceedings	

Looking Ahead at IEP Record Reviews

Several key components of students' IEPs will be reviewed. While the DVR is an LAUSD process, the areas to be reviewed are standard practices that should be consistently implemented and monitored throughout the school year. Following is a preview of some of the IEP items that will be examined. These include, but are not limited to:

<input checked="" type="checkbox"/>	IEP Review Items
<input type="checkbox"/>	Timely review of annual and triennial IEPs
<input type="checkbox"/>	Accurate and up-to-date present levels performance that include students' Strengths, Needs, and Impact of Disability. The Impact of Disability will be reviewed according to the LAUSD DVR Impact of Disabilities Samples document.
<input type="checkbox"/>	Measurable annual goals aligned with identified student needs
<input type="checkbox"/>	Documentation of service minutes and their provision as outlined in the IEP. Any service provided under Tier 2 (under 90%) will be identified as noncompliant for DVR purposes. Services provided above 125% will also be identified as noncompliant
<input type="checkbox"/>	Implementation of accommodations, modifications, and behavior intervention plans, where applicable
<input type="checkbox"/>	Evidence of progress monitoring and reporting to parents as scheduled

DVR TRAINING FOR SCHOOLS 2025–2026

All schools participating in the 2025–2026 DVR process must attend a DVR Overview Training and Clearing Corrective Actions Training. School administrators must appoint a school DVR team of at least 2 certificated staff. If schools receive corrective actions based on DVR findings, the school administrator must appoint a designee/team to attend a DVR Clearing Corrective Actions Training. Registration and passcode are not required. Independent Charter Schools are welcome to attend any of the District training sessions.

Overview Training for Schools (Complete prior to Pre-DVR meeting)

This virtual training, hosted by the Division of Special Education, will provide an overview of the DVR process as well as the preparatory activities that schools must complete. The last 15 minutes of this training will include a live Q&A session.

[Click Here](#) or on a date below to join the Zoom meeting.

(Meeting ID: 825 0822 9237)

September	9/9/25 3 PM–4:30 PM	9/18/25 3 PM–4:30 PM	9/25/25 3 PM–4:30 PM	December	12/11/25 3 PM–4:30 PM
October	10/7/25 3 PM–4:30 PM	10/14/25 3 PM–4:30 PM	10/23/25 3 PM–4:30 PM	January	1/20/25 3 PM–4:30 PM
November	11/4/25 3 PM–4:30 PM	11/6/25 3 PM–4:30 PM	11/13/25 3 PM–4:30 PM	February	2/3/25 3 PM–4:30 PM

Clearing Corrective Actions Training for Schools

This virtual training, hosted by the Division of Special Education, will show participants how to navigate the DVR Welligent module and will provide an overview on the types of corrective actions and how to clear them using the Division of Special Education templates and PD materials. The last 15 minutes of this training will include a live Q&A session.

[Click Here](#) or on a date below to join the Zoom meeting.

(Meeting ID: 890 0655 8800)

October	10/24/25 3 PM–4:30 PM	10/29/25 3 PM–4:30 PM	January	1/14/26 3 PM–4:30 PM	1/23/26 3 PM–4:30 PM	1/28/26 3 PM–4:30 PM
November	11/5/25 3 PM–4:30 PM	11/12/25 3 PM–4:30 PM	February	2/6/26 3 PM–4:30 PM	2/11/26 3 PM–4:30 PM	2/27/26 3 PM–4:30 PM
December	12/5/25 3 PM–4:30 PM		March	3/4/26 3 PM–4:30 PM	3/20/26 3 PM–4:30 PM	