

**From:** [Yellowlees John - SS](#) on behalf of [Yellowlees John - SS <JohnY@cksd.wednet.edu>](#)  
**To:** [Coleman Kathryn - SPSR](#)  
**Subject:** RE: Special Education Procedure Revisions  
**Date:** Wednesday, July 30, 2014 8:32:12 AM

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Thank you!

John Yellowlees  
Assistant Director of Special Services  
Central Kitsap School District  
(360)662-1040

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**From:** Coleman Kathryn - SPSR  
**Sent:** Tuesday, July 29, 2014 1:26 PM  
**To:** Yellowlees John - SS  
**Subject:** Fwd: Special Education Procedure Revisions

Hi there!

A welcome back to school job just for you!

K

Kathryn Coleman  
Central Kitsap School District  
Director of Special Education  
360-662-1040

Begin forwarded message:

**From:** Kim Bahrenburg <[Kim.Bahrenburg@k12.wa.us](mailto:Kim.Bahrenburg@k12.wa.us)>  
**Date:** July 29, 2014 at 1:09:38 PM PDT  
**To:** Kim Bahrenburg <[Kim.Bahrenburg@k12.wa.us](mailto:Kim.Bahrenburg@k12.wa.us)>  
**Subject:** **FW: Special Education Procedure Revisions**

***The following information is being sent to ESD and district business managers, special education directors/coordinators and administrative staff:***

The Washington State School Directors' Association (WSSDA) has updated the special education policy and procedures (2161 and 2161P). School districts are required to update their procedures to address changes to:

- Consent for public insurance and benefits;
- Evaluation processes that include moving from Part C to Part B;
- Reevaluation procedures;
- IEP development (to address providing copies of the district's required

notification of isolation or restraint and changes to aversive intervention language;

- Information on transfer students;
- Information in the procedural safeguards;
- Appointment of an educational representative;
- Due process hearing procedures; and
- Discipline.

The procedures also contain housekeeping changes which include: child find, parent participation, evaluation requirements, reevaluation and graduation requirements, private schools, and revocation of consent.

WSSDA's suggested changes to the special education policy 2161 include cross-references to the restraint and isolation laws only. You may obtain the updated policy and procedures through WSSDA.

Districts are required to revise their procedures in response to regulatory changes and provide OSPI with copies of those changes. Once procedures are updated, provide OSPI a copy of the revised procedures and a copy of the updated policy if the district chooses to revise their district policy. **The updated policy and procedures should be sent** to the Superintendent of Public Instruction (OSPI), Special Education Department, P.O. Box 47200, Olympia, WA 98504, Attention: Kathy Cutlip. The District's procedures should be revised and sent to OSPI **by January 30, 2015**.

Please also note, charter schools must have policies and procedures in place by the start of the charter's school year.

If you have questions about the WSSDA policies and procedures please contact Megan Simmons, assistant to Heidi Maynard at: [M.Simmons@wssda.org](mailto:M.Simmons@wssda.org) or 360-252-3018.

If you have questions about required changes to procedures or question about this email, please contact Pam McPartland at [Pamela.mcpartland@k12.wa.us](mailto:Pamela.mcpartland@k12.wa.us) or 360-725-6075.

Kim Bahrenburg, Secretary Supervisor  
Assistant to the Director of Special Education  
Office of the Superintendent of Public Instruction (OSPI)  
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