

All students with disabilities, as defined by the IDEA and Louisiana's Exceptionality laws, are entitled to a Free and Appropriate Public Education (FAPE) in the least restrictive environment as determined by their Individual Education Program (IEP) Team. On an annual basis, IEP Teams must determine an appropriate educational placement to deliver special education and related services to an eligible student.

An IEP Team is responsible for determining the special education components, related services and appropriate setting that an eligible student with a disability needs to receive FAPE. If the Local Education Agency (LEA) believes it is independently unable to fulfill the student's special education, related services, or educational placement needs, as determined by the IEP Team's consensus decision, the LEA should investigate the web sites, portals, information-referral lines, etc. of public state agencies and contact appropriate agencies about the services or programs they offer that may help to meet the student's special education, services, or placement needs. If an LEA is unsuccessful in directly attempting to coordinate or collaborate with a state agency, the Louisiana Department of Education (LDOE) can intervene to help it verify, enlist, and coordinate the services of state public agencies to assist the LEA with providing supplemental or support services for the student. The LEA Superintendent or Special Education Director/Supervisor must submit a written request for Interagency Assistance to the LDOE for coordinating assistance to verify whether other public agencies have programs or services that can assist the student, their parents, and the LEA with providing special education, related services, or placement needs. Only public agencies have the authority to submit an Interagency Assistance Request Form to the LDOE and it must be sent to [specialeducation@la.gov](mailto:specialeducation@la.gov).

**In order to verify if the IEP Team's special education, service, or placement needs by can be met with the assistance or intervention of a state public agency, the LEA must securely submit a completed Interagency Assistance Request Form along with copies of the following documents to the LDOE within a reasonable time after making its assistance needs assessment and services or placement decision(s):**

- A records release and authorization to share education and medical records signed by the student's parent, legal guardian, appointed education decision-maker, or other competent authority;
- A written statement, preferably from the parent, that outlines the parents' requests/concerns and a statement or summary from the LEA of specific services or placement needs the IEP Team and LEA needs Interagency Assistance to provide to the student;
- The current IEP that has been implemented by the LEA or state public agency during the previous year;
- If applicable, a copy of the Prior Written Notice (PWN) the LEA sent after it made a decision to propose or refuse the parent's request to provide related services or make placement changes including:
  - what related service options were considered or alternative options offered;
  - who was involved in the placement decision;
  - what placements were considered; and
  - how the IEP team came to the final related services or placement decision.
- If applicable, the cost of or reimbursement requested for the related services or placement change needs; and
- A list of the state public agencies the LEA contacted, copies of the parental contact authorizations, and any correspondence/emails it sent or received asking for assistance, payment for or reimbursement of IDEA services or placement costs, etc.

**After receiving all of the required information, the LDOE will:**

- Confirm receipt within three business days.
- Review the Interagency Assistance Request Form and accompanying information within five to seven business days and confirm whether it agrees with the LEA that the related services or placement needs, as determined by the IEP Team, can be met with assistance from a state public agency.
- If so, the LDOE will assign an employee to serve as an Interagency Assistance liaison and request coordinator. If not, the LDOE will provide the LEA technical guidance to help it meet the student's special education needs.
- The LDOE Interagency Assistance liaison will contact their counterpart(s) or appropriate Point of Contact (POC) for the state public agency or agencies. After sharing the information and releases provided by the LEA, the Interagency Assistance liaison will schedule an initial Interagency Service Committee (ISC) conference or meeting with the LEA to review the LEA's assistance request and explore options to meet the student's individual needs.
- After the initial conference with the LEA's designated representative, the LDOE Interagency Assistance liaison will schedule meetings with the state agency POC, LEA representatives (including at least one member of the student's IEP Team), and the parents or student to create an Interagency Service Committee Coordination Plan.
- The purpose of the ISC Coordination Plan will be to determine:
  - If the state public agency or their contractor has any programs or services that can assist the LEA and parents to meet the special education needs of the student;
  - Whether the student or their parents are currently receiving or eligible to receive any of the agency's services or participate in its programs;
  - Whether there are any additional agency services, programs or resources the student or parents should consider;
  - Identify agency POC's, regional locations, eligibility criteria, and processes the student, parents, or LEA should know and be aware of; and
  - Develop a coordinated Interagency Assistance action plan and create written instructions to share with the LEA and parents.
- The LDOE Interagency Assistance liaison or designee will continue to monitor progress and participate in ISC meetings until specific state agency resources are identified, an assistance plan finalized, or the LEA schedules an IEP meeting to implement the identified state agency services or programs, unless the ISC determines there are no state agency services or programs available or that the student or parents are eligible to receive.
- The LDOE Interagency Assistance liaison will notify any appropriate LDOE program leaders and supervisors to seek student specific LDOE technical guidance.
- The LDOE Interagency Assistance liaison is also authorized to ask for agency assistance on any LEA or ISC request that requires additional IDEA or federal education funding, e.g., HCF, specific grants, special allocations, etc.

**Student Information**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_ Male \_\_\_ Female Grade: \_\_\_\_\_ Exceptionality: \_\_\_\_\_

Is student currently receiving special education services? \_\_\_ Yes \_\_\_ No

Current Placement:  Regular  Resource  Self-contained  Hospital/Homebound  Other

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Alternate phone number: \_\_\_\_\_

Email Address(es): \_\_\_\_\_

**LEA Contact Information**

School District/Charter School: \_\_\_\_\_

Name of school student attends/attended: \_\_\_\_\_

School District/Charter School Point of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Does the LEA have these required documents ready to submit upon request?**

- A signed Education and Medical Records Release authorizing sharing information with LDOE or other state agencies. (Attach and submit with this Request Form)
- The student's current IEP, previous IEP, and any supporting records/information considered by the IEP Team
- Prior Written Notice detailing the LEA's proposed or refused placement decision(s).
- A detailed written statement that outlines the parents' requests/concerns and the specific related services or placement needs the IEP Team and LEA needs interagency assistance to provide, including the cost of or reimbursement requested for related services or placement.

Which state agencies has your LEA contacted or attempted to contact for assistance with the student's or parents' needs?

LDH  DCFS  LRS  DOC  OJJ  Other: \_\_\_\_\_

**Assistance Summary Information** (Briefly describe the problem, actions taken, and assistance needed)