



## SPECIAL EDUCATION POLICIES AND PROCEDURES MANUAL DIRECTIONS

- Choose either a [DISTRICT] or [CHARTER] school model manual.
  - Then select the manual that aligns with your chosen specific learning disability (SLD) determination method:
    - Response to Intervention (RtI)
    - Combination
    - Alternative (e.g., Patterns of Strengths and Weaknesses)
- Read through the manual to ensure an understanding of the Rules and requirements of your local education agency (LEA).
  - Add additional policies and procedures for your specific LEA (optional).
- Replace [DISTRICT] or [CHARTER] with your LEA name throughout the manual.
- Submit completed manual to Janet Hanson [janet.hanson@schools.utah.gov](mailto:janet.hanson@schools.utah.gov) for Utah State Board of Education (USBE) approval **no later than October 10, 2023**.
- Once your manual has been approved by USBE, **you must have your local Board approve the manual**.
- Once your local Board has approved the manual, **submit documentation** of Board approval (e.g., meeting minutes, letter signed by Board) to USBE within 30 days of local Board approval, and **no later than January 10, 2024**.