



**SOUTHWEST SPECIAL EDUCATION LOCAL PLAN AREA**  
320 KNOB HILL AVENUE  
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**Local Plan for Special Education  
Charter School Membership  
Application & Renewal Process**

**Application Process**

1) Charter Schools must submit an application requesting membership to the SW SELPA no later than January 1 of any school year for membership starting in the following fiscal year, on July 1. The attached application should include at a minimum:

- Name of Charter School
- Name of the Charter Management Organization or Network (if applicable)
- Contact Person for this Application
- Phone
- Fax
- Email
- Location Address
- Authorizing Entity and Contact Information
- Date Charter Petition Approved by Authorizer:
- Total Enrollment (actual or projected)
- Description of Target Population Served
- Board Members (if applicable)
- Charter Advisory/Founding Members (if applicable)
- Background information about the Charter (policies, procedures, documentation and applications)
- Sample Enrollment Application
- Policies and Procedures e.g, Student/Parent Handbook
- Employee Handbook
- Plan for delivery of special education services
- Plan for fiscal capacity and infrastructure

Applications received after January 1 shall be considered for membership in the second fiscal year following the application's receipt, unless the Superintendents' Council agrees via a 60% majority vote of votes cast.

- 2) When the application is made to the Southwest SELPA, the Superintendents' Council will review the application and supporting documentation and will make the final determination regarding whether the charter school has the capacity and intent to meet all requirements of an LEA member of the SELPA. Requests for additional information, including a face-to-face meeting with the charter school will occur as needed.
- 3) The SELPA Office shall conduct a review of the Charter's educational program and special education capacity, utilizing a format similar to the CDE format. Review of previous compliance reviews may also be required. The focus of the review will include a willingness and ability for the Charter to resolve any non-compliance and will be reported to Superintendents' Council as a part of the decision making process.

- 4) The Superintendents Council will make a final decision regarding membership and the projected start date. The Superintendents' Council may elect to approve, conditionally approve, or deny any request for membership. Conditional approvals will be used when an applicant appears able to operate as an LEA, but has not yet demonstrated the capacity or expertise to do so. Approval or denial may also be based upon a review of the fiscal and programmatic status of the Charter. Priorities are given to requests where the applicant's programmatic offering are compatible with the SELPA Local Plan and fiscal issues that are revenue neutral.
- 5) SELPA may approve a guest status for the Charter seeking participation as a LEA for funding purposes to attend Directors' Council meeting during the process of reviewing the application for membership.
- 6) Status of members, if granted, may be provisional or permanent on the recommendation of the Council.
- 7) Before acceptance and approval, Charter Schools must:
  - a. Agree to all sections of the Local Plan following approval by their governance body.
  - b. Agree to approved actions of the Superintendents Council as contained in Superintendents' Council minutes.
  - c. Agree that the Charter maintains responsibility for all aspects of providing special education and related services, including the contracting and cost of any non-public school or agency, attorney representation as part of mediation, due process/or complaint processing and other costs associated with the provision of special education and related services.
  - d. Agree to participate in the SELPA data management system (SEIS) & other systems such as AccelSST pre-referral systems by providing hardware and staff consistent with required specifications.
  - e. Agree to all sections of the SELPA Participant's Agreements and adoption of the same by the LEA Governance body.

Any member district of County Office of Education who has approved a charter application for a new charter school to be set up as an LEA for purposes of special education, shall be required to represent the interests of the charter for purposes of voting on the Superintendents' Council of the SELPA. The ADA for that Charter shall be added to the authorizing district or County Office of Education's ADA to determine votes.

It is understood that a State Board of Education authorized charter shall be treated as an LEA in terms of voting on the SELPA Superintendents' Council.

### **Renewal Process of Charter School**

Prior to renewal of the Charter School membership, the Superintendent or Designee of the chartering entity shall consult with the SELPA Director regarding the provisions of special education services to students at the Charter School.

Petitioner must assure that all eligible pupils enrolled will receive appropriate special education services in accordance with the SW SELPA Local Plan.

The Charter must provide assurances that no student will be denied enrollment in the charter school due to a disability or the charters inability to serve the student. The SELPA Director will be available to provide consultation on the potential fiscal impact and benefits that may be associated with granting the requested charter.

Report of the renewal status to the Superintendents' Council will occur through SELPA Director/LACOE Charter School Coordinator.