

Novel Coronavirus (COVID-19)
Los Angeles County Department of Public Health

**INSTRUCTIONS FOR COMPLETING K-12
SPECIALIZED SERVICES NOTIFICATION FORM**

Beginning September 14, 2020, K-12 schools in Los Angeles County may allow a limited number of high need students to return to campus for specialized support and services. At this time, permitted categories include students with Individualized Education Plans and/or English Learners, and other required assessments. Services may be provided as individual assessments and services, or in the form of small stable student cohorts, and schools may not have on campus at any one time more than 10% of total student enrollment, in compliance with the Los Angeles County Department of Public Health (DPH) [K-12 School re-opening protocol checklist](#). Any school that intends to offer in person student services must file a notification with DPH prior to initiating the services. This information will assist DPH in monitoring and evaluating the implementation of these limited in person activities and allow us to better serve you with targeted support and technical assistance. Please submit the Notification Form at least 5 business days before planned re-opening of campus.

Detailed Instructions – Notification Form

1. Access the K-12 In-person Specialized Services Notification Form [here](#).
2. Complete all required fields in the online document.
3. Name of School – Enter the full name of the school planning to return students to campus in small cohorts/groups for provision of specialized support and services. Note: A form must be completed and submitted for each school that will be providing services on its campus. School districts may not submit one form on behalf of the entire district.
4. School Type – make the appropriate selection.
5. School District – If school submitting form is part of a public school district, choose name of district from the drop down menu. If your school is not affiliated with a district, choose not applicable.
6. Initial Date Planned for providing in person student services – when planning for initiation of these services, please allow at least 5 business days from the date of submitting this form.
7. Principal/Head Administrator/Point of Contact – form should be submitted by head administrator of the school.

8. Phone, email, address – this should be the best contact information for the named individual submitting the form in case Department of Public Health (DPH) has questions or needs additional information.
9. Provide the total enrollment of students at the school.
10. Provide the estimated total number of students who will be returning to school for assessments, specialized support, and services.
11. Provide the estimated number of administrators, teachers, and other employees returning to school campus to support school activities and operations.
12. Provide the estimated total number of student cohorts that will be on campus throughout the week. A cohort refers to a stable group of students or supportive adults totaling no more than 12, plus up to 2 supervising adults (teachers, teachers aid, volunteer, etc.) responsible for the group as a whole, in other words, not more than 14 persons total. If there will be certain cohorts on campus on certain days of the week or times of day, and other cohorts on campus on other days of the week or other times of day, count all of those cohorts in providing the answer to this question.
13. Provide the estimated number of students per grade TK-12– Fill in a number for each grade listed. If none, enter zero. Each number is your best estimate of how many students will be receiving on campus specialized support and services for each grade level.
14. Additional Attestations – The following attestations must be completed before your school may begin to offer in person support and services to students. Placing a check in the box before each attestation will be accepted by DPH as an indication that the school submitting the form is in compliance with the required actions.
 - Our district/school has obtained sufficient and appropriate personal protective equipment (PPE), as defined by the reopening protocols and California Department of Public health guidance, for all elementary teachers and staff who will be involved in in-person instruction.
 - A plan or protocol has been developed for incorporating surveillance testing into regular school operations of all school personnel which describes the strategy for ensuring access to periodic testing for all school personnel to be implemented when instructed by the Department of Public Health based on local disease trends and/or after resolution of an outbreak at the school, and assurance that all test results will be reported to the Department of Public Health.
 - Our school has completed and will fully comply with all requirements outlined in the Los Angeles County Department of Public Health [K-12 School re-opening protocol checklist](#) including requirements for cohorting of small groups of students receiving support and services on campus.

15. Click "Submit" when you have completed all fields.

You will receive an email acknowledgement confirming receipt of your notification. You should expect further communication via phone or email from our TA School Support team to see how we may best provide assistance with your operations. Due to the large number of school notifications expected, there may be a short delay in receiving communication from our TA team. You are not required to postpone the start date for offering in person services if you have not yet heard from us before that date. **Please note that your school name, school address, and date of re-opening will be publicly posted on the LACDPH website.**