



THE LEGAL FRAMEWORK

for the Child-Centered Special Education Process

How To UPLOAD Policies

What you need:

- **Computer**
- **Legal Framework—School Administrator account**
- ***First Occurrence* spreadsheet**
 - Found in the Resource Library/Training Material/Informational Items
- **Status Report for Policies**
 - Found in the Resource Library/Training Material/How To
 - More help in the PowerPoint entitled: *7. Generate REPORT & add NOTE*
- **Electronic copy of policies**

Policies must be board approved prior to uploading.

Open your Legal Framework School Administrator account

Start at

fw.escapps.net



Legal Framework Helpdesk:



432-561-IDEA



frameworkhelp@esc18.net

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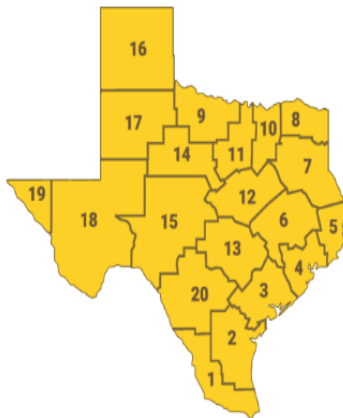
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Local school board policies of public schools across Texas are linked to the Legal Framework. Policies can be accessed by entering the county-district number in the area below.

[Find your district or charter school](#)



Hover over your region to find your regional Legal Framework contact.



[Notice of Procedural Safeguards](#)

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[Parent's Guide to the ARD Process](#)

[Guía Para Padres](#)



[Special Education Rules and Regulations](#)

Click the ADMINISTRATOR link to log into your account.

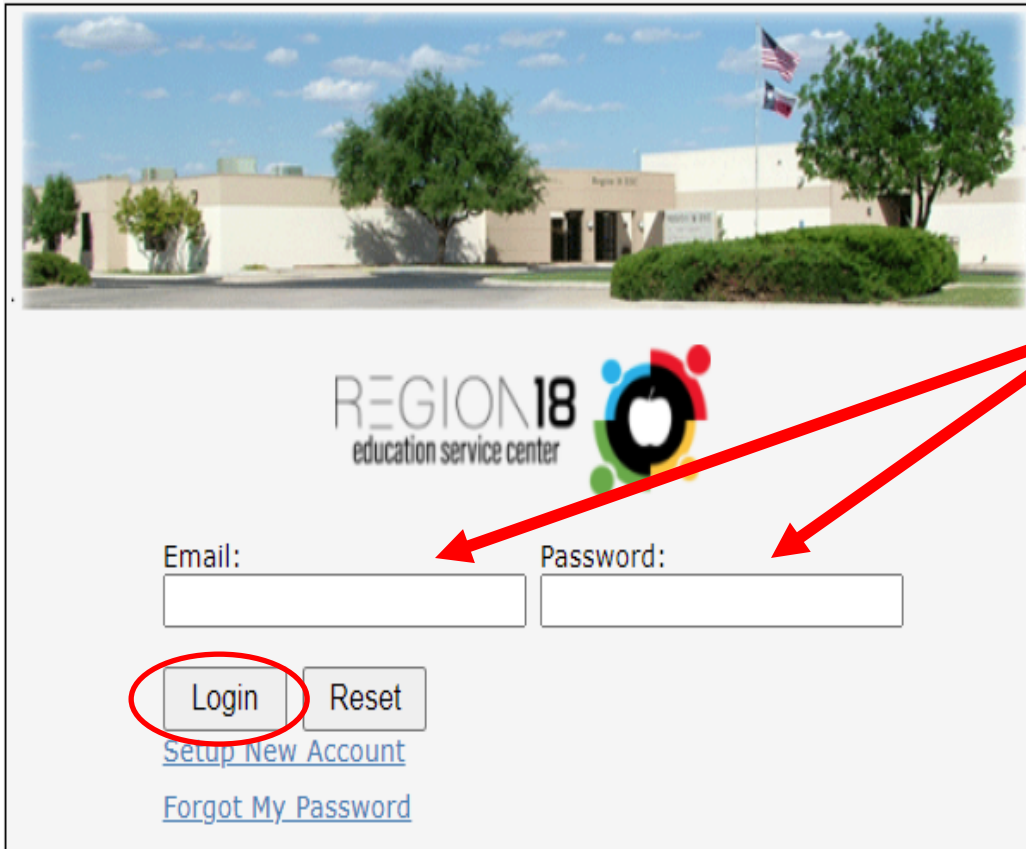


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The image shows a login page for the Region 18 Education Service Center. At the top is a photograph of a modern, single-story building with a flagpole in front. Below the photo is the logo for Region 18, which includes the text "REGION 18" and "education service center" next to a colorful circular icon. The login form consists of two input fields: "Email:" and "Password:". Below these fields are two buttons: "Login" and "Reset". The "Login" button is circled in red. There are also three links: "Setup New Account", "Forgot My Password", and "Login". Two red arrows point from the text on the right to the "Email:" and "Password:" labels.

REGION 18
education service center

Email: Password:

[Login](#) [Reset](#)

[Setup New Account](#)

[Forgot My Password](#)

**Enter your
EMAIL and
PASSWORD
then click
LOGIN.**

Check to make sure you are working under the correct COUNTY-DISTRICT NUMBER and AGENCY TYPE, then click CONTINUE

REGION 18
education service center

Please select a school district to continue ...

District:
REG 18 EDUCATION SERVICE CENTER (165950) ▼

Agency Type:
Charter Schools ▼

Continue Reset

If you have not already done so, take the time now to locate the Status Report for Policies.

Instructions are found in:

Resource Library/Training Material/How To

7. Generate REPORT & add NOTE



STATUS REPORT FOR POLICIES

Printed By: SchoolAdmin@mailinator.com
Region: 18
District Number: 123456
District Name: TRAINING TEST DISTRICT

Your LEA's Status Report will list the frameworks and the exact policies to be uploaded.

Print this report and use it as a checklist to complete this task.

Example

Region: 18	District: 123456	TRAINING TEST DISTRICT	Agency Type: Charter Schools
------------	------------------	------------------------	------------------------------

District Contact(s):

Name	Phone	Cell Phone	Fax Number	Email Address
Shubham Dave	(682) 313-9204			dave.shubham2694@gmail.com
School Admin. Test Account	4325614333	4323492799		SchoolAdmin@mailinator.com

Status: **INCOMPLETE** - All policies NOT submitted listed below:

Framework	Policy Name	Reason Not Submitted
CHILD FIND DUTY	PG-6.1 Nondiscrimination	
	PG-6.3 Admission Review and Dismissal Committee	
	PG-6.5 Ages 0-5	
	PG-6.6 Child Find Duty	
	PG-6.9 Consent and Prior Written Notice	
	PG-6.14 Eligibility Criteria	
	PG-6.15 Referral for Possible Special Education Services	
	PG-6.16 Evaluation	
	PG-6.25 Procedural Safeguards and Requirements	



Policies CANNOT be uploaded as one large file. They must be separated and uploaded to a specific corresponding framework.


When uploading policies, the system will automatically prepopulate a policy to all other applicable frameworks. Policies only need to be uploaded once.

As you work your way down the list you will notice that the policy will reflect *Completed* in other applicable frameworks.

Use the Status Report for Policies as a guide.













WELCOME SCHOOL ADMIN. TEST ACCOUNT (SCHOOLADMIN@MAILINATOR.COM)

- ADMINISTRATION ▲
- Policies
- Operating Procedures
- ASSURANCE STATEMENTS ▼
- REPORTS ▼
- RESOURCE LIBRARY ▼
- TRANSITION/EMPLOYMENT
- SERVICES DESIGNEE
- INFORMATION
- CHANGE DOCUMENTS
- FRAMEWORK DISPLAY PORTAL
- EDIT MY INFORMATION ▼

To add a Policy Reference, click on the  to the left of the Framework on which you want to enter the re

Framework


CHILD FIND

-  CHILD FIND DUTY
-  DISTRICT AND CAMPUS IMPROVEMENT PLANS
-  PARENT NOTIFICATION AND PERSONAL GRADUATION PLAN
-  CLOSING THE GAP
-  DYSLEXIA SERVICES
-  REFERRAL FOR POSSIBLE SPECIAL EDUCATION SERVICES
-  AGES 0-5
-  CHILDREN WHO TRANSFER
-  CHILDREN WHO ARE INCARCERATED
-  CHILDREN IN PRIVATE SCHOOLS
-  PARENT
-  ADULT STUDENT AND TRANSFER OF RIGHTS

Click on the POLICIES tab.













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REPORTS	▼
RESOURCE LIBRARY	▼
TRANSITION/EMPLOYMENT SERVICES DESIGNEE INFORMATION	
CHANGE DOCUMENTS	
FRAMEWORK DISPLAY PORTAL	
EDIT MY INFORMATION	▼






To add a Policy Reference, click on the  to the left of the Framework on which you want to enter the re

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CHILD FIND

	CHILD FIND DUTY
	DISTRICT AND CAMPUS IMPROVEMENT PLANS
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	AGES 0-5
	CHILDREN WHO TRANSFER
	CHILDREN WHO ARE INCARCERATED
	CHILDREN IN PRIVATE SCHOOLS
	PARENT
	ADULT STUDENT AND TRANSFER OF RIGHTS

Working from the Status Report, find the first framework listed and click on the binoculars to begin uploading policies.

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List of Policies for Framework: CHILD FIND DUTY

Policy References can be added, edited or viewed. If no references have been defined for the Framework, a link will be available to add the reference. If defined, Completed will take the place of the Add Link and a link to View, Edit or Delete the reference will be available. The View link will allow you to view defined. The Add or Edit links will open a window that will allow you to enter a URL or Upload a document for the reference. The Delete link will delete the Policy References only apply to the school district number shown in the title bar.

Policy References			
PG-6.1 Nondiscrimination	Add Policy Reference	View Existing Reference	Enter Reason Not Submitted
PG-6.3 Admission Review and Dismissal Committee	Add Policy Reference	View Existing Reference	Enter Reason Not Submitted
PG-6.5 Ages 0-5	Add Policy Reference	View Existing Reference	Enter Reason Not Submitted
PG-6.6 Child Find Duty	Add Policy Reference	View Existing Reference	Enter Reason Not Submitted
PG-6.9 Consent and Prior Written Notice	Add Policy Reference	View Existing Reference	Enter Reason Not Submitted

Here is a list of the policies that need to be uploaded (check the Status Report), click on ADD POLICY REFERENCE.

ADMINISTRATION	▲
Policies	
Operating Procedures	
ASSURANCE STATEMENTS	▼
REPORTS	▼
RESOURCE LIBRARY	▼
TRANSITION/EMPLOYMENT SERVICES	
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CHANGE DOCUMENTS	
FRAMEWORK DISPLAY PORTAL	
EDIT MY INFORMATION	▼

Framework**CHILD FIND DUTY**

Policy Reference Name

PG-6.1 Nondiscrimination

Add a Policy Reference. When you have completed this page, the screen should have either a URL or an Uploaded Document. You can enter a URL or Upload a Document. To exit the page without making any changes, click Cancel.

To enter a URL:

1. Get the URL.
2. Enter the URL into the URL textbox.
3. The URL needs to be in a format similar to: <http://www.website.com/location/documentname.ext>
4. In some cases, the URL will include a ? and more characters, include these in the URL when you enter it.
5. To check the URL, paste it into another browser window, press enter. The browser should display the reference.

URL for Policy Reference

To upload Document:

1. Click Browse button.
2. Locate the document on your computer or network.
3. Click on the document.
4. Click on the Open button in the dialog window.

Current Document

[No Document](#)

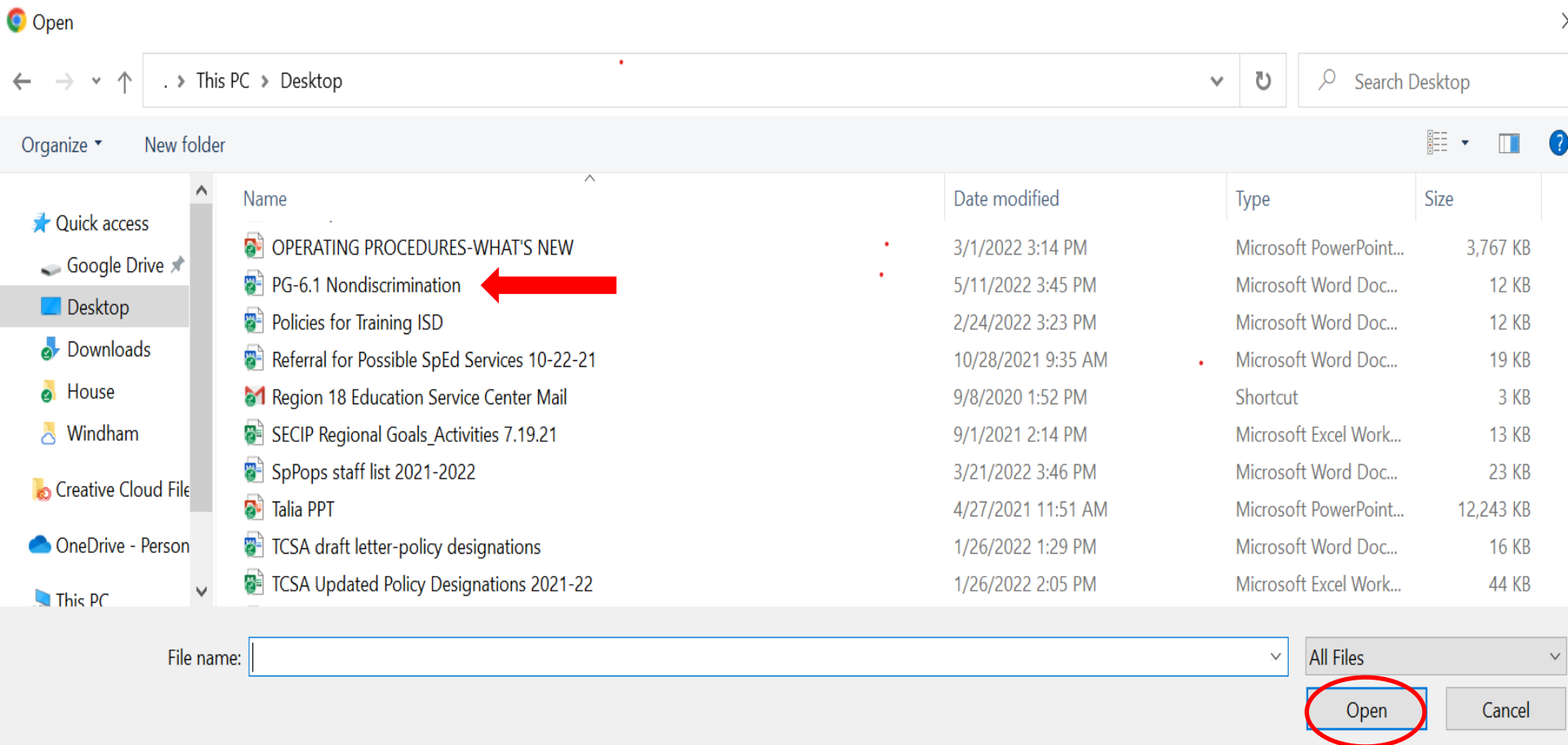
Upload Document

 No file chosen

Click on the Submit button to save the information.

To exit from this page without saving, click Cancel.

Note the name of the policy (it is also listed on the Status Report), click CHOOSE FILE to locate the policy.



Click on the specific policy to select it. Click OPEN to load it.

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Framework

CHILD FIND DUTY

Policy Reference Name

PG-6.1 Nondiscrimination

Add a Policy Reference. When you have completed this page, the screen should have either a URL or an Uploaded Document. You can enter a URL or Upload a document. If you make any changes, click Cancel.

To enter a URL:

1. Get the URL.
2. Enter the URL into the URL textbox.
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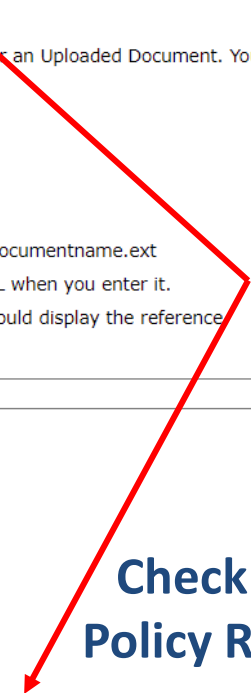
Upload Document

 PG-6.1 Nondiscrimination.docx

Click on the Submit button to save the information.

To exit from this page without saving, click Cancel.

* Indicates required fields

**Check to ensure the
Policy Reference Name
and
Document match, then
click SUBMIT.**

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List of Policies for Framework: CHILD FIND DUTY

Policy References can be added, edited or viewed. If no references have been defined for the Framework, a link will be available to add the reference. If a reference has been defined, Link and a link to View, Edit or Delete the reference will be available. The View link will allow you to view the reference that was defined. The Add or Edit links will open a window that document for the reference. The Delete link will delete the Policy Reference. The Policy References only apply to the school district number shown in the title bar.

Policy References				
PG-6.1 Nondiscrimination	Completed	View	Edit	Delete
PG-6.3 Admission Review and Dismissal Committee	Add Policy Reference	View Existing Reference	Enter Reason Not Submitted	
PG-6.5 Ages 0-5	Add Policy Reference	View Existing Reference	Enter Reason Not Submitted	
PG-6.6 Child Find Duty	Add Policy Reference	View Existing Reference	Enter Reason Not Submitted	
PG-6.9 Consent and Prior Written Notice	Add Policy Reference	View Existing Reference	Enter Reason Not Submitted	
PG-6.14 Eligibility Criteria	Add Policy Reference	View Existing Reference	Enter Reason Not Submitted	
PG-6.15 Referral for Possible Special Education Services	Add Policy Reference	View Existing Reference	Enter Reason Not Submitted	
PG-6.16 Evaluation	Add Policy Reference	View Existing Reference	Enter Reason Not Submitted	
PG-6.25 Procedural Safeguards and Requirements	Add Policy Reference	View Existing Reference	Enter Reason Not Submitted	

The system now indicates this policy is completed.

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List of Policies for Framework: CHILD FIND DUTY

Policy References can be added, edited or viewed. If no references have been defined for the Framework, a link will be available to add the reference. If a reference has been defined, a link to Add will be available in place of the Add Link and a link to View, Edit or Delete the reference will be available. The View link will allow you to view the reference that was defined. The Add or Edit link will allow you to enter a URL or Upload a document for the reference. The Delete link will delete the Policy Reference. The Policy References only apply to the school district number.

Policy References

PG-6.1 Nondiscrimination	Completed	View	Edit	Delete
PG-6.3 Admission Review and Dismissal Committee	Completed	View	Edit	Delete
PG-6.5 Ages 0-5	Completed	View	Edit	Delete
PG-6.6 Child Find Duty	Completed	View	Edit	Delete
PG-6.9 Consent and Prior Written Notice	Completed	View	Edit	Delete
PG-6.14 Eligibility Criteria	Completed	View	Edit	Delete
PG-6.15 Referral for Possible Special Education Services	Completed	View	Edit	Delete
PG-6.16 Evaluation	Completed	View	Edit	Delete
PG-6.25 Procedural Safeguards and Requirements	Completed	View	Edit	Delete

Repeat these steps until all policies are completed.

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PG-6.6 Child Find Duty	Completed	View	Edit	Delete
PG-6.9 Consent and Prior Written Notice	Completed	View	Edit	Delete
PG-6.14 Eligibility Criteria	Completed	View	Edit	Delete
PG-6.15 Referral for Possible Special Education Services	Completed	View	Edit	Delete
PG-6.16 Evaluation	Completed	View	Edit	Delete
PG-6.25 Procedural Safeguards and Requirements	Completed	View	Edit	Delete

When all policies are completed, click BACK TO FRAMEWORKS to continue.













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To add a Policy Reference, click on the  to the left of the Framework on which you want to enter the re

Framework






CHILD FIND


-  CHILD FIND DUTY
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-  DYSLEXIA SERVICES
-  REFERRAL FOR POSSIBLE SPECIAL EDUCATION SERVICES
-  AGES 0-5
-  CHILDREN WHO TRANSFER
-  CHILDREN WHO ARE INCARCERATED
-  CHILDREN IN PRIVATE SCHOOLS
-  PARENT
-  ADULT STUDENT AND TRANSFER OF RIGHTS

Select the next framework to continue (check the Status Report) and repeat the uploading process.













Once you have worked your way through the entire Status Report and uploaded policies for each framework listed, it is time to **check your work.**

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Click on FRAMEWORK DISPLAY PORTAL to check your work.



Legal Framework Helpdesk:



432-561-IDEA



frameworkhelp@esc18.net

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Local school board policies of public schools across Texas are linked to the Legal Framework. Policies can be accessed by entering the county-district number in the area below.

[Find your district or charter school](#)



Hover over your region to find your regional Legal Framework contact.



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Enter your COUNTY-DISTRICT NUMBER and click ENTER



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[DISTRICT AND CAMPUS IMPROVEMENT PLANS](#)

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AGES 0-5

[CHILDREN WHO TRANSFER](#)

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EVALUATION

[REVIEW OF EXISTING EVALUATION DATA](#)

[EVALUATION PROCEDURES](#)

[SUMMARY OF PERFORMANCE](#)

[AUTISM](#)

Use the First Occurrence spreadsheet to guide you through the frameworks to check each policy.

This document is in the Resource Library/ Training Material/ Informational Items.

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for the Child-Centered Special Education Process

Legal Framework Helpdesk:



432-561-IDEA



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CHILD FIND DUTY

Authorities: 42 USC. §11434a; 34 CFR Part 300; Texas Education Code; Texas Government Code; 19 TAC Chapter 89

Board Policies for REG 18 EDUCATION SERVICE CENTER (165950)

[PG-6.1 Nondiscrimination](#), [PG-6.3 Admission Review and Dismissal Committee](#), [PG-6.5 Ages 0-5](#), [PG-6.6 Child Find Duty](#), [PG-6.9 Consent and Prior Written Notice](#), [PG-6.14 Eligibility Criteria](#), [PG-6.15 Referral for Possible Special Education Services](#), [PG-6.16 Evaluation](#), [PG-6.25 Procedural Safeguards and Requirements](#)

[Additional Resources](#)

DOCUMENT/ PRACTICE	FEDERAL AND STATE REQUIREMENTS	CITATIONS
P	All children with disabilities residing in the state, regardless of the severity of their disabilities, and who are in need of special education and related services, must be identified, located, and evaluated.	300.111(a)(1)(i)
P	<i>Special education</i> means specially-designed instruction, at no cost to the parents, to meet the unique needs of the child with a disability, including instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings; and instruction in physical education.	300.39(a)(1)
P	<i>Specially-designed instruction</i> means adapting, as appropriate to the needs of an eligible child under the Individuals with Disabilities Education Act, the content, methodology, or delivery of instruction:	300.39(b)(3)

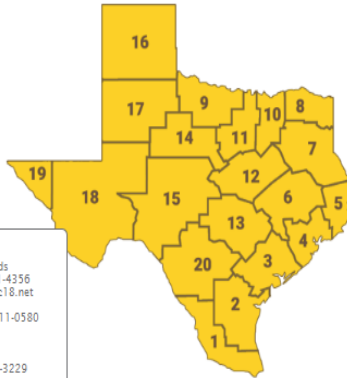
Click on each policy listed on the First Occurrence spreadsheet to verify that it opens correctly.

Once you have checked each policy listed on the *First Occurrence--Policy Designation* spreadsheet and verified that each one will open and is correct, then you have completed the process.

**For more assistance contact
your Regional Legal
Framework contact.**

Local school board policies of public schools across Texas are linked to the Legal Framework. Policies can be accessed by entering the county-district number in the area below.

[Find your district or charter school](#)



Region 18
 Lee Lentz-Edwards
 Phone: (432) 561-4356
 Email: llentz@esc18.net
 P.O. Box 60580
 Midland, TX 79711-0580

Ruth Shaner
 Phone: (432) 567-3229
 Email: ruth.shaner@esc18.net
 P.O. Box 60580
 Midland, TX 79711-0580

Desiree Caddell
 Phone: (432) 561-4338
 Email: dcaddell@esc18.net
 P.O. Box 60580
 Midland, TX 79711-0580

Hover your region to find your regional Legal Framework contact.

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To find your regional Legal Framework contact, go to the Legal Framework homepage and hover over your region. A box will pop up with contact information.

Also, we are here to help if you need us.

Lee Lentz-Edwards

llentz@esc18.net

432-561-4356

or

Ruth Shaner

ruth.shaner@esc18.net

432-567-3229

**Thank you for all you do for
the children with disabilities
in Texas.**

Go forth and do great things!