

**Sacramento  
City Unified  
School District**

**SUBJECT:** IEP Meeting Budget Code

2017-18 NO. BS - 31

**TO:** All Departments

DATE:

11/14/17

**PREPARED BY:**

**DEPARTMENT:**

Services

**REVIEWED BY:**

**APPROVED:**

Business Officer

Effective today, the District will be keeping track of the cost of Individualized Education Plan (IEP) meetings by school site.

When a teacher will be attending an IEP meeting and requires a substitute to cover their class, the site must use the following budget code:

Substitute: 01-6500-0-1102-15-5772-1120-000-XXXX-000

If a teacher will be attending an IEP meeting before school or after school and a substitute is not required, a per diem form will be submitted by the school for the teacher using the following budget code:

Per Diem: 01-6500-0-1903-17-5772-2100-000-XXXX-000

Please use the location code for your site in the portion shown as XXXX. The account code goal 5772 has been created specifically for IEP meetings.

All expenditures related to IEP meetings will need to have the new 5772 goal. Budget staff can create more account codes if needed.

If you have questions regarding your site budget code, please contact your budget specialist.