

**PARENT/GUARDIAN EXPLANATION OF  
PROCEDURAL SAFEGUARDS  
ISBE Form 34-57J**

**PURPOSE:**

The Explanation of Procedural Safeguards summarizes and notifies the parent/guardian regarding the procedural safeguards to which they and their child are entitled.

**FORM USE:**

The *Explanation of Procedural Safeguards* must be utilized upon:

- An initial request for an evaluation;
- Upon receipt of the first written State complaint;
- Upon receipt of the first due process complaint;
- Upon a disciplinary removal that constitutes a change in placement; and
- Upon parental request.

**ADDITIONAL INSTRUCTIONS:**

District and cooperative procedures must be developed and implemented to provide parents/guardians with a copy of the procedural safeguards at the appropriate times noted above.