

Procedural Safeguards Summary

Directions for Use: This is a brief summary of Procedural Safeguards (Parental Rights) to be shared **verbally** with parents during meetings. (This document is **not intended** to be given to parents at the meeting in place of the Procedural Safeguards).

Procedural Safeguards:

This is a very brief summary of your rights. In order to ensure that you have a full explanation of your rights you will receive a copy of the Procedural Safeguards at least one time each school year.

As a parent of a child who is receiving or may be eligible for special education services, you have certain rights which are safeguarded by state and federal laws. We will take steps to help you understand the content of the Procedural Safeguards.

The Explanation of Procedural Safeguards must be utilized upon:

- An initial request for an evaluation.
- Receipt of the first written State complaint.
- Receipt of the first due process complaint.
- Disciplinary removal that constitutes a change in placement.
- Parental request.

Summary of Rights. You have a right....

- For your child to have free appropriate public education in the least restrictive environment.
- To have information provided in your own language.
- To be notified of any meetings concerning your child, prior to the date of the meeting.
- To be given an opportunity to participate in any meeting that involves the identification, evaluation, and/or placement of your child.
- To confidentiality.
- To have qualified examiners test your child to determine if he or she qualifies for special education services.
- For your son or daughter to have an Individualized Educational Program that addresses his/her unique needs.
- To have the IEP reviewed at least once a year or more often if warranted.
- A right to review your child's education files at any time upon request.
- A right to an independent evaluation. However, the school isn't required to accept the findings.
- A right to appeal any decisions, and given the process for such an appeal upon request.