



Department of Special Education

Procedural Safeguards 1-Page Overview

(Link to Full Procedural Safeguards Provided Below)

This is a brief overview of the rights of students with disabilities and their parents. Please refer to the Procedural Safeguards for Children with Disabilities and Their Parents (November, 2016) by clicking on the link at <http://www.wasatch.edu/Page/476>.

- Parents have the right to participate in meetings held with respect to the identification, evaluation, and educational placement of their child and the provision of a Free (at no extra cost) Appropriate Public Education (FAPE) as outlined in an Individualized Education Plan (IEP). School personnel may occasionally hold informal meetings without the parents present. None of these "informal" meetings will affect the IEP services, especially in the areas of eligibility and placement.
- Parents have the right to give consent or refuse consent for any proposed actions.
- Parents may look at their child's records. Special education records are confidential and kept in a locked file apart from regular school records. These records are not disclosed without parental consent to anyone other than the District Staff involved with the student's education. Parents have the right to request that information in their child's records be amended if they believe it is inaccurate or misleading. Copies of records are to be made available to parents within a reasonable amount of time.
- Parents may make a request for an independent evaluation if they are in disagreement with all or some portion of the assessment completed by the school team. The special education teacher refers the parents to the District Special Education Director to discuss the request and procedures.
- If the parents have concerns regarding the Special Education programming for their child, it is recommended that they contact the following personnel to help resolve their concern:
 1. School Principal & Special Education Team
 2. District Special Education Director
 3. Student Services Director
- If a concern remains unresolved and the parents feel the District has violated a requirement of the IDEA and want to make a formal written complaint, that complaint must be submitted to the District Superintendent, who will investigate, or appoint someone to investigate the complaint.
- If the District is unable to resolve a disagreement, a mediation process will be offered. If mediation is unsuccessful, parents may request a due process hearing. This request must be in writing to the District Superintendent.
- Parents may choose to enroll their child in a private school. The District is not required to pay for the cost of education if the District made FAPE available to the students and the parents elected to place the student in a private school or facility. If parents reject the FAPE offered by the school district and plan to seek reimbursement from the District, they need to inform the District at least 10 business days prior to the removal of the student from public school.
- The student's rights with regard to discipline are outlined in the link found at <http://www.wasatch.edu/Page/476>.
- Procedural safeguards must be reviewed annually.

Procedural Safeguards Reviewed?

Yes No Date: _____ Parent Sign: _____ LEA Sign: _____