

Procedural Safeguards and Annual Parent/Guardian Notices Tip Sheet

This is a brief overview of the rights of students with disabilities and their parents. Please refer to the ***Utah State Board of Education Special Education Rights of Parents and Children Procedural Safeguards Notice*** December 2016 (booklet) for an in-depth explanation.

- Included in this information are annual notices regarding **Child Find, Carson Smith Special Needs Scholarship, Family Education Rights and Privacy Act (FERPA), Destruction of Records, and Medicaid.**
- Parents have **the right to participate in meetings** held with respect to the identification, evaluation, and education placement of their child and the provision of a free, appropriate, public education (FAPE) as outlined in an Individual Education Plan (IEP). School personnel may have informal meetings without the parents.
- 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 parents have concerns regarding the Special Education program for their child, it is recommended that they **contact the following personnel to help resolve their concern(s)**:
 1. School Principal and Special Education Team
 2. District Special Education Teacher Specialist
 3. Special Education Director
 4. Area Administrator of Schools
- If a concern remains unresolved and the parents feel the district **has violated a requirement of the IDEA and want to make a formal complaint**, that complaint must be filed with the special education department at the Utah State Board of Education.
- 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 student 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 this booklet.



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Procedural Safeguards MUST be reviewed with parents at least annually.