

Procedural Safeguards & Parental Rights Summary

Referral	Parent Permission to Evaluate & 30 School Days to Complete Evaluation	Meeting to Review Results followed by IEP if eligible	New IEP Written Annually with Re-Evaluation Occurring at Least Every 3 Years
----------	---	---	--

- **NOTICE:** The school district must notify the parents in writing before:
 - Conducting any meeting that may lead to their child being evaluated for special education.
 - Before beginning placement for special services
 - When services are changed
 - When services are discontinued

- **CONSENT:** Parent consent is required, in writing, before:
 - An initial evaluation
 - An initial IEP
 - Before information is shared with outside agencies

- **ACCESS to RECORDS**
 - Parents receive copies of all written documents regarding services
 - Parents have the right to review their child’s cumulative file & education records within 10 days of the date of the request

Please refer to the complete Procedural Safeguards document for additional information on independent educational evaluations, mediation, complaints, due process hearings, and advocacy groups.

If you have any questions, or would like additional information, please contact:

Case Manager

Name _____ Phone _____

Email _____