

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

MEMORANDUM

OCTOBER 27, 2006

TO: SPECIAL EDUCATION AND RELATED SERVICES
ADMINISTRATORS, STAFF AND TEACHERS

FROM:  JERRY SJOLANDER, EXECUTIVE DIRECTOR
SPECIAL EDUCATION

SUBJECT: AMENDED USE OF NEW PROCEDURAL SAFEGUARDS
BOOKLETS AND THEIR AVAILABILITY

IDEA 2004 requires provision of the Notice of Procedural Safeguards to parents or surrogate parents at least once annually. During the 2005-06 school year, ASD Special Education mailed all families of students in need of special education services a copy of the new Notice of Procedural Safeguards. Thereafter, teams were directed to share an additional copy of the Notice of Procedural Safeguards during the annual review of a student's IEP.

It is especially important to remember that students who enroll new to the district or are found eligible for special education services at some point during the school year, the IEP team will give a copy to parents and surrogate parents at their first meeting.

Additional considerations include the following:

1. *IEP teams will have parents and surrogate parents complete a revised section of the IEP Page 1 that includes a signature from the parent or surrogate parent acknowledging receipt of their annual copy of a notice of procedural safeguards.*
2. Special education staff and administrators should offer a copy of the notice of procedural safeguards at all of the following times:
 - a. When a parent requests a copy of the notice of procedural safeguards;
 - b. Upon initial referral for evaluation;
 - c. Upon receipt of a state complaint or due process complaint;
 - d. Prior to the suspension or recommendation for expulsion of a student with a disability or a student who is presently being evaluated for a disability; and
 - e. Upon receipt of an Out of District IEP.

3. Special education and all professionals can access a current copy of the procedural safeguards on the ASD website at: <http://www.asdk12.org/depts/sped/>. For those parents who wish additional information about the procedural safeguards or changes in special education federal or state regulations, they can access information at <http://www.asdk12.org/depts/sped/>.
4. Provision of alternate language procedural safeguards will continue in the same manner as previously used by district personnel. Copies of the procedural safeguards in Korean, Samoan, Tagalog, Hmong, Spanish, and Russian will be available in pdf format on the ASD website at: <http://www.asdk12.org/depts/sped/>. Parents who speak languages other than English or one of the aforementioned languages will need to have a translated discussion of the procedural safeguards prior to the annual review or any special education team discussion, including referral process.
5. Special education teams no longer will mail copies of Notice of Procedural Safeguards with every meeting invitation form.

Please contact our sped_connect email address if you have any questions.