

ANCHORAGE SCHOOL DISTRICT
SPECIAL EDUCATION

MEMORANDUM

SEPTEMBER 13, 2004

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

FROM: JERRY SJOLANDER, EXECUTIVE DIRECTOR
SPECIAL EDUCATION

SUBJECT: PROVISION OF SPECIAL EDUCATION RIGHTS TO PARENTS

A parent of a child with a disability has specific rights or procedural safeguards under IDEA 97. The district is required to give parents a copy of the Notice of Procedural Safeguards:

1. When consent is sought for an initial evaluation.
2. With each invitation to an IEP Team meeting.
3. When consent is sought for reevaluation of the child.
4. When the parent requests a due process hearing.
5. When a disciplinary decision involves removal of a child that constitutes a change of placement.

Procedural Safeguards booklets are available through the Special Education Office. This document is also available online at:

<http://www.eed.state.ak.us/tls/sped/Handbook03/appe.html#nav>.

Best practice also dictates that special education team members offer a copy of the Notice of Procedural Safeguards when the parent or guardian has stated a disagreement with the consensus of the IEP team.