

Procedural Safeguards Checklist

(This is a brief summary of some of the rights of students with disabilities and their parents. Please refer to the *Procedural Safeguards for Children with Disabilities and Their Parents* booklet for an in depth explanation.)

- ☐ As a parent you have the right to participate in meetings held with respect to the identification, evaluation, and educational placement of your student and the provision of a free appropriate public education as outlined on an Individual Education Plan (IEP). School personnel may have informal meetings without the parents.
- ☐ Parents have the right to consent or refuse consent for any proposed actions.
- ☐ Parents have the right to receive regular reports on their student's progress toward IEP goals at the same intervals at which the school issues report cards for all students.
- ☐ You may look at your student's records. Special education records are confidential and kept in a locked file apart from his/her regular school records. If you need copies, those can be made available to you in a reasonable amount of time.
- ☐ An annual review of special education services is conducted through the IEP process. You are an active part of that review.
- ☐ You may make a request for an independent evaluation of your student if you are in disagreement with all or some portion of the assessment completed by the school team. The special education teacher can refer you to the district coordinator over that program to discuss the request and procedures.
- ☐ Parents have the right to revoke consent, in writing, to his or her child's continued receipt of special education and related services.
- ☐ Your student has the right to services aimed at appropriate progress in general education and on IEP goals if removed from school for more than ten school days in response to disciplinary actions.
- ☐ Your student can be removed to an alternative setting for not more than 45 days if the student carries a weapon to school, possess, uses, sells, or solicits the sale of a controlled substance, or causes serious bodily injury to another person while at school.
- ☐ We want to make sure your concerns are addressed regarding the Special Education program for your student. We recommend the following progression:
 - 1. School team/Principal
 - 2. District SPED Coordinator/Supervisor
 - 3. Special Education Director
 - 4. District Superintendent
 - 5. USOE--Students at Risk
 - 6. Mediation
- ☐ You may request a due process hearing. This request needs to be in writing to the school district superintendent.
- ☐ You have a responsibility to inform the school district special education director in writing within 10 business days if you intend to remove your student from public school and place him/her in private school.
- ☐ Read at all annual IEP meetings. Must be read at Initial Eligibility Meeting of kindergarten-12th+ grade students if the Student is Found Eligible* (Preschool students are not eligible for Carson Smith.) *Read after eligibility determination is signed at meetings for initial eligibility determination.

Your child has been identified as being eligible for special education services. We are legally required to inform you that a scholarship to attend private school is available for students with disabilities through the Carson Smith Scholarship Program. Information for the scholarship can be accessed on the USOE web site at: <http://www.schools.utah.gov/sars/Scholarships.aspx>