

ANNOTATION:

This letter needs to accompany the *Procedural Safeguards Notice* which is given to parents at least one time each school year. In addition, this letter and the *Procedural Safeguards Notice* must be given upon:

- initial referral for special education and related services;
- a parent's request for an evaluation;
- the first occurrence of a parent filing a due process request;
- disciplinary change in placement; or,
- parent request.

It is good practice to utilize certified mail when sending the *Procedural Safeguards Notice* to all parents. Under the PARC Consent Agreement, when a *Procedural Safeguard Notice* is distributed via mail to parents of children who have been diagnosed with, or who are thought to have mental retardation, it must be issued by certified mail.

A local education agency may place a current copy of the *Procedural Safeguards Notice* on its website if one is available. Both documents are available in other languages on the PaTTAN web site (www.pattan.net).

SCHOOL AGE PROCEDURAL SAFEGUARDS LETTER

Date:

Student's Name:

Address:

Dear _____ :

The enclosed Procedural Safeguards Notice describes your rights and the procedures that safeguard your rights under State and federal special education law, including the Individuals with Disabilities Education Act, commonly referred to as "IDEA 2004". These laws and regulations require school districts to provide a free appropriate public education (FAPE) to all students with disabilities who are in need of special education. A free appropriate public education, or FAPE, means special education and related services designed to meet the individual educational needs of your child provided, at no cost to you, in conformity with your child's Individualized Education Program (IEP).

The information contained in this Procedural Safeguards Notice is important to you and your child. Please take time to review it. While we have attempted to consolidate a great deal of information into a readable format, we recognize that the information can be cumbersome. If you need clarification, you can seek help from personnel in your school district. You also have the right to be informed of organizations that are established to assist parents in understanding their rights under these laws. A list of some of these resources are listed below and also contained in the Procedural Safeguards Notice.

If you have a concern about your child's educational program, you may wish to contact your child's teachers, principal, or district administrators. This type of communication is often helpful in resolving concerns.

You also have the right under federal law to file a complaint with the Pennsylvania Department of Education and/or to initiate due process procedures as described in Section VI of this Procedural Safeguards Notice.

Sincerely,

[Name and Title]

RESOURCES FOR PARENTS

If you have a child with mental retardation and/or emotional disturbance, he/she is entitled under the Pennsylvania Mental Health and Mental Retardation Act of 1966 and the Pennsylvania Mental Health Procedures Act of 1976 to the services of a local Mental Health/Mental Retardation (MH/MR) Center for an independent medical, psychological, and educational evaluation to be performed by a state-certified professional at no cost to you.

NAME/ADDRESS/PHONE NUMBER OF MH/MR BASE SERVICE UNIT:

LOCAL CHAPTER OF THE PENNSYLVANIA ASSOCIATION FOR RETARDED CITIZENS:

TOLL FREE PARENT ASSISTANCE LINES:

BUREAU OF SPECIAL EDUCATION CONSULTLINE
800-879-2301

PARENT EDUCATION NETWORK
800-522-5827

LEGAL ASSISTANCE

PENNSYLVANIA BAR ASSOCIATION
BOX 186
HARRISBURG, PA 17108
800-932-0311

EDUCATION LAW CENTER OF PA
THE PHILADELPHIA BUILDING
1315 WALNUT ST., 4TH FLOOR

PHILADELPHIA, PA 19107-4717
215-238-6970

FREE MEDIATION SERVICES

OFFICE FOR DISPUTE RESOLUTION
6340 Flank Drive
Harrisburg, PA 17112-2764
800-992-4334