

### 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 an in-depth explanation.
- You have the right to be notified and 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.
- You have the right to receive written prior notice and provide consent or refuse consent for any proposed action.
- You have the right to receive regular reports on your student's progress toward IEP goals as often as the school notifies the parents of students without disabilities.
- 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. You also have the right to know who has access to those records.
- You have the right to and are an active part of an annual review of special education services which is conducted through the IEP process.
- 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 to discuss the request and procedures.
- We want to make sure your concerns are addressed regarding the Special Education Program for your student. We recommend the following progression:
  - 1st. School SpEd Case Manager/School Principal
  - 2nd. Special Ed Coordinator
  - 3rd. Special Ed Director
  - 4th: District Superintendent
  - 5th: Utah School Board of Education - Special Ed Department.
- You have the right to request a due process hearing. This request needs to be in writing to the school District Superintendent.
- You have the 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 a private school.
- You have the right to revoke consent for special education & related services. This must be done in writing and will result in the district/school ceasing to provide all services and supports to your student. Student records will not be amended to remove any references to your child's receipt of special education and related services.