

## **2.006.04 Procedural Safeguards**

### **What are “Procedural Safeguards?”**

The procedural safeguards document is a lengthy document that provides parents of students with disabilities with an overview of the student’s educational rights with respect to special education. This document incorporates all procedural safeguards to parents and students with disabilities afforded under the Individuals with Disabilities Education Act (IDEA) and the IDEA implementing regulations.

The procedural safeguards notice must be made in the native language of the parents/legal guardians.

### **When should parents receive notice of Procedural Safeguards?**

A copy of the procedural safeguards must be given to parents/ legal guardians only one time a school year, except that a copy must be given to the parents:

- (1) Upon initial referral or parental request for evaluation
- (2) Upon receipt of the first due process complaint under section 615(b)(6) of the IDEA in a school year
- (3) When a decision is made to take a disciplinary action that constitutes a change of placement; and
- (4) Upon parental request.

### **Where would I find a copy of the Procedural Safeguards?**

The procedural safeguards may be found on the Laurent Clerc National Deaf Education Center website in the following three languages: American Sign Language, English, and Spanish.

[http://www.gallaudet.edu/Clerc\\_Center/Procedural\\_Safeguards.html](http://www.gallaudet.edu/Clerc_Center/Procedural_Safeguards.html)

[http://www.gallaudet.edu/Documents/Clerc/Procedural\\_Safeguards\\_Notice.pdf](http://www.gallaudet.edu/Documents/Clerc/Procedural_Safeguards_Notice.pdf)

[http://www.gallaudet.edu/Documents/Clerc/Procedural\\_Safeguards\\_Spanish.pdf](http://www.gallaudet.edu/Documents/Clerc/Procedural_Safeguards_Spanish.pdf)

### **Who sends the Procedural Safeguards to parents?**

The procedural safeguards document is sent to parents/legal guardians through the office of the IEP/Educational Planning Team.