PROCEDURAL SAFEGUARDS LETTER

Date Sent (mm/dd/yy): _____

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 local educational agencies 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 the agency that provides educational services to your child. You also have the right to be informed of organizations that are established to assist parents in understanding their rights under these laws. 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 school 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]

LOCAL RESOURCES FOR PARENTS*

*Additional Resources are listed on the Procedural Safeguards Notice.

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 ARC:

LEGAL ASSISTANCE

DISABILITY RIGHTS NETWORK OF PENNSYLVANIA
800-692-7443
717-236-8110
www.drnpa.org

PENNSYLVANIA BAR ASSOCIATION
P. O. Box 186
Harrisburg, PA 17108
800-932-0311 (Phone)