



# WALLENPAUPACK AREA SCHOOL DISTRICT

SPECIAL EDUCATION SERVICES  
500 Academy Street, Building C  
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**Tanya Carrelle, Ph.D.**  
Director

**Sherman Bronson, Ed.D.**  
Assistant Director

**Melissa Jones**  
School Psychologist

**Jennifer David**  
School Psychologist

## PROCEDURAL SAFEGUARDS LETTER

Date Sent: \_\_\_\_\_

Student 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 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 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 on the next page and are 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 IV of this Procedural Safeguards Notice.

Sincerely,

Tanya Carrelle, Ph. D.  
Director, Special Education