SEPAC Meeting Minutes- October 27, 2026

Parent's Notice of Procedural Safeguards

Date: October 26, 2026 (date shown on presentation)

Time: 9:00-10:30

Location: 77 Webster Avenue, Chelsea, MA 02150

Presenter: Leslie Leslie, Federation for Children with Special Needs (FCSN) and Cindy Rosenberg, Administrator of Special Education and Pupil Personnel

Welcome and Presentation

Leslie Leslie of the Federation for Children with Special Needs presented an overview of the Parent's Notice of Procedural Safeguards. The session focused on helping families understand their rights, participate in the special education process, and use available resources to advocate for their children.

Topics Reviewed

- **When families receive the notice:** At least once each school year; with an initial referral or evaluation request; when a parent files a formal complaint for the first time in a school year; following a disciplinary change of placement; and whenever a parent requests a copy.
- **Parent participation and access to information:** Parents are members of the IEP team and may attend meetings about their child's identification, evaluation, and placement. The presentation also reviewed access to student records.
- **Prior written notice and consent:** The presenter explained that the district provides notice when proposing or refusing certain changes and reviewed the parent's role in providing or declining consent.
- **Evaluations and independent evaluations:** The presentation reviewed evaluations in areas of suspected disability and the option to request an independent educational evaluation when a parent disagrees with the school's evaluation.

Topics Reviewed Continued

- **Student records:** Examples included transcripts, evaluations, attendance, health, and discipline records, along with the process for requesting and reviewing records.
- **Dispute resolution:** Options discussed included working with the school, contacting the Department of Elementary and Secondary Education's Problem Resolution System, mediation, a facilitated IEP meeting, and a due process hearing.
- **Private school placement:** The presenter reviewed parent options and steps to consider when a family believes the public school is not providing a free appropriate public education.
- **Transition planning:** The presentation discussed planning for postsecondary education, employment, and community life, beginning at age 14, with goals informed by the student's strengths, interests, preferences, and transition assessments.
- **Discipline and stay-put protections:** The presenter reviewed discipline procedures, additional protections for students with IEPs, manifestation determination hearings, and protections that may apply when a placement is disputed.

Resources and Closing

The presenter shared links to IDEA, Massachusetts special education regulations, the IEP Technical Guide, DESE policy advisories, and the Parent's Guide to Special Education. FCSN workshop resources and an evaluation survey were also shared.

Questions, Decisions, and Follow-Up

Questions or discussion: Parent's had great questions and learnings