



To: Keystone Licensed Personnel
From: Linda Aldridge, Executive Director
Re: Parental Rights Booklets
Date: July 9, 2009

Accompanying this memorandum you will find several copies of KSDE's "Parent Rights in Special Education Notice". As a reminder, parents are required to be provided a copy of these Parent Rights:

- a. At least one time in a school year; and
- b. Upon referral or parent request for initial evaluation;
- c. First formal complaint or due process complaint filed in a school year;
- d. Upon a disciplinary removal from school that constitutes a change in placement (for this purpose, removals of more than 10 days, consecutive or cumulative); and
- e. Upon parent request.

To meet these federal requirements, it is the Primary Provider's responsibility to provide a copy of the parent rights to the parent at the annual IEP meeting or with the meeting notice; and at parental request for such.

In addition, when referred for an evaluation, it is the responsibility of the evaluation team leader (**typically the school psychologist or speech therapist**) to provide these parent rights with the consent for evaluation form.

Keystone administration will be responsible for providing parent rights in the case of formal and / or due process complaints.

Thank you, and should you require more Parent Rights Booklets, please contact Carol Snyder at the Keystone Central Office.