



To: Keystone Licensed Personnel
From: Rhonda Denning
Re: Parent Rights Booklets
Date: July 1, 2010

Accompanying this memorandum you will find several copies of the 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.