

Distribution of Procedural Safeguards/Parent Rights and Summary

*Indiana Department of Education Notice* *of* *Procedural Safeguards (documents 5.3 and 5.3S)* are to be distributed to the parent/guardian:

1. At the annual case conference
2. Every subsequent case conference
3. The initial referral or a parent’s request for educational evaluation.
4. Filing of the first complaint in a school year.
5. Request for the first due process hearing in a school year.
6. The date the school decides to pursue the following disciplinary actions:
	1. Disciplinary action involving a change of placement, including removal to an interim alternative educational setting for weapons, drugs, or serious bodily injury; and
	2. Disciplinary action involving an expulsion or a change of placement for more than ten (10) instructional days.
7. Parent request.

[Link to Procedural Safeguards – 5.3 English](IDOE%20Procedural%20Safeguards.pdf)

[Link to Procedural Safeguards – 5.3S Spanish](IDOE%20Procedural%20Safeguards-Spanish.pdf)

Summary of parent rights

At the case conference verbally inform the parent/guardian of their parent rights utilizing the summary of parent rights *(document 5.2).* This document is not a substitute for the full notice of procedural safeguards

[Link to Summary Document 5.2](5.2_summ_parent_rights.docx)