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Bureau of Special Education FY'15 Memo #6

Date: October 22, 2014

To: Superintendents of Schools
Special Education Director

From: Office of the Commissioner of Education

Division of Educational Improvement
Bureau of Special Education

Re: New Hampshire Special Education Procedural Safeguards Handbook

Enclosed please find an updated copy of the New Hampshire Special Education Procedural Safeguards Handbook, dated October 2014.

The Individuals with Disabilities Education Act (IDEA 2004) requires that school districts provide parents a copy of the procedural safeguards (parental rights) only one time a school year. There are additional times when a copy must be given: (1) upon initial referral or parent request for evaluation; (2) upon receipt of the first State complaint or the first due process complaint in a school year; (3) when a decision is made to take a disciplinary action that constitutes a change of placement; and (4) upon parent request.

We hope that parents, special education teams, school administrators, school board members, other members of the educational community, and the New Hampshire community in general will find it helpful and informative.

This New Hampshire Procedural Safeguards Handbook is available on the Department of Education's website: http://www.education.nh.gov/instruction/special_ed/proceduralsafeguards.htm

The Bureau is in the process of having the updated New Hampshire Procedural Safeguards Handbook translated into the following languages: Arabic, Bosnian, Chinese, Maay-Maay, Portuguese, Russian, Spanish, Vietnamese, Nepalese, and Indonesian.

If your district is in need of the New Hampshire Procedural Safeguards in a language that is not listed above, or if you have any questions, please contact: Barbara Raymond, Barbara.Raymond@doe.nh.gov / 271-3791.

NHDOE:BJR
Enclosure