

# INST6.2.6 - Special Education: Procedural Requirements

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## I - Instruction

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### PROCEDURAL REQUIREMENTS

#### LOCAL

A **Procedural Safeguards Notice** is available to all parents and guardians on the Arizona Department of Education website under the Exceptional Student Services section. The document, titled "*Procedural Safeguards Notice: Parents' Rights under the Individuals with Disabilities Education Act (IDEA) 2004,*" outlines the rights and protections available to students with disabilities and their families under IDEA.

The District ensures that parents are provided with a copy of the **Procedural Safeguards Notice** in the following situations:

- Upon initial referral or request for evaluation of their child;
- At the time of notification of an IEP meeting;
- Upon receipt of a request for a due process hearing or state complaint; and
- Upon request by the parent or guardian at any time.

The District will also ensure the document is made available in a language the parents or guardians understand, as required by law.

#### LEGAL

- Individuals with Disabilities Education Act (IDEA) 2004
- 20 U.S.C. § 1415(d)
- 34 C.F.R. § 300.504

<https://www.azed.gov/sites/default/files/2024/01/Procedural%20Safeguards%20Rev%20%207-10-15.pdf>