

## Documenting Procedural Safeguards

The Parent Handbook of Procedural Safeguards must be given to the student's parent/guardian on an annual basis. Documentation of when and how the parent received the handbook is critical for documentation and Medicaid purposes. Below, please find guidance on documenting for The Parent Handbook of Procedural Safeguards.

### The Parent Handbook of Procedural Safeguards:

- May be provided electronically, if parent elects to receive notices by electronic mail
- Must be given at least once per school year, including transfer students.
  - Send with IEP Notice/Invitation, or
  - Give to parent at IEP Team Meeting or

### Must document mode and date of delivery of the Procedural Safeguards

- Contact log
- Event log

### Procedural Safeguards Must Also Be Provided:

- At time of initial referral or parent request for evaluation
- Upon parent request for procedural safeguards or "rights"
- Upon first complaint or hearing in a school year
- On/before date of decision for a disciplinary action which results in a change of placement

Document, Document, Document