







Quick Guide for BIE-Funded Schools

Notice of Procedural Safeguards

The Notice of Procedural Safeguards describes the rights of the parent and child with a disability and the specific processes to safeguard protections included in the Individuals with Disabilities Education Act (IDEA). The document outlines the requirements to inform parents of their rights and the processes for resolving complaints or disputes with the school. This document is not intended to replace reading the [BIE Notice of Procedural Safeguards](#).

Element	Overview
<p>Provided Once a Year</p> 	<p>A copy of the Notice of Procedural Safeguards must be provided to the parent at least once a year. In most cases, schools provide parents with a copy once a year at the annual IEP meeting</p>
<p>Additional Requirements</p> 	<p>A copy of the Notice of Procedural Safeguards must also be provided:</p> <ul style="list-style-type: none">• Upon initial referral or parent request for evaluation for special education services and related services• When the first state complaint is filed in a school year• When the first due process complaint is filed in a school year• Following the discipline procedures• When a parent requests a copy
<p>Language Considerations</p> 	<p>The Notice of Procedural Safeguards must be:</p> <ul style="list-style-type: none">• Written in a language that is understandable to the general public• Available to multilingual families in their native language
<p>Support for Families</p> 	<p>The Notice of Procedural Safeguards is an important document for both families and educators to understand. School staff are required to ensure the parent receives support in understanding their rights and protections.</p>

Topics addressed in the Notice of Procedural Safeguards include:

- Prior Written Notice
- Parental Consent
- Independent Educational Evaluations
- Confidentiality and Personally Identifiable Information
- State Complaint Procedures
- Due Process Complaint Procedures
- Mediation Procedures
- Discipline Procedures
- Private School Placement at Public Expense

