**Zumbro Education District**

2002 Mantorville Ave N

Kasson, MN 55944

Ph: 507-634-2037 Fax: 507-634-2040

Website: [www.zumbroed.org](http://www.zumbroed.org)

## Guidelines for Distribution of Procedural Safeguards

**Initial Evaluations/IEP’s**

|  |  |  |
| --- | --- | --- |
|  | Action | Person Responsible |
| [ ]  | 1. Notice of Procedural Safeguards provided to parents upon receipt of initial Evaluation Plan
 | * EM
 |
| [ ]  | 1. Provide Notice of Procedural Safeguards via mail or by meeting
 | * EM
 |
| [ ]  | 1. Notice of Procedural Safeguards “pink” sticker will be initialed by parent and attached to the Notice of Team Meeting or front page of IEP
 | * EM and/or
* CM
 |
| [ ]  | 1. File documentation in the students’ due process folder
 | * EM / CM and/or
* Designated district representative
 |

**Re-evaluations / IEP’s**

|  |  |  |
| --- | --- | --- |
|  | Action | Person Responsible |
| [ ]  | 1. Notice of Procedural Safeguards provided to parents upon receipt of reevaluation Plan
 | * CM
 |
| [ ]  | 1. Provide Notice of Procedural Safeguards via mail or at meeting
 | * CM
 |
| [ ]  | 1. Notice of Procedural Safeguards “pink” sticker will be initialed by parent and attached to the Notice of Team Meeting or front page of IEP
 | * CM
 |
| [ ]  | 1. File documentation in the students’ due process folder
 | * CM and/or
* Designated district representative
 |

**Example:**

I have received a copy of the

Notice of Procedural Safeguards

\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Date Parent Initials