

## Procedural Compliance Self-Assessment (Procedural Safeguards) Checklist

|                      |                 |               |           |
|----------------------|-----------------|---------------|-----------|
| STUDENT:             | GRADE:          | CASE MANAGER: | BUILDING: |
| REVIEWED BY:         | DATE OF REVIEW: |               |           |
| Date: ____/____/____ |                 |               |           |

| Procedural Requirements  | Yes                      | No                       | NA                       |
|--|--------------------------|--------------------------|--------------------------|
| 1) A copy of the procedural safeguards must be made available to parents at least one time a year;   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Informed parental consent must be obtained before conducting an initial evaluation;   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) For reevaluation, informed parental consent must be obtained if the team determines new information is needed;  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Students must be told about the decisions and choices to become their own educational guardian no later than one year before they reach the "age of majority" or legal age; | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) At age 18 or prior, the LEA must provide written notice to both the student and the parents indicating that rights have transferred to the student;                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) For initial placement of a student into special education, parental consent is required;  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) Parents can choose to revoke consent for special education and related services at any time.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) The school must provide notice to ensure that parents of children with disabilities have the opportunity to participate in meetings.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Comments:**

\* This document was adapted from Morton Sioux Special Education Units Procedural Compliance Checklist