

[LEA Name]– OSES Policies and Procedures Review Rubric

Notice of Procedural Safeguards:	YES	NO	COMMENTS
Do the LEA's procedural safeguards include a full explanation of state complaint procedures?			
Do the LEA's procedural safeguards include a full explanation of due process hearing procedures (including resolution sessions)?			
Do the LEA's procedural safeguards include an explanation of the student's placement during due process hearings?			
Do the LEA's procedural safeguards include an explanation of attorney's fees?			
Does the LEA's procedural safeguards notice include the parent's right to obtain an independent educational evaluation of the child?			
Do the LEA's procedural safeguards include a full explanation of procedural safeguards including the availability of mediation?			
Do the LEA's procedural safeguards include notifying the parent of the right to inspect and review educational records?			
Do the LEA's procedural safeguards include information on access to student records?			
Do the LEA's procedural safeguards include right of parents to amend student records?			
Do the LEA's procedural safeguards include information on the destruction of student records?			
Do the LEA's procedural safeguards include a description of prior written notice?			
Do the LEA's procedural safeguards include a description of parental consent and when it is required?			
Do the LEA's procedural safeguards include procedures for disciplining children with disabilities?			
Do the LEA's procedural safeguards include information on change of placement because of disciplinary removals?			
Do the LEA's procedural safeguards include a description of the appeals process?			
Do the LEA's procedural safeguards include information on protections for children not yet eligible for special education and related services?			
Do the LEA's procedural safeguards inform parents of their right to request an independent educational evaluation if the parent disagrees with the LEA evaluation?			
Do the LEA's procedural safeguards include information on requirements for unilateral placement by parents of children with disabilities in private school at public expense?			
Do the LEA's procedural safeguards include information on parent revocation of consent for services?			

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Surrogate Parents:	YES	NO	COMMENTS
Does the district employ someone solely to serve as a surrogate parent?			
Does the surrogate parent appointment process include a method for determining whether a child needs a surrogate parent?			
Does the surrogate parent appointment process include a method for assigning a surrogate parent to the child?			
How does the LEA ensure the surrogate parent meets the IDEA requirements? Not an employee of the SEA, LEA, or any other agency that is involved in the education or care of the child <ul style="list-style-type: none"> ○ Has no conflicting interests ○ Has knowledge and skills that ensure adequate representation of the child 			
Discipline for Students with Disabilities	YES	NO	COMMENTS
Do the LEA’s policies provide guidance on what should be considered in disciplinary matters relating to students with disabilities?			
Do the LEA’s policies identify the school personnel who will be involved in decision-making relative to disciplinary matters for students with disabilities?			
Do the LEA’s policies include guidance on providing services to students placed in alternative settings?			
Do the LEA’s procedures describe the process for placement into and exit from alternative schools?			
If a detention facility is located within the boundaries of the LEA, do the LEA’s policies describe how services will be provided to students with disabilities in the detention center?			
Do the LEA’s policies define “serious bodily injury”?			
Do the LEA’s policies provide proper guidance regarding the use of in-school suspension?			
Do the LEA’s policies explain how the LEA determines if a removal is a change of placement?			
Do the LEA’s policies include a procedure for conducting manifestation determinations in accordance with federal regulations (e.g. timelines, criteria, parent notifications, etc.)?			
Do the LEA’s procedures outline when to conduct a FBA and/or BIP for a child?			
Do the LEA’s procedures outline when an expedited due process hearing must take place, and what those procedures are?			

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Confidentiality/Records Access	YES	NO	COMMENTS
Does the LEA have policies and procedures designed to protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages?			
Does the LEA keep a record of parties obtaining access to education records collected, maintained, or used under Part B of IDEA (except access by parents and authorized employees of the participating agency), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records?			
Transition from BabyNet to Preschool	YES	NO	COMMENTS
Does the LEA have policies to ensure LEA participation in the transition planning conference arranged by BabyNet?			
Does the LEA have policies to ensure that each child referred from BabyNet has an IEP in place on his or her third birthday?			
Does the LEA have policies to ensure that Part C representatives are invited to initial IEP team meetings?			
Evaluation/Reevaluation	YES	NO	COMMENTS
Do the LEA's procedures describe the LEA's child find process?			
Do the LEA's procedures outline the steps in the initial evaluation process, including <ul style="list-style-type: none"> o documenting receipt of a request for an initial evaluation; o documenting parental consent for evaluation; o ensuring compliance with the 60 day timeline; o providing parental notification of evaluation procedures; o ensuring that the evaluation is sufficiently comprehensive to identify all of the child's special education and related service needs; and o describing additional procedures when the child is suspected of having a learning disability? 			
Do the LEA's procedures outline the steps in the reevaluation process, including <ul style="list-style-type: none"> o ensuring that a reevaluation occurs at least every 3 years and o notifying the parents of their right to request additional information, when it has been determined that no additional information is needed for determining continued eligibility? 			