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Procedural Safeguards Summary

(This document must always be handed out along with the complete Procedural Safeguards Document.)

This is only a summary of some of the administrative rights afforded to students with disabilities and their parents have under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 (504) and/or the Individuals with Disabilities Education Act (IDEA). Please read the complete *Your Rights Under Section 504* page for an in-depth explanation of the procedural safeguards available to students with disabilities and their parents.

- You have the right to consent or refuse consent for any proposed actions.
- You have the right to receive reports about your student's Section 504 goal progress at the same intervals that schools issue report cards for all students.
- You may view your student's academic records with guidance from a school administrator or counselor.
- Section 504 records are confidential, copies can be made for parents who request them (in a reasonable time frame).
- An annual review of Section 504 services is conducted through the Section 504 process. Parents/Guardians are an active part of that review.
- You may request an independent evaluation of your student if you disagree with all or part of the assessment completed by the school team. The school administrator or counselor can refer you to the Director of Special Education to discuss the request and procedures.

If you have concerns about your student's Section 504 needs you may do any of the following to address your concerns.

1. Request a Section 504 team meeting.
2. Contact the school administrator to assist you and the Section 504 team with resolving your concern.
3. Contact the Special Education Director to assist you and the Section 504 team with resolving your concern.
4. Contact the District Superintendent to assist you and the Section 504 team with resolving your concern.
5. Contact Utah State Office of Education – Special Education Services at 801-538-7587 to submit a formal complaint. They can speak with you about several options to address your concerns.
6. Other agencies can assist you with Section 504 procedural safeguards:

The Utah Parent Center (1-800-468-1160)

The Disability Law Center (1-800-662-9080)

Center for Parent Information and Resources <http://www.parentcenterhub.org>