



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

WWW.NCPUBLICSCHOOLS.ORG

August 22, 2016

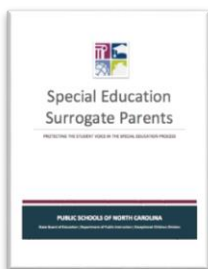
MEMORANDUM

TO: Directors/Coordinators, Exceptional Children Programs

FROM: William J. Hussey, Director *WJH*
Exceptional Children Division

RE: New and Revised Resources

The Exceptional Children Division is pleased to provide local education agencies (LEAs) the following resources.



Special Education Surrogate Parents: Protecting the Student Voice in the Special Education Process

This guidance manual was developed to assist LEAs in developing a special education surrogate parent program. The manual provides guidance to:

- Identify and verify the need for a special education surrogate parent;
- Recruit and train individuals to become surrogate parents;
- Assign surrogate parents appropriately;
- Monitor and evaluate the surrogate parent and surrogate parent program; and
- Review and revise special education surrogate parent assignments, as appropriate.

The manual also includes a section that can be used as a handbook for surrogate parent volunteers, and sample forms to help the LEA in implementing procedures.

This resource is now posted on the EC Division website and can be located by following the link below. Please check this location often as additional resources will be added as they become available.

<http://ec.ncpublicschools.gov/policies/special-education-surrogate-parents>

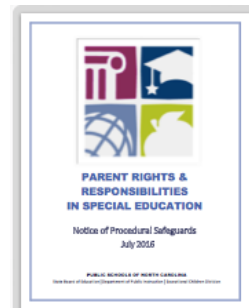
EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, *Director* | bill.hussey@dpi.nc.gov

6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (919) 807-3969 | Fax (919) 807-3243

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Parent Rights & Responsibilities in Special Education Notice of Procedural Safeguards



With input from a diverse stakeholder group including parents, advocacy groups, LEAs, and attorneys, the EC Division recently revised the Notice of Procedural Safeguards for parents.*

Key revisions to the document include:

- Family-friendly language at the beginning of the document (pages 4-11)
- NC Notice of Procedural Safeguards
 - Utilizes language from OSEP sample document (pages 12-34)
- Acronyms, Definitions, Information (pages 35-36)

* LEAs are encouraged to use all remaining copies of the current Handbook on Parents' Rights. This will not create a compliance issue as the parents' rights identified by the *Individuals with Disabilities Education Act*, (IDEA) 2004 remain unchanged.

Both the English and Spanish versions of the new document are posted on the website, and are available for publication. A copy may be downloaded by following the link below.

<http://ec.ncpublicschools.gov/parent-resources/parents-rights-handbook>

To order multiple copies of the new document, contact DPI Publication Sales by following the link below.

<http://www.ncpublicschools.org/publications/>

It is the hope of the Exceptional Children Division that you find these resources informative and helpful. For additional questions or concerns, you may contact:

Carol Ann M. Hudgens, Section Chief
Exceptional Children Division
Policy, Monitoring and Audit
CarolAnn.Hudgens@dpi.nc.gov

Heather Ouzts, Parent Liaison
Exceptional Children Division
Policy, Monitoring and Audit
Heather.Ouzts@dpi.nc.gov

WJH/CAH/HO/cp