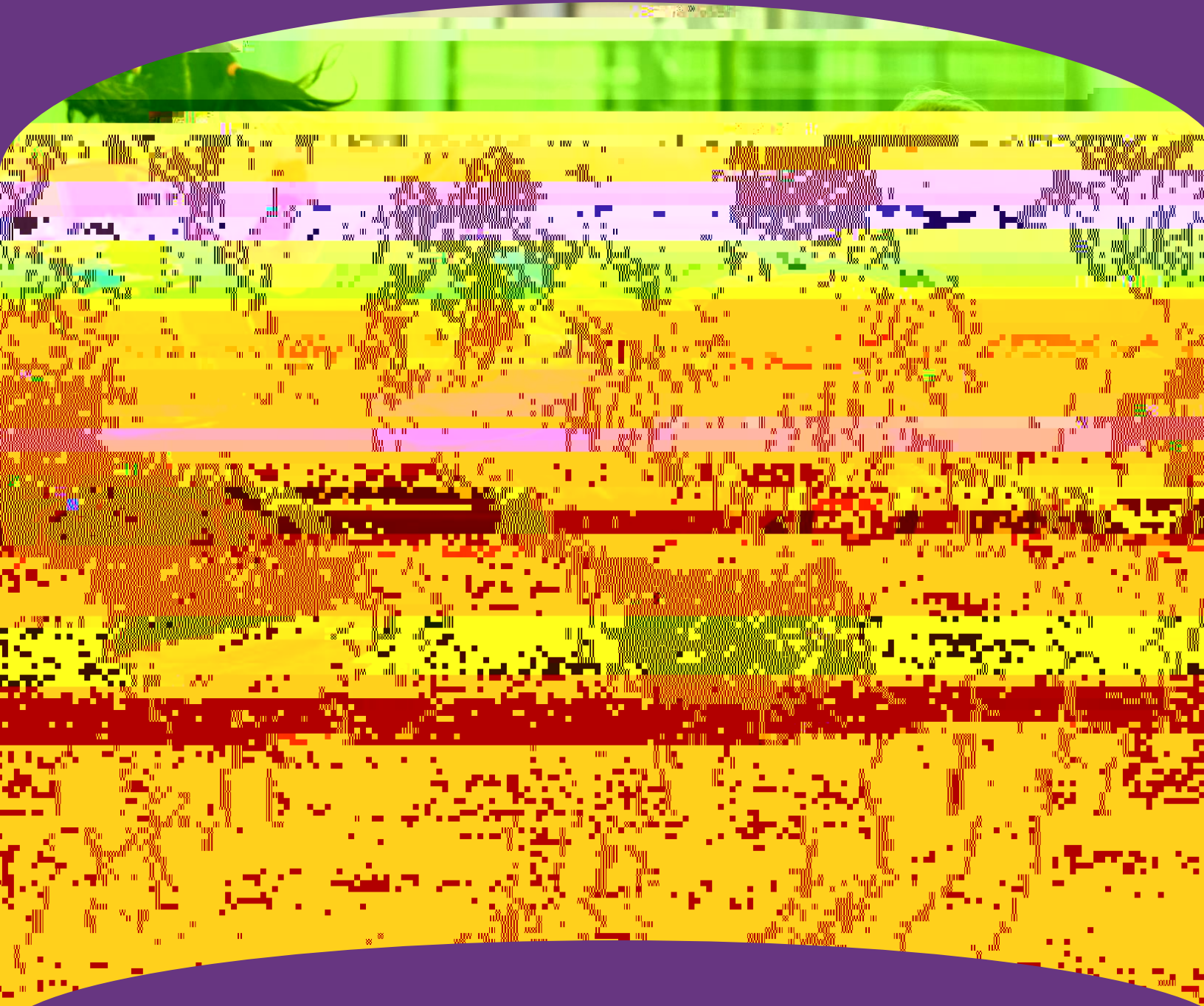


# Notice of Procedural

September 2022





The Individuals with Disabilities Education Act ( IDEA ), as amended in 2004, requires schools to provide parents of a child with a disability with a notice containing a full explanation of the procedural safeguards available under IDEA and its implementing regulations. This document, produced by the Texas Education Agency ( TEA ), is intended to meet this notice requirement and help parents of children with disabilities understand their rights under IDEA.

## Procedural Safeguards in Special Education

Under IDEA, the term parent means a biological parent, an adoptive parent, a foster parent who meets state requirements, a guardian, an individual acting in the place of a biological or adoptive parent including a grandparent, stepparent, or other relative with whom the child lives, an individual who is legally responsible for the child, or a surrogate parent.

The term native language when used with someone who has limited English proficiency means the language normally used by that person.

For more information, visit [Children and Youth Experiencing Homelessness](http://www.texas.gov/childrenandyouth/experiencing-homelessness) (link: [bit.ly/39v6KzG](http://bit.ly/39v6KzG))

To be eligible to serve as a surrogate parent, you must not be an employee of the school, or any agency that is involved in the education or care of the child, and you must not have any interest that conflicts with the interest of the child. A person appointed as a surrogate parent must have adequate knowledge and skills, be willing to serve, exercise

attend ARD committee meetings, and complete a training program. The person appointed by a school to act as a surrogate parent must complete the training program before

later than the 90th day after the date of initial appointment as a surrogate parent.

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If a hearing officer orders an IEE as part of a due process hearing, the school must pay for it.

## Procedures When Disciplining Children with Disabilities

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School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change of placement, made in accordance with the following requirements related to discipline, is appropriate for a child with a disability who violates a school code of student conduct.

To the extent that they also take such action for children without disabilities, school personnel may, for not more than 10 school days in a







officer, or until the expiration of the time period of removal as provided for and described under the heading Authority of School Personnel, whichever occurs first.

If your child has not yet been determined eligible for special education and related services and violates a code of student conduct, but the school had







## Special Education Information

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If you need information about special education issues, you may call the Special Education Information Center at 1-855-SPEDTEX (1-855-773-3839). If you call this number and leave a message, someone will return your call during normal business hours. Individuals who are deaf or hard of hearing may call the SPEDTEX number using Relay Texas at 7-1-1.

## Resolving Disagreements

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There may be times when you disagree with the actions taken



statement that the public agency has violated a special education requirement, the facts upon which the statement is based, and your signature and contact information. If the complaint concerns a specific child, the complaint m











Nothing in IDEA limits the rights, procedures, and remedies available

However, the court may not reduce fees if it finds that the school or the state unreasonably delayed the final resolution of the action or proceeding or there was a violation under the procedural safeguards provisions of IDEA Part B.





## Contact Information

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If you have any questions about the information in this document or need someone to explain it to you, please contact:

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If you have questions about a pending special education complaint, please call 512-463-9414. If you have questions about a pending mediation or due process hearing, contact the assigned mediator or hearing officer respectively.

## Dispute Resolution Contact Information

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When requesting a Facilitated IEP, send the request to:

Texas Education Agency  
1701 N. Congress Avenue  
Austin, TX 78701-1494  
or  
Fax: 512-463-9560  
or  
specialeducation@tea.texas.gov

When filing a Special Education Complaint, send the complaint to:

Texas Education Agency  
1701 N. Congress Avenue  
Austin, TX 78701-1494  
or  
Fax: 512-463-9560  
or  
specialeducation@tea.texas.gov

When requesting a Mediation, send the request to: