

Updates to the Notice of Procedural Safeguards, Parent’s Guide to the ARD Process and Overview of Special Education for Parents

BACKGROUND

The *Notice of Procedural Safeguards: Rights of Parents of Students with Disabilities* (Procedural Safeguards) explains parents’ specific rights and responsibilities under the Individuals with Disabilities Education Act (IDEA).

A companion document to the Procedural Safeguards is the *Parent’s Guide to the Admission, Review and Dismissal (ARD) Process* (Parent’s Guide). The Parent’s Guide contains information that parents need to effectively participate in an ARD committee meeting for their child.

The *Overview of Special Education for Parents* form is an overview of the special education process.

APRIL 2025 UPDATE

The Procedural Safeguards and Parent’s Guide have been updated to align with several Commissioner of Education rules and a dyslexia State Board of Education (SBOE) rule that became effective in 2024. The Overview of Special Education for Parents form is not being updated at this time.

DISSEMINATION

IDEA requires that local educational agencies (LEAs) provide the Procedural Safeguards to parents once a year and on the following occasions:

- upon initial referral or on request for evaluation;
- upon the first occurrence of the filing of a due process hearing complaint or special education state complaint during a school year;
- upon a disciplinary change of placement; or
- upon a request by a parent.

A hard copy of the Procedural Safeguards must be provided to parents unless the parents have elected to receive it by electronic mail communication in accordance with 34 CFR §300.505.

LEAs must provide the most current version of the Parent’s Guide to a parent as soon as practicable after a student is referred for a special education evaluation, or at least five school days before the first ARD committee meeting, and when a parent requests it. [Texas Education Code (TEC) §26.0081(b)]

When a parent requests or when a student is referred for a special education evaluation, parents must be provided a copy of the *Overview of Special Education for Parents* form. [19 Texas Administrative Code (TAC) §89.1011(b) and (c)]

Updates to the Notice of Procedural Safeguards, Parent’s Guide to the ARD Process and Overview of Special Education for Parents

TIMELINE

Region IV Education Service Center will print and ship copies of the most current Procedural Safeguards, Parent’s Guide, and the Overview of Special Education for Parents form to LEAs. Deliveries to LEAs will begin on or around April 14, 2025, to the contact address provided to the print shop at Region IV. The number of copies each LEA receives is based on the SY24 TSDS Child Find Collection count. Copies are provided by the Texas Education Agency and are at no cost to the LEAs.

Upon receipt of the updated copies, campuses must no longer distribute the outdated versions and immediately begin to issue the current editions. Starting April 14, 2025, LEAs must keep a record of any outdated versions issued while waiting for their delivery. Once the LEA receives their shipment, updated copies must be distributed to those who received the outdated versions between April 14, 2025, and the day the LEA begins distributing the updated copies.

The outdated versions may then be recycled or discarded.

All deliveries to LEAs are expected to be completed by April 28, 2025.

RESOURCES

The most current Procedural Safeguards and Parent’s Guide will be published to both SPEDTex and the Texas Legal Framework on April 14, 2025.

Copies of the Procedural Safeguards and Parent’s Guide will be available on April 14, 2025, in 34 different languages on SPEDTex under the “Resources” tab and under the “Publications” tab on the Texas Legal Framework (Link: [Special Education Resources | SPEDTex](#)) (Link: [Home | Legal Framework](#))

The Overview of Special Education for Parents form is currently available in 28 different languages on SPEDTex under the “Resources” tab by clicking on “Notice of Procedural Safeguards”. (Link: [Special Education Resources | SPEDTex](#))

Questions related to these documents can be directed to ESC SPED Directors or SpecialEducation@tea.texas.gov.

Questions pertaining to the printing and shipping process can be directed to Bryan Tucker, Print Center Supervisor, Region IV Education Service Center, at btucker@esc4.net.