



Ayer Shirley Regional School District

115 Washington St.
Ayer, MA 01432
Phone: (978) 772-8600

Office of Special Education

Ayer-Shirley Regional School District Annual Dissemination of the Parent's Notice of Procedural Safeguards

1. Annual Notice: A copy of the Parent's Notice of Procedural Safeguards (PNPS) will be provided to the parent of a child with a disability at the start of each school year.
2. The district will e-mail a copy of the PNPS to the parent within the month of September.
3. In addition, the district will provide a copy of the PNPS:
 - Upon initial referral or parent request for evaluation;
 - Upon receipt of the first State complaint and upon receipt of the first due process complaint in a school year;
 - In accordance with the discipline procedures in [34 CFR 300.530 \(h\)](#) and
 - Upon request by a parent.
4. When a student with a disability turns 17 years old, the district will provide a copy of the PNPS to the parent and to the student at the Team meeting one year before the student turns 18 years old. If both the parent and student are not in attendance at the meeting, the district will e-mail the annual copy of the PNPS to the parent and to the student accompanied by a cover letter that states the student will assume all of the rights described in the PNPS once the student turns 18 years old.

The PNPS includes a full explanation of all of the procedural safeguards available under the applicable regulations relating to:

- Independent educational evaluations;
- Prior written notice;
- Parental consent;
- Access to education records;
- Opportunity to present and resolve complaints through the due process complaint and State complaint procedures, including:
 - The time period in which to file a complaint;
 - The opportunity for the agency to resolve the complaint; and
 - The difference between the due process complaint and the State complaint procedures, including the jurisdiction of each procedure, what issues may be raised, filing and decisional timelines, and relevant procedures;



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- The availability of mediation;
 - The child's placement during the pendency of any due process complaint;
 - Procedures for students who are subject to placement in an interim alternative educational setting;
 - Requirements for unilateral placement by parents of children in private schools at public expense;
 - Hearings on due process complaints, including requirements for disclosure of evaluation results and recommendations;
 - State-level appeals;
 - Civil actions, including the time period in which to file those actions; and
 - Attorneys' fees.
5. The District will ensure that the notice provided is:
- Written in language understandable to the general public; and
 - Provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so.
6. If the native language or other mode of communication of the parent is not a written language, the district will take steps to ensure:
- That the notice is translated orally or by other means to the parent in his or her native language or other mode of communication;
 - That the parent understands the content of the notice; and
 - That there is written evidence that the requirements in paragraphs (c)(2)(i) and (ii) of this section have been met.

Legal Reference: [34 CFR 300.504 \(a\)](#), [34 CFR 300.504 \(d\)](#), [34 CFR 300.503 \(c\)](#), [34 CFR 300.504 \(c\)](#)

A copy of the Parent's Notice of Procedural Safeguards in English and translated versions can be found here: <https://www.doe.mass.edu/sped/prb/>