


ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

MEMORANDUM

March 9, 2011

TO: CAROL COMEAU, SUPERINTENDENT
ED GRAFF, ASSISTANT SUPERINTENDENT, INSTRUCTION
MIKE HENRY, EXECUTIVE DIRECTOR, HIGH SCHOOL EDUCATION
LINDA CARLSON, EXECUTIVE DIRECTOR, ELEMENTARY EDUCATION
LESLIE VANDERGAW, EXECUTIVE DIRECTOR, MIDDLE SCHOOL
EDUCATION
DOUG GRAY, DIRECTOR, E.C.E. SPECIAL EDUCATION
LINDA GRIFFITH, DIRECTOR SECONDARY SPECIAL EDUCATION
DIANE POAGE, DIRECTOR, RELATED SERVICES
NANCY EDTL, DIRECTOR, HEALTH SERVICES
SCHOOL PRINCIPALS AND SPECIAL EDUCATION STAFF

FROM: CINDY ANDERSON, EXECUTIVE DIRECTOR
SPECIAL EDUCATION 

SUBJECT: REVISED NOTICE OF PROCEDURAL SAFEGUARDS

In late February of 2011, the Department of Education and Early Development published a new version of the Notice of Procedural Safeguards. The newest version includes important clarifications regarding the manifestation determination process. Translations of the changes have been requested and will be posted as soon as received.

ADMINISTRATORS, SPECIAL EDUCATION TEAMS, INCLUDING CLERICAL SUPPORT

need to implement the following guidance:

1. Check your special education team meeting location to ensure that copies of the older NOPS are shredded and not inadvertently used.
2. Shred all older copies of NOPS from your personal files so that you do not accidentally provide a parent with a NOPS which is not current.
3. For any team involved in a scheduled manifestation determination, please affirmatively provide the parent with a copy of the new NOPS prior to the meeting—you can use email or fax to get the information to the parent. In order to afford the parent ample opportunity to review the new information and still participate in the manifestation, call and let the parent know the new information is on its way.

4. In the future, be sure to only utilize the NOPS located at http://www.asdk12.org/forms/uploads/Procedural_Safeguards.pdf so that current NOPS information is provided to parents and guardians.
5. Finally, double-check your computer's desktop! Many times a saved copy on the desktop is electronically attached to an email invitation or other special education correspondence with a parent. Be sure to remove the older version and save a current copy with the February 2011 revision date so inadvertent errors are avoided.

Thanks for your concerted efforts to ensure that parents are provided accurate information!