
Procedural Safeguards

NHED FACT SHEET



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Special Education Procedural Safeguards Handbook

The Bureau of Special Education Supports is issuing an updated Special Education Procedural Safeguards Handbook for districts to provide parents of children with disabilities. This handbook has adopted the federal template while also including NH specific information.

When is an LEA required to offer the handbook?

IDEA requires a copy of the Procedural Safeguards be given to parents/guardians only once per school year, with the following exceptions:

- Upon initial referral or parent/guardian request for an evaluation;
- Upon receipt of the first state special education complaint in a school year;
- Upon receipt of the first due process complaint in a school year;
- When a decision is made to take disciplinary action against a student that constitutes a change of placement; and
- Upon request.

Anytime any of the above actions occur, the LEA must offer the parent/ guardian a copy of the Procedural Safeguards handbook. The Bureau recommends documenting each instance the handbook is offered to a parent/ guardian. Although this information is not typically tracked by the Bureau, it has come up in state complaints and would be a finding without documentation.

Native Languages

The Bureau has previously provided the Procedural Safeguards in other Native Languages and will continue to do so in the following languages:

- Arabic
- Bosnian
- Chinese- simplified
- Indonesian
- Maay-Maay
- Nepali
- Portuguese- Brazilian
- Russian
- Spanish- Latin American
- Swahili
- Vietnamese