

# **Section 5 Procedures for Translation**

DOCUMENTS TO BE TRANSLATED

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PROCEDURES FOR TRANSLATING REQUIRED DOCUMENTS

Special Education Documents That Must Be Translated  
(Unless clearly not feasible to do so)

Special Education Document	Document Definition	Need to Translate	Explanation
Prior Written Notice	Notice provided to parents of a student with a disability a reasonable time before the district proposes to or refuses to initiate or change the identification, evaluation, educational placement of the student or the provision of a free appropriate public education (FAPE) to the student. (must use prescribed form)	Yes	Reference CR 200.5(a) Translated copies provided in these languages: Chinese, Haitian Creole, Korean, Russian, Spanish at: <a href="http://www.p12.nysed.gov/specialed/formsnotices/PWN/form.htm">http://www.p12.nysed.gov/specialed/formsnotices/PWN/form.htm</a>
Notice of Meeting (Meeting Notice)	Whenever the CSE proposes to conduct a meeting related to the development or review of a student's IEP, or the provision of FAPE. (must use prescribed form)	Yes	Must be provided in writing at least 5 days prior to the meeting unless the parent and school district agree. Reference CR 200.5(c) Translated copies provided in these languages: Chinese, Haitian Creole, Korean, Russian, Spanish at: <a href="http://www.p12.nysed.gov/specialed/formsnotices/meetingnotice/CSEmeetform.htm">http://www.p12.nysed.gov/specialed/formsnotices/meetingnotice/CSEmeetform.htm</a>
Procedural Safeguards Notice	A copy of the procedural safeguards notice must be provided to parents of a student with a disability, at a minimum of one time per year and also upon: <ul style="list-style-type: none"> <li>• initial referral or parental request for evaluation;</li> <li>• request by a parent;</li> <li>• the first filing of a due process complaint notice to request mediation or an impartial due process hearing;</li> <li>• a decision to impose a suspension or removal that constitutes a disciplinary change in placement; and</li> <li>• receipt of a parent's first State complaint in a school year.</li> </ul>	Yes	Translated copies provided in these languages: Chinese, Haitian Creole, Korean, Russian, Spanish at: <a href="http://www.p12.nysed.gov/specialed/formsnotices/procedural-safeguards-notice.htm">http://www.p12.nysed.gov/specialed/formsnotices/procedural-safeguards-notice.htm</a>

There is no requirement for an IEP to be provided in the parent's native language or other mode of communication. A district must, however, take whatever action is necessary to ensure that the parent understands the proceedings at the meeting of the CSE, including arranging for an interpreter for parents with deafness or whose native language is other than English. **If the district uses the IEP as part of its prior written notice, it must ensure the entire notice, including the IEP, is provided in the native language of the parent, unless it is clearly not feasible to do so.**

**RCSD goes above the State mandates to make sure our Parents have an informed understanding of the specific needs of their child as they relate to the child's disability and their special education.**

## **Section 6 Procedures for Implementation of IEP**

**NYSED REGULATION 200.4(E) IEP IMPLEMENTATION**

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**NYSED REGULATION 200.5(B) (I) (II) PARENTAL CONSENT INITIAL  
PROVISION OF SERVICES**

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**RCSD GUIDELINES FOR THE CONTINUUM OF SPECIAL EDUCATION  
SERVICES**

## **IEP Implementation**

### **200.4(e)**

(e) IEP Implementation. (1) Within 60 school days of the receipt of consent to evaluate for a student not previously identified as having a disability, or within 60 school days of the referral for review of the student with a disability, the board of education shall arrange for appropriate special programs and services, except that if such recommendation is for placement in an approved in-state or out-of-state private school, the board shall arrange for such programs and services within 30 school days of the board's receipt of the recommendation of the committee.

(i) There may be no delay in implementing a student's IEP, including any case in which the payment source for providing or paying for special education to the student is being determined.

(ii) The school district shall ensure that each student with a disability has an IEP in effect at the beginning of each school year.

## **Parental Consent**

### **200.5(b)(1)(ii)**

(ii) prior to the initial provision of special education to a student who has not previously been identified as having a disability. Consent for initial evaluation may not be construed as consent for initial provision of special education services;