

## PARENTAL NOTIFICATIONS

The Governing Board recognizes that notifications are essential to effective communication between the school and the home. The Superintendent or designee shall send students and parents/guardians all notifications required by law, including notifications about their legal rights, and any other notifications he/she believes will promote parental understanding and involvement.

*(cf. 5020 – Parent Rights and Responsibilities)*  
*(cf. 5022 – Student and Family Privacy Rights)*  
*(cf. 6020 – Parent Involvement)*

The notice required pursuant to Education Code 48980 shall be sent at the beginning of each academic year and may be provided either by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 48981, 48982)

If any activity specified in Education Code 48980 will be undertaken by any school during the forthcoming school term, the notice shall state that fact and the approximate date on which any such activity will occur. No such activity shall be undertaken with respect to any particular student unless his/her parent/guardian has been informed of such action through the annual notification or other separate special notification. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment or electronic notification of receipt of the notice to the school. The parent/guardian's signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law. (Education Code 48981, 48985; 20 USC 6311, 6312)

Whenever an employee learns that a student's parent/guardian is, for any reason, unable to understand the district's printed notifications, the principal or designee shall work with the parent/guardian to establish other appropriate means of communication.

*Legal Reference:*

EDUCATION CODE

*221.5 Prohibited sex discrimination*

*231.5 Sexual harassment policy*

*262.3 Appeals for discrimination complaints; information regarding availability of civil remedies*

**PARENTAL NOTIFICATIONS** (continued)*Legal Reference: (continued)*EDUCATION CODE

310-311 Structured English immersion program, parental exception waivers  
 313 Reclassification of English learners, parental consultation  
 440 English language proficiency assessment; instruction in English language development  
 17288 Building standards for university campuses  
 17612 Notification of pesticide use  
 32221.5 Insurance for athletic team members  
 32255-32255.6 Right to refuse harmful or destructive use of animals  
 32390 Fingerprint program; contracts; funding; consent of parent/guardian  
 35160.5 Extracurricular and co-curricular activities  
 35178.4 Notice of accreditation status  
 35183 School dress codes; uniforms  
 35186 Complaints concerning deficiencies in instructional materials and facilities  
 35256 School Accountability Report Card  
 35291 Rules for student discipline  
 37616 Consultation regarding year-round schedule  
 39831.5 School bus rider rules and information  
 44808.5 Permission to leave school grounds  
 46010.1 Notice regarding excuse to obtain confidential medical services  
 46014 Regulations regarding absences for religious purposes  
 46600-4661 Interdistrict attendance agreements  
 48000 Minimum age of admission  
 48070.5 Promotion or retention of students  
 48204 Residency requirements  
 48205 Absence for personal reasons  
 48206.3 Students with temporary disabilities; individual instruction; definitions  
 48207-48208 Students with temporary disabilities in hospitals  
 48213 Prior notice of exclusion from attendance  
 48216 Immunizations  
 48260.5 Notice regarding truancy  
 48262 Need for parent conference regarding truancy  
 48263 Referral to school attendance review board or probation department  
 48354 Option to transfer from school identified under Open Enrollment Act  
 48357 Status of application for transfer from school identified under Open Enrollment Act  
 48432.5 Involuntary transfers of students  
 48900.1 Parental attendance required after suspension  
 48904 Liability of parent/guardian for willful student misconduct  
 48904.3 Withholding grades, diplomas, or transcripts  
 48906 Notification of release of student to peace officer  
 48911 Notification in case of suspension  
 48911.1 Assignment to supervised suspension classroom  
 48912 Closed sessions; consideration of suspension  
 48915.1 Expelled students; enrollment in another district  
 48916 Readmission procedures  
 48918 Rules governing expulsion procedures  
 48980 Required notification at beginning of term  
 48980.3 Notification of pesticide use  
 48981 Time and means of notification

**PARENTAL NOTIFICATIONS** (continued)*Legal Reference: (continued)*EDUCATION CODE

48982 Parent signature acknowledging receipt of notice  
 48983 Contents of notice  
 48984 Activities prohibited unless notice given  
 48985 Notices to parents in language other than English  
 48987 Child abuse information  
 49013 Use of uniform complaint procedures for complaints regarding student fees  
 49063 Notification of parental rights  
 49067 Student evaluation; student in danger of failing course  
 49068 Transfer of permanent enrollment and scholarship record  
 49069 Absolute right to access  
 49073 Release of directory information  
 49076 Access to student records  
 49077 Access to information concerning a student in compliance with court order  
 49403 Cooperation in control of communicable disease and immunization  
 49423 Administration of prescribed medication for student  
 49451 Physical examinations: parent's refusal to consent  
 49452.5 Screening for scoliosis  
 49452.7 Information on type 2 diabetes  
 49452.8 Oral health assessment  
 49456 Results of vision or hearing test  
 49472 Insurance  
 49475 Student athletes; concussions and head injuries  
 49480 Continuing medication regimen for nonepisodic conditions  
 49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970  
 51225.3 Graduation requirements; courses that satisfy college entrance criteria  
 51229 Course of study for grades 7-12  
 51513 Personal beliefs; privacy  
 51938 HIV/AIDS and sexual health instruction  
 52164.1 Census-taking methods; determination of primary language; assessment of language skills  
 52164.3 Reassessment of English learners; notification of results  
 54444.2 Migrant education programs; parent involvement  
 56301 Child-find system; policies regarding written notification rights  
 56321 Special education: proposed assessment plan  
 56321.5-56321.6 Notice of parent rights pertaining to special education  
 56329 Written notice of right to findings; independent assessment  
 56341.1 Development of individualized education program; right to audio record meeting  
 56341.5 Individualized education program team meetings  
 56343.5 Individualized education program meetings  
 58501 Alternative schools; notice required prior to establishment  
 60641 California Assessment of Student Performance and Progress  
 60850 High School Exit Examination  
 60852.4 High School Exit Examination; waiver for student with disabilities

HEALTH AND SAFETY CODE

1596.857 Right to enter child care facility  
 104855 Availability of topical fluoride treatment  
 120365-120375 Immunizations  
 120440 Sharing immunization information  
 124100 Health screening and immunizations

**PARENTAL NOTIFICATIONS** (continued)

*Legal Reference: (continued)*

PENAL CODE

627.5 *Hearing request following denial or revocation of registration*

CODE OF REGULATIONS, TITLE 5

852 *Exemptions from state assessments*

863 *Reports of state assessment results*

3052 *Behavioral intervention*

4622 *Notification of uniform complaint procedures*

4631 *Uniform complaint procedures; notification of decision and right to appeal*

4702 *Student transfer from school identified under Open Enrollment Act*

4917 *Notification of sexual harassment policy*

11303 *Reclassification of English learners*

11309 *Parental exception waivers*

11511.5 *English language proficiency assessment; test results*

11523 *Notice of proficiency examinations*

18066 *Child care policies regarding excused and unexcused absences*

CODE OF REGULATIONS, TITLE 17

6040 *Time period to obtain needed immunizations*

UNITED STATES CODE, TITLE 20

1232g *Family Educational and Privacy Rights Act*

1232h *Privacy rights*

1415 *Procedural safeguards*

6311 *State plans*

6312 *Local education agency plans*

6316 *Academic assessment and local education agency school improvement*

6318 *Parental involvement*

7012 *Instruction in English language development*

7908 *Armed forces recruiter access to students*

UNITED STATES CODE, TITLE 42

1758 *Child nutrition programs*

CODE OF FEDERAL REGULATIONS, TITLE 7

245.5 *Eligibility criteria for free and reduced-price meals*

245.6a *Verification of eligibility for free and reduced-price meals*

CODE OF FEDERAL REGULATIONS, TITLE 34

99.7 *Student records, annual notification*

99.34 *Student records, disclosure to other educational agencies*

99.37 *Disclosure of directory information*

104.32 *District responsibility to provide free appropriate public education*

104.36 *Procedural safeguards*

104.8 *Nondiscrimination*

106.9 *Dissemination of policy, nondiscrimination on basis of sex*

200.61 *Teacher qualifications*

300.300 *Parent consent for special education evaluation*

300.322 *Parent participation in IEP team meetings*

300.502 *Independent educational evaluation of student with disability*

300.503 *Prior written notice regarding identification, evaluation, or placement of student with disability*

300.504 *Procedural safeguards notice for students with disabilities*

300.508 *Due process complaint*

300.530 *Discipline procedures*

**PARENTAL NOTIFICATIONS** (continued)

*Legal Reference: (continued)*

CODE OF FEDERAL REGULATIONS, TITLE 40

*763.84 Asbestos inspections, response actions and post-response actions*

*763.93 Asbestos management plans*

Policy  
adopted: May 9, 1990  
revised: January 15, 2015

**MURRIETA VALLEY USD**  
Murrieta, California

**PARENTAL NOTIFICATIONS**

**I. Annually**

<b>Subject</b>	<b>When to Notify</b>	<b>Board Policy/ Administrative Regulation</b>	<b>Education or Other Legal Code</b>
Use of pesticide product, active ingredients, Internet address to access information	Beginning of each school year	BP / AR 3514	EC 17612 EC 48980.3
School Accountability Report Card provided	Annually by February 1	BP 0510	EC 35256
District and site discipline rules	Beginning of each school year	AR 5144 AR 5144.1	EC 35291 ED 48980
Absence for confidential medical services	Beginning of each school year	BP 5113	EC 46010.1
Schedule of minimum days	Beginning of each school year	BP 6111	EC 48980
Sexual harassment policy as related to students	Beginning of each school year	AP 5145.7	EC 48980 EC 231.5 5 CCR 4917
Right to refrain from harmful or destructive use of animals	Beginning of each school year	AR 5145.8	EC 48980 EC 32255-32255.6
All statutory attendance options, available local attendance options, options for meeting residency	Beginning of each school year	AR 5111.1 AR 5116.1 AR 5117	EC 48980 EC 35160.5 EC 46600-46611 EC 48204
Absence for religious exercise or purposes	Beginning of each school year, if Board allows such absence	BP / AR 5113	EC 48980 EC 46014
Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed	Beginning of each school year	BP / AR 5133 AR 6154	EC 48980 EC 48205
Availability of home/hospital instruction for students with temporary disabilities	Beginning of each school year	AR 6183	EC 48980 EC 48206.3 EC 48207 EC 48208
Consent to school immunization program	Beginning of each school year	BP 5141.31	EC 48980 EC 49403
Administration of prescribed medication	Beginning of each school year	AR 5141.21	EC 48980 EC 49423 EC 49480
Right to refuse to consent to physical examination	Beginning of each school year	AR 5141.3	EC 48980 EC 49451 20 USC 1232h
Availability of insurance	Beginning of each school year	BP 5143	EC 48980 EC 49472

**PARENTAL NOTIFICATIONS** (continued)

<b>Subject</b>	<b>When to Notify</b>	<b>Board Policy/ Administrative Regulation</b>	<b>Education or Other Legal Code</b>
Uniform complaint procedures, available appeals, civil law remedies	Beginning of each school year	AR 1312.3	EC 49013 5 CCR 4622
Challenge, review and expunging of records	Beginning of each school year	AR 5125 AR 5125.3	EC 49063
Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability	Beginning of each school year	AR 5125	EC 49063 EC 49069 20 USC 1232g 34 CFR 99.7
Release of directory information	Beginning of each school year	AR 5125.1	EC 49063 EC 49073 20 USC 1232g 34 CFR 99.37
Free and reduced meal prices	Beginning of each school year	AR 3553	EC 49520 EC 48980 42 USC 1758 7 CFR 245.5
Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment	Beginning of each school year	BP 6164.4	EC 56301
Alternative schools	Beginning of each school year		EC 58501 EC 48980
Student's participation in state assessments; option to request exemption from testing	Annually	AR 6162.5	5 CCR 852
Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities	Beginning of each school year	AR 5022 BP 6162.8	20 USC 1232h

**PARENTAL NOTIFICATIONS** (continued)

<b>Subject</b>	<b>When to Notify</b>	<b>Board Policy/ Administrative Regulation</b>	<b>Education or Other Legal Code</b>
Right to request information regarding professional qualifications of child's teacher and paraprofessional	Beginning of each school year, if district receives Title I funds		20 USC 6311 34 CFR 200.61
Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers	Beginning of each school year, if any district school has been identified for program improvement or corrective action	BP 0420.2	20 USC 6316
Nondiscrimination	Beginning of each school year	BP 0410 BP 6178	34 CFR 104.8 106.9
Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress	Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals	AR 3514	40 CFR 763.84 40 CFR 763.93

**II. At Specific Times During the Student's Academic Career**

Course selection and career counseling	Beginning in grade 7, at least once prior to course selection and career counseling	BP 6164.2	EC 221.5 EC 48980
School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops	Upon registration in K-6, if students have not previously been transported	AR 3543	EC 39831.5
Open/Closed Campus	Beginning of each school year for high school students	BP 5112.5	EC 44808.5 EC 48980
How each high school graduation requirement does or does not satisfy college entrance a-g course criteria; list of districts CTE courses that satisfy a-g course criteria	Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement	AR 6146.1	EC 48980 EC 51225.3



**PARENTAL NOTIFICATIONS** (continued)

<b>Subject</b>	<b>When to Notify</b>	<b>Board Policy/ Administrative Regulation</b>	<b>Education or Other Legal Code</b>
Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation	Beginning each school year in grades 9-12 and when high school student transfers into the district	AR 6162.52	EC 48980 EC 60850
Specified information on type 2 diabetes	When students enter grade 7	AR 5141.3	EC 49452.7
Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights	When in kindergarten, or first grade if not previously enrolled in public school	AR 5141.32	EC 49452.8
College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors	Beginning of each school year for students in grades 9-12	AR 6143	EC 51229 EC 48980
Explanation of sex and HIV/AIDS instruction; right to view A/V materials, who's teaching, request specific Education Code sections, right to excuse	Beginning of each school year for students in grades 7-12	AR 6142.1	EC 51938 EC 48980
Results of tests; test purpose, individual score and intended use	Within 20 working days of receiving results of standardized achievement tests or, if results are not available in school year, 20 days of start of next school year	AR 6162.5	EC 60641 5 CCR 863
Health screening examination	When child is enrolled in kindergarten	BP 5141.32	Health & Safety Code 124100
Notice of proficiency examination provided under Education Code 48412	To students in grades 11-12, early enough to enable registration for fall test	AR 6146.2	5 CCR 11523
Notice that parents may request district to not release name, address, phone number of child to military recruiters without prior written consent	To secondary students, if district receives Title I funds	AR 5121.1	20 USC 7908

**PARENTAL NOTIFICATIONS** (continued)**III. When Special Circumstances Occur**

<b>Subject</b>	<b>When to Notify</b>	<b>Board Policy/ Administrative Regulation</b>	<b>Education or Other Legal Code</b>
Civil law remedies available to complainants	Upon receipt of a complaint alleging discrimination	AR 1312.3	EC 262.3
Student's placement in program, opportunity for parental exception waiver, other rights of student relative to such placements	When student has been placed in structured English immersion program	AR 6174	EC 310-311 5 CCR 11309
Description of reclassification process, opportunity for parent/guardian to participate	When determining whether an English learner should be reclassified as fluent English proficient	AR 6174	EC 313 5 CCR 11303
Reason for classification, level of English proficiency, description of program(s), option to decline program or choose alternate, exit requirements of program	When student is identified as English learner and district receives Title III funds, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year	AR 6174	EC 440 20 USC 7012
University campus buildings may not meet Education Code requirements for structural safety	Before high school student attends specialized secondary program on a university campus		EC 17288
Intended use of pesticide product	At least 72 hours before use of pesticide product not included in annual list	AR 3514	EC 17612
Offer of insurance	To members of athletic teams	BP 5143	EC 32221.5
Loss of status, potential consequences	If school has lost its WASC accreditation status	BP 6190	EC 35178.4
Dress code policy requiring schoolwide uniform	At least six months before implementing a schoolwide uniform policy	AR 5132	EC 35183
Year-round schedule	Before implementing a year-round schedule	BP 6117	EC 37616
Appeal process	When interdistrict transfer is requested and not approved or denied within 30 days	AR 5117	EC 46601

**PARENTAL NOTIFICATIONS** (continued)

<b>Subject</b>	<b>When to Notify</b>	<b>Board Policy/ Administrative Regulation</b>	<b>Education or Other Legal Code</b>
Effects, advantages and disadvantages of early entry	Before early kindergarten, if offered	AR 5111	EC 48000
Student at risk of retention	When student identified as being at risk of retention	AR 5123	EC 48070.5
Student has been excluded from school	When student excluded due to quarantine, contagious or infectious disease, danger to safety or health	AR 5112.2 BP 5141.33	EC 48213
Need to submit evidence of immunization or exemption within 10 school days; referral to medical care	Before already admitted student is excluded for lack of immunization	AR 5141.31	EC 48216 17 CCR 6040
Truancy, parent obligation, availability of alternative programs, student consequences, need for conference	When a student is classified a truant	AR 5113.1	EC 48260.5 EC 48262
Name and address of SARB or probation department and reason for referral	When a truant is referred to a SARB or probation department	AR 5113.1	EC 48263
Student's option to transfer to another school	When a school is identified on the state's Open Enrollment list	BP 5118	EC 48354 5 CCR 4702
Whether student's transfer application is accepted or rejected; reasons for rejection	Within 60 days of receiving application for transfer out of open enrollment school	BP 5118	EC 48357 5 CCR 4702
Copy of district policy and regulation on continuation of education	When a student requests to voluntary transfer to continuation school	AR 6184	EC 48432.3
Right to require meeting prior to involuntary transfer to continuation school	Prior to involuntary transfer to continuation school	AR 6184	EC 48432.5
Damaged school property	Prior to withholding grades, diplomas, or transcripts	AR 5131.5	EC 48904
Next school will continue withholding grades, diplomas or transcripts	When withholding grades, diplomas or transcripts from transferring student	AR 5125	EC 48904.3
Parental attendance required; timeline for attendance	When student is removed from class and teacher requires parental attendance at school	BP / AR 5144.1	EC 48900.1

**PARENTAL NOTIFICATIONS** (continued)

<b>Subject</b>	<b>When to Notify</b>	<b>Board Policy/ Administrative Regulation</b>	<b>Education or Other Legal Code</b>
Release of student to peace officer	When student is released to peace officer	BP 5145.11	EC 48906
Notice of suspension	At time of suspension	BP & AR 5144.1	EC 48911
Extension of suspension	When original period of suspension is extended	AR 5144.1	EC 48911
The student's assignment to a supervised suspension classroom	At the time a student is assigned to a supervised suspension classroom	AR 5144.1	EC 48911.1
Intent to hold a closed session regarding suspension	Before holding a closed session regarding suspension	AR 5144.1	EC 48912
Hearing regarding possible danger presented by expelled student	When student expelled from another district for certain acts sees admission	BP 5119	EC 48915.1 EC 48918
Reasons for denial; determination of assigned program	When readmission is denied	AR 5144.1	EC 48916
Description of readmission procedures	When expulsion occurs	AR 5144.1	EC 48916
Notice of expulsion hearing	10 calendar days before expulsion hearing	AR 5144.1	EC 48918
Decision to expel; right to appeal to county board; obligation to inform new district of status	When expulsion or suspension of expulsion occurs	AR 5144.1	EC 48918
When minimum days are scheduled after the beginning of the school year	One month before the scheduled minimum day	BP 6111	EC 48960
Guidelines for filing a complaint of child abuse at a school site with local child protective agencies	When parents request guidelines for filing complaint of child abuse at a school site	AR 5141.4	EC 48987
Student in danger of failing a course	When student in danger of failing a course	AR 5121	EC 49067
Right to receive copy of student's record and to challenge its content	When student transfers from another district or private school	AR 5125	EC 49068
Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition	Within 24 hours of release of information to a judge or probation officer	AR 5125	EC 49076

**PARENTAL NOTIFICATIONS** (continued)

<b>Subject</b>	<b>When to Notify</b>	<b>Board Policy/ Administrative Regulation</b>	<b>Education or Other Legal Code</b>
Release of information pursuant to court order or subpoena	Before release of information pursuant to court order or subpoena	AR 5125	EC 49077
Scoliosis screening	When screening results in suspicion that student has scoliosis	BP 5141.3	EC 49452.5
Vision or hearing test	When test results in discovery of visual or hearing defects	BP 5141.3	EC 49456
Information on concussions and head injuries	Annual to parents/guardians of student athletes before their first practice or competition	AR 6145.2	EC 49475
Permission for test, survey questioning personal beliefs	Before any test questioning personal beliefs	AR 5022	EC 51513
Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant	Within 14 days of instruction if arrangement made for guest speaker after beginning of school year	AR 6142.1	EC 51938
Notice that the survey will be administered	Prior to administering survey regarding health risks and behaviors to students in 7-12 grade	AR 5022	EC 51938
Results of state test of English proficiency	Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency	AR 6174	EC 52164.1 EC 52164.3 5 CCR 11511.5
Parent right to enter facility	When child participates in licensed child care and development program		Health & Safety Code 1596.857
The district's tobacco-free schools policy and enforcement procedures	When district receives Tobacco-Use Prevention Education Funds	BP & AR 3513.3	Health & Safety Code 104420
Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share	When sharing student immunization information with an immunization system	AR 5125	Health & Safety Code 120440
Notice of hearing	When hearing is requested by person asked to leave school premises	AR 3515.2	Penal Code 627.5

**PARENTAL NOTIFICATIONS** (continued)

<b>Subject</b>	<b>When to Notify</b>	<b>Board Policy/ Administrative Regulation</b>	<b>Education or Other Legal Code</b>
Appeal rights and procedures	When providing written decision in response to a complaint regarding discrimination, special education, or noncompliance with law regulating educational programs	AR 1312.3	5 CCR 4631
Policies regarding unexcused absences	When child participates in licensed child care and development program	AR 5148	5 CCR 18066
Notice of any substantive change in policy or regulation	When district substantively changes policy on student privacy rights	AR 5022	20 USC 1232 h
Timely notice to parent of child's assignment	For districts receiving Title I funds, when a child has been taught for four or more consecutive weeks by a teacher who is not "highly qualified"		20 USC 6311
Notice of failure to make adequate yearly progress	When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress, to parents of English learners		20 USC 6312
Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose other program	For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents of English learners	AR 6174	20 USC 6312
Explanation of identification, reasons, how problem will be addressed, how parents can become involved, transfer option, availability of supplemental services	When school identified for program improvement or corrective action	AR 5116.1	20 USC 6316
Notice of policy	For schools receiving Title I funds, upon development of parent involvement policy	AR 6020	20 USC 6318

**PARENTAL NOTIFICATIONS** (continued)**IV. Special Education Notices**

<b>Subject</b>	<b>When to Notify</b>	<b>Board Policy/ Administrative Regulation</b>	<b>Education or Other Legal Code</b>
Notice of need to submit verification information; any subsequent change in benefits; right to appeal	When household is selected for verification of eligibility for free or reduced price meals	AR 3553	42 USC 1758 7 CFR 245.6a
Right to review records	When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30	AR 5125	34 CFR 99.34
Notification and consent	Before functional behavioral assessment begins	AR 6159.4	EC 56321
Proposed evaluation plan, related parental rights, prior written notice	Prior to conducting initial evaluation	AR 6164.4	EC 56301 EC 56321 EC 56321.5 EC 56321.6 EC 56329 34 CFR 300.502
Intention to audio-record IEP meeting	24 hours before IEP when district intending to record	AR 6159	EC 56341.1
Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate	Early enough to ensure opportunity for parent to attend IEP meeting	AR 6159	EC 56341.5 34 CFR 300.322
Decision and procedural safeguards notice	When parent orally requests review of IEP	AR 5144.2	EC 56343.5
Decision and procedural safeguards notice	Suspension or change of placement for more than 10 days	AR 5144.2	20 USC 1415(k) 34 CFR 300.530

**V. Classroom Notices**

Student's name, address, school, description of problem, proposed resolution	Upon requesting a due process hearing	AR 6159.1	20 USC 1415(k) 34 CFR 300.508
District responsibilities, district actions, procedural safeguards	Eligibility for services under Section 504	AR 6164.6	34 CFR 104.32 34 CFR 104.36

**PARENTAL NOTIFICATIONS** (continued)

<b>Subject</b>	<b>When to Notify</b>	<b>Board Policy/ Administrative Regulation</b>	<b>Education or Other Legal Code</b>
Complaints regarding sufficiency of instructional materials, teacher vacancy and misassignment, maintenance of facilities	In each classroom in each school	AR & Exhibit 1312.4	EC 35186

Exhibit  
 approved: May 9, 1990  
 revised: January 15, 2015

**MURRIETA VALLEY USD**  
 Murrieta, California