

FRANKLIN LAKES BOARD OF EDUCATION
Franklin Lakes, New Jersey

FILE CODE: 6171.5
_____ Monitored
X Mandated
X Other Reasons

Policy

WRITTEN REFERRAL
INITIAL REQUESTS FOR EVALUATIONS AND STUDENT SERVICES
SPECIAL EDUCATION AND 504

The Franklin Lakes Board of Education takes very seriously its responsibility to provide a free appropriate public education to each student classified as eligible for special education and related services. The Board is aware that communication between parents and special services personnel is an important component in providing for the needs of classified students.

In order to ensure the highest quality of service to students with disabilities and protect their confidentiality to the greatest extent possible, the Board hereby determined that the following items must be made in writing, contain an original signature of the parent, and be mailed or hand-delivered to the Special Services office in-district:

All parental requests for evaluations including but not limited to initial, additional or independent evaluations; changes in eligibility, classification, program, and placement of classified students; requests for meetings with the Child Study Team or IEP Team; requests for copies of student records; concerns about implementation of a student's IEP; requests for observation of students by outside professionals and notices of parental intent to unilaterally provide services to a student for which they intend to seek reimbursement from the Board pursuant to State or Federal law.

The Child Study Team will continue to provide parents with written notice (for items such as meeting notices, IEPs, responses to requests etc.) as required by the New Jersey Administrative Code, through regular mail. Parents can similarly expect to receive all correspondence from the Child Study Team pertaining to their child's education and responding to their written requests through regular mail.

Due to concerns of reliability and security, e-mails will not be used or accepted for any of these purposes. District personnel will not respond to such e-mail requests.

The chief school administrator shall promulgate administrative procedures for dissemination of this Policy to the parents of Special Education students in the Franklin Lakes School District. NJ 6A:141.2(b)18 NJ Admin Code

Acceptance of Electronic Mail Requests

NJ 6A:141.2(b)18 of the New Jersey Administrative Code requires that the Franklin Lakes Public Schools adopt a policy concerning the acceptance of electronic mail requests from

parents/guardians regarding referral, identification, evaluation, classification, and the provision of a free appropriate public education. Given that electronic mail does not guarantee authenticity of a submission from the legal guardian for a student, the Department of Special services will only accept requests with the original signature of a parent/guardian. Requests must continue to include the name of the student and parent/guardian, a mailing address, and telephone number.

Please contact the Office of Special Services with any questions at 201-337-0336 or by visiting the district website, <https://district.franklinlakes.k12.nj.us> and selecting Special Services under Departments.