

**Addendum**  
**to**  
**Part B Notice of Procedural Safeguards for Parents of Students with Disabilities**

This addendum explains additional rights under the current Florida Statutes and State Board of Education Rules that were inadvertently omitted from the original document. It is to be provided to parents with the *Part B Notice of Procedural Safeguards for Parents of Students with Disabilities* until such time as the revised administrative rules become effective.

**ACCESS RIGHTS**

**34 CFR 300.613**

**34 CFR 300.617**

The school district must permit you to inspect and review any education records relating to your child that are collected, maintained, or used by your school district under Part B of the Individuals with Disabilities Education Act (IDEA). The school district must comply with your request without unnecessary delay and before any meeting regarding an individual educational plan (IEP), or any due process hearing or resolution meeting and in no case more than **30** days (Section 1002.22(3)(a)4 of the Florida Statutes) after you have made a request.

Your right to inspect and review education records includes:

1. Your right to a response from the school district to reasonable requests for explanations and interpretations of the records
2. Your right to request that the school district provide copies of the records if failure to provide those copies would effectively prevent you from exercising the right to inspect and review the records (*The school district may change a fee for copies of records if the fee does not effectively prevent you from exercising the right to inspect and review the records.*)
3. Your right to have your representative inspect and review the records

The school district may presume that you have authority to inspect and review records relating to your child unless the school district has been advised that you do not have the authority under applicable State law governing such matters as guardianship, separation, and divorce.

**PARENT PARTICIPATION IN MEETINGS**

**34 CFR 300.322**

The school district must take steps to ensure that one or both of the parents are present at each IEP team meeting or afforded the opportunity to participate. The school district must:

1. notify you early enough to give you the opportunity to attend (The notice must indicate the purpose, time, and location of the meeting, and who will be in attendance, and must also include a statement that you have the right to invite individuals who have knowledge or special expertise about your child.)
2. schedule the meeting at a time and place that is mutually agreed on
3. if neither parent can attend, provide other methods to participate, such as individual or conference telephone calls