

B. Appointment requirements - Once the need is established the surrogate parent is appointed after:

1. completing an application in which personal and employment references are checked thoroughly
2. completing the Surrogate Parent Training (if the application is approved)

C. Training - Training topics may include:

1. the ARD process and the Individual Education Plan,
2. parent rights and responsibilities,
3. FAPE and FERPA,
4. eligibility and handicapping conditions.

D. Surrogate list - A list of trained and approved surrogate parents is kept in the special education office.

III. DUE PROCESS HEARINGS

A. Hearing initiated - A hearing may be initiated by the parent, adult student or school to challenge a proposal:

1. to change the identification of the student
2. to initiate the evaluation of the student
3. to initiate or change the delivery of educational services to the student
4. to initiate or change the eligibility and provision of special education and related services
5. to question the appropriateness of an evaluation by the parent and request an Independent Educational Evaluation at public expense
6. to refuse to initiate or change any of the above

B. Request for hearing - A written request will be filed with the TEA and the school representative, or the parent if filed by the school. The school makes a copy of the TEA form available to the parent if needed, as well as instructions for required information. All procedures as set forth as TEA for requests for hearings will be followed, and the school is available to assist the parent or adult student by providing that necessary information if the parent requests assistance.

C. Confidentiality - A request for a hearing is a confidential student record according to FERPA, and the school maintains the request in that manner.