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SECTION III. COMMUNICATION WITH PARENTS

**Change of Address or Phone Numbers**

Check periodically with the parents of your students to determine if they have a change of address or phone number. Be sure to report this change by phone and in writing to the program secretary immediately. A new Emergency Contact form may need to be sent home as well.

**Contacts with Parents**

Teachers should have frequent informal parent conferences both in person and by phone to keep the parents informed of their child's progress or lack of progress. There should be frequent telephone calls and written communication to the parents. If the teacher is unable to make parent contact, a home visit may be made by school personnel. Official formal communication must occur at least as often as it would occur in regular education. Written progress reports will be sent out quarterly (with one "Quarterly Report" being the student's IEP meeting).

Annual Notice of Procedural Safeguards and Parents' Rights for Special Education Students with Disabilities (English)

Annual Notice of Procedural Safeguards and Parents' Rights for Special Education Students with Disabilities (Spanish)

**Notices to Parents**

As all school districts do not always follow the same holiday schedule, parents should be notified in writing when their children are to be out of school for the holidays and be given the date classes would resume.

New School Year Parent Letter- English
New School Year Parent Letter- Spanish

Photo/Video Release Form- English
Photo/Video Release Form -Spanish

**Sample Enrollment Packet:**

Annual Notice to Parents/Guardians 2014-2015
Notice to Parent/Guardian Acknowledgment Form
Notice to Parents and Guardians
Uniform Complaint Policy and Procedures
Williams Uniform Complaint Procedure Form

Annual Notice to Parents/Guardians 2013-2014- Spanish
Notice to Parents and Guardians-Acknowledgment Form-Spanish
Spanish Notice to Parents and Guardians -Spanish
Uniform Complaint Policy and Procedures- Spanish
Williams Uniform Complaint Procedure Form – Spanish
Emergency Information Form (SE:B07)
Emergency Information Form- Spanish (SE:B07-S)

Every Day Counts! Attendance Letter
Every Day Counts! Attendance Letter- Spanish

Minimum Day Letter to Parents
Minimum Day Letter to Parents- Spanish

Annual Disaster Plan Notice
Annual Disaster Plan Notice- Spanish

Medication Required During Disaster
Medication Required During Disaster- Spanish

Foggy Weather Conditions Letter
Foggy Weather Conditions Letter- Spanish

Annual Pesticide Use Notification
Annual Pesticide Use Notification - Spanish

Pest Control Service Master Schedule
Pest Control Service Master Schedule- Spanish

(Newly enrolled students only-one per file)
Home Language Survey- English (SE:R02)
Home Language Survey- Spanish (SE:R02-S)

(As needed only)
Authorization for Any Medication Taken during School Hours
Authorization for Any Medication Taken during School Hours- Spanish

(As needed only)
Physicians Authorization for Specialized Health Care Services

Parents Request for Copies of Records or Challenge of Records

County Office policy has been established in compliance with confidentiality procedures. Contact your principal for district policies.

Records Pick Up by Parent- Release of Records

Student Transportation

Parents should refer all transportation problems directly to Transportation: 852-5800. Teachers should contact the Principal regarding transportation problems/concerns.

Bus Service Request (BSR)