



# Yuav ua cas thiaj ua tau Tus Sawv Cev Zoo rau Koj Tus Menyuam nyob hauv Kawm Ntawv Tshwj Xeeb (Special Education Services)

How to be a Good Advocate for Your Child in Special Education Services

## Kuv xav ua ib tug sawv cev zoo rau kuv tus menyuam. Kuv yuav pib li cas?

Paub koj txoj cai! Kawm txog cov kev kawm tshwj xeeb (special education) thiab lwm cov kev pab muaj rau koj tus menyuam. Kom nkag siab txog cov txheej txheem luj xyuas uas lub tsev kawm ntawv siv los txiav txim seb cov kev pab twg yog cov koj tus menyuam thiaj li tau txais. Muaj ib daim ntawv sau qhia txog cov kev pab ntawm cov vas sab nyob tom qab ntawm daim ntawv qhia tseeb no rau cov tsev neeg ntawm cov menyuam xiam oob qhab.

Daim ntawv qhia tseeb no yuav pab koj npaj thiab txheeb rau cov sablaj nrog lub tsev kawm ntawv. Nws kuj muab tswv yim rau koj tias yuav ua li cas thaum muaj teeb meem tshwm sim.

## Ua li cas kuv thiaj paub txog kuv cov cai thiab cov kev pab ntawm kev kawm ntawv tshwj xeeb?

- Thaum tsev kawm ntawv muaj kev luj xyuas, IEP kev sablaj, thiab txiav txim siab seb muab tso rau qhov kev pab twg, lawv yuav tsum muab ib daim ntawv sau qhia rau koj ua ntej, thiab muab ib daim ntawv txog niam txiv cov cai thiab cov txheej txheem tiv thaiv. Ua tib zoo nyeem cov no thiab nug txog tej yam koj tsis nkag siab.

- Mus rau qhov kev kawm txog niam txiv thiab cov menyuam kawm ntawv tswj xeeb cov cai. Cov koomhaum sawv cev rau cov neeg xiam oob qab xws li PACER, The Arc, thiab NAMI- MN qhuag muaj cov kev kawm no.



- Tiv tauj ib lub koomhaum sawv cev rau cov neeg xiam oos qab, xws li Minnesota Disability Law Center, PACER, The Arc, thiab NAMI- MN, yog tias koj muaj lus nug txog los yog muaj teebmeem txog kev pab ntawm kev kawm ntawv tshwj xeeb.
- Nws pab yog koj tham nrog thiab kawm los ntawm lwm tus niam txiv. Saib hauv koj lub zos seb puas muaj ib pab niam txiv sib txhawb zog los yog cov koomhaum xiam oos qab uas muaj cov ntawv xov xwm sau qhia tawm thiab cov ntaub ntawv qhia.

## **Kuv yuav txheeb cov ntaub ntawv li cas?**

Thaum lis dej num nrog ib lub koomhaum uas koj los yog koj tsev neeg tau txais kev pab, ceev cov ntaub ntawv cia kom zoo. Qhov no txhais tias ceev ntag nrho cov ntaub ntawv luam cia rau ib qho chaw, kom koj nrhiav tau lawv yooj yim. Ib phau ntawv ntim cov ntawv los yog phau ntawv three-ring binder yog ib qhov zoo ceev koj cov ntaub ntawv uake. Txhawb koj tus menyuam kom nws ceev ib co ntawv rau nws tus kheej. Koj muab cai hais kom lub tsev kawm ntawv xa daim IEP thiab lwm cov ntaub ntawv tseem ceeb ua npe txawv tuaj rau koj hauv email lossis xa los tsev rau hauv ib lub hnab ntawv lo zoo zoo. Ces koj muab tag nrho khaws cia rau koj phau ntawv muaj 3-lub qhov, hauv computer, lossis lwm yam cuab yeej cuab tam.

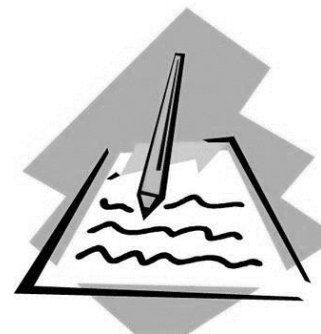
Cov ntaub ntawv keeb kwm no yuav tsum muaj:

- cov qauv ntawm cov ntawv los yog cov email koj xa tawm los yog koj txais tau
- cov qauv ntawm cov ntawv luj xyuas, cov ntawv qhia txog kev kawm ntawv tau zoo li cas, los yog qhia txog cov qhab nia
- cov qauv ntawm daim ntawv IEPs, IFPs, los yog tswv yim npaj rau lwm cov kev pab
- tej ntaub ntawv keeb kwm qhia txog kev rau txim, nrog rau cov ntawv ceeb toom qhia thiab tshem tawm hauv tsev kawm ntawv ib ntus
- phau ntawv los yog cov email txog kev sib txuas ntawm niam txiv thiab tsev kawm ntawv.
- lwm ntaub ntawv txog koj tus tub los yog koj tus ntxhais
- ib phau ntawv sau txog cov lus sib tham hauv xov tooj

Koj muaj cai los saib tsev kawm ntawv cov ntaub ntawv keeb kwm thiab nug kom tau ib co qauv. Nws yog ib lub tswv yim zoo npaj mus saib tsev kawm ntawv cov ntaub ntawv keeb kwm tsawg kawg ib zaug ib xyoo twg.

## **Kuv yuav npaj li cas rau cov rooj sablaj?**

Tshawb fawb ua ntej lub sijhawm thiab qhov kev sablaj yog txog dabtsi, thiab leej twg yuav tuaj. Ntawm kev sablaj IEP, tus xib fwb qhia ntawv tshwj xeeb, tsawg kawm ib tug xib fwb qhia ntawv thiab ib tug thawj tswj xib fwb yuav tsum tuaj. Qhov kev sablaj yuav tsum tau teem caij kom haum rau koj thiab lub tsev kawm ntawv. Lawv yuav tsum qhia koj ua ntej txog qhov rooj sib tham kom koj thiaj mus koom tau.



Koj kuj nug tau lub tsev kawm ntawv kom tham tej koj xav tham txog ntawm qhov kev sablaj. Tseem ceeb kom koj kom nco ntsoov kom muaj sijhawm los tham txog koj cov kev txhawj xeeb thiab nug koj cov lus nug.

Yog qhov sablauj yog tham txog kev luj xyuas ntawm koj tus menyuam, tsawg kawm ib tug neeg ntawm pab neeg luj xyuas yuav tsum tuaj nug kom tau daim qauv qhia txog qhov luj xyua ua ntej sablaj. Ua tib zoo nyeem thiab sau cov lus nug uas koj muaj txog qhov kev luj xyuas.

Mus zaum ua ntej qhov kev sablaj thiab sau mentsis txog qhov koj tus tub los yog tus ntxhais qhov nws keej thiab qhov nws yuav tsum tau kev pab. Lub tsev kawm ntawv yuav tsum nug koj tej kev txhawj xeeb txog koj tus menyuam yog dabtsi. Sau cia cov tswv yim los yog cov kev qhia koj muaj txog cov kev pab ntawm kev kawm ntawv tshwj xeeb los yog qhov khooskas uas koj tus menyuam tau txais. Ntxiv cov tswv yim txog tej yam kev pab koj tus menyuam tsis tau txais es koj xav tias yuav pab tau. Npaj nug lub tsev kawm ntawv kom hloov tej yam koj xav pom kom hloov.

Nqa ib daim qauv ntawm koj cov ntaub ntawv. Ua zoo xyuas kom muaj ib daim qauv ntawm koj tus menyuam daim ntawv luj xyuas zaum tas los thiab cov ntawv IEP los yog IFSP qhov kev npaj. Kom koj paub txog cov lus sau rau hauv koj tus menyuam qhov IEP/IFSP.

Koj muaj cai teem rooj sablaj txhua lub sijhawm thiab coj ib tug neeg nrog koj tuaj rooj sablaj. Nrog tus neeg ntawd tham ua ntej kom pab koj nrhiav tau qhov ntsiab lus tseem ceeb koj xav tham ntawm qhov kev sablaj. Hais tus neeg ntawd kom nws pab sau cov lus sib tham ntawm kev sablaj.

### **Puas tsim nyog kuv tus menyuam mus qhov kev sablaj no?**

Thaum nws 14 xyoos lossis ua ntej ntawd, koj tus menyuam yeej raug caw kom tuaj koom qhov kev sablaj txog nws txoj kev kawm IEP. Ntawm cov menyuam muaj hnuv nyoog qis tshaj 18 xyoo los yog muaj tus saib xyuas, ces niam txiv mam txiav txim siab seb tus menyuam mus los tsis mus.

Tej thaum nws yog ib lub tswv yim zoo kom tus menyuam muaj feem koom rooj sablaj. Nws tseem ceeb uas los pab koj tus menyuam npaj los ntawm nug seb puas muaj tej yam teeb meem dabtsi hauv tsev kawm ntawv tam sim no. Nug koj tus menyuam seb qhov twg yog qhov nws nyiam txog tsev kawm ntawv thiab qhov nws xav pom kom hloov.

Yog koj tus menyuam muaj hnuv nyoog 14 xyoos los yog loj dua, tej zaum koj nug tias seb nws puas tau xav txog yam nws xav ua tom qab high school. Sim nrog koj tus menyuam tham txog tej no ntau tshaj ib zaug ua ntej qhov kev sablaj IEP.



Cov menyuam muaj 18 xyoo yog neeg laus lawm raws li kevcai thiab lawv mam txiav txim siab lawv tus kheej. Lawv yuav muaj cai tib yam li cov neeg laus tsuas yog tshe lawv raug leejtwg saib xyuas.

Lub Minnesota Disability Law Center txhawb cov niam txiv, cov niam qhuav txiv qhuav (foster parents), thiab cov niam qhuav txiv qhuav (surrogate parents) kom qhia lawv cov tub los yog cov ntxhais txog lawv cov cai thiab yuav npaj li cas rau lawv qhov kev qhov sablaj IEP ua ntej lawv muaj 18 xyoo.

## Kuv yuav ua dabtsi hauv kev sablaj?

Npaj kom txhij tuaj. Nqa cov qauv ntawm cov ntaub ntawv tseem ceeb, cov ntawv koj sau cia kom koj nco qab, thiab ib tug xaum npiv thiab ntawv sau.

Qhia qhov koj xav thiab qhov koj txhawj ntawm kev sablaj. Yog nyuaj rau koj hais lus thaum muaj neeg coob, muab koj cov lus nug thiab kev txhawj xeeb sau thiab muab rau tus xib fwb ntawm rooj sib tham.

Nug seb lub tsev kawm ntawv puas muaj cov ntaub ntawv keeb kwm los yog ntaub ntawv qhia txog koj tus menyuam tus cwj pwm.

Nco ntsoov tias daim ntawv npaj IEP/IFSP yuav tsum ua raws li qhov koj tus menyuam qhov kev toobkas. Yog koj tsis pom zoo nrog pawg neeg, qhia kom meej tias vim li cas koj tsis pom zoo thiab muab ib co tswv yim qhia txog qhov koj xav kom hloov.

Nug kom tsev kawm ntawv sau ntawv teb koj txog tej kev hloov koj kom thov– nug lawv kom tau daim ntawv “prior written notice” thaum koj nug kom lawv ua tej yam txawv nrog daim ntawv IEP.

Yog nug kom koj xee npe rau dabtsi ntawm kev sablaj, siv sij hawm thiab ua tib zoo nyeem ua ntej koj xee npe. **Tsis tas koj yuav tsum xee npe rau ib qho dabtsi ntawm kev sablaj.** Koj muaj 14 hnuv los sau ntawv teb lub tsev kawm ntawv txog qhov lub tsev kawm ntawv daim ntawv lub tswv yim lawv nthuav tawm. Qhia rau pab neeg tias koj xav nqa mus tsev thiab nyeem ua ntej koj xee npe. Tsis txhob xee npe rau ib daim ntawv dawb tsis muaj dabtsi sau rau los yog daim ntawv IEP es tsuas tiav ib nrab xwb. Nws yeej zoo tshaj yog koj nqa diam ntawv IEP mus tsev thiab ua twb zoo nyeem ua ntej koj kos npe. **Tab sis** nco ntsoov sau ntawv teb mus ua ntej 14 hnuv dhau!



Yog koj tsis qhia rau lub tsev kawm ntawv paub tias koj tsis pom zoo ua ntej dhau hnuv kawg, koog tsev kawm ntawv siv cov tswv yim nthuav tawm txog daim ntawv IEP tsis tas koj xee npe. Koj nug tau kom muaj kev sablaj dua kom tham kom haum koj cov teeb meem.

## Kuv yuav ua li cas tom qab kev sablaj?

Rov qab nyeem dua cov ntaub ntawv koj tau los ntawm rooj sab laj. Ua tib zoo nyeem daim ntawv IEP, ua zoo saib kom daim ntawv no piav qhia txog koj tus tub los yog tus ntxhais qhov nws kev toobkas thiab qhia txog qhov khooskas kom piav ntxaws txaus kom koj paub:

- cov hom phiaj yog dabtsi rau lub xyoo ntawd,
- cov kev pab, cov kev kho ywj ntawm tagnrho cov hoob yog dabtsi?
- cov sij hawm kawm ntawm cov hoob txhua tus kawm thiab
- Sijhawm npaum cas kawm ntawv tshwj xeeb thiab muaj lwm yam kev pab rau koj tus tub los yog tus ntxhais yuav tau.

Yog nws tsis meej, tsis txhob xee npe. Sau ntawv qhia tsev kawm ntawv tsis pub dhau 14 hnuv tias koj tsis pom zoo rau daim ntawv IEP. Thiab nws tseeb ceeb rau koj nug kom tau ib qho kev sib tham “conciliation conference” ntawm tib lub sij hawm ntawd. Koj yuav tsum pom zoo rau daim ntawv IEP thiab nug kom tau qhov kev sib tham (conciliation conference) tsis pub dhau 14 hnuv kom koog tsev kawm ntawv tsis txhob pib siv cov tswv yim lawv nthuav tawm.

**Rov hais dua, yog koj tsis sawv ntawv qhia tsev kawm ntawv paub tias koj tsis pom zoo tsis pub dhau 14 hnuv, ces daim ntawv IEP yuav siv yam koj tsis tau xee npe rau.** Koj nug tau kom muaj ib qho kev sablaj ntxiv los kho koj cov teeb meem.

Yog qhov ntawd ua tsis tau, nrhiav kev pab! Tiv tau pawg neeg sawv cev.

### **Kuv yuav ua li cas thiaj li cog kev phooj ywg zoo nrog pawg neeg tom tsev kawm ntawv?**

Hu xov tooj nrog koj cov xib fwb qhia ntawv tham, sau ntawv los yog mus xyuas lawv. Nug yog koj tsis nkag siab tej yam dabtsi txog koj tus menyuam cov kev kawm ntawv.

Qhia rau cov neeg ua haujlwm paub thaum lawv ua tau haujlwm zoo. Nrog lawv tham thaum koj xav tias muaj tej yam tsis zoo. Qhib kev sib txuas lus kom dav, thiab tham txog tej yam nimno.



Cia kev phoojywg kom zoo li nrog lawv ua haujlwm “kws ua haujlwm ua ke” thiab qhib siab.

Ib sij rov saib daim ntawv IEP ib zaug kom paub tias tseem ua raws li thiab puas tseem haum qhov koj tus tub los yog tus ntxhais koj qhov kev toobkas.

Kom qhia seb nws kawm tau zoo li cas los ntawm sau ntawv, hu xov tooj, los yog thaum muaj rooj sablaj. Cov ntawv qhia tawm (reports) no yuav tsum qhia seb koj tus menyuam puas kawm ntawv tau nce raws li cov hom phiaj teem tseg rau hauv daim ntawv IEP. Koj nug tau kom qhia ntxiv tej yam tshiaib thaum los ntawm email los yog sau hauv phau ntawv niaj hnuv sau.

### **Kuv ua tau li cas yog cov neeg ua haujlwm thiab kuv tsis muaj kev pom zoo rau tej qho nyob rau hauv daim ntawv npaj?**

Cov niam txiv muaj cai tsis pom zoo nrog tagnrho los yog tej qho nyob hauv daim ntawv tawm tswv yim. Qhia rau lawv paub los ntawm sau ntawv qhia tias koj tsis pom zoo rau tej yam nyob hauv daim ntawv IEP. Qhia kom meej.

Koj muaj cai nug kom muaj dua ib rooj sablaj IEP, sib kho, sib kho conciliation los yog muaj tus mloog plaub (due process hearing). Feem ntau, nws yuav zoo dua pib nrog qhov nug kom muaj dua ib rooj sablaj txog daim ntawv IEP. Tsim nyog koj yuav tsum tiv tauj ib tug kws lij choj ua ntej koj nug kom muaj tus mloog plaub.

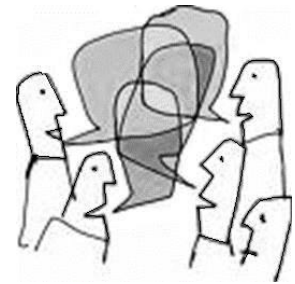
## Cov Kev Sib Kho Teebmeem – Saib Ib Muag

Nws muaj ntau txoj kev los sib kho teebmeem txog kev kawm ntawv tshwj xeeb. Lawv yog kev sib tham los mus rau muaj tus mloog plaub txiav txim. Yuav kom paub ua qhov zoo tshaj thiab thaum twg yog nyob ntawm seb koj twb sim ua dabtsi thiab yam tsis sib haum ntawd yog txog dabtsi. Qhov no yog saib ib muag (overview) ntawm cov kev sib tham los mus hais ntawm tus mloog plaub.

**Theem 1:** Ntau qhov kev tsis sib haum los yog teeb meem kho tau los ntawm hu ib tsab xov tooj mus rau tus neeg tswj cov ntaub ntawv (case manager). Yog qhov teeb meem tseem kho tsis tau, hais kom muaj ib rooj sablaj pab neeg rau IEP. Tseem ceeb yuav tau ceev keeb kwm tias koj nrog leej twg tham, koj tham txog dabtsi los yog nug kom tau dabtsi, thiab lawv hais li cas rau koj.

**Nco cia:** *yog tus menyuam tsis muaj feem txais kev pab kev ntawv tshwj xeeb, nws tsis muaj ib pab neeg IEP. Yog qhov lus tsis sib haum yog seb tus menyuam puas toobkas kev kawm ntawv tswj xeeb lossis tsis toobkas, qhov no sib kho los ntawm sib tham, sib kho muaj tus nruab nrab, los ntawm ua ntawv tsis txaus siab lossis kom muaj tus mloog plaub.*

**Theem 2:** Theem ob yog hais raws kevcai lijchoj dua. Coj kev tsis sib haum los sib tham tau ntawm rooj sab laj, sib kho lossis muaj tus koj kev sib tham pawg IEP kev sablaj. Cov no sawv tuaj ua pub dawb xwb thiab ob tog yuav tsum pom zoo. Koog tsev kawm ntawv yuav tsum muab cov kev xaiv kho no rau niam txiv, tabsis koj tsis kam siv ib co los yog tagnrho thiab mus ua ntawv tsis txaus siab los yog mus hais rooj plaub me.



Saib <http://education.state.mn.us/MDE/fam/sped/conf/> los qhia tias sib txawv li cas thiab lub hom phia rau tej theem, suav cov hais hauv qab tibi. (*lus Askiv xwb*)

**Theem 3:** Theem thib 3 no ua raw kevcai lij choj. Koj mus ua ntawv tsis txaus siab lossis ua ntawv tsis txaus siab rau rooj plaub me. Cov no tsis yog cov tsev hais plaub hauv lub xeev los yog ntawm tsoom fwv tabsis yog qhov sib hais ntawm qhov “administrative proceedings” sib hais ua ntej rooj mus sib foob txog cov teebmeem nyhav. Nws muaj cov kevcai lijchoj hais tias niam/txiv yuav tsum mus dhaum tso ua ntej mus cov tsev hais plaub ntawm lub xeev los yog ntawm tsoom fwv tsev hais plaub.

**Lus Tsis Txaus Siab** feem ntau siv sij hawm tsis ntev thiab tsis txuam kws lij choj.

Ntxawv tsis txaus siab hais tau cov teeb meem tshwm sim mus txog 1 xyoos dhau los lawm.

**Cov Rooj Plaub** siv sij hawm ntev dua thiab yuav luag siv kws lij choj txhuas zaus. Cov rooj plaub mloog tau cov teeb meem tshwm sim mus txog 2 xyoos dhau los lawm tsuav tus menyuam tseem kawm ntawv ntawm hauv lub koog tsev kawm ntawv qub. Yog tus menyuam tsiv mus rau lub koog tsev kawm ntawv tshiab lawm, tsev kawm ntawv tsoom fwv lossis ntiav, tej zaum koj yuav poob cai los hais rooj plaub me.

Ob qhov nov muaj kev txiav txim kawg thiab koj rov mus hais dua haus tsev hais plaub tau. Rov koj lus tsis txaus siab rov mus hais dua hauv xeev lub tsev hais plaub. Lus txiav txim hauv rooj plaub me koj rov mus hais dua hauv xeev tsev hais plaub lossis tsoom fwv tsev hais plaub hauv xeev.

## Muaj lus qhia ntxiv

Cov vas sab nov yog muaj cov ntaub ntawv qhia pab rau cov tsev neeg uas muaj cov menyuam kawm ntawv xiam oob qhab:

- [www.arcminnesota.org](http://www.arcminnesota.org) - The Arc of Minnesota
- [www.thearc.org](http://www.thearc.org) - The Arc (National)
- [www.profalliance.org](http://www.profalliance.org) – Pr%falliance. Tiv thaiv cov menyuam yug los muaj daj cawv hauv cev thiab tshawb cov raug lawm. (yav dhau los hu uas The Minnesota Organization on Fetal Alcohol Syndrome – MOFAS)
- [www.pacer.org](http://www.pacer.org) - PACER Center
- [www.cleweb.org](http://www.cleweb.org) - Center for Law and Education. Contains articles on special education and other education-related topics.
- [www.c-c-d.org/](http://www.c-c-d.org/) - Consortium for Citizens with Disabilities
- [www.copaa.org](http://www.copaa.org) - Council of Parent Advocates and Attorneys
- <http://idea.ed.gov/> - United States Department of Education
- <http://education.state.mn.us/MDE/fam/sped/> - Minnesota Department of Education’s lub vas sab muaj feem xyuam rau kev kawm ntawv tshwj xeeb.



## Kuv yuav tiv tauj tau lub Minnesota Disability Law Center li cas?

Lub Minnesota Disability Law Center muaj kws lijchoj pab dawb rau cov neeg muaj kev xiam oob qhab. Tiv tauj peb ntawm:

### Minnesota Disability Law Center

111 North 5<sup>th</sup> Street, Suite 100

Minneapolis, MN 55403

[www.mndlc.org](http://www.mndlc.org)

Kaw lus: (612) 332-1441

Hu dawb 1-800-292-4150

Neeg toobkas kev pab tshiab: (612) 334-5970

*Cov ntawv Qhia Tseeb yog qhia kom paub txoj kevcai xwb TSIS yog muab txwv yim txog txoj kevcai. Mus ntsib ib tug kws lij choj rau tswv yim. Tsis txhob siv daim ntawv qhia tseeb yog tias nws qub tshaj ib xyoo lawm. Nug peb txog cov hloov tshiab, daim ntawv qhia txog cov ntawv qhia tseeb, lossis lwm hom ntawv.*

© 2023 Minnesota Legal Services Coalition. Luam tau daim ntawv no los siv rau tus kheej tsis ua lag luam thiab qhia kom paub xwb. Tagnrho lwm cov cai ceev tseg. Qhov lus sau no yuav tsum nyob rau txhua daim ntawv. Txwv tsis pub muab luam, faib, thiab siv ua lag luam.