Last Updated 9/2026

PFPCS Annual Public Notice – Child Find, Special Education, Section 504 and Student Records

People for People Charter School (PFPCS) | 800 North Broad Street, Philadelphia, PA 19130 | (215) 763-7060 | www.pfpcs.org

Purpose and Public Availability

People for People Charter School (PFPCS) makes this standing public notice available to families of enrolled and prospective students to explain Child Find, special education and Section 504 services, the evaluation process, procedural safeguards, and confidentiality of student information. PFPCS serves students in kindergarten through eighth grade. Services required for eligible students are provided at no cost to families.

This notice is available in the Parent-Student Handbook, on the school website, and in paper form from the main office. PFPCS reviews the notice at least annually and updates it as necessary.

Legal authority: Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1400 et seq. and 34 CFR Part 300; 22 Pa. Code Chapter 711; Section 504 of the Rehabilitation Act; Americans with Disabilities Act; Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g and 34 CFR Part 99.

Child Find: Identification and Referral

PFPCS identifies, locates, and evaluates enrolled students who may have a disability and need special education and related services, including students advancing from grade to grade, students experiencing homelessness, students in foster care, and students who are highly mobile. Child Find activities include:

- Hearing and vision screenings and other required screenings, together with periodic review of academic performance.
- Review of grades, attendance, academic and behavioral information, and relevant assessments and observations.
- Parent, teacher, staff, or outside-professional concerns and referrals; and review of progress in multi-tiered systems of support (MTSS).

PFPCS shares relevant concerns with families and considers whether an evaluation is needed. Screening, interventions, and MTSS participation do not delay or deny an evaluation when a disability is suspected. Parents may raise concerns or request evaluation at any time.

A formal parent request for an IDEA evaluation must be in writing under Pennsylvania procedures. If a parent orally requests an evaluation from a professional employee or administrator, PFPCS provides a Permission to Evaluate form within 10 calendar days and assists the parent with a written request as needed. Upon receipt of a written request, PFPCS will provide a Permission to Evaluate form or the legally required written notice explaining its decision not to evaluate.

For younger children, PFPCS can direct families to Philadelphia ChildLink (birth through age two) and the local preschool Early Intervention program (ages three until school age). Families may request current contact details from the main office.

Special Education Eligibility and Available Services

A student may qualify for special education under IDEA when an evaluation establishes an eligible disability and a resulting need for specially designed instruction. Disability categories include autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, intellectual disability, multiple disabilities,

orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, and visual impairment including blindness.

Depending on individual needs, the IEP team may identify specially designed instruction, speech-language services, occupational or physical therapy, counseling or psychological services, assistive technology, extended school year services, transportation, and other appropriate related services. PFPCS provides a free appropriate public education (FAPE) in the least restrictive environment appropriate to the student.

Evaluation, Consent, and IEP Timelines

PFPCS obtains informed parental consent before an initial IDEA evaluation and before initially providing special education and related services. For reevaluations, PFPCS follows applicable consent requirements and exceptions, including documented reasonable efforts when a parent fails to respond, as permitted by 34 CFR §300.300(c). An evaluation uses multiple appropriate measures and is conducted in the student's native language or other communication mode unless clearly not feasible.

An initial evaluation and evaluation report are completed within 60 calendar days of receipt of written parental consent, excluding the period from the last day of the spring school term through the day before the start of the following fall school term, as applicable under 22 Pa. Code §711.24. PFPCS provides the evaluation report to parents at least 10 school days before the IEP meeting unless the parent waives this interval in writing.

If eligible, the IEP team develops an IEP within 30 calendar days after the evaluation report is issued. The IEP is implemented as soon as possible and no later than 10 school days after completion, as required by Pennsylvania law. The IEP is reviewed at least annually, and reevaluations follow legally applicable timelines.

Section 504 and Nondiscrimination

Students who do not qualify for special education under IDEA may nevertheless qualify for protections, accommodations, and related aids or services under Section 504 when a physical or mental impairment substantially limits a major life activity. Students receiving IDEA special education are also protected against disability discrimination under Section 504. PFPCS does not discriminate on the basis of disability in admission, access, participation, or school activities.

Parents may request a Section 504 evaluation through the Section 504 Coordinator. Decisions about eligibility and accommodations are made through appropriate evaluation and individualized procedures. Parents may obtain information about applicable Section 504 procedural safeguards and impartial hearing rights from the coordinator.

Parental Rights and Procedural Safeguards

Parents have rights to participate in evaluation and educational decisions, receive prior written notice where required, examine records, and use mediation, due process hearings, or state complaint procedures. A parent who disagrees with a PFPCS evaluation may request an independent educational evaluation (IEE) at public expense. Without unnecessary delay, PFPCS must either provide the IEE at public expense or request a due process hearing to establish that its own evaluation is appropriate, subject to IDEA requirements.

PFPCS provides the Pennsylvania Procedural Safeguards Notice at least once per school year and at other required times, including upon an initial referral or parental request for evaluation and upon request. Copies are available from the school and through the Pennsylvania Training and Technical Assistance Network (PaTTAN). Families may also call Pennsylvania's Special Education ConsultLine at 1-800-879-2301.

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Confidentiality of Student Information

PFPCS collects, maintains, and uses student information needed for identification, evaluation, instruction, and provision of services. Records may include identifying and parent-contact information, grades and attendance, screening and evaluation reports, IEPs and Section 504 plans, discipline and assessment information, and health or related-service records. Such information may be obtained from parents, school staff, evaluators, prior schools, service providers, and student assessments or observations. Relevant records may be kept in authorized electronic or paper systems.

PFPCS safeguards personally identifiable information during collection, storage, access, disclosure, and destruction. Access is restricted to authorized personnel with legitimate educational interests; required records of access are maintained. PFPCS obtains consent for disclosure when required by FERPA or IDEA and observes applicable exceptions. Parents may request information about the types and locations of records PFPCS maintains.

Parents may inspect and review their child's education records without unnecessary delay, before an IEP meeting, due process hearing, or resolution session where applicable, and no later than 45 calendar days after a request. Parents may request explanations, appropriate copies, corrections of records believed inaccurate or misleading, and a hearing when an amendment request is denied. FERPA record-access rights generally transfer to the student at age 18; Pennsylvania IDEA educational decision-making rights do not automatically transfer at that age.

PFPCS retains and destroys education records in accordance with applicable law and its records-retention policy. When personally identifiable special education information is no longer needed to provide educational services, PFPCS informs parents and, upon request, destroys the information unless retention is legally required or permitted. The limited permanent information allowed by IDEA may be retained. Parents may file a FERPA complaint with the U.S. Department of Education's Student Privacy Policy Office.

Contacts and Language Assistance

For assistance, evaluation requests, procedural safeguards, record requests, or interpretation and translation, contact the PFPCS main office at (215) 763-7060 or use the contacts below.

Role	Contact
Special Education Coordinator	Stephanie Ruckel | (215) 763-7060 | sruckel@pfpcs.org
Special Education Compliance Coordinator	Zakeya Rodriguez | (215) 763-7060 | zrodriguez@pfpcs.org
Section 504 Coordinator	Zakeya Rodriguez | (215) 763-7060 | zrodriguez@pfpcs.org

Families may request this notice in Spanish or another language or accessible format and may request oral interpretation at no cost. Contact the main office for assistance.

Español: Este aviso está disponible en español. Para solicitar una copia traducida o un intérprete sin costo, llame al (215) 763-7060.