

**SPECIAL EDUCATION PARENT ADVISORY****COMMITTEE For  
SPECIAL EDUCATION  
Northwest Education Services  
Guidelines for SEPAC members**

In order to fulfill the duties and responsibilities of the SEPAC as outlined in Article II of the SEPAC Bylaws, SEPAC members shall endeavor:

- 1. To become familiar with the mandatory special education law, special education code, regulations and the Northwest Education Services' (North Ed) plan for special education.**
- 2. To function as liaison between local districts and the North Ed.**
  - a. To cooperate with North Ed and its local districts in the development of the North Ed's plan and for the delivery of special education programs.
    - i. Be familiar with North Ed and local special education programs.
    - ii. Have frequent contact with local administrators in charge of special education.
    - iii. Bring needs, problems and concerns of persons with disabilities in local districts to the attention of North Ed.
    - iv. Make recommendations for alteration of or additions to the North Ed's Special Education Plan to better meet the needs of the persons with disabilities.
    - v. Consider training in Surrogate Parenting.
  - b. To keep local school boards informed with regard to special education.
    - i. Assist in interpreting the mandatory special education law for the local school districts.
    - ii. Explain support services for special education provided by the North Ed.
    - iii. Report progress and/or needs of local special education programs.

iv. Report on SEPAC activities.

**3. To act as advisor to parents of local persons with disabilities.**

- a. Through knowledge of special education and services, a SEPAC member may serve as a resource of information.
- b. SEPAC members may serve as advisors to parents at IEPT meetings.
- c. SEPAC members may initiate or encourage the organization of parents of persons with disabilities in local districts. SEPAC may invite parents from local districts to any and all SEPAC functions.
- d. SEPAC members maintain confidentiality and obtain proper permission to exchange information to advocate for specific students.
- e. SEPAC members adhere to the member's local board policy and guidelines.

**4. To educate the public with regard to the mandatory special education law.**

- a. To interpret and share information about local and intermediate special education programs and services.
- b. To relay information about local programs and services to school papers and newsletters.

**5. SEPAC will keep up to date on local, state and national developments affecting students with disabilities.**