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***Each Parent Center employee, independent contractor, or volunteer answering a telephone call or addressing a question or request for information or assistance from or on behalf of a family member should read the following:***

**Telephone/Support Disclaimer**

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. [Parent Center] is not a legal services agency. This means that I cannot give you legal advice, nor can I legally represent you or make any decisions for you about your child.

What I can do is provide information and support to you. I can help you learn about your rights and the various procedures that exist to help you make decisions about and advocate for your child. I can brainstorm with you to come up with different options. If you select a particular option, I can help you understand how to use that option, such as timelines, forms to file, etc. If you need or want legal representation, I can give you our contact list of attorneys and lay advocates who are registered with the Office of Administrative Law and who may be able to help you.

2

***Each Parent Center employee, independent contractor, or volunteer attending an IFSP or IEP meeting/Resolution Session/Mediation/  
Due Process with a family member shall read the following statement at the beginning of the meeting/mediation/proceeding to clarify their role:***

**Meeting/Resolution Session/Mediation/  
Due Process/ Attendance Disclaimer**

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I am here from [Parent Center]. [Parent Center] is funded by the US Department of Education to provide information, training, and support to parents of children with disabilities throughout [the State of Y/geographical area]. I am not an attorney. I am here today to support (child’s name)’s parents in their advocacy of his/her rights. I am here to support the family, which may include such things as informing them of their rights and options and helping them brainstorm ideas and solutions.

3

***Each Parent Center employee, independent contractor, or volunteer addressing a question or request for information or assistance from or on behalf of a family member via e-mail should include one of the following statements in their e-mail signatures:***

**E-mail Disclaimer Examples**

* [Parent Center] is not a legal services agency and cannot provide legal advice or legal representation. Any information contained in this message is not intended as legal advice and should not be used as a substitution for legal advice.
* This e-mail is confidential and for the intended recipient(s). If you have received this by mistake, please notify the sender and then delete. [Parent Center] is not a legal services agency. We cannot and do not provide legal representation or advice, and information contained in this e-mail should not be used or considered as such. Thank you.

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***The Parent Center should prominently feature a statement on their website:***

**Website Disclaimer Example**

[Parent Center] is a nonprofit organization that provides information, training, individual assistance, and resources. [Parent Center] is not a legal firm or legal service agency, and as such the information contained on this website is provided for the purpose of informing the reviewer, but should not be considered as a means of taking the place of legal advice that must be obtained through an attorney. [Parent Center] may be able to assist you in identifying an attorney in your area, but cannot provide direct referrals.