District Letter Head

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| Prior Notice and Consent to Evaluate Under Section 504 |

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| Date:  |
| To: Parent or Student (when 18 years old) |
| From: Name and Title |
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| This letter is to provide you notice that the district proposes to evaluate [Student Name] and determine if they are eligible for services under Section 504 of the Rehabilitation Act of 1973. |
| The Team is proposing the following to determine if your child has a disability under Section 504:  To evaluate your child using the following assessments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To evaluate by completing a file review of existing information, no additional evaluation data is needed.*Note:* *A school district draws from a variety of sources in the evaluation process.* A *file review may include aptitude and achievement tests, teacher input, physical condition, social and cultural background, and adaptive behavior. The information obtained from all sources must be documented.* |
| You will be invited to participate in a meeting to review the evaluation or file review results and to determine if your child is eligible for a plan under Section 504. |
| **PARENT CONSENT**I understand that the granting of consent is voluntary.  |
|  Consent to evaluate is given Consent to evaluate is denied |
| Parent/Guardian Signature | Date | Phone Number |
| If you have questions, please contact: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Enclosure: Section 504 Notice of Parent/Student Rights in Identification, Evaluation and Placement.** |
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