

**WRITTEN NOTICE/CONSENT****Student Name:****ID:****Date of Birth:****Serving School:****Grade:****Parent/Guardian:****Relationship:****Address:** , , ,**Email:****Home Phone:****Subject:** Notice of Refusal

Section 504 of the *Rehabilitation Act of 1973* prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. Students who are covered by the non-discrimination provisions of Section 504 are those who: (1) have a physical or mental impairment, which substantially limits one or more major life activities; (2) have a record of impairment; or (3) are regarded as having an impairment.

This is to notify you that the School District proposes to initiate an evaluation.

**1. A description of the action proposed by the School District:**

We have carefully reviewed your child's school records and information from teachers. Additional information may be necessary to fully determine your child's educational needs and whether your child needs accommodations in the general education classroom under Section 504.

**Purpose of Evaluation**

School Districts must ensure that an evaluation is conducted for each child being considered or reconsidered for Section 504 eligibility and services. The purpose of the evaluation is to determine whether your child has a disability and a need for services under Section 504.

The purpose of an evaluation may be to determine:

- ☐ Whether the child has, or continues to have, a mental or physical impairment;
- ☐ Whether the mental or physical impairment substantially limits a major life activity;
- ☐ Whether the child needs, or continues to need, accommodations, aids and services, and/or reasonable modification of policies, practices, or procedures;
- ☐ The present levels of performance and educational needs of the child; and/or
- ☐ Whether any additions or revisions to the child's Section 504 Plan are needed.

**Sources of Evaluation Information to be Collected and Examined**

- |   |   |
|---|---|
| <input type="checkbox"/> academic records (grades/progress reports/test scores) | <input type="checkbox"/> functional behavioral assessment   |
| <input type="checkbox"/> achievement test(s)                                    | <input type="checkbox"/> medical reports/health information |
| <input type="checkbox"/> adaptive functioning assessment(s)                     | <input type="checkbox"/> motor assessment(s)                |
| <input type="checkbox"/> attendance records                                     | <input type="checkbox"/> parent input                       |
| <input type="checkbox"/> behavior rating scales                                 | <input type="checkbox"/> social developmental study         |
| <input type="checkbox"/> cognitive assessment(s)                                | <input type="checkbox"/> speech/language assessment(s)      |

- ☐ discipline records  
☐ other (specify)

- ☐ teacher/other staff observation(s)

**Parent/Guardian Consent**

I understand that my child has been referred for an evaluation under Section 504 and I understand my rights as explained in the Parent Rights in Brief, which I have received and reviewed. In addition, I understand the nature and scope of the evaluation to be completed. I further understand that, upon completion of my child's evaluation, a 504 Team meeting will be scheduled to discuss the findings and determine my child's eligibility and need for a Section 504 Plan and services.

**(Please check all that apply)**

- ☐ I have received a copy of the Parent Rights in Brief **(ATTACHED)**.  
☐ I consent to the Section 504 evaluation.  
☐ I do not give consent for the Section 504 evaluation.

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

**Please return this form to:** \_\_\_\_\_, .

, , ,

This is to notify you that the School District refuses to initiate an evaluation.

**1. A description of the action refused by the School District:**

**2. An explanation of why the School District refuses to take action:**

**3. A description of other options that the 504 team considered and the reasons why those options were rejected:**

**4. A description of each evaluation procedure, assessment, record or report the School District used as a basis for the refused action:**

**5. A description of other factors that are relevant to the School District's refusal:**