**Parental Consent to Initial Section 504 Evaluation**

**and Notice of Procedural Safeguards**

**TO:** Parents/Guardians of

**RE:** Parental Consent to Section 504 Evaluation and Notice of Procedural Safeguards

The purpose of this memorandum is to advise you that the school would like to evaluate your child in order to better serve his/her educational needs. In accordance with Section 504 of the Rehabilitation Act, your consent is required for an initial evaluation that may consist of observations, assessments, interviews etc.

Following completion of the evaluation process, the district will meet with you to plan accordingly for your child.

Parents and students have specific rights under Section 504 of the Rehabilitation Act of 1973. These rights are attached to this form.

Please provide your consent for us to accomplish this evaluation, by indicating your decision and providing your signature (below) and returning this form to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section 504 Coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number/Email

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**Parent Consent to 504 Evaluation**

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Student’s Name Birthdate

\_\_\_\_\_ Yes, I consent to the proposed screening/evaluation.

\_\_\_\_\_ No, I do not consent to the proposed screening/evaluation

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent Signature Date

Continuation

**Section 504 Student and Parental Rights**

**As a parent you have the right to the following:**

* Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student’s disability and at the same level as students without disabilities;
* Receipt of free educational services to the extent they are provided students without disabilities;
* Receipt of information about your child and your child’s educational programs and activities in your native language;
* Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
* Inspect and review your child’s educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child’s educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child’s file explaining why you feel the records are misleading or inaccurate;
* A hearing before an impartial hearing officer if you disagree with your child’s evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.