

PASADENA UNIFIED SCHOOL DISTRICT
Child Welfare and Attendance

RESPONSE TO REQUEST FOR SECTION 504 EVALUATION

Date	
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Dear	
	Parent(s)/Guardian(s)

RE: Requested Section 504 Evaluation for:

Student		Date of Birth	
School		Grade	

This is to inform you that your request for a Section 504 Evaluation was received and considered, and, based upon a review of existing information, it was determined that a Section 504 Evaluation is not appropriate at this time. The following documents and records were reviewed in making this decision:

- | | | |
|---|---|---|
| <input type="checkbox"/> Student Records | <input type="checkbox"/> Teacher Reports | <input type="checkbox"/> State/District Assessments |
| <input type="checkbox"/> Student Success Team Decisions | <input type="checkbox"/> Progress Reports | <input type="checkbox"/> Independent/Agency Reports |
| <input type="checkbox"/> Health/Medical Records | <input type="checkbox"/> Grades | <input type="checkbox"/> Psycho-Educational Reports |
| <input type="checkbox"/> Observation Report Forms | <input type="checkbox"/> Portfolios | <input type="checkbox"/> Other |
| <input type="checkbox"/> Disciplinary Records | <input type="checkbox"/> Attendance Records | |

The request for a Section 504 Evaluation is denied because:

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Parents/guardians have the right to appeal the local school site’s decisions with regard to the identification, evaluation, or accommodations of students under Section 504. Such appeals must be put in writing and sent to the principal within 15 days of receiving notice of the school site decision. Please consult the attached “Parent/Guardian Procedural Safeguards under Section 504 of the Rehabilitation Act of 1973” (Form C) for other appeal options.

NAME OF PRINCIPAL, SCHOOL ADDRESS, PHONE NUMBER	
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For additional information or assistance, parents/guardians may call to speak to the Coordinator of Child Welfare and Attendance.

(626) 396-3600 ext. 88230

If you have questions or would like to schedule a meeting to discuss this matter, please do not hesitate to contact:

(School Section 504 Designee)	(Phone Number)

Attachment: “Parent/Guardian Procedural Safeguards under Section 504 of the Rehabilitation Act of 1973” (Form C)