

PASADENA UNIFIED SCHOOL DISTRICT
Child Welfare and Attendance

NOTICE OF 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	

As part of our on-going effort to assist your child to be a better learner, members of our Section 504 team would like to complete an evaluation. The results of the evaluation will be used to determine the best ways to meet your child’s educational needs in his or her classroom/classes. School staff will be involved in observations, interviews, a review of cumulative records, work samples, and other data collection. If you have any current medical, psychological, or outside tutoring records and you wish the team to consider them, please provide copies of these records to the School Section 504 Designee prior to the scheduled meeting.

This letter is to provide you with written notice that a Section 504 Evaluation meeting will be held:

Date	Time	Place

Although your participation in this evaluation meeting is not required by law, your attendance at the meeting would be greatly appreciated. You may also provide any of the informational records (mentioned above) that you feel might assist the Section 504 team members in making decisions about your child’s instructional program.

Please check one of the choices below:

- I will attend the meeting.
- I will be unable to attend the meeting.

Please check the following, sign below, and return the signed copy of this form to the school as soon as possible before the date of the planned meeting:

- I understand that a copy of the results of the meeting will be provided to me whether I am present or not.
- I have received a copy of the “Parent/Guardian Procedural Safeguards under Section 504 of the Rehabilitation Act of 1973” (Form C)

Parent/Guardian Signature:		Date	
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If you have any questions or need additional information, you may address your questions to:

School Section 504 Designee:	
Telephone Number:	

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

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