

To: Date
(Parent/Guardian/Adult Student)

Student Name Date of Birth Student ID

I. Notice of Action

The purpose of this written notice is to inform you that we are: Proposing Refusing Initiating Changing a/an
(Mark all items that apply) Evaluation Section 504 Plan Disciplinary Action Eligibility Re-evaluation
 Other _____

Description of the proposed or refused action:

Reason why we are proposing or refusing to take action is:

Building Section 504 Coordinator:

II. Parent Consent (Only required for initial evaluation and initial placement.)

- Yes, I do consent to an initial evaluation for my child. Yes, I have received a copy of the Section 504 Parent and Student Rights.
 No, I do not consent to an initial evaluation for my child.
 Yes, I do consent for initial placement for my child for a Section 504 plan.
 No, I do not consent for initial placement for my child for a Section 504 plan.

Signature _____ Date
(Parent/Guardian/Adult Student)

Signature _____ Date
(Parent/Guardian/Adult Student)

Signature _____ Date
(Building Section 504 Coordinator)

Copies to: 1) Parent/Guardian/Adult Student 2) Building Section 504 File 3) District Section 504 Coordinator