

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.
☐ No, I do not consent to an initial evaluation for my child.

☐ Yes, I have received a copy of the Section 504 Parent and Student Rights.
- ☐ 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 _____
(Parent/Guardian/Adult Student)

Date

Signature _____
(Parent/Guardian/Adult Student)

Date

Signature _____
(Building Section 504 Coordinator)

Date

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