

Section 504 Referral Form

Student Name: _____

Birthdate: _____

School: _____

Grade: _____

Teacher(s): _____

Referral Initiated By (and Title): _____

Date: _____

REASON FOR REFERRAL

Suspected Physical or Mental Impairment _____

Major Life Activity that is being substantially limited (i.e. learning, self-care, walking, seeing, hearing, speaking, breathing, working, performing manual tasks) _____

Describe: _____

GENERAL EDUCATION ALTERNATIVES

What accommodations and/or alternative strategies have been used with this student? _____

What were the results of these accommodations/alternative strategies? _____

Were there any accommodations/alternative programs that were considered and rejected for this student? If so, describe and give reason.

OBSERVATIONS

Based on your knowledge and observations, please rate this student's performance.

Observations	Unsatisfactory			Excellent	
	1	2	3	4	5
Classroom work	1	2	3	4	5
Homework	1	2	3	4	5
Tests	1	2	3	4	5
Reading Performance	1	2	3	4	5
Math Performance	1	2	3	4	5
Written Expression	1	2	3	4	5
Spelling	1	2	3	4	5
Following Oral Directions	1	2	3	4	5
Following Written Directions	1	2	3	4	5
Attendance	1	2	3	4	5
Attention Span	1	2	3	4	5
Organizational Skills	1	2	3	4	5

Check student's behavioral characteristics that might substantially limit a major life activity.

Shy	Irritable
Moody	Requires constant encouragement
Anxious	Disruptive
Rejected by peers	Distractible
Daydreams	Quarrelsome
Aggressive	Withdrawn

List any medical issues which might substantially limit any of student's major life activities: _____

Other information:

Section 504, The Rehabilitation Act of 1973
Notice of Parent and Student Rights

The Rehabilitation Act of 1973, commonly referred to as “Section 504”, is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who a) has, b) has a record of having, or c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

It is the purpose of this notice to set out the rights assured by Section 504. If parents have questions regarding parents’ rights under IDEA (Individuals with Disabilities Education Act), they should contact the Director of Special Services.

The enabling regulations for Section 504 as set out in **34 CFR Part 104** provide parents and/or students with the following rights:

1. You have the right to be informed by the school district of your rights under Section 504. (The purpose of this notice form is to advise you of those rights.) **34 CFR 104.32**
2. Your child has the right to an appropriate education designed to meet his/her individual educational needs as adequately as the needs of non-disabled students. **34 CFR 104.33**
3. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. **34 CFR 104.33**
4. Your child has the right to placement in the least restrictive environment. **34 CFR 104.34**
5. Your child has the right to facilities, services and activities that are comparable to those provided for non-disabled students. **34 CFR 104.34**
6. Your child has a right to an evaluation prior to an initial Section 504 placement and any subsequent significant change in placement. **34 CFR 104.35**
7. Testing and other evaluation procedures must conform to the requirements of **34 CFR 104.35** as to validation, administration, areas of evaluation, etc. The district shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observations and anecdotal reports. **34 CFR 104.35**
8. Placement decisions must be made by a group of persons (i.e. the Section 504 Committee), including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. **34 CFR 104.35**
9. If eligible under Section 504, your child has the right to periodic reevaluations, generally every three years. **34 CFR 104.35**
10. You have the right to notice prior to any action by the district in regard to the identification, evaluation, or placement of your child. **34 CFR 104.36**
11. You have the right to examine relevant records. **34 CFR 104.36**
12. You have the right to an impartial hearing with respect to the district’s actions regarding your child’s identification, evaluation or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. **34 CFR 104.36**
13. If you wish to challenge the actions of the district’s Section 504 Committee in regard to your child’s identification, evaluation, or educational placement, you should file a written Notice of Appeal with [Title], _____ School District, [address], CA _____ (Ph. () _____) within 30 calendar days from the time you received written notice of the Section 504 Committee’s action(s). A hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time and place for the hearing.
14. If you disagree with the decision of the impartial hearing officer, you have the right to a review of that decision by a court of competent jurisdiction. **34 CFR 104.36**
15. On Section 504 matters other than your child’s identification, evaluation, and placement, you have the right to file a complaint with the district’s Section 504 Coordinator, [Title], _____ School District, [address], CA _____ (Ph. () _____), who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
16. You also the right to file a complaint with the Office of Civil Rights. The address of the regional office, which covers California is:

United States Department of Education
Office for Civil Rights
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555