Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. Students who are covered by Section 504 are those who:

1) have a physical or mental impairment, which substantially limits one or more major life activities and results in a need for reasonable accommodations and/or special education and related services, 2) have a record of such impairment or 3) are regarded as having such impairment.

**Step One: Explanation and Purpose of an Evaluation**

Each school district shall ensure that a full and individual evaluation is conducted for each child being considered or reconsidered for 504 services and related services.

The purposes of an evaluation may be to determine:

- Whether the child has, or continues to have, a mental or physical impairment;
- Whether the mental or physical impairment substantially limits a major life activity;
- Whether the child needs, or continues to need, reasonable accommodations and/or special education and related services;
- The present levels of performance and educational needs of the child and/or
- Whether any additions or modifications to the child’s 504 Plan are needed.

**Step Two: Check the Major Life Activity that May Be Affected:**

- seeing
- hearing
- caring for one’s self
- breathing
- eating
- sleeping
- lifting
- walking
- learning
- performing manual tasks
- working
- reading
- standing
- bending
- concentrating
- speaking
- thinking
- communicating
- the operation of a major bodily function
- other (please specify): ____________________________

**Step Three: Sources of Evaluation Information**

(step to be reviewed):

- medical reports/health information
- teacher/psychologist observations
- adaptive behavior scales/behavior scales
- discipline/attendance records
- achievement tests
- student progress reports/grades
- cognitive assessments
- functional behavioral assessment
- language surveys/assessments
- other (specify) ____________________________
- parent input
- motor assessments

**Step Four: Parental Agreement**

I understand my rights as explained to me and contained in the Parent and Student Rights form which I have received and reviewed. In addition, I understand the nature and scope of the evaluation to be completed. Upon completion of my child’s evaluation, a conference will be scheduled to discuss the findings and determine my child’s eligibility for 504 services and related service.

I □ consent   I do □ consent to an evaluation of my child

Signature of Parent/Guardian ____________________________________________ Date __________________________