

WACO INDEPENDENT SCHOOL DISTRICT

PRIOR WRITTEN NOTICE FOR PARENT REQUESTING §504 OR SPECIAL EDUCATION INITIAL EVALUATION

Student: ID#: DOB: Gr.: Campus:

Date Provided or Mailed:

Method of Delivery: [] Hand Delivered [] Mailed

What action was proposed or refused by the LEA and reasons why:

- [] Initial Evaluation for §504 [] Eligibility/Placement in §504 [] Other:
[] Initial Evaluation for Spec. Ed. [] Identification/Placement in Spec. Ed. [] Other:

Evaluation procedures, tests, records, or reports used as a basis for the decision:

- [] Parent Information [] Curriculum-Based Measures [] State Assessment Results
[] Teacher Information [] Response to Intervention Data [] Benchmark Results
[] TELPAS Results [] Progress Monitoring Data [] District Evaluations
[] LPAC Information [] Grades [] Outside/Third Party Evals
[] School Records [] Behavior/Discipline Data [] Classroom Observations
[] Work Samples [] Other: [] Other:

BEFORE making this decision, the following options or alternatives were considered:

- [] Research-Based Strategies [] Tutorials/Accelerated Instruction [] Language Program
[] RtI Tiered Intervention Plan [] §504 Accommodation Plan [] Reading/Math Program
[] Differentiated Instruction [] Dyslexia Intervention Plan/Program [] Other:

If options were rejected, why rejected:

Options were rejected by whom: [] RtI Committee [] §504 Committee [] Other:

Other factors relevant to the decision:

Notice in Understandable Language:

Federal regulations require that parents and adult students be provided prior notice in their native language or other mode of communication each time the District proposes or refuses to initiate or change the identification, evaluation, or educational placement of your child/you, or the provision of a free appropriate public education to your child/you, or upon conducting a manifestation determination. If the native language or other mode of communication of the parent/adult student is not a written language, the notice was translated orally or by other means to the parent/adult student in his/her native language or other mode of communication. The parent/adult student verified to the translator that he/she understand the content of this notice.

Name of Translator/Interpreter:

Translation Date:

Signature of Interpreter, if used: _____

Procedural Safeguards Enclosed: *Notice of Parent and Student Rights Under §504*
 Notice of Procedural Safeguards: Rights of Parents of Students with Disabilities

The parents of a child with a disability/adult student with a disability are/is protected under the procedural safeguards of Section 504 of the Rehabilitation Act, as amended, and/or the Individuals with Disabilities Education Improvement Act (IDEIA), as amended. A copy of the *Parent and Student Rights Under Section 504* or the *Notice of Procedural Safeguards: Rights of Parents of Students with Disabilities* is provided upon initial referral and is provided with this notice. If you have any questions regarding the procedural safeguards under either §504 or Special Education, please call: _____ ISD §504 Office at _____ or the Special Education Office at _____. Other parent information resources include: Education Service Center – Region _____ at _____ or the statewide Parent Training and Information Center – _____.

Signatures:

Parent: _____ **Date:** _____
Special Ed. Assessment Personnel: _____ **Date:** _____
Campus §504 Coordinator: _____ **Date:** _____
Campus Administrator: _____ **Date:** _____

Note: Campus ***must*** respond to parental request for evaluation “*not later than the 15th school day after the date the district receives the referral.*” [SB816 amending TEC §29.004(a) – effective 9-1-2013.]

Waco ISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in employment or provision of services, programs, or activities.