

Steps to a Section 504 referral, the local school will:

Provide notice of the referral meeting. (Form B)

Provide a copy of the parent/guardian procedural safeguards. (Form C)

Select the Section 504 referral Team members.

Obtain consent from parent/guardian for evaluation.

Consult with referral Team as to what testing or additional records may be needed.

Gather documentation necessary to complete "Section 504 Initial Evaluation/Determination Documentation." (Form G)

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