



Notice of 504 Team Meeting

Date: 11/05/2020

[REDACTED]
[REDACTED]
[REDACTED]

To the parent(s)/guardian(s) of [REDACTED]

This letter is to inform you that the 504 team is meeting to discuss your child's educational needs. The meeting is scheduled as follows:

Date: 11/05/2020 Time: _____ Location: Online Review

At the meeting, we will discuss the following:
Annual 504 plan review/update

While parents are not required members of the 504 team, we value parent input, and hope you can attend. We anticipate the meeting will include you and the following people:

Name	Title
<i>Erica Fortune</i>	<i>School Counselor</i>
<i>Gerald Christiansen</i>	<i>Administrator</i>

If you have information or documentation you would like to share with 504 team members prior to the meeting, please provide it to me as soon as possible. Following the meeting, you will be notified of Section 504 Committee decision(s) in writing.

Please free to contact me if you have any questions.
Sincerely,

Name: Erica Fortune

Title: School Counselor



Notice of Action

11/05/2020

[REDACTED]

Student: [REDACTED]

Birthdate: [REDACTED]

ID: [REDACTED]

Dear: [REDACTED]

The purpose of this letter is to notify you for the district's actions regarding [REDACTED] educational program.

Description of proposed action

Continuing Section 504 Plan (without revision)

Reason for proposed action

Continued need for accommodations

Description of other options considered and rejected

None

Description of each procedure, assessment, record, or report used as a basis for taking this action

Student progress, Teacher input, parent input

Any Other Factors

None

A copy of the Parent/Student Rights is attached.

If you have any questions regarding your rights or about this Notice, please contact Erica Fortune at erica.fortune@sno wednet.edu.

Sincerely,

Erica Fortune

School Counselor



Notice of Parent/Guardian And Student Rights

SECTION 504 OF THE REHABILITATION ACT OF 1973

You have the right to be informed by the school district of your rights under Section 504. This is a notice of you and your child's rights under Section 504 and the rights you have if you disagree with the school district's decisions.

WHAT IS SECTION 504?

Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activities.

THE SECTION 504 PROCESS

Your child has the right to an evaluation before the school determines if he or she is eligible under Section 504. You have the right to:

- Receive notice before the district takes any action regarding the identification, evaluation, and placement of your child.
- Have evaluation and placement decisions made by a group of persons, often called a "504 team" including persons who know your child, the meaning of the evaluation information, and the placement options available.
- Have evaluation decisions based on a variety of sources, such as aptitude and achievement tests, teacher recommendations, physical conditions, medical records, and parental observations.
- Refuse consent for the initial evaluation and initial placement of your child.

If your child is eligible under Section 504, your child has a right to periodic re-evaluations, including re-evaluations before any significant change is made in your child's placement.

YOUR CHILD'S EDUCATIONAL RECORDS

You have the right to:

- Review your child's educational records and to receive copies at a reasonable cost. You will not be charged if the cost would keep you from reviewing the records.
- Ask the district to change your child's education records if you believe that they are wrong, misleading, or are otherwise in violation of your child's privacy rights. If the district refuses this request, you have the right to challenge the refusal by requesting an impartial hearing.
- A response to your reasonable requests for explanations and interpretations of your child's education records.

YOUR CHILD'S EDUCATION

Your child has the right to:

- Receive a free and appropriate public education.
- Participate in and benefit from the district's educational programs without discrimination.
- Be provided an equal opportunity to participate in the district's nonacademic and extracurricular activities.
- Be educated with students who do not have disabilities to the maximum extent appropriate.
- Be educated in facilities and receive services that are comparable to those provided to students without disabilities.
- Receive accommodations and/or related aids and services to allow your child an equal opportunity to participate in school activities.
- Receive educational and related aids and services without cost, except for those fees imposed on the parents of children without disabilities.
- Receive special education services if needed.

IF YOU DISAGREE WITH THE DISTRICT'S DECISION

If you disagree with the district's decisions regarding your child's identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing and have an attorney represent you. Hearing requests and other concerns can be made to the district's Section 504 Coordinator, the Director of Academic Services, Becky Brockman, 1601 Avenue D., Snohomish, WA 98290. 360-563-7314.

You have the right to file a complaint of discrimination with the U.S. Department of Education's Office for Civil Rights (OCR), or to file a complaint in federal court. Generally, an OCR complaint may be filed within 180 calendar days of the act you believe was discriminatory. The regional office is located at 915 Second Ave, Room 3310, Seattle, WA 98174-1099. 206-607-1600/TDD: 206-607-1647 or

www.ed.gov/OCR.



Section 504 Plan Review

Next Evaluation Date: 09/24/2021

Student: [REDACTED]

Date: 11/05/2020

Case Manager: Erica Fortune

Purpose of meeting: It is necessary to periodically review the student's progress under Section 504 services and make recommendations to continue, modify, or terminate the program(s). 504 plan should be reviewed once each year.

Discussion of progress:

Good attendance, A's in all classes, no concerns.

Recommendation:

- ☒ Continue present services with no changes.
- ☐ Modify the present Accommodation Plan (see new plan attached).
- ☐ Conduct additional evaluations.
- ☐ Exit from Section 504 services based upon the following evaluation results/rationale.

Discussion of recommendations:

None

Parent involvement in a Plan Review is substantive changes are being considered.

The following members of the Section 504 Team participated in this review:

Signature(s):

Signatures: [Signature] Title: School Counselor Date: 01/29/2021

Signatures: _____ Title: Administrator Date: 01/29/2021

Signatures: _____ Title: _____ Date: _____

Signatures: _____ Title: _____ Date: _____

Copies: Parents
Student file

Parent/guardian Signature: _____

OR

Parent confirmation of agreement: ☒ Email ☐ Phone

Date

Form B-9



**SNOHOMISH
SCHOOL
DISTRICT**

Section 504 Plan

(Accommodations, related aids, and services the student needs to access and benefit from his or her education, based on disability as defined under Section 504.)

Date: 11/05/2020

Student: [REDACTED]

School: Centennial Middle School

Grade: 8th

SSID: [REDACTED]

DOB: [REDACTED]

Services and Accommodations

(Include all accommodations, related aids, and services the student needs to participate and benefit from his or her education, including those related to instruction, learning environment, behavior, social skills, accessibility, etc.)

[REDACTED]

* Be as specific as possible. For example, rather than "as needed," specify when the student needs a specific accommodation, based on the evaluation data. Instead of "preferential seating," for example, clearly describe where the student should sit (e.g., by the door, close to the teacher, etc.).

Special instructions or considerations (e.g., field trips, extracurricular activities), if any. ☒ N/A

504 Team

(The 504 team will review and consider evaluation data when determining what accommodations, aids, and services are necessary for the student. At a minimum, the team will include: (1) someone who knows the student - for example, a parent, teacher, physician, nurse or counselor; (2) someone who can analyze and interpret the evaluation data; and (3) someone who is knowledgeable about placement options at the school. Note that a staff person can fill more than one of these.)

504 Team

Name Erica Fortune

Title School Counselor

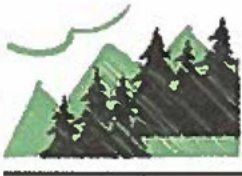
Signature [Signature]

This person knows: ☐ the student ☒ the meaning of the evaluation data ☒ placement options

Student: [REDACTED]
Conference Date: 11/05/2020

Snohomish School District #201

D.O.B.: [REDACTED]
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Section 504 Plan

Name Gerald Christiansen Title Administrator

Signature _____

This person knows: ☐ the student ☒ the meaning of the evaluation data ☒ placement options

Name _____ Title _____

Signature _____

This person knows: ☐ the student ☐ the meaning of the evaluation data ☐ placement options

Name _____ Title _____

Signature _____

This person knows: ☐ the student ☐ the meaning of the evaluation data ☐ placement options

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