

**PROGRAMS FOR STUDENTS WITH DISABILITIES EXHIBIT**

CHAZY CENTRAL RURAL SCHOOL  
Committee on Special Education  
609 Miner Farm Road  
Chazy, NY 12921  
Telephone: (518) 846-8885 Fax: (518) 846-8515

Date \_\_\_\_\_

Re: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_

This office has received a referral for a § 504 determination of eligibility. Section 504 of the Rehabilitation Act of 1973, defines a person with a disability as any person who has physical or mental impairment which substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment (Title 34, Code of Federal Regulations, Section 104.2 (j-1)).

On behalf of the Chazy Central Rural School District and as the § 504 Coordinator, we are responding to this request. Section 504 requires the district to conduct an evaluation for any student who, because of the suspected disability, needs or is believed to need special education or related services. The evaluations must be completed before the district takes any action with respect to the placement of a student with a disability in a regular or special education program (34 CFR 104.35(a)).

In order to determine if your child has a disability, your consent to the evaluation is requested. The evaluation may consist of one or more of the following:

- a physical examination;
- a social history;
- a psychoeducational evaluation; and
- an observation of your child in the current educational setting.

The evaluations will provide a thorough picture of your child's skills and abilities. The attached form asks for your consent to a §504 evaluation to determine if your child has a disability. When the evaluation is completed, we will share the results with you.

We have also attached a description of your rights afforded by Section 504 of the Rehabilitation Act of 1973. The description is very informative and we urge you to read it carefully. We will gladly provide you with more than information upon request. If you have any questions, please feel free to contact me at 846-8885.

Sincerely,

Theda Wilfore  
Section 504 Coordinator

Attachments: Request for Consent to Section 504 Evaluation  
Parent Due Process Rights, Procedures for Hearing and Appeal  
Types of Evaluations/Legal Services  
Sample Section 504 Accommodation Plan

Adoption date: April 17, 2007