

**Norwalk Public Schools
125 East Avenue
P.O. Box 6001
Norwalk, CT 06852**

Section 504 Notice & Consent to Conduct an Evaluation

Date

To the Parent/Legal Guardian of STUDENT X
ABCD St, Apt. 1
Norwalk, CT 06851

RE: STUDENT X
DOB: 00/00/2000 ID#: 1234567

Dear Parent/Legal Guardian of STUDENT X:

The 504 Team would like to propose the following action:

Team will conduct an evaluation based on the referral meeting recommendations. Please be advised that the district is requesting your written consent for this assessment. A consent form is enclosed for you to sign and return. When the evaluative information is collected, the Section 504 Team will then formally meet to review the evaluation results and discuss possible recommendations with you. You will have the opportunity to actively participate at the meeting, and you may be accompanied by anyone of your choosing with knowledge or special expertise about STUDENT X. Before the meeting you will receive a written notice of the date, time and location of the 504 meeting, and we encourage your attendance.

Enclosed is a copy of the Section 504 Procedural Safeguards Notice that explains your rights regarding the Section 504 process. If you have any questions regarding this notice or the request for consent, please do not hesitate to contact our office. Upon your request, we will arrange a meeting to discuss any questions that you may have about the proposed evaluation. Otherwise, please sign and return the enclosed consent form as soon as possible so that we can address this student's needs in a timely manner.

Sincerely,

Enc. Section 504 Consent for Evaluation

Norwalk Public Schools

Section 504 Consent for Evaluation

Please complete, sign and return this form to the address below

Date

RE: STUDENT X
DOB: 00/00/2000 ID#: 1234567

Norwalk Public Schools
Ralph Valenzisi
125 East Avenue
P.O. Box 6001
Norwalk, CT 06852

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I understand that I must give written consent to the district in order for STUDENT X to be evaluated. The proposed evaluation (listed below) will draw upon information from a variety of sources, which may include, but is not limited to: a review of student records, observations of the student in school, student interviews, parent interviews, requests for medical or other evaluation records, and the collection of classroom assessment data.

Proposed Evaluation Procedure:

Person Responsible:

I understand that the district is requesting my written consent to evaluate STUDENT X and I have received and understand the aforementioned Notice and Consent to Conduct an Evaluation. I have also received a copy of the Section 504 Procedural Safeguards Notice.

Please check one:

- I grant consent for the aforementioned evaluation procedure.
- I do not grant consent for the aforementioned evaluation procedure.

Parent/Guardian
(Print Name)

Signature

Date