



**MINNETONKA SCHOOL DISTRICT
PARENT PACKET FOR AN INITIAL 504 EVALUATION**

In this packet, you will find information pertaining to an initial Section 504 evaluation of your child. In accordance with Section 504 of the Rehabilitation Act, your consent is required for an initial evaluation which will consist of:

- A school record review, current grade report, parent and/or student feedback, teacher feedback, standardized testing, special education records (if applicable) and health office reports/attendance records.
- A review of medical or mental health information from a qualified professional documenting the existence of the student's physical or mental impairment and a description of how the impairment is affecting the student, if available.

Attached please find:

- Notice of Procedural Safeguards
- Verification of Consent to Initial Section 504 Evaluation
- Parent Questionnaire

For more information about Section 504 Services, visit these websites:

- www.minnetonkaschools.org/district/programs/504
- www.education.state.mn.us/MDE/StuSuc/StuRight/Sect504
- www2.ed.gov/about/offices/list/ocr/504faq

Please return to school:

- The signed Verification of Consent form
(Make sure to initial that you received the Notice of Procedural Safeguards)
- Parent Questionnaire
- Diagnostic/psychological and/or medical report stating your child's diagnosis, if available

Please contact Michelle Ferris, 504 Coordinator with questions. michelle.ferris@minnetonkaschools.org
(952) 401-5017