

**PEARL RIVER UNION FREE SCHOOL DISTRICT**

**SECTION 504 OF THE REHABILITATION ACT**

**DISTRICT ACCOMMODATION PLAN**

**2023-2024**

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**STUDENT FORM 2 -**

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**(b) - Section 504 Committee District Referral and Request for Consent Form**

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**Form**

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## **INTRODUCTION**

The Pearl River School District does not discriminate, and affirmatively prohibits the discrimination, on the basis of a disability in its educational program, activities or employment practices, in full compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and Title II of the Americans with Disabilities Act of 1990.

In furtherance of such policy of nondiscrimination on the basis of disability, the School District affirms the following:

1. No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the School District, or be subjected to discrimination by the School District.
2. No qualified individual with a disability shall, on the basis of disability, be subjected to discrimination in employment under any service, program, or activity conducted by the School District.
3. The School District shall administer services, programs, and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities.
4. The School District shall make reasonable modifications in its policies, practices, or procedures when modifications are necessary to avoid discrimination on the basis of disability, unless making such modification would fundamentally alter the nature of the service, program or activity, or cause an undue hardship in the operation of the School District.
5. The School District shall not exclude or otherwise deny equal services, programs, or activities to an individual because of a known disability of an individual with whom the individual is known to have a relationship or association.
6. The School District prohibits the harassment of any individual with a disability, and shall promptly investigate and effectively resolve any disability discrimination or harassment.

## **DEFINITIONS**

1. "Disability" means, with respect to an individual, (a) a physical or mental impairment that substantially limits one or more of an individual's major life activities (such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working); (b) a record of such an impairment (i.e., having a history of, or being misclassified as having, such impairment; or (c)

being regarded as having such an impairment (i.e., being treated as having a physical or mental impairment that substantially limits a major life activity, although the individual's existing physical or mental impairment does not substantially limit a major life activity).

2. "Physical or mental impairment" means: (1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine); and (2) any mental or psychological disorder, such as intellectual disability (mental retardation), organic brain syndrome, emotional or mental illness, and specific learning disability. The term includes, but is not limited to such contagious and noncontagious diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, learning disabilities, AIDS (whether symptomatic or asymptomatic), tuberculosis, drug addiction (excluding current illegal use of drugs), and alcoholism.
3. "Qualified individual with a disability" means an individual with a disability who, with or without reasonable modifications to rules, policies or practices, the removal of architectural, communication or transportation barriers, or the provision of auxiliary aid and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the School District. In employment, the term "essential functions" means the fundamental job duties of the employment position the individual with a disability holds or seeks to hold.
4. "Disability harassment" means conduct that creates a hostile learning or school environment that is either pervasive and/or severe conduct in the nature of: conduct, remarks, jokes, gestures, displayed materials or printed materials about an individual's or a student's disability status or disability in general. The determination of a hostile learning or school environment shall be objective, based upon the viewpoint of a reasonable person and subjectively perceived to be so by the complainant.

## **GENERAL PUBLIC**

The School District shall operate each service, program, or activity so that the program, service, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. The School District, in its discretion, may accomplish such through redesign of equipment, reassignment to accessible facilities, or any other methods

that result in making the services, programs, or activities readily accessible to and usable by individuals with disabilities. In choosing among available options, the School District shall give priority to those methods that offer the service, program or activity to qualified individuals with disabilities in the most integrated setting appropriate.

Any individual with a disability who makes known their need and preferences, to the School District's Building Principal, Director of Special Services or Assistant Superintendent for Curriculum and Instruction, for auxiliary aid for effective communication and/or other reasonable accommodations to participate and benefit equally from School District programs and/or services and/or activities shall be afforded such to a reasonable extent and so long as such does not fundamentally alter the nature of the service, program or activity or cause an undue hardship in the operation of the School District.

## **EMPLOYMENT**

Discrimination on the basis of disability against a qualified individual with a disability, with regard to any of the following, is prohibited:

- A. recruitment, advertising, and job application procedures;
- B. hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right to return from layoff, and rehiring;
- C. rates of pay or any other form of compensation, and change in compensation;
- D. job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- E. leaves of absence, sick leave, or any other leave;
- F. fringe benefits;
- G. selection and financial support for training, including apprenticeships, professional meetings, conferences and other related activities, and selection for leaves of absences to pursue training;
- H. any activity sponsored by the School District, including social and recreational programs/activities; and
- I. other term, condition or privilege of employment.

No pre-employment inquiry (e.g., on an application for employment or in an employment interview) will be made as to an applicant's disability, into the nature or extent of an applicant's disability, or into prior worker's compensation claims that an applicant may have filed. Applicants may be asked, however, about their ability to perform job-related functions and/or to describe or to demonstrate how, with or without reasonable accommodation, the applicant will be able to perform job-related functions.

Medical examinations and/or inquiries may be required as a condition of employment only after an offer of employment is made but before employment begins,

provided that all entering employees in the same job category are subject to such an examination or inquiry. Any information obtained pursuant to such an examination and/or inquiry shall be treated as a confidential medical record and kept and maintained separate and apart from any personnel file.

Supervisors may be informed regarding necessary restrictions on the work or duties of a disabled employee and necessary accommodations for such employee. Medical and safety personnel may be informed, when appropriate, if an individual's disability might require medical treatment.

## **STUDENTS**

The School District shall operate each service, program or activity so that the service, program or activity, when viewed in its entirety, is readily accessible to and usable to students with disabilities. In choosing among available options, the School District shall give priority to those methods that offer services, programs and activities in the most integrated setting appropriate.

### **The School District has the following duties with regard to students:**

1. To identify and locate eligible students residing within School District;
2. To notify eligible students and their parents/guardians of the School District's duties towards eligible students;
3. To evaluate eligible students prior to placement decisions and prior to any substantial change in placement of the student;
4. To provide eligible students with a free appropriate public education. Students who are classified under the Individuals with Disability Act (IDEA) by the District's Committee on Special Education (CSE) are provided with a free appropriate public education through provision of an Individualized Education Program (IEP).

### **The School District shall provide eligible students the following rights:**

1. Equal access to programs and services and activities with no greater fee charges than charged to nondisabled students;
2. Equal access to school transportation;
3. To be integrated with nondisabled students to the maximum extent appropriate, and when such integration with nondisabled students is not appropriate, to be placed in the least restrictive environment;
4. To have access to comparable facilities as provided to nondisabled students;
5. To have equal access to physical education, sports and extracurricular activities;
6. To have equal access to curriculum and non-curriculum related field trips;
7. To have equal access to counseling and other services offered to nondisabled

- students; and
8. To be assessed with and by non-discriminatory testing procedures.

## **PROCEDURES WITH REGARD TO STUDENTS**

### **I. REFERRAL**

A student suspected of having a disability which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such impairment and may require accommodations shall be referred to the Building Principal or Director of Special Services for an evaluation.

Parents or staff who refer a student for a Section 504 evaluation, or a referral by the Committee on Special Education, shall do so in writing. Upon receipt of such referral, the parent of the student shall be provided with a copy of the Section 504 Procedural Rights Notice

(Appendix 1), a Parental Notice of Referral letter and Parental Consent to Evaluate form (Appendix 2a) a District Referral Letter and Parent Consent to Evaluate form (Appendix 2b).

A referral shall be transmitted to the student's Section 504 Building Team, which shall be composed of staff members knowledgeable about the student, the student's educational history, the student's individual needs, the meaning of evaluation data, and of accommodation and placement options. The Director of Special Services or Building Principal shall monitor the composition of Section 504 Building Teams to assure that qualified personnel participate. In many cases, the Section 504 Building Team will be composed of similar membership to Instructional Support Teams or the Committee on Special Education. The Section 504 Building Team shall, upon receipt of a referral and based upon a review of existing records and knowledge of the student, determine whether an evaluation of the student is appropriate and, if so, what evaluations shall be undertaken.

### **II. EVALUATION**

The School District shall evaluate all resident students suspected of having a disability prior to the initial placement of any student and prior to any significant change in placement for a student previously identified with a Section 504 Plan of accommodation (e.g., prior to significant change in 504 services, accommodations, or suspension in excess of ten [10] school days). With regard to such evaluations, such test(s) and/or other evaluation materials shall:

1. Be validated for the specific purpose for which they are to be used and are administered by trained personnel in conformity with the instructions provided by the test producer;



2. Include assessment tailored to access specific area of educational and educational access need and not merely assessment designed to provide a general intelligence quotient;
3. Be selected and administered so as to best ensure that when a test is administered to a student with impaired sensory, manual or speaking skills, the test results accurately reflect the student's aptitude, achievement level, or whatever other factor the test purports to measure or assess, rather than reflecting the student's impaired sensory, manual or speaking skills (except when these skills are the factors the test or assessment purports to measure); and
4. For limited English proficiency students, customized language testing may be required (see also 8 NYCRR Parts 117 and 154).

### **III. PERIODIC EVALUATION**

Students who are identified as disabled and qualify for Section 504 accommodations shall be reevaluated on a periodic basis. Such reevaluation shall occur at least every three (3) years. Prior to a student's initial evaluation for determination of a disability, the parent/guardian shall provide prior written consent for such evaluation. Subsequent evaluations of a student shall not require prior written consent of the student's parent/guardian.

If during the course of an evaluation by the 504 Building Team it is determined that the student has an educational disability that may require the provision of special education, the Section 504 Team shall refer such student to the Committee on Special Education.

Pearl River School District may request the parent to provide documentation from medical professionals (Appendix 4).

### **IV. SECTION 504 ACCOMMODATION PLAN**

The 504 Team will meet to determine if a student is eligible for a 504 Accommodation Plan (Appendix 5) (Appendix 6).

When a student is identified as having a Section 504 disability, the Section 504 Building Team, including the parent of the student, and the student if appropriate, shall meet and determine a Section 504 accommodation plan which shall describe:

1. the student's disability;
2. how such disability substantially impairs a major life function; and
3. identify the services, modifications and accommodations that will be provided so as to afford the student a free appropriate public education with regard to academic and nonacademic, including extracurricular and field trip settings.

A copy of the student's Section 504 Accommodation Plan shall be provided to the parents. The Building Principal or his/her designee shall ensure that a copy of the Section 504 Accommodation Plan is provided to or, as appropriate, discussed with, all appropriate school staff.

Each student's 504 Accommodation Plan will be reviewed annually by the 504 Team (Appendix 7) (Appendix 8).

## **V. PROCEDURAL SAFEGUARDS FOR STUDENTS**

1. Procedural safeguards, evaluation results and Section 504 Team meetings shall be provided in the parent's native language or other mode of communication.
2. Parents have the right to inspect and receive copies of their student's records.
3. Right to an evaluation that draws on information from a variety of sources.
4. Right to be informed of any proposed actions related to eligibility, re-evaluation, and/or plan of services.
5. Right to periodic re-evaluation; and evaluation prior to any significant change in eligibility, placement and program/services.
6. Right to a manifestation determination before a student may be subjected to a disciplinary change in placement (i.e. suspension in excess of ten [10] school days) for violation of the Code of Conduct.
7. Right to file a grievance with the District that shall be heard and resolved as follows; however, a parent has the right to request an impartial hearing at any time:
  - i. A parent complaint regarding the student's discrimination on the basis of disability, including any complaint relating to a Section 504 Plan should be first discussed through request for an informal meeting with the Building Principal to determine if a solution may be reached and recommended to the Section 504 Building Team. If such informal meeting is not acceptable to the parent or the parent files an immediate formal written complaint, such written complaint shall be determined as follows:

Step 1: The formal written complaint shall be reviewed by the Building Principal and a written determination provided by the Building Principal to the parent within fifteen (15) school days. A copy of such written determination shall also be provided to the Director of Special Services.

Step 2: If the parent is not satisfied by the determination at Step 1, the parent may request, in writing, that the complaint be further reviewed by the Director of Special Services in his/her capacity as Section 504 Coordinator. The parent shall state in such writing the reasons the parent is not satisfied with the determination issued at Step 1.

The Section 504 Coordinator will meet with the parent (and other individuals as deemed appropriate by the Section 504 Coordinator) and discuss the continued complaint so as to provide a mutually agreeable resolution of the

complaint. The Section 504 Coordinator shall, within fifteen (15) school days of such meeting, or of the date of the parent's written submission to the Section 504 Coordinator if a meeting is refused, issue a written decision setting forth the parties' mutual agreement or the determination of the Section 504 Coordinator if no mutual agreement was reached. If a mutual agreement was reached, such agreement shall be forwarded to the Section 504 Building Team for any required action by such Team.

Step 3: If the parent is not satisfied with the decision of the Section 504 Coordinator, a written appeal may be filed with the Board of Education. Upon receipt of such written appeal, which shall state the reasons for such appeal, the Board will appoint an impartial hearing officer, who shall be an individual who has no knowledge of the student nor played any role in the prior steps of the complaint process, and shall be selected from the list maintained by the District pursuant to 8A N.Y.C.R.R. Part 200.2(e). The parents shall have the right to participate in a hearing, including the right to be represented by an attorney, at their own cost and expense. The hearing shall be scheduled at a time and place mutually convenient to the parent and the District. The impartial hearing officer shall issue a written decision which shall be transmitted to the parent and the District, including appropriate notification of an appeal timeline and where further appeal may be taken therefrom.

8. Right to file a complaint with the Office of Civil Rights (OCR) for alleged violation(s) of Section 504.

## **VI. PROCEDURAL SAFEGUARDS FOR EMPLOYEES/PUBLIC**

1. Individuals, other than students, including prospective and current employees who believe they have been discriminated against on the basis of disability shall have the right to a determination of the complaint as follows:

Step 1: The formal written complaint shall be made to the Building Principal or District Section 504/ADA Compliance Officer, who shall arrange a meeting with the complainant with the objective of achieving an informal mutually agreeable resolution of the complaint.

The complainant will be notified, in writing, of any mutually agreeable resolution.

Step 2: If the complainant has met with the Building Principal and no mutually agreeable informal resolution was reached, the complainant shall request, in writing, that the matter of complaint be heard and determined by the District Section 504/ADA Compliance Officer. The District Section 504/ADA Compliance Officer shall meet with the complainant at a mutually agreeable time and place, may conduct an investigation of the complaint, and the District 504/ADA Compliance Officer shall issue a written recommendation to the Superintendent of Schools, within fifteen (15) school days of such

meeting. The Superintendent of Schools shall then issue a written determination of the complaint.

**Step 3:** If the complainant remains dissatisfied with the findings of the Superintendent, the complainant may appeal, in writing, to the Board of Education who shall promptly appoint an impartial hearing officer, who shall be an individual who has no knowledge of the complainant nor played any role in the prior steps of the complaint process, and shall be selected from the list maintained by the District pursuant to 8A N.Y.C.R.R. Part 200.2(e). to hear the appeal and make formal recommendations to the Board of Education.

The Board of Education shall review the record and the recommendations of the impartial hearing officer and either render a final determination or remand the matter for further investigation.

## BOARD OF EDUCATION ADOPTION

**The Pearl River Union Free School District 504 Accommodation Plan was adopted by the Board of Education on**

8/8/23  
Date

[Signature]  
President, Board of Education

## **APPENDIX**

STUDENT FORM 1	Section 504 Procedural Rights Notice
STUDENT FORM 2	2a – Parental Notice of Referral Letter, Parental Consent to Evaluate 2b – District Referral Letter and Parent Consent to Evaluate
STUDENT FORM 3	Request for Information from Diagnostic Personnel
STUDENT FORM 4	Section 504 Committee Review Meeting
STUDENT FORM 5	Section 504 Committee Recommendation for Services and Consent
STUDENT FORM 6	Section 504 Committee Recommendation of Ineligibility
STUDENT FORM 7	Section 504 Committee Recommendation for Continuation of Services
STUDENT FORM 8	Section 504 Committee Recommendation for Declassification

## **SECTION 504 PROCEDURAL SAFEGUARDS NOTICE**

Section 504 is a federal law designed to eliminate discrimination on the basis of disability and to ensure that the individual needs of a students with disabilities are met to the same extent as the needs of students without disabilities. A student may be referred to the Section 504 Committee to determine whether the student is eligible for Section 504 accommodations. A student may be deemed eligible if he/she has a mental or physical impairment or psychological disorder that substantially limits a major life activity or major bodily function. If the Section 504 Committee determines that the student meets the eligibility criteria, the 504 Committee will develop a Section 504 Accommodation Plan.

Section 504 provides parents and persons in parental relationship with the following procedural safeguards:

- The right to examine your child's educational records;
- The right to an evaluation that draws on information from a variety of sources;
- The right to be informed of any proposed actions related to eligibility, re-evaluation, and/or plan for services;
- The right to periodic re-evaluations prior to any significant change in program or service modifications;
- The right to file a grievance with the District's Section 504 compliance officer over an alleged violation of Section 504 regulations;
- The right to an impartial hearing if meetings with the Section 504 compliance officer do not resolve the issue and you are still in disagreement with the school's proposed action. This request must be made in writing to the District's Section 504 compliance officer;
- The right to be represented by counsel in the impartial hearing process;
- The right to appeal the impartial hearing officer's decision;
- The right to file a complaint with the Office for Civil Rights (OCR) for alleged violations of Section 504; and
- The right to a manifestation determination before a child may be subjected to a disciplinary change in placement (i.e., suspension of more than 10 days) for violation of the District's Code of Conduct.

Provided to parents/persons in parental relationship:

- with Notice of Referral and Consent Form
- with Notice of Consent for Reevaluation

Pearl River School District  
 135 W. Crooked Hill Rd.  
 Pearl River, NY 10965  
 (845) 620-3939

Section 504 Committee Parent Referral and Request for Consent

Date

«EnvelopeMailingName»

«Address1»

«Address2»

«City», «State» «Zip»

RE: «StudentFirstName» «StudentLastName»

DOB: «StudentDOB» ID#: «GenEdIDNbr»

Dear «SalutationName»:

I am in receipt of your referral to the Section 504 Committee. The Committee is responsible to determine if your child qualifies as being an individual with a disability under the Rehabilitation Act of 1973, also known as Section 504.

The initial step in the Section 504 process is to review current information and obtain additional evaluative information, if necessary, to determine if your child has a disability which substantially limits one or more major life activities. If your child is found eligible, the information gathered will be used to develop an appropriate Section 504 Accommodation Plan.

If you have any evaluation information for your child that you want the Committee to consider, please submit the information to our office. Any information you submit will be considered by the Committee as part of its evaluation.

In order for the Committee to collect the evaluative information, you must give written consent. A consent form is enclosed for you to sign and return.

When the evaluative information is collected, the Committee 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 your child. Before the meeting you will receive a written notice of the date, time and location of the Committee 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, the request for consent, or any of the additional materials enclosed, 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 your child's needs in a timely manner.

Sincerely,

*f504Signature»*

«f504SignatureName»

«f504SignatureTitle»

Encl.: 1. Initial Evaluation Consent Form  
 2. Section 504 Procedural Safeguards Notice  
 504-01B



***Pearl River School District***

**Section 504 Committee Consent for Evaluation**

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

RE: «StudentFirstName» «StudentLastName»  
DOB: «StudentDOB» ID#: «GenEdIDNbr»

Pearl River School District  
Section 504 Committee  
135 W. Crooked Hill Rd.  
Pearl River, NY 10965  
(845) 620-3939

----- fold here -----

I understand that my child has been referred to the Section 504 Committee to determine if my child has a disability that substantially limits one or more major life activities. I understand that I must give written consent to the district in order for my child to be evaluated.

I have received and understand the notice that my child has been referred to the Section 504 Committee. I have also received a copy of the Section 504 Procedural Safeguards Notice.

I hereby grant consent for evaluation by the Section 504 Committee:

\_\_\_\_\_  
Parent/Guardian  
(Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Pearl River School District  
135 W. Crooked Hill Rd.  
Pearl River, NY 10965  
(845) 620-3939

Section 504 Committee District Referral and Request for Consent

Date

«EnvelopeMailingName»

«Address1»

«Address2»

«City», «State» «Zip»

Dear «SalutationName»:

RE: «StudentFirstName» «StudentLastName»  
DOB: «StudentDOB» ID#: «GenEdIDNbr»

Your child has been referred to the Section 504 Committee. The Committee is responsible to determine if your child qualifies as being an individual with a disability under the Rehabilitation Act of 1973, also known as Section 504.

The initial step in the Section 504 process is to review current information and obtain additional evaluative information, if necessary, to determine if your child has a disability which substantially limits one or more major life activities. If your child is found eligible, the information gathered will be used to develop an appropriate Section 504 Accommodation Plan.

If you have any evaluation information for your child that you want the Committee to consider, please submit the information to our office. Any information you submit will be considered by the Committee as part of its evaluation.

In order for the Committee to collect the evaluative information, you must give written consent. A consent form is enclosed for you to sign and return.

When the evaluative information is collected, the Committee 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 your child. Before the meeting you will receive a written notice of the date, time and location of the Committee 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, the request for consent, or any of the additional materials enclosed, 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 your child's needs in a timely manner.

Sincerely,

*«f504Signature»*

«f504SignatureName»

«f504SignatureTitle»

Encl.: 1. Initial Evaluation Consent Form  
2. Section 504 Procedural Safeguards Notice  
504-01A

***Pearl River School District***

**Section 504 Committee Consent for Evaluation**

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

RE: «StudentFirstName» «StudentLastName»  
DOB: «StudentDOB» ID#: «GenEdIDNbr»

Pearl River School District  
Section 504 Committee  
135 W. Crooked Hill Rd.  
Pearl River, NY 10965  
(845) 620-3939

----- fold here -----

I understand that my child has been referred to the Section 504 Committee to determine if my child has a disability that substantially limits one or more major life activities. I understand that I must give written consent to the district in order for my child to be evaluated.

I have received and understand the notice that my child has been referred to the Section 504 Committee. I have also received a copy of the Section 504 Procedural Safeguards Notice.

I hereby grant consent for evaluation by the Section 504 Committee:

\_\_\_\_\_  
Parent/Guardian  
(Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Pearl River School District

135 West Crooked Hill Road  
Pearl River, New York 10965-2730

[www.pearlriver.org](http://www.pearlriver.org)

Phone: 845-620-3938 – Fax: 845-620-0404  
[simonij@pearlriver.org](mailto:simonij@pearlriver.org)

**Joseph Simoni**  
Director of Special Services

## Required Documentation for Section 504 Accommodation Request

Medical Professionals: Please complete this form to assist the Section 504 Committee in determining eligibility for a Section 504 Accommodation Plan. In order to be eligible for a Section 504 Accommodation Plan, it must be determined that a student has a physical or mental impairment that substantially limits one or more major life activities. Please fill out this form in addition to any prescription or report you may submit on behalf of the student. Upon submitting this documentation, the 504 Committee may request your presence at a meeting for further information. Thank you.

Student Name: \_\_\_\_\_

School: \_\_\_\_\_ DOB: \_\_\_\_\_

Date: \_\_\_\_\_

Diagnosis with ICD-10 code: \_\_\_\_\_

Diagnosis with DSM-V/TR: \_\_\_\_\_

List all assessments/evaluations used for the determination of the impairment:

---

---

---

Identify the major life activity that is substantially limited:

---

---

Please sign below:

_____ Signature	_____ Print Name	_____ Date
_____ Professional License #	_____ Address (office stamp is acceptable)	
_____ Phone Number	_____ City, State, Zip	

Pearl River School District  
135 W. Crooked Hill Rd.  
Pearl River, NY 10965  
845-620-3939

## Section 504 Committee Review Meeting

«NoticeDateSent»

«EnvelopeMailingName»

«Address1»

«Address2»

«City», «State» «Zip»

Dear «SalutationName»:

RE: «StudentFirstName» «StudentLastName»  
DOB: «StudentDOB» ID#: «GenEdIDNbr»

The Section 504 Committee is required by regulation to meet and conduct a periodic review of your child's continuing eligibility and needs. The purpose of the meeting is to assess your child's progress and current accommodations and to make any appropriate changes brought to the Committee's attention for the following year. You are cordially invited to meet with us to actively participate as a member of the Committee and discuss any information about your child you feel is relevant with respect to the identification, evaluation and educational placement of your child. You may be accompanied to this meeting by anyone of your choosing who has knowledge or special expertise about your child. You may also submit evaluation information that will be considered by the Committee. If it is your intention to submit evaluation information, we request that you submit such information in advance of the meeting. If you require an interpreter, translator, reader, a location that is physically accessible, or any other special accommodations, you must notify the Committee prior to the scheduled meeting in order to make the appropriate arrangements. The meeting is scheduled for:

Date: «NoticeScheduledDate»    Time: «NoticeTime»    Location: «NoticePlace»

Purpose of this meeting:  
«NoticeReason»

The Committee is composed of people knowledgeable about the evaluative information being reviewed and the educational options available.

Enclosed is a copy of the Section 504 Procedural Safeguards Notice that explains your rights regarding the Section 504 process.

We hope that you and your child, if appropriate, will make every effort to attend. The Committee schedules meetings at mutually agreeable times. If you are unable to attend the meeting, at your request, we will arrange for you to participate by individual or conference telephone calls. If you have any questions or concerns, please do not hesitate to call.

Sincerely,

*f504Signature*

«f504SignatureName»

«f504SignatureTitle»

Encl. Section 504 Procedural Safeguards Notice  
504-04A

**Pearl River School District  
Section 504 Committee  
135 W. Crooked Hill Rd.  
Pearl River, NY 10965  
845-620-3939**

**Parent Invitation Response Form**

**Re: «StudentFirstName» «StudentLastName»**

**The attached letter indicates that a Section 504 Committee meeting is scheduled for:**

**Date: «NoticeScheduledDate» Place: «NoticePlace»**

**Time: «NoticeTime» Reason: «NoticeReason»**

**Please indicate if you are planning to attend by checking the appropriate box below:**

- ☐ **I will attend the Committee meeting.**
- ☐ **I request that arrangements be made for me to participate at the Committee meeting by telephone conference. I will be available during the scheduled meeting time at the following phone number \_\_\_\_\_.**
- ☐ **I will not attend the Committee meeting. I understand that the meeting can be held in my absence and that I have the opportunity to address the committee in writing. I also understand that I will be informed of the committee's recommendation by mail and that I may request another meeting if necessary.**

---

**Parent/Guardian Signature and Date**

**«EnvelopeMailingName»  
«Address1»  
«Address2»  
«City», «State» «Zip»**

***In order for us to plan, please return this form as soon as possible. Thank you.***

Pearl River School District  
135 W. Crooked Hill Rd.  
Pearl River, NY 10965  
845-620-3939

Section 504 Committee Recommendation for Services and Consent

Dae

«EnvelopeMailingName»

«Address1»

«Address2»

«City», «State» «Zip»

Dear «SalutationName»:

RE: «StudentFirstName» «StudentLastName»  
DOB: «StudentDOB» ID#: «GenEdIDNbr»

On «MeetingDate» the Section 504 Committee met. After careful consideration and review, the Committee has recommended that your child be considered eligible under Section 504 as a student with a disability that substantially limits one or more major life activities and receive accommodations as indicated on the enclosed Section 504 Accommodation Plan.

In order for your child to receive the accommodations, the district must have your written consent. A consent form is enclosed for you to sign and return.

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 Section 504 Accommodation Plan. The 504 Accommodation Plan cannot be implemented until we receive your consent. Previously you have received a Section 504 Procedural Safeguards Notice that explains your rights regarding the Section 504 process, but if you need an additional copy, please contact our office.

If you agree with the Committee's decision, please sign and return the enclosed consent form as soon as possible so that we can address your child's learning needs in a timely manner.

Sincerely,

*«f504Signature»*

«f504SignatureName»

«f504SignatureTitle»

Encl.: 1. Section 504 Accommodation Plan

2. Initial Services Consent Form

504-03B



***Pearl River School District***

**Section 504 Committee Consent for Accommodation**

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

Pearl River School District  
Section 504 Committee  
135 W. Crooked Hill Rd.  
Pearl River, NY 10965  
845-620-3939

RE: «StudentFirstName» «StudentLastName»  
DOB: «StudentDOB» ID#: «GenEdIDNbr»

----- fold here -----

I understand that the Section 504 Committee has determined that my child is eligible for a Section 504 Accommodation Plan based upon a disability that substantially limits one or more major life activities and that he/she receive accommodations as indicated on the enclosed Section 504 Accommodation Plan. I understand that I must give written consent to the district in order to initiate such accommodations.

I have received and understand the Section 504 Committee recommendation for accommodations. I have also received a copy of the Section 504 Procedural Safeguards Notice.

I hereby grant consent for the accommodations recommended by the Section 504 Committee regarding:

«StudentFirstName» «StudentLastName»

Student Name

«StudentDOB»

Student Date of Birth

\_\_\_\_\_  
Parent/Guardian  
(Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Pearl River School District  
135 W. Crooked Hill Rd.  
Pearl River, NY 10965  
845-620-3939

Form 6

Section 504 Committee Recommendation of Ineligibility

Date

«EnvelopeMailingName»

«Address1»

«Address2»

«City», «State» «Zip»

RE: «StudentFirstName» «StudentLastName»  
DOB: «StudentDOB» ID#: «GenEdIDNbr»

Dear «SalutationName»:

On «MeetingDate» the Section 504 Committee met. After careful consideration and review, the Committee has recommended that your child does not, at this time, meet the eligibility criteria to be considered as a student with a disability that substantially limits one or more major life activities. Enclosed is the information from the meeting, which further details the reasons and decision of the Committee.

The recommendation of the Committee, meeting information and appropriate evaluation information shall be provided to your child's building administrator who shall determine which educationally related support services or other services, if appropriate, shall be provided to your child.

If you have any questions regarding this notice, 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 recommendation. Previously you have received a Section 504 Procedural Safeguards Notice that explains your rights regarding the Section 504 process, but if you need an additional copy, please contact our office.

Sincerely,

*f504Signature»*

«f504SignatureName»

«f504SignatureTitle»

Encl.: Committee Meeting Information

cc: Building Administrator  
504-03A

Pearl River School District  
135 W. Crooked Hill Rd.  
Pearl River, NY 10965  
845-620-3939

Form 7

Section 504 Committee Recommendation for Continuation of Services

Date

«EnvelopeMailingName»

«Address1»

«Address2»

«City», «State» «Zip»

Dear «SalutationName»:

RE: «StudentFirstName» «StudentLastName»

DOB: «StudentDOB» ID#: «GenEdIDNbr»

On «MeetingDate» the Section 504 Committee met. After careful consideration and review, the Committee has recommended that your child continues to be eligible under Section 504 as a student with a disability that substantially limits one or more major life activities and receive accommodations as indicated on the enclosed Section 504 Accommodation Plan.

If you have any questions regarding this notice, 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 recommendation. Previously you have received a Section 504 Procedural Safeguards Notice that explains your rights regarding the Section 504 process, but if you need an additional copy, please contact our office.

Sincerely,

*f504Signature»*

«f504SignatureName»

«f504SignatureTitle»

Encl.: Section 504 Accommodation Plan  
504-03C

Pearl River School District  
135 W. Crooked Hill Rd.  
Pearl River, NY 10965  
845-620-3939

Section 504 Committee Recommendation for Declassification

Date

«EnvelopeMailingName»  
«Address1»  
«Address2»  
«City», «State» «Zip»

Dear «SalutationName»:

RE: «StudentFirstName» «StudentLastName»  
DOB: «StudentDOB» ID#: «GenEdIDNbr»

On «MeetingDate» the Section 504 Committee met. After careful consideration and review, the Committee has recommended that your child, at this time, no longer meets the Section 504 eligibility criteria to be considered as a student with a disability that substantially limits one or more major life activities. Enclosed is the information from the meeting, which further details the decision of the Committee.

If you have any questions regarding this notice, 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 recommendation. Previously you have received a Section 504 Procedural Safeguards Notice that explains your rights regarding the Section 504 process, but if you need an additional copy, please contact our office.

Sincerely,

*f504Signature*

«f504SignatureName»  
«f504SignatureTitle»

Encl.: Committee Meeting Information  
504-03D