

**PARENTS RIGHTS/PROCEDURAL SAFEGUARDS**

(School)

(Date)

Dear (Parents' Name(s)):

As parents or guardians of a student with a handicap within the definition of Section 504 of the Rehabilitation Act of 1973, you and your child have certain rights. Those rights include the following:

1. The right to file a grievance with the school district over an alleged violation of Section 504 requirements.
2. The right to have an evaluation that draws on information from a variety of sources.
3. The right to be informed of any proposed actions related to eligibility and plan for services.
4. The right to examine all relevant records.
5. The right to receive all information in the parents'/guardians' native language and primary mode of communication.
6. The right to periodic re-evaluations and an evaluation before any significant change in program/service modifications.
7. The right to an impartial hearing if there is disagreement with the school district's proposed action.
8. The right to be represented by counsel in the impartial hearing process.
9. The right to appeal the impartial hearing officer's decision.

If you have any questions regarding the above rights, please contact \_\_\_\_\_  
at \_\_\_\_\_.

Sincerely,

Coordinator of 504 Services  
DATE ADOPTED: July 1, 2003