



LONGVIEW INDEPENDENT SCHOOL DISTRICT

Section 504 Manifestation Determination
Form 12, page 1 of 3

Section 504 Manifestation Determination Evaluation

Procedural Checklist:			
Both boxes must be checked before the §504 evaluation for manifestation determination can occur.			
Verify how the parent was informed of the date, time, and place for this evaluation			
<input type="checkbox"/>	in writing	<input type="checkbox"/>	by phone
<input type="checkbox"/>		<input type="checkbox"/>	in person
<input type="checkbox"/>		<input type="checkbox"/>	Other?
Verify membership of the Section 504 Committee, which must include persons with knowledge of each of the following three areas: (1) the student (2) the meaning of the evaluation data, and (3) the placement options. (See below)			

Student:	Student ID #:
Campus:	Date of Evaluation:

§504 Committee Membership:		
List each member attending and check the area of knowledge they provide (attach an additional sheet if necessary). Each area of knowledge must be present on the committee.		
Name	Position/Title	Knowledge of
		<input type="checkbox"/> Child
		<input type="checkbox"/> Evaluation data
		<input type="checkbox"/> Placement options
		<input type="checkbox"/> Child
		<input type="checkbox"/> Evaluation data
		<input type="checkbox"/> Placement options
		<input type="checkbox"/> Child
		<input type="checkbox"/> Evaluation data
		<input type="checkbox"/> Placement options
		<input type="checkbox"/> Child
		<input type="checkbox"/> Evaluation data
		<input type="checkbox"/> Placement options
		<input type="checkbox"/> Child
		<input type="checkbox"/> Evaluation data
		<input type="checkbox"/> Placement options

Evaluation Data Considered from a Variety of Sources	
The Committee reviewed and carefully considered the following data gathered from a variety of sources, including the Referral Document. [Please check each that applies, or attach copies of the data.]	
<input type="checkbox"/>	Parent input
<input type="checkbox"/>	Student work portfolio
<input type="checkbox"/>	Grade reports
<input type="checkbox"/>	Special education records (specify)
<input type="checkbox"/>	Standardized Tests and Other Tests
<input type="checkbox"/>	Disciplinary records/referrals
<input type="checkbox"/>	Early Intervention data
<input type="checkbox"/>	Medical evaluations/diagnoses
<input type="checkbox"/>	Teacher/Administrator Input
<input type="checkbox"/>	Witness statements
<input type="checkbox"/>	School Health Information
<input type="checkbox"/>	Other
NOTE: If information from a conversation or other data in unwritten form was considered, please document that oral data relied upon by attaching written notes summarizing the conversation or data.)	

Behavior subject to disciplinary action (The 504 Committee does not address whether or not the alleged behavior occurred):			
List each of the student's Section 504 qualifying physical or mental impairments:			
The Section 504 Committee reviewed and discussed the data listed above. Based on this review, the Committee has made the following determinations:			
Question #1: Was the conduct in question caused by, or directly and substantially related to the student's disabilities?		Yes	No
Question #2: Was the conduct in question the direct result of the school's failure to implement the student's Section 504 plan, if there was any such failure?		Yes	No
Results: If either of the questions are answered "yes," the behavior must be considered to be a manifestation of the student's disability. In that event, the student cannot be expelled or placed in the school's disciplinary alternative education setting (DAEP) for more than 10 school days.			

Committee Notes:



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Date

Dear Parent/Guardian/Adult Student,

This letter is to inform you that the Section 504 Committee had a meeting on _____ to discuss your student _____ (student's name). A copy of the manifestation determination evaluation form is attached. After careful review of relevant evaluation data indicated on page 1, the Section 504 Committee analyzed the data to answer the manifestation determination questions on page 2. While the evaluation document provides more detail on the Committee's decision, by way of summary, the Committee determined that _____ (provide brief summary of decision)

A copy of the 504 Committee's manifestation determination evaluation is enclosed. If your student's Section 504 plan was changed during the meeting, a copy of the new §504 Plan is also attached.

If you have any questions concerning this decision, please call me at _____.

I will be more than happy to discuss any questions that you may have.

Sincerely,

Section 504 Coordinator

Encl. (1) Completed Manifestation Determination Evaluation Form
(2) §504 Accommodation Plan (if changed made)