samegoal

Triennial Reevaluation

Periodic reevaluations are required for Section 504 students and generally occur every three years.

Triennial reevaluation

Steps *To complete a triennial Section 504 evaluation in SameGoal:*

1. **Consent for Section 504 Reevaluation** *(optional, best practice)*
    - Create document.
    - On the **Consent** tab:
        - Enter information.
        - Tip **Notice of Parent/Student Rights** referenced in this document is available from the print menu dropdown automatically as an **Additional View**.
    - Share the document with parent(s). Parent should indicate response on **Parent** tab.
    - If printed and shared with parent:
        - Document parent decision in SameGoal.
        - Optionally attach original.
    - Mark **Date received by campus** or **No parent response** in form bottom right.
    - Mark document complete.
2. **Section 504 Evaluation Parent Input** *(optional)*
    - Create document.
    - Share document with parent(s) for input.
    - If printed and shared with parent:
        - Enter/summarize parent input.
        - Optionally attach original input.
    - Mark document complete.

3. **Section 504 Evaluation Staff Input** *(optional)*
    - Create document.
    - Share document with educator (requires educator has SameGoal account).
    - If printed and shared with educator:
        - Enter/summarize educator input.
        - Optionally attach original input.
    - Mark document complete.
4. **Section 504 Evaluation**
    - Create document.
    - Share with other educators as relevant.
    - Enter information. Set **Evaluation Type** as **Reevaluation**.
    - Sign electronically or attach signature page.
    - Mark document complete.
5. **Section 504 Prior Written Notice** indicating student is no longer eligible *(as relevant based on reevaluation)*
    - Create document.
    - Enter information.
    - The purpose should include **proposes** to **initiate** the **Cessation of 504 services due to the student no longer being eligible**.
    - Mark complete.
    - Share with parent(s).
6. **Notice of Ineligibility for a Section 504 Plan** *(optional, as relevant based on reevaluation)*
    - Create document.
    - Enter information.
    - Mark complete.
    - Share with parent(s).
    - No further documentation needed, unless a meeting will be held to discuss.
7. **Notice of Eligibility for a Section 504 Plan** *(optional, as relevant based on reevaluation)*
    - Create document.
    - Enter information.
    - Mark complete.
    - Share with parent(s).