

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.
 - **Q 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).