

## Request for Physician Information

If a Section 504 referral is related to medical concerns, in order to fully evaluate the child, you may need to request information from a physician.

### Requesting physician information

**Steps** *To request information from a physician:*

1. Create a **Section 504: Release of Information and Records** on order to obtain parent consent.
2. Provide details about what information is being requested and from where.
3. Share the document with the parents and have them fill out the consent section.
4. Once they have granted their consent and returned the document, mark it complete.
5. Print or download the **Section 504: Release of Information and Records**.
6. Create a **Section 504: Physician Questionnaire**.
7. Fill out basic information.
8. Print or download the **Section 504: Physician Questionnaire**.
  - **Tip** Hit 'enter' a few times in each of the fields so when the document prints or downloads, the physician will have room to provide information.
9. Send the **Section 504: Physician Questionnaire** along with the **Section 504: Release of Information and Records** to the physician.
10. Once they return the document, you may use the information in your evaluation.