

## 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 parent 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).

### 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).