

**Hackensack High School  
First & Beech Streets  
Hackensack, NJ 07601  
201-646-7910  
Section 504 Referral Form**

**Student's Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Gender:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email** \_\_\_\_\_

**Parent/Guardian(s)** \_\_\_\_\_

**Address:** \_\_\_\_\_

**1. Describe the handicapping condition/diagnosis & how the condition impacts the child's current academic performance:**

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**2. How does the child's diagnosis affect a major life activity (such as hearing, walking, seeing, speaking, breathing, learning, or working). Please attach any supporting documentation:** \_\_\_\_\_

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**3. What, if any, specific accommodations are you seeking? What accommodations have been helpful?**

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**4. Please provide a professional evaluation with this form from a treating physician/mental health clinician.**

Parent/Guardian Name

Parent/Guardian Signature

Date

In order to be eligible for services under Section 504, a student must have an identified physical or mental impairment. The impairment must result in a significant limitation in a major life function. The substantial limitations in learning must be documented with (1) evaluation data and student records indicating poor academic and/or behavioral performance, and (2) an analysis by the Section 504 Committee that the student's learning style is markedly different from that of non-disabled students. In order to verify that the impairment has substantially limited learning, the Section 504 Committee must find that the preponderance of the available information indicates that the student requires more accommodations and time for learning than does the non-disabled student.

In order for the 504 Committee to consider your request, it is important that you return this form with any recent psychological and/or medical evaluations documenting a handicapping situation and its impact on a major life function. Please return this form and supporting documentation to:  
**Mr. Ryan Levy, LCSW, 504 Plan Coordinator.**

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**This form is to be completed and signed by your physician or mental health professional and returned to:**

Hackensack High School

**Attn:** Mr. Ryan Levy, 504 Plan Coordinator

**Address:** 1<sup>st</sup> and Beech Streets Hackensack, NJ 07601

(Phone) 201-646-7916 (Fax) 201-646-1416

**Describe the mental or physical impairment/diagnosis & reason for referral:**

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**What major life activity(ies) does the impairment substantially limit? Please include medical or psychiatric evaluations. (Major life activities may include, but are not limited to, the following - caring for self, hearing, speaking, seeing, working, walking, breathing, performing manual tasks. If other, please state so).**

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**List the educational services and accommodations that are being requested/recommended:**

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(Physician/Clinician Name)

(Physician/Clinician Signature)

(Date)

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(Address of Physician/Clinician's Office & Telephone Number)

*If there are any questions, please contact Mr. Ryan Levy, LCSW, 504 Plan Coordinator, in the Guidance Department at  
(201) 646-7916 or email [RLevy@HackensackSchools.org](mailto:RLevy@HackensackSchools.org)*

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**LEGAL INFORMATION REGARDING SECTION 504  
OF THE REHABILITATION ACT OF 1973**

Section 504 is an Act which prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities which include, but are not limited to, caring for one's self, performing manual tasks, walking, seeing hearing, speaking, breathing, learning and working;
2. has a record of such an impairment; or
3. Is regarded as having such impairment

In order to fulfill its obligation under Section 504, the Hackensack Public School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person solely due to his/her disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

*If there are any questions, please contact Mr. Ryan Levy, LCSW, 504 Plan Coordinator at 201-646-7916 or email: [RLevy@HackensackSchools.org](mailto:RLevy@HackensackSchools.org) Located in Hackensack High School, Guidance Department.*

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**Parent and Student Rights under Section 504, the Rehabilitation Act of 1973**

It is the purpose of this document to set out the rights assured by Section 504 to those disabled students who qualify under Section 504.

The Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have equal opportunity to obtain education services and benefits as those provided to nondisabled students.

Dual Eligibility: Many students will be eligible for educational services under both Section 504 and the individuals with Disabilities Education Act (IDEA). Students who are eligible under the IDEA have many specific rights that are not available to students who are eligible solely under Section 504. "Parent Rights in Special Education" (PRISE) is a handbook prepared by the New Jersey Department of Education and is available through the district's Special Education Department and sets out the rights assured by the IDEA only.

**You and your child have the following rights:**

1. To be informed by the school district of your rights under Section 504. This document advises you of those rights.
2. To receive an appropriate education designed to meet your child's individual educational needs as adequately as the needs of nondisabled students are met.
3. To receive free educational services except for those fees that are imposed on nondisabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student.
4. To placement in the least restrictive environment.
5. To facilities, services, and activities that are comparable to those provided for nondisabled students.
6. To an evaluation prior to an initial Section 504 placement and any subsequent significant change in placement.
7. To receive testing and other evaluation procedures that ensure that:
  - a. Tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producer.
  - b. Tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those which are designed to provide a single general intelligence quotient; and
  - c. Tests are selected and administered to best ensure that, when a test is administered to a student with impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factor the purports to measure, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where those skills are factors that the test purports to measure).

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8. To be evaluated with the consideration of information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observations, and anecdotal reports.
9. To receive placement decisions that are made by a group of person (i.e., the Section 504 Committee), including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.
10. If determined to be eligible under Section 504, to be periodically re-evaluated, generally every three years.
11. To notice prior to any action by the district in regard to the identification, evaluation, or placement of your child.
12. To examine relevant records.
13. In the event you disagree with 504 Committee's recommendation or decision or if you have a complaint about the provision of service under Section 504, to file a complaint with the district's Section 504 Coordinator, the Director of Curriculum at 201 646-7834, who will investigate the allegations in an effort to reach a prompt and equitable resolution.
14. To an impartial hearing with respect to the district's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. The address to file a complaint is:

New Jersey Department of Education  
Division of Special Education  
100 Riverview Plaza  
CN 500 Trenton, NJ 08625
15. To a review of that decision by a court of competent jurisdiction.
16. You also have a right to file a complaint with the Office of Civil Rights. The address of the Regional Office that covers New Jersey is:

New Jersey, New York, Puerto Rico, Virgin Islands  
Office for Civil Rights, Region II  
U. S. Department of Education  
26 Federal Plaza, 33<sup>rd</sup> Floor, Room 33-130, 02-1010  
New York, New York 10278-0082  
(212) 264-4633: TDD (212) 264-9454