

**Twin Cities Academy**  
**Parent Request for Section 504 or Special Education Evaluation**

1. Parent submits written request for Section 504 or Special Education eligibility evaluation to the 504 Coordinator, Emily Stripe at [estripe@twincitiesacademy.org](mailto:estripe@twincitiesacademy.org) or the Special Education Coordinator, Lou Bender at [lbender@twincitiesacademy.org](mailto:lbender@twincitiesacademy.org)
2. Appropriate coordinator provides parents with a copy of the Procedural Safeguards and Parent Request document.
3. Twin Cities Academy Student Support Team reviews student data from cumulative file, data file and parents. The team determines if there is evidence of a possible disability.
  - a. If there is evidence of a disability, referral for an evaluation is made. The parent signs permission to evaluate and the school conducts an evaluation within the required timeframe. An eligibility decision will then be made.
  - b. If there is NOT evidence of a possible disability, a Prior Written Notice is sent to parent indicating the districts refusal to evaluate the student. The student's progress is then

monitored in general education. Parents may dispute this following the safeguards.