



**GUAM DEPARTMENT OF EDUCATION**  
**SECTION 504 OF THE REHABILITATION ACT OF 1973**  
**FORM C: PRIOR WRITTEN NOTICE OF ACTION**

<b>STUDENT NAME:</b>	<b>STUDENT #:</b>	<b>DOB:</b>	<b>GRADE:</b>	<b>SCHOOL NAME:</b>
<b>Parent/Guardian Name (s):</b>				<b>Date Notice Provided:</b>
<b>Parent/Guardian Mailing Address:</b>				

**Dear Parent(S) or Guardian (S):**

The Guam Department of Education is required to provide you a Written Notice before the district takes any action regarding the identification, evaluation, and/or placement of your child under Section 504 of the Rehabilitation Act of 1973 (34 CFR 300.503(a)).

1. *The school district is proposing or refusing the following action(s) concerning the identification of, provision of services to, or placement of your child:*

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2. *The reasons for the foregoing action(s) or refusal(s) to act are as follows:*

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3. *The following items were used in deciding to propose or refuse the action: (Provide information regarding evaluation, assessment, records/reports used in the decision of the action.)*

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4. *The other choices that GDOE considered and were rejected include:*

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5. *The reasons why the GDOE propose and refused the action/s: (Only complete, if number 4 was answered.)*

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You have the right to inspect and review all school records that are relevant to the proposed action(s) or refusal(s). You also have the right to meet with the appropriate school officials to discuss any action proposed or refused. If we have not previously provided you with a notice of the procedural safeguards explaining your rights as the parent of a child with a disability or a child thought to have a disability, a copy of that notice can be provided.

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**PRINT NAME AND SIGNATURE OF PARENT/GUARDIAN**

**DATE**

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