



# Prince William County

PUBLIC SCHOOLS

*Providing A World-Class Education*

**DATE:** January 27, 2014  
**TO:** All Administrators and Teachers  
**FROM:** Jane M. Lawson, Ed. D., Director of the Office of Special Education  
**SUBJECT:** Reminder for Intervention Teams and IEP Teams When Evaluating Students under either Section 504 or the Individuals with Disability Education Act

In accordance with Prince William County regulations and Special Education procedures, when Intervention Teams or IEP Teams initiate evaluations to determine whether a student has a disability under either Section 504 or the Individuals with Disability Education Act, including recommending additional assessments for, the determination/recommendation must be based on the individualized needs of the students.

Jane M. Lawson, Ed.D. Director  
*Office of Special Education*