



DATE: February 12, 2020
TO: All Administrators and Teachers
FROM: Dr. Michelle M. Roper, Director for Office of Special Education *MR*
SUBJECT: Reminder for Intervention Teams and IEP Teams When Evaluating Students Under Section 504 or the Individuals With Disability Education Act

In accordance with Prince William County Public Schools regulations and the Office of Special Education procedures, when Intervention 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.

Michelle M. Roper, Ph.D., BCBA-D, LBA, Director
Office of Special Education