



Section 504 Process

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| Referral | Parent completes Section 504 Parent Referral and Consent for Evaluation | Upon speaking with a parent, school staff completes Section 504 Parent Referral and Consent for Evaluation | Student Support Team identifies a concern and completes Section 504 School Referral and Consent for Evaluation . School 504 Coordinator contacts parent to discuss concern and provides Section 504 School Referral and Consent for Evaluation . Send two copies, one to sign and return. |
| The 504 process begins when a school employee is given reason to believe that a student, because of disability, may need accommodations or related services. The impairment does not have to negatively impact the student's academic progress to trigger the need for a 504 evaluation. | | | |
| Public Notice of Rights and Procedural Protections | Upon receipt of referral, parent receives Section 504 Parent Information, Public Notice and Grievance Procedure | | Section 504 Parent Information, Public Notice and Grievance Procedure is sent to parent with two copies of Parent Notice and Consent for Evaluation . |
| Evaluation | Once the Section 504 Parent Notice and Consent for Evaluation has been signed and returned by the parent/guardian, the 504 Coordinator identifies and selects members of the 504 Team. The team must include individuals knowledgeable about the needs of the student and the meaning of the evaluation data being reviewed. The 504 Coordinator gathers relevant documentation and reports from parents, teachers, medical professionals, counselors, and other specialists. The evaluation may also involve the administration of individual assessments. | | |
| Eligibility | The 504 Coordinator schedules the eligibility meeting with the 504 Team (including the parent/legal guardian). The 504 Coordinator prepares the Section 504 Evaluation Summary and Determination of Eligibility to complete at the meeting after discussion with the 504 Team. | | |
| Student Accommodation Plan | If the Team determines that the student is eligible, the Team must then determine if accommodations are necessary to allow the student equal access to and benefit from the educational opportunities and services provided by the District. If so, the Team develops a Section 504 Student Accommodation Plan . If not, the Team indicates on the Section 504 Eligibility Determination that no plan is necessary. A copy or summary of the plan should be provided to each member of the school staff who needs to be aware of the disability and the accommodations. | | |
| Enter Information in Skyward | Enter Accommodations and State reporting information into Skyward. Use Entering Accommodations into Skyward tutorial as a guide. | | |
| Periodic Evaluation | The 504 Coordinator schedules a periodic review meeting with the 504 Team (including the parent/legal guardian). The 504 Coordinator gathers relevant data and prepares the Section 504 Periodic Evaluation to complete at the meeting after discussion with the team. A periodic review must occur at least annually. | | |