

Section 504 Process Flow Chart

Student Referred to Guidance Team by Staff Member, Parent, or Student

Within 25 school days from the date of referral the GT will meet to consider request.

Guidance Team Determines Whether to Refer Student for a 504 Evaluation:

Team includes: Someone that understands the student (parent(s), teacher(s), counselor) and someone who understands the disability and the resources available.
Team collects: Copy of diagnosis, data/input from teachers/parents/staff (attendance, grades, testing, discipline, and observations).

GT Determines NOT to Evaluate for Section 504:

(Student does not have a diagnosis and the team is **certain** that they have all of the data/input needed to determine that the student does not have a disability)

Parent will receive a copy of:

- A **written notice** of the team's decision
- **The 504 Procedural Safeguards**

GT Determines to Evaluate for Section 504:

Parent/Guardian will receive a copy of:

- **504 Procedural Safeguards & Isolation /Restraint**
- Parent **consent to evaluate** must be obtained prior to evaluation.

Evaluation will be completed within 35 school days

504 Team Determines Eligibility Under Section 504:

Team includes: Someone that understands the student (parent(s), teacher(s), counselor) and someone who understands the disability and the resources available.
Team collects: Copy of diagnosis, data/input from teachers/parents/staff (attendance, grades, testing, discipline, and observations).
 • Does the student have a disability? Does it substantially limit a major life activity? Does the student need to receive accommodations?

Team Determines Student does NOT have a qualifying disability and is NOT Substantially Limited.

Parent/Guardian receives a copy of:

- The **504 Procedural Safeguards**.
- A **written notice** of the team's decision.

Team Determines Student has a qualifying disability that entitles protections under Section 504 but team determines that no Accommodation(s) are necessary at this time.

Parent/Guardian receives a copy of:

- The **504 Procedural Safeguards**.
- **Section 504 Plan** that says "No accommodations necessary".
- A **written notice** of the team's decision.

Team Determines Student has a Qualifying Disability and is Substantially Limited and Accommodation(s) are Necessary.

Parent/Guardian receives copy of:

- **504 Procedural Safeguards**.
- Section 504 Team **develops a Section 504 Accommodation Plan** with necessary accommodations.
- Parent must **sign initial plan** and be given a **written notification of action prior to plan being implemented**.

The Section 504 Team Annually Reviews the Student's who qualify for Section 504 Plans

- The Section 504 Team reviews 504 plans at least once a year. A re-evaluation should happen every 3 years.
- If the team decides to revise the 504 Plan, the parent or guardian must receive a revised copy of the Section 504 Accommodation Plan and Procedural Safeguards.
- A copy of the Section 504 Plan should be placed in the student cumulative student file.

All instances of isolation and restraint of students with IEPs and/or 504 plans must be reported and reviewed, as described in Regulation 3246

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