

Section 504 Process Flow Chart

Student Referred to TEAM by Staff member, Parent, or Student
Within 30 school days from the date of referral the TEAM will meet to consider request

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).

TEAM 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 504 PRO1 and the 504 Procedural Safeguards

TEAM Determines to Evaluate for Section 504:

Parent /Guardian will receive a copy of:

504 Procedural Safeguards and Parent consent to evaluate must be obtained prior to evaluation. Parent consent should be obtained within 30 days from the referral.
Evaluation will be completed within 60 school days

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, grade, 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 will receive a copy of:

- Written notice of the TEAM's decision 504 PRO1
- 504 Procedural Safeguards

TEAM Determines Student has a qualifying disability that entitles protection under Section 504 but TEAM determines that no Accommodation(s) are necessary at this times

Parent will receive a copy of:

- Written notice of the TEAM's decision 504 PRO1
- 504 Procedural Safeguards
- Section 504 Evaluation that says "No accommodations necessary"

TEAM Determines Student has a Qualifying Disability and is Substantially Limited and Accommodations are Necessary.

Parent will receive a copy of:

- 504 Procedural Safeguards
- Section 504 Team develops a Section 504 Accommodations 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 Review 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.