

Section 504 Evaluation Processes & Timelines

What to expect during a 504 Evaluation in Minnetonka School District

Once the 504 team has decided to evaluate a student for Section 504 eligibility:

Evaluation Period (Within 45 school days)	Evaluations under Section 504 involve gathering information from current school and medical records in order to determine if a child's disability prevents him or her from accessing the education program or achieving educational outcomes like typical peers. The 504 Team will determine eligibility by considering the impact of the disability on academics, achievement, attendance, behavior, and interactions with others. Information that may be gathered and reviewed in conjunction with the evaluation includes: <i>Medical & Psychological records; Parent and/or student reports; School records review; Assessment & Academic history; Teacher reports; Student observation and/or interview; Intervention history; School Health Office records; Other relevant information.</i>
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Outcomes of Eligibility Determination:

Determination	Not Eligible	Eligible
What it means	The student is not disabled under the definitions of Section 504 and is not protected by its provisions	The student is disabled under the definitions of Section 504 and has the right to the following protections: <ul style="list-style-type: none"> • Procedural Safeguards, including the right to appeal (Grievance) • Placement decisions made by a team of individuals • Periodic reevaluation • Manifestation determination reviews for certain school code violations

504 Team reviews information collected during the evaluation period and determines if there is a need for *program changes* and a 504 Plan to prevent discrimination

Section 504 Plan IS NOT needed

Current instructional practices & supports are sufficient to provide student access to the program as adequately as non-disabled peers. No *program changes* are required at this time. Student progress will be monitored periodically to ensure continued access.

Section 504 Plan IS needed

Current instructional practices & supports are not sufficient to provide access to the program as adequately as non-disabled peers and requires *program changes* not otherwise provided to all students. A 504 Plan will be written to address current needs in the current setting.

Disclaimer: These materials are not intended to and do not add to or subtract from any otherwise applicable requirements contained in any federal or state law. Nor are they intended to describe all legal requirements that apply to children with disabilities. These materials are intended to provide parents with basic information about the supports for students with disabilities available through Section 504 of the Rehabilitation Act. Information and materials cited herein are provided for illustrative purposes only and are not specifically endorsed or approved by the Office for Civil Rights. For more information on Section 504, including the Procedural Safeguards (Notice of Parent/Student Rights), please visit:
<https://www.minnetonkaschools.org/district/programs/section-504>

504 Team will determine necessary program changes. The Section 504 Plan will be written and shared with family and appropriate staff, generally within two weeks of initial eligibility determination.