

504 Steps to Determine Eligibility



When a learner has a physical or mental (including behavioral) disability, he/she may be eligible for a 504 Plan.

Student Referral from Parent or Teacher

- 504 Parent Packet will be given or sent to family. (Procedural Safeguards, Consent for Evaluation, and parent questionnaire included)
- The evaluation process will begin when the signature is obtained. Ensure that the questionnaire and diagnostic/medical report are received by school.

Student Evaluation Process Begins

- Teacher Feedback Forms are distributed.
- Questionnaires, feedback forms, grades, historical data, and other pertinent evidence are gathered.
- Ensure parent input is received.

Student Eligibility is Evaluated by Team

- All of the data is analyzed and discussed to determine if the disability impacts a major life activity.
- The team will determine if the student needs a 504 to access a free and appropriate public education, like his/her peers.

Student Eligibility Discussed with Family

- If the student is eligible for a 504, the family and student (when appropriate) will discuss the specific, personalized accommodation plan that will be implemented for success.
- If a student is ineligible, a school representative will contact the family to discuss the decision and possible next steps.

Personalized 504 Plan Written with Family and Student, if Eligible

- 504 Coordinator, family, and other members of the student's team formalize the accommodation plan to provide access to learning.
- 504 Coordinator will email the family the plan.
- 504 Coordinator will also email the student's teachers about the plan. It can also be found and accessed by teachers in Skyward.

Review/Re-Evaluate Student 504 Plans

- At times of transition and at the request of teachers, the student, or the family the 504 plan will be reviewed and updated.
- If it is determined that a 504 is not needed in order for the student to receive access to education like his/her peers the plan will be closed and the student will no longer receive accommodations.