**Section 504**

**Referral / Evaluation/ Eligibility Process**

**Summary**

1. A Parent or Staff member makes a request to refer a student for a 504 Plan.
2. The 504 Coordinator is contacted and provides the person making the referral with the **504 Evaluation Referral Form** to complete and return to the 504 Coordinator.
3. After receiving the completed referral form, **THE 504 COORDINATOR SETS UP A MEETING WITH THE 504 TEAM TO DETERMINE IF A 504 EVALUATION SHOULD TAKE PLACE**, and the 504 team completes **the bottom of the 504 Evaluation Referral Form** during that meeting**.**
* The 504 Team must be made up of 3 school staff that can be responsible for providing 504 accommodations, such as the Classroom Teacher, School Counselor, Academic Behavior Support Specialist (ABSS), School Psychologist, School Nurse, ect…
1. If a 504 Evaluation is determined to be necessary, the parent is sent the **Parent Notice Section 504 Evaluation Form** to gain permission to evaluate.
* The Parent Notice must include a copy of the **Parent / Student Educational Rights Form**, which the parent should keep for his/her record.
* The Parent Notice should also include a copy of the **Authorization to Release Medical Information Form** and the **Medical Certification of Handicapping Condition Form**, which the parent will be encouraged to take to their child’s doctor to have the student’s mental or physical impairment / diagnosis recorded.
1. Once the Parent Notice Section 504 Evaluation Form is signed, permission is given to evaluate by the parent at the bottom of the form, and the parent returns the completed medical release and certificate forms (or other written proof of a current medical diagnosis), **THE 504 COORDINATOR CONTACTS THE 504 TEAM AND PARENT TO SET UP A 504 ELIGIBILITY MEETING.**
2. The 504 Coordinator sends the **Parent / Guardian Invitation to Attend 504 Eligibility Meeting Form** to the parent to attend the 504 Eligibility Meeting at the agreed upon date and time.
3. The 504 Coordinator obtains data to review during the meeting in order to determine eligibility, which can include observations and reports made by parents / staff, grades, benchmark and formative assessment scores, standardized test scores, and medical records / reports.
4. Once the invitation form is signed by the parent and returned to the 504 Coordinator, the 504 Eligibility Meeting is confirmed and takes place at the agreed upon date and time.
* If parent is not in attendance, attempts at contacting the parent are recorded for up to 3 times, at which point the 504 Team can conduct the meeting without the parent.
* The 504 Team and Parent review all the data and uses the data to complete the **Section 504 Eligibility Determination Report Form.**
1. If the determination report shows a need for Section 504 Eligibility, the parent is given the **Parent Notice: Section 504 Eligibility or Non-eligibility Form** AND another copy of the **Parent / Student Educational Rights Form.**
2. During the 504 Eligibility Meeting the **Section 504 Student Accommodation Plan** is reviewed and created based on data and eligibility information presented.
3. Following the eligibility meeting, **THE 504 COORDINATOR IS RESPONSIBLE FOR CREATING A FINAL DRAFT OF THE 504 PLAN AND DISTRIBUTING COPIES TO ALL MEMBERS OF THE TEAM, INCLUDING THE PARENT**.
* The 504 Coordinator will have all individuals who receive a copy of the plan sign their names on the **Acknowledgement of Receipt of Student 504 Accommodation Plan Form**.
1. The 504 Plan is implemented by 504 Team Members in the school environment.
* In October of the following school year, the 504 Plan must be reviewed and revised according to need.

**Section 504 Referral / Evaluation/ Eligibility Process**

**Flow Chart**

Staff/ Parent Request for Referral

**504 Evaluation Referral Form**

Referral is given to 504 Coordinator

**Evaluation Determination Meeting**

with 504 Coordinator & 504 Team

**bottom of the 504 Evaluation Referral Form**

 504 Evaluation is determined to be necessary & Parent given: 504 Evaluation is determined to NOT be necessary

 **Parent Notice Section 504 Evaluation Form complete 504 Evaluation Referral Form**

 **Parent / Student Educational Rights Form** is returned & recorded

 **Authorization to Release Medical Information Form**

 **Medical Certification of Handicapping Condition Form**  504 Process STOPS

 Parent Permission is given to Evaluate Parent Permission is not returned Parent indicates NO Permission

 & medical forms are completed & returned

 3 attempts are made to contact parent

 through different methods

 No contact is made 504 Process STOPS

 504 Coordinator obtains data to review during 504 Eligibility Meeting

 504 Coordinator Schedules 504 Eligibility Meeting with 504 Team & Parent

 **Parent / Guardian Invitation to Attend 504 Eligibility Meeting Form**

 Parent invitation form is returned to Parent invitation is not returned Parent indicates non-attendance

 504 Coordinator to confirm meeting

 3 attempts are made to contact parent

 through different methods

 **504 Eligibility Meeting**

with or without parent

Data is reviewed & used to complete

**Section 504 Eligibility Determination Report Form**

 Report shows NEED for Section 504 Eligibility Report shows NO NEED for Section 504 Eligibility

 Parent is given the results of the meeting through Parent is given the results of the meeting through

**Parent Notice: Section 504 Eligibility or Non-Eligibility Form Parent Notice: Section 504 Eligibility or Non-eligibility Form**

& given copy of **Parent / Student Educational Rights Form** & given copy of **Parent / Student Educational Rights Form**

 **Necessary accommodations are reviewed by team and a plan is created**

 **Section 504 Student Accommodation Plan** 504 Process STOPS & NO PLAN is created

 504 Coordinator makes final draft of 504 Plan

 & distributes copies to all members of 504 Team & Parent

 The 504 Coordinator gains signatures of individuals

 who receive a copy of a copy of the final 504 Plan

 **Acknowledgement of Receipt**

 **of Student 504 Accommodation Plan Form**

 **504 PLAN IS IMPLEMENTED 504 Plan is reviewed & revised in October every school year it is in place**