Section 504 Process

Refer the Student:
- Complete Section 504 Referral

Respond to the Referral:
- Notify parent of referral submission
- Identify Section 504 Team
- Determine needed evaluation data
- Obtain written parental consent for initial evaluation
- Provide parent Notice of Rights

Evaluate the Student:
- Assess specific areas of the student’s educational needs & not diagnose a disability

Determine Eligibility:
- Review evaluation results
- Determine “substantial” limitation
- Provide parent eligibility meeting day/time & Notice of Rights

Develop a Section 504 Plan:
- May combine with Eligibility Meeting
- Use evaluation data to develop targeted supports
- Train & notify persons with implementation responsibilities
- Provide parent copy of plan & Notice of Rights

Review Section 504 Plan:
- Review progress monitoring data
- Revise plan if ineffective
- Provide parent Notice of Rights & copy of plan

Re-evaluate the Student:
- Before a significant change in placement
- At least every 3 years
- Review evaluation results to determine “substantial” limitation
- Revise plan if ineffective
- Provide parent Notice of Rights & copy of plan

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