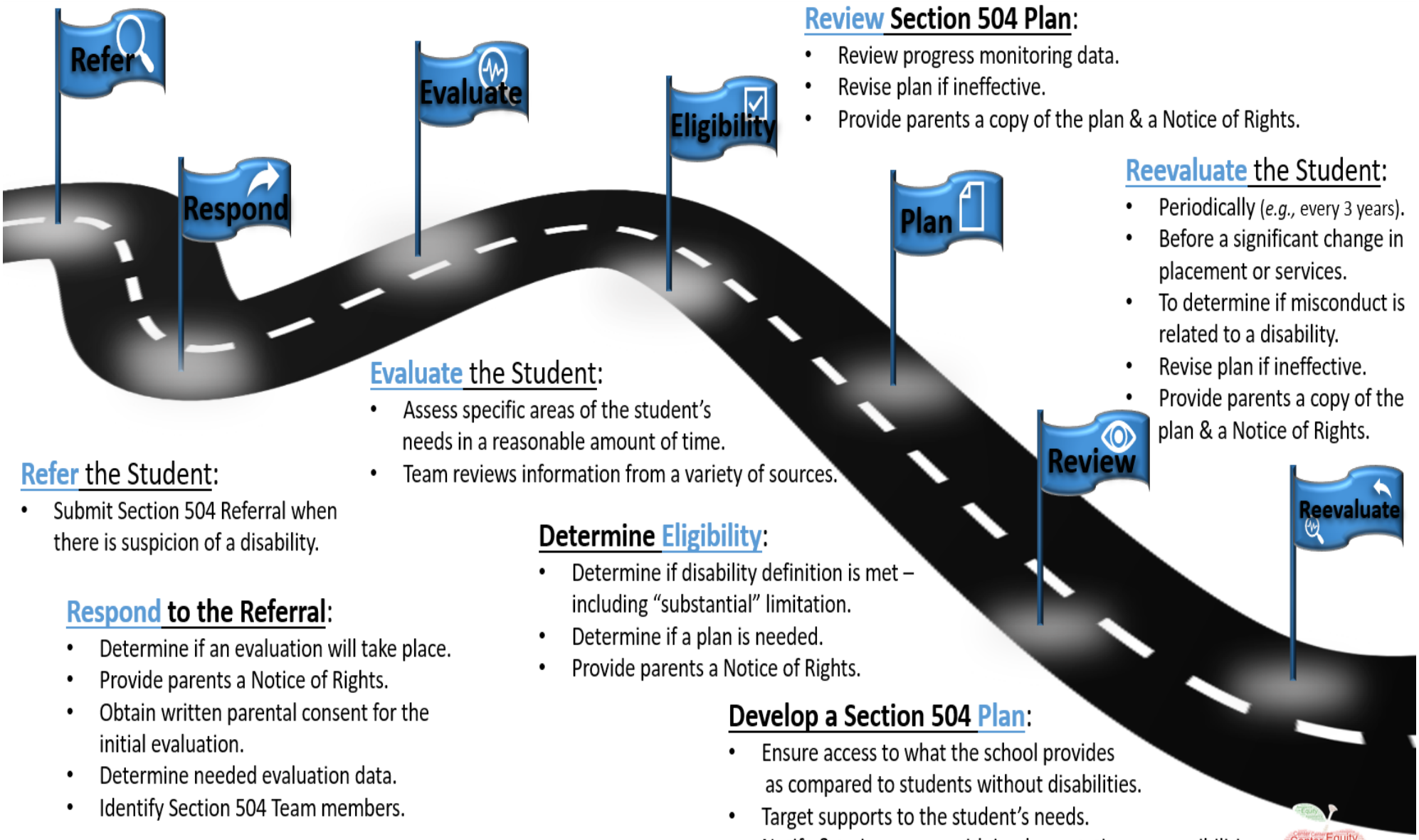
Section 504 Process Visual



Refer the Student:

- Submit Section 504 Referral when there is suspicion of a disability.

Respond to the Referral:

- Determine if an evaluation will take place.
- Provide parents a Notice of Rights.
- Obtain written parental consent for the initial evaluation.
- Determine needed evaluation data.
- Identify Section 504 Team members.

Evaluate the Student:

- Assess specific areas of the student's needs in a reasonable amount of time.
- Team reviews information from a variety of sources.

Determine Eligibility:

- Determine if disability definition is met – including "substantial" limitation.
- Determine if a plan is needed.
- Provide parents a Notice of Rights.

Develop a Section 504 Plan:

- Ensure access to what the school provides as compared to students without disabilities.
- Target supports to the student's needs.
- Notify & train persons with implementation responsibilities.
- Provide parents a copy of the plan & a Notice of Rights.

Review Section 504 Plan:

- Review progress monitoring data.
- Revise plan if ineffective.
- Provide parents a copy of the plan & a Notice of Rights.

Reevaluate the Student:

- Periodically (*e.g.*, every 3 years).
- Before a significant change in placement or services.
- To determine if misconduct is related to a disability.
- Revise plan if ineffective.
- Provide parents a copy of the plan & a Notice of Rights.