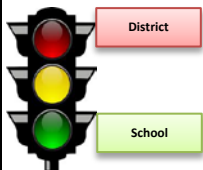


Referral to 504



Parent or Teacher Suspects a need for 504 accommodations

Parent or teacher completes a referral form and gives to the school principal.
Form: 1.A Section 504-OSD Initial Parent/ Teacher Ref.
Parent completes and is given:
Form: 1.B Request for Medical/ Mental Health Records
Form: 1.C Parent Input
Parents' Rights & Safe Guards
 School nurse is required to be notified of any medically related 504.

Discussion of 504

The 504 team: principal, 504 school coordinator, teachers and counselor meets to discuss next steps and collect all pertinent information related to student.
Complete Form: 1.2 School Referral for 504 Services

Schedule a 504 meeting
Invite: Principal, Counselor, Teacher, *School Nurse and 504 District Coordinator
 Notify School District 504 Coordinator & Supporting Secretary by e-mail: sellisonferre@ogdensd.org
 e-mail: gonev@ogdensd.org or ext: 7290
 with the attachments of the forms **1.A, 1.B, 1.C & 1.2**
 *School nurse is required to attend every medical related 504

School 504 Representative sends notice of and 504 meeting to parent(s).
Send form: 1.3 OSD Sec. 504 Meeting Parent Invite

504 Meeting Determination of Eligibility

504 Team (which includes parents & district 504 Coordinator) meets to determine possible eligibility for Section 504 services.
 Complete:
Form: 1.4 Eligibility Determination Report

Eligible
 Develop a Section 504 accommodation Plan.
Complete Form: 1.5 Student Accommodation Plan
 Provide parent(s)
 Copy of Eligibility Determination
 Copy of Accommodation Plan

- Parents' Rights & Safe Guards
- Grievance Procedures **Form 1.8**

 Provide Teacher(s):
Form: 1.6 Teacher Notice of Accommodation Plan
 Copy of Accommodation Plan

Non-Eligible
Provide parent/ guardian with:

- Parents' Rights & Safe Guards
- Grievance Procedures **Form 1.8**

Annual Review & Three- Year Reevaluation

Review Section 504 Plan annually, sooner if needed.
 -Done at school level, by school personnel
Form: 1.3 OSD Sec. 504 Meeting Parent Invite
Form: 1.7 Sec. 504-OSD Review of Services

At least every 3 years, students who qualify for Section 504 must have a reevaluation to determine if they still qualify

