

Initial Referral Flow-Chart

Parent or Teacher Suspects a need for 504 accommodation(s).

1. Parent or teacher completes a referral packet. Packet includes:
 - [OSD Initial Referral](#)
 - [Request/Release Health Records](#)
 - [Procedural Safeguards](#)
2. Parent or teacher returns finished forms to the administrator at the school.
3. The school will consult with Nurse and/or District Behavior Specialist to determine if they are a necessary team member.
4. Site Based 504 Team Meeting - team may include:
 - Administrator
 - 504 Site Coordinator
 - Teacher(s)
 - Counselor
 - District Behavior Specialist - if pre-determined as necessary.
 - Nurse - if pre-determined as necessary.

Purpose of meeting:

- A. Discuss and collect information that relates to the educational impact of the suspected disability/impairment. Such as: Grades, Attendance, Test Scores, Behavior Reports, Medical Reports, optional Student Interview, etc.
- B. Is this information enough to determine eligibility and/or impact?
- C. If no, develop an Evaluation Plan with documentation of parent permission. If yes, go onto the referral form.

5. Fill out [Review of Data](#) form
 - Send **all** information and forms to: marinarot@ogdensd.org
6. After review of information District will contact school to facilitate the scheduling of the 504 Determination Meeting with parent; Tammy will fill out the [Eligibility Determination Report](#) and [Accommodation Plan](#) and send to 504 Site Coordinator and 504 District Coordinator before meeting
7. School will schedule eligibility meeting with:
 - 504 Administrative Assistant; Tammy @ 7326
 - Site Team Members
 - Parent; Send the [Eligibility Meeting Parent Invite Form](#) to parent.
8. Initial Eligibility 504 Team Meeting - 504 team considers eligibility by:
 - Determining if student is considered disabled. i.e. does the student have a physical or mental impairment that substantially limits one or more major life activities or a major bodily function.
 - Determining if the disability impacts the student's education as based on data such as: Grades, Attendance, Test Scores, Behavior Reports, Medical Reports, Progress monitoring, classroom assessments, etc.
 - Determining if the student requires accommodations and/or related services, and/or adaptations to school policy, practice, or procedures in order to have equal opportunity, access and participation in their education.
9. Is student determined eligible?

YES

- Decision documented on EDR
- Parent receives copy of EDR
- 504 team develops the Student Accommodation Plan
- 504 School coordinator shares plan with school staff needed to implement the student's accommodation plan
- [Teacher Plan Notice](#) signed
- Send **all** forms to: marinarot@ogdensd.org

NO

- Decision documented on EDR
- Parent receives copy of EDR
- If parent dissents the [Grievance Forms](#) are given along with procedural safeguards
- Send **all** forms to: marinarot@ogdensd.org

Annual 504 Review Flow-Chart



1. Annual Review 504 Team Meeting:
 - Review 504 annually at a minimum. (Best practice at the beginning of school year.)
 - Eligibility for 504 services must be re-determined every three years.
2. Is student still eligible for 504 services? (Temp impairment no longer exists, i.e. broken leg.)



YES

- Decision documented on [Annual Review of Services](#)
- 504 School coordinator shares plan with school staff needed to implement the student's accommodation plan
- Send **all** forms to: marinarot@ogdensd.org



NO

- Do new [EDR](#) and document in the not eligible box.
- If parent dissents the [Grievance Forms](#) are given along with procedural safeguards
- Send **all** forms to: marinarot@ogdensd.org