

# Initial Referral Flow-Chart



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

1. 504 Site Coordinator will contact Tammy @ 7326/via email to add student to **Embrace** system.
2. Coordinator will pull student to 504 list and create new 504 with possible date of meeting in **Embrace**.
3. Parent or teacher completes a referral packet. Packet includes:
  - **Section 504 Parent/Guardian Input**
  - **Notice of Right Under Section 504**
  - **Section 504 Physician's Information Report** and/or **Request/Release Health Records**
4. Parent or teacher returns finished forms to the administrator at the school.
5. The school/ coordinator will consult with Nurse and/or District Behavior Specialist to determine if they are a necessary team member.
6. 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.

7. Fill out **Identification Form: Section 504/ADA form**
  - All forms should be on Embrace with electronic signature or uploaded to Embrace under students profile
8. School will schedule eligibility meeting with:
  - Site Team Members and Parent / **Notice of Section 504 Meeting**
9. 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.
10. Is student determined eligible?

### YES

- Decision documented on **Section 504 Accommodation Plan**
- Parent receives copy of **Section 504 Accommodation Plan**
- 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 and uploaded to **Embrace** student meeting.

### NO

- Decision documented on **Section 504 Accommodation Plan**
- Parent receives copy of **Section 504 Accommodation Plan**
- If parent dissents the **Section 504 Grievance Form** are given along with **Notice of Right Under Section 504**

# 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 in [Embrace: Section 504 Plan Review](#)
- 504 School coordinator shares plan with school staff needed to implement the student's accommodation plan [Teacher Plan Notice](#)



NO

- Do [Section 504 Plan Review](#) and document in the exit from Section 504 box.
- If parent dissents the [Section 504 Grievance Form](#) are given along with [Notice of Right Under Section 504](#)