

Section 504 Process Flow Chart

Referral to 504

- Parent or teacher suspects a disability.
- Parent or teacher completes a referral form and gives to the school principal/504 coordinator. The 504 Team discusses the evaluation process.

Notice & Consent for Evaluation

- 504 coordinator sends notice and consent for 504 evaluation to parents.
- Attach copy of Notice of Parent Rights under Section 504. Explain rights to parents.

504 Evaluation

- Parents are given notice and sign consent for evaluation.
- 504 evaluation conducted and completed with parent/teacher/administrator input.

504 Team Meeting

- 504 coordinator sends notice of 504 evaluation review meeting to parents and other team members
- 504 Team (including parents) meets to determine possible identification for Section 504 services.

Section 504 Identification Determination

- Develop a Section 504 accommodation plan. Get written parent consent to implement the plan (signature at bottom of 504 plan).
- Give parents and 504 coordinator a copy of the 504 plan.
- If the student is not found eligible for Section 504 services, refer back to general education team for an intervention plan.

Annual Review & Periodic Re-evaluation

- Review Section 504 plan at least annually, sooner if needed. Parents or other Team Members can request a review.
- Students who qualify for Section 504 services should be re-evaluated periodically to determine if they still qualify. Re-evaluations should take place at least every 3 years.