

SECTION 504 PROCEDURE IN BRIEF

REFERRAL PROCESS

Any person can request a referral for a 504 evaluation, but generally, it is a teacher or parent.

What constitutes a referral: A parent or staff member can specifically request an evaluation for a 504 evaluation. Or, the submission of an evaluation or diagnosis from a medical professional also should be construed as a referral.

1. Complete the "Section 504 Referral Plan Referral" (Note: While there is not a specified time line from the point of referral to a team decision to evaluate or not, a general guideline is 2 weeks to respond back to the parents with a consent for evaluation)
2. Review the case at the District Team meeting. (Team should decide):
 - a. If a 504 Evaluation is warranted, or
 - b. A comprehensive Case Study Evaluation (for special education) is warranted, or
 - c. Neither is warranted.
3. If the team determines:
 - a. To proceed, the team will assist in the completion of the "Consent to Conduct Section 504 Evaluation."
 - b. That a 504 evaluation is not warranted, a "Denial of Referral" form should be completed and sent, along with a copy of 504 rights.
4. A copy of the "Section 504 Plan Referral," "Consent to Conduct 504 Evaluation" and "Section 504 Rights" will be sent to the parent for signature.

EVALUATION PROCESS

1. Gathering Evaluative Data: Once the signed Consent form is returned, the team should gather (or conduct) the necessary evaluation information. (See 504 Evaluation Form)
2. "Notice of Section 504 Conference" is sent once all information is gathered. (Note: there is no identified lead time for notice, but teams should allow for a date and time that is mutually agreeable with parent/guardian, to encourage their participation.

504 PLAN

1. Once Eligibility is determined, "**Section 504 Plan**" is written and a meeting held with parents and school team representatives. A copy of the plan along with "Section 504 Rights" is given to parents at the meeting.
2. Reconvene and update the "Section 504 Plan" annually,
3. Revisit the "Section 504 Evaluation Determination" at least every 3 years, or sooner if needed.

SUBMISSION OF PAPERWORK

1. Upon completion of a 504 placement, please **submit a copy of all forms to the Director of Special Education at the Cooperative**, and maintain a copy in the building file.

RESPONSIBILITIES IN BRIEF

1. Building Principal/Designee
 - a. The Building 504 Coordinator who will oversee the process at the building level.
 - b. The Principal also serves as the in house complaint manager for 504 related complaints.
2. Classroom Teachers:
 - a. Teachers are the Case Managers throughout the process. They will oversee the plan and reconvene/update the plan annually.
3. Other Team Members:
 - a. Other team members, as identified on the plan, may also be involved.