

504 Process Chart

A concern comes to the school's attention via Parent, Teacher, or Other Professional

The school convenes a Child Study Team consisting of Administrator(s), Parent(s), Equity Coordinator, School Counselor, Teacher(s), Nurse, Social Worker, Psychologist, ESOL Representative, and Coach (as appropriate to the situation).
Record attendance at all meetings.

Data, including information from the Physician's Statement Form (if applicable), is collected from all parties and discussed in order to determine if the student has a physical or mental impairment which substantially limits one or more of the major life activities (i.e. caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, etc.).

The Child Study Team will determine 504 eligibility based on the following two questions: (1) Does the student have a physical or mental condition? (2) Does the condition substantially limit a major life activity? Note: If the answer to either question is "no", then the student is not covered under Section 504 and is deemed ineligible. If the answer to both questions is "yes", then the student is protected under Section 504 and may be in need of accommodations.

If the Child Study Team determines the student is eligible under 504, then the committee will develop a 504 Plan to reflect appropriate accommodations in order to ensure the student is provided access to activities/programs that are available to otherwise non-disabled students of the same age/grade level. A "Y" is entered into the Mainframe's 504 field to indicate the student's 504 eligibility.

Develop recommendations/alternatives to meet the student's needs and document the accommodations on the Academic and/or Behavioral Accommodation Form.

After 6 weeks of implementing the plan, (or earlier if concerns arise), reconvene the Child Study Team in order to review the effectiveness of the plan. Based on the review and recommendations of the Child Study Team, make any needed adjustments to the student's 504 Plan.

Note: Decisions relative to 504 should be made based on a group's collaborative effort, not on the position held by any one individual.