

Section 504 Flowchart

Referral Process (*Refer to SAT Handbook*)

Request for SATeam Consideration (*Form 300R*) & Pre-SAT Referral Packet (*Form 3*)

- Referrer begins the process by completing the *300R Form* and the Pre-SAT Referral Packet (*Form 3*)
- The *300R Form* and Pre-SAT Referral Packet (*Form 3*) are given to SAT Chairperson
- SAT Chairperson sends Permission to Screen to parents and Notification Letter of SATeam meeting to referrer, parent, and other members of the SATeam
- Once permission to screen is received, the SATchair provides the Pre-SAT Screening Packet (*Form 3a*) to the teacher to complete
- Initial meeting is documented on *300R Form*
- Nurse conducts vision and hearing
- Nurse provides Health Records (if appropriate)
- Team determines next step (RTI and/or 504, IDEA evaluation)
- When a Section 504 disability is suspected, move to the next step

Parent Permission

Parent Permission (*Form 2 and 2a*)

- Within 10 days, all relevant data are given to the Section 504 Chairperson
- 504 Chairperson must obtain the parent permission when the 504 Committee suspects that a 504 evaluation is warranted (*Forms 2 and 2a*)

Section 504 Evaluation – Determination of Eligibility

Section 504 Evaluation - Determination of Eligibility (*Form 4a*)

- Based on the Pre-SAT Referral packet data (*Form 3*) and Pre SAT Screening Packet results (*Form 3a*), the 504 designee will complete a formal evaluation in all identified areas of concern.
- If dyslexia is the suspected disability, the appropriate school site personnel will use the Dyslexia Assessment (*Form 5*) to determine if a student has characteristics of dyslexia as defined by Bulletin 1903.
- Use the 504 Evaluation - Determination of Eligibility Form (*Form 4a*) to guide the team in determining eligibility.

Section 504 Flowchart

Notification Process

Notification of Meeting (*Form 12*)

- Notice of Section 504 Meeting (**Form 12*) is mailed to the parents within **10 days**
**one for parent to return and for your records*
- Parent notification is documented on the Documentation of Effort Form (*Form 13*)
- Parents must sign the Determination of Eligibility – Section 504 report (*Form 4a*) when they attend the meeting. Although the parent is not required to attend the meeting, they must receive copies of the documents.

Individual Accommodation Plan

Individual Accommodation Plan (*Form 4b*)

- Once a student is determine to be eligibility under Section 504, the Individual Accommodation Plan (*Form 4b*) must be completed.
- Accommodations should be data driven and updated annually at the beginning of the school year. A copy should be maintained in the student's 504 folder, and provided to the parent, teacher(s) and ECS office.
- If accommodations are refused by the student, use the Section 504 Student Accommodation Refusal Form (*Form 9*)
- Create a Behavior Intervention Plan to attach to the IAP (if appropriate)
- Individual Health Plan is completed by the school nurse (if appropriate) and the Section 504 Checklist for Students with Medical Disabilities (Form 11) is also completed by the nurse and the Section 504 Committee, including the parent.
- The required signatures on an IAP are the student's teacher, principal or designee, Section 504 Chairperson, and if the student needs accommodations for state testing, the School Test Coordinator and OPSB Section 504 Coordinator.
- Give a copy of the Parent/Student Rights and Grievance Procedures under Section 504 (*Form 2a*) with the IAP (*Form 4b*) to parents.

Communicate Plan to Teachers (*Form 6*)

- Provide teacher(s) and support staff of eligible students with a copy of the IAP (*Form 4b*) and all relevant data.

Section 504 Flowchart

- Teacher(s) and support staff must implement accommodations that are on the IAP.
- Make two (2) copies of this form so you will have one in the student's 504 folder.
- The 504 Accommodations Compliance and Confidentiality Form (*Form 6*) is signed by all teachers, and they are provided the BIP/IHP/Checklist of Medical Disabilities, when appropriate.

Reevaluation

Reevaluations (*Form 4a*)

- Parents are notified when a student requires a reevaluation using the Notice of Section 504 Meeting Letter (*Form 12*)
- Current data is documented on the 504 Evaluation - Determination of Eligibility (*Form 4a*)

Exit Notification

Exit Notification

- If a student needs to be exited, fill out the 504 Exit Notification (*Form 7*)
- Make sure that you have adequate documentation
- Make sure that the parent is notified and signs the document
- If parent objects to student being exited, give parent a copy of the Parent/Student Rights and Grievance Procedures Under Section 504 (*Form 2a*)
- If parent no longer wants 504 accommodations for their child, they must complete the Removal from Section 504 Services by Parent Form (*Form 7a*). Keep a copy for your records and a copy is sent to ECS Office
- The Exit Notification should be in the folder if the student has been exited and a copy is sent to ECS Office (*Forms 7, Form 7a, Form 7b*)

Withdrawal (Out of Parish/State) (*Form 8*)

- Forward records to the appropriate school district and attach the Student Withdrawal Form (*Form 8*)
- Keep a copy for your records

Section 504 Flowchart

Discipline

Refer to OPSB Discipline Policy & Procedures for Students with Disabilities

- A Section 504 student has the same procedural safeguards as a student identified under IDEA
- A qualified student may not be suspended for more than 10 consecutive days or a series of suspensions that creates a pattern of exclusion totaling 10 school days before a significant change of placement occurs
- Before a change in placement, the school must conduct a Manifestation Determination Review (*Form 10*)