

Section 504 Process and Paperwork Flowchart

Parent/Guardian requests in writing Section 504 Referral or building initiates referral to Parent/Guardian

Section 504 Referral Form Signed by Parent/Guardian and Administrator
Notice of Rights Given to Parent/Guardian by Building 504 Coordinator



Section 504 Meeting Scheduled
Parent/Guardian Invitation to a Section 504 Meeting completed by Building 504 Coordinator
Notice of Rights given to Parent/Guardian by Building 504 Coordinator

Section 504 Meeting held to review/evaluate data
Do we have enough data?

If additional data is needed, use Parent/Guardian Permission for Section 504 Evaluation completed by Building 504 Coordinator

Meeting adjourned
Evaluation conducted

If Initial or 3-year Evaluation, Parent/Guardian Permission for Section 504 Evaluation needs to be completed by Building 504 Coordinator

Section 504 Eligibility Determination and Section 504 Plan completed by Building Section 504 Team and Coordinator

After evaluation is completed, meeting scheduled
Parent/Guardian Invitation sent by Building 504 Coordinator

Building 504 Coordinator distributes Section 504 Eligibility Determination and Section 504 Plan to: Parent/Guardian, Student's Cumulative Folder, Certified Teaching Staff, District's Section 504 Coordinator

Certified Teaching Staff implement and document Section 504 accommodations

District 504 Coordinator adds 504 Information to district spreadsheet and places accommodations in Skyward