



SECTION 504 PROCESS – For WTPS Parents



STEP 1:

- Parent requests Section 504.
- Section 504 Coordinator/School Counselor speaks with parent to explain the Section 504 is about equal access to education by describing the process, emails **C1 REFERRAL FOR SECTION 504 ASSISTANCE**, and shares link to the school's Section 504 Website.

STEP 2:

- After Section 504 Coordinator/School Counselor receives **C1**, email parent **C2 ACKNOWLEDGEMENT OF REFERRAL, C3 SECTION 504 PROCEDURAL SAFEGUARDS AND PARENTAL/STUDENT RIGHTS, C4 PHYSICIAN CERTIFICATION, and C5 AUTHORIZATION FOR RELEASE OF STUDENT RECORDS.**

STEP 3:

- After Section 504 Coordinator/School Counselor receives **C4** and **C5**, email parent **C6 CONSENT TO EVALUATE FOR SECTION 504.**
- Share **C8 TEACHER INPUT FOR DETERMINATION OF ELIGIBILITY UNDER SECTION 504** to all teachers responsible for the student's instruction.
- For an intergrative process, the Section 504 Coordinator/School Counselor may call the **C4** physician using the **C5** for further clarification, which might be done in conjunction with the school nurse.
- This process is typically completed within 30 days.

STEP 4:

- After Section 504 Coordinator/School Counselor receives **C6**, parent and appropriate school personnel will receive an email invitation using **C7 SECTION 504 PARENT MEETING NOTICE.**
 - The Section 504 Team consists of a group of professionals with knowledge of the student who understand the evaluation data.

STEP 5:

- The Section 504 Meeting is held with all interested parties to determine student's eligibility for a Section 504 Accommodation Plan.
- Section 504 Team reviews the evaluation data and will consider the following:
 - ✓ **C1 REFERRAL FOR SECTION 504/Parent Referral**
 - Parent input
 - ✓ **C8 TEACHER INPUT FOR DETERMINATION OF ELIGIBILITY UNDER SECTION 504/**
Teacher reports
 - ✓ Classwork samples
 - ✓ Grades

- ✓ Standardized tests / Other assessments
- ✓ School records
- ✓ Attendance report
- ✓ Disciplinary report
- ✓ **C4 PHYSICIAN CERTIFICATION**/Medical report
- ✓ School Nurse / Health report
- ✓ Psycho-Educational evaluation
- ✓ Other pre-referral interventions
- ✓ General education classroom accommodations already in place
- ✓ Intervention & Referral Services (I&RS) information
- ✓ Child Study Team (CST) referral information
 - Prior special education file
- ✓ Participation in extracurricular activities
- **To determine eligibility, the following questions must be addressed:**
 - Does the student have a *physical or mental impairment*?
 - Does the *physical or mental impairment* affect one or more *major life activity* (including major bodily functions)?
 - Does the *physical or mental impairment* *substantially limit a major life activity*?
 - Does the student need 504 accommodations/services for his/her educational needs to be met as adequately as those of non-disabled peers?
- The Section 504 Coordinator/School Counselor guides the Section 504 Team through the eligibility process and completes the **C9 SECTION 504 TEAM ELIGIBILITY DETERMINATION**.
- If the student requires a Section 504 Accommodation Plan, it will be developed within 30 school days and documented using the **C10 SECTION 504 ACCOMMODATION PLAN**.
 - The accommodations must be directly correlated to the disability of record.

STEP 6:

- The Section 504 Team Coordinator/School Counselor maintains a copy of all completed forms listed in STEPS 1 to 5 in the School Counseling Office and Realtime.
- Questions related to the Section 504 process can be directed to the Section 504 Team Coordinator/School Counselor or building principal.

STEP 7:

- Annually, the Section 504 Team Coordinator/School Counselor gathers information from the student's teacher(s) using the **C4 PHYSICIAN CERTIFICATION, C5 AUTHORIZATION FOR RELEASE OF STUDENT RECORDS, C12 SECTION 504 PROGRESS REVIEW** and the Section 504 Team using the **C13 SECTION 504 PLAN REVIEW** to recommend continuation of present services with no changes, modify the present Accommodation Plan, conduct additional evaluations, or exit/terminate from Section 504 services based upon the above evaluation results/rationale.