

Section 504 Process

- Identify and refer potential students.
- Evaluate for disability.
- Develop Individual Accommodation Plan (IAP).

Who can make a referral for a Section 504 evaluation?

- Parents/guardians
- Teachers
- School staff
- Others concerned

Referrals should be made by the school district staff when there is reason to believe that the student might be disabled and require an accommodation or extra services to receive free and appropriate public education (FAPE).

What are the possible results of an evaluation?

- The student **does not** have a physical or mental impairment which substantially limits one or more major life activities or major bodily functions. No accommodation is needed.
- The student has a physical or mental impairment which substantially limits one or more major life activities or major bodily functions and an Individual Accommodation Plan (IAP) will be developed.
- The student is referred to the Child Study process is recommended.

Does the parent/guardian need to give permission for their student to be evaluated for a Section 504 Plan?

Yes. The evaluation is completed by a team of people knowledgeable about the student when the parent/guardian has given permission. This permission is required only once.

What are the responsibilities of the Section 504 building representative?

- Coordinate referrals, evaluations, and annual review team meetings.
- Assist in development of Individual Accommodation Plan (IAP).
- Serve as a resource to the staff and families in the building.
- Maintain and transfers all 504 plan and files.

What are the responsibilities of the teacher for a student with a Section 504 IAP?

The teacher must implement all provision of the IAP. Failure to do so causes the school and district to be out of compliance with the federal mandate.

Who ensures that staff implements the Section 504 IAP?

The principal is responsible to ensure that the IAP is implemented.