

Initial Section 504 Process

Flow Chart for School Site Section 504 Coordinator

Parent or Staff Verbal or Written Section 504 Referral or
Statement of Concern Warranting Section 504 Child Find Duty

Give referring party **Form A**
within _____ days.

Within _____ days of receipt of Form A:

1. Send Parents **Form C**, **Procedural Safeguards**, and **Release of Information ("ROI")**.
2. Gather information from medical/private providers, as permitted by ROI. This *may* include request for provider(s) to complete **Form L**, or staff *may* use **Form L** as a guide for an interview.
3. Gather information from teachers, using **Form B**.
4. Convene the 504 team to complete **Form D** in a "RED" meeting. Be sure to have Parents **sign** a copy of the procedural safeguards, while in the meeting.

If the 504 team determines no formal
assessment is necessary:

Complete **Form E** and if applicable,
Form G, in the initial RED meeting, or
using another **Form C**, schedule a Part
Two meeting to complete these steps
within _____ days.

If the 504 team determines formal assessment is
necessary to determine eligibility or necessity of
accommodations or supports:

Consult with relevant staff (e.g. school
psychologist, school nurse, etc.) to complete
Form F and then send **Form F** to Parents within
_____ days of the RED meeting.

****Optional/As Necessary Additional Forms For Section 504 Process:**

Form H: To propose or deny a request that the
District has taken some time to consider,
outside of a 504 meeting.

Form I: Manifestation Determination Form: for
504 eligible students up for expulsion or subject
to multiple suspensions over time, for similar
offenses.

Form J: Transitory and Minor Impairment Form:
for students whose Parents request written
confirmation of temporary accommodations due
to minor injury or short-term illness.

Form L: A questionnaire (or a guide for a
verbal interview) for medical or private
providers.

1. Send Parents another **Form C**
scheduling a Part Two 504 meeting.
This second meeting should be held
within _____ days of Parents'
consent to Form F.

2. Within _____ days of
Parents' consent to Form F, re-
convene the 504 team to:
—Discuss the assessment results;
—Complete **Form E**; and
—Complete **Form G**, if applicable.