



1100 Longhorn Drive, Weatherford, Texas 76086

Weatherford Independent School District

§504 Manual

Utilizing 504 Forms

Step 1: Referral

Forms Needed: Section 504 Referral
Notice of Referral and Consent for Evaluation
Notice of Parent and Student Rights Under 504

Step 2: Evaluation

Forms needed: Parent Input for Section 504 Evaluation
Consent and Release for Medical Records
Teacher/Administrator Input for Section 504 Evaluation

Step 3: 504 Meeting

Forms needed: Notice of Section 504 Meeting
504 Meeting Summary and Accommodation Plan
504 Behavior Intervention Plan
Notice of 504 Evaluation Results
504 Evaluation and Manifestation Determination
Section 504 Accommodations Receipt
Notice of 504 Identification

The 504 Process

Step 1: Referral

The following steps should be taken if someone refers a student for §504:

1. The referring individual should be provided a Section 504 Referral form and asked to complete the form with as much specificity as possible.
2. The parent/guardian should receive the Notice of Referral and Consent for Evaluation form.
3. The parent/guardian should receive the Notice of Parent and Student Rights Under 504.

A student must be referred to §504 whenever the school district suspects or has reason to believe the student has a disability that substantially limits one or more major life activities. Referrals may come from RtI teams, teachers, administrators, parents, or others.

Factors that may indicate a need to refer a student for a §504 evaluation include:

- When a disability of any kind is known or suspected.
- When a parent frequently expresses concern about the student's performance.
- When suspension or expulsion is being considered for any student.
- When multiple in-house suspensions occur.
- When retention is being considered.
- When a student is suffering from a serious illness or injury.
- When a student returns to school after a serious illness or injury.
- When a student shows a pattern of not benefiting from teacher instruction or interventions.
- When a student does not qualify for special education services.
- When a student exhibits a chronic health condition.
- When a student has been identified as having attention deficit hyperactivity disorder (ADHD).
- When a student is identified as "at risk" or exhibits the potential for dropping out of school.
- When former substance abuse is a disability.

It should be noted that a referral for a Section 504 evaluation does not necessarily mean that the student is eligible for services or accommodations under Section 504. The student must meet the criteria for Section 504 eligibility.

Step 2: Evaluation

The school district does not have to evaluate a student under §504 solely because a parent requests or demands an evaluation. If a parent requests an evaluation, and the school district refuses same, the parent must be provided with notice of due process rights because the district's decision can be contested in a §504 due process hearing.

If an evaluation is appropriate, the Coordinator or her designee should identify appropriate 504 Committee members and other individuals with specific knowledge regarding the student. The Coordinator or her designee should then begin the process of gathering data necessary to make an eligibility determination. The following forms should be utilized to gather appropriate data:

1. Parent Input for Section 504 Evaluation
2. Consent and Release for Medical Records
3. Teacher/Administrator Input for Section 504 Evaluation

All identified 504 Committee members should receive an appropriate form in order to help gather data for the evaluation. Other data that will be necessary and useful for the Committee includes Response to Intervention documentation, medical records, and general education and discipline information from the students cumulative file.

All data must be gathered by the date of the 504 meeting, which will be scheduled in the Notice of Referral and Consent for Evaluation that has been provided to the parent/guardian.

Step 3: 504 Meeting

Initial 504 Meeting

At the initial 504 meeting, the 504 Committee should carefully consider all data gathered and determine if additional data is needed. The 504 Committee should follow the 504 Meeting Summary and Accommodation Plan form to assist them in staying on track and covering all necessary areas. This form will assist you in making an eligibility determination.

If the 504 Committee determines that the student is not eligible for a 504 plan, the team's rationale should be documented and the meeting may be adjourned. The parent/guardian should then receive the Notice of §504 Evaluation Results. This form should be utilized even when the parent is in attendance at the meeting.

If the 504 Committee determines that the student is eligible for a 504 plan, the 504 Meeting Summary and Accommodation Plan form will lead the team through the process of creating a 504 Plan for the student. If the 504 Committee deems it necessary,

the Section 504 Behavior Intervention Plan form should be utilized to identify behaviors targeted for intervention and modifications related to behavior that will be used.

Once a 504 Plan has been created, a copy of the Plan must be provided to the parent/guardian. The parent/guardian should also receive the Notice of §504 Evaluation Results. This form should be utilized even when the parent is in attendance at the meeting.

It is vital that the Plan then be correctly implemented. To ensure appropriate implementation, the 504 Committee should utilize the Section 504 Accommodations Receipt form to ensure those responsible for implementation of the 504 accommodations are aware of their responsibilities. Also, the Notice of 504 Identification form should be filled out and placed in the student's cumulative file. This form will ensure that any individual who has access to the student's general education file will be on notice that the student has a 504 Plan.

Review or Reevaluation

At least once per year, and more often as necessary, the 504 Committee should meet to review the student's 504 Plan and determine if additional or new evaluation data is needed. Review meetings should take place at least once a year (preferably at the end of each school year) and any time the school district is considering a change in placement.

Parents/guardians should be notified of the meeting through the Notice of Section 504 Meeting form. The Notice should be provided at least one week ahead of the meeting date if possible.

At the review meeting, the Committee should rely upon the 504 Meeting Summary and Accommodation Plan to guide the Committee through the meeting. If the student remains eligible, the Committee should focus on the student's changing needs due to the effects of different classroom subject matter, school demands, and other factors for the school year to come. Should the Committee determine, through the reevaluation of data, that the student is no longer eligible, the Committee should dismiss the student from §504. If the student is dismissed, the Notice of 504 Evaluation Results should be provided to the parent/guardian. The parent/guardian should always receive a copy of the 504 Meeting Summary and Accommodation Plan.

Discipline/Manifestation Meeting

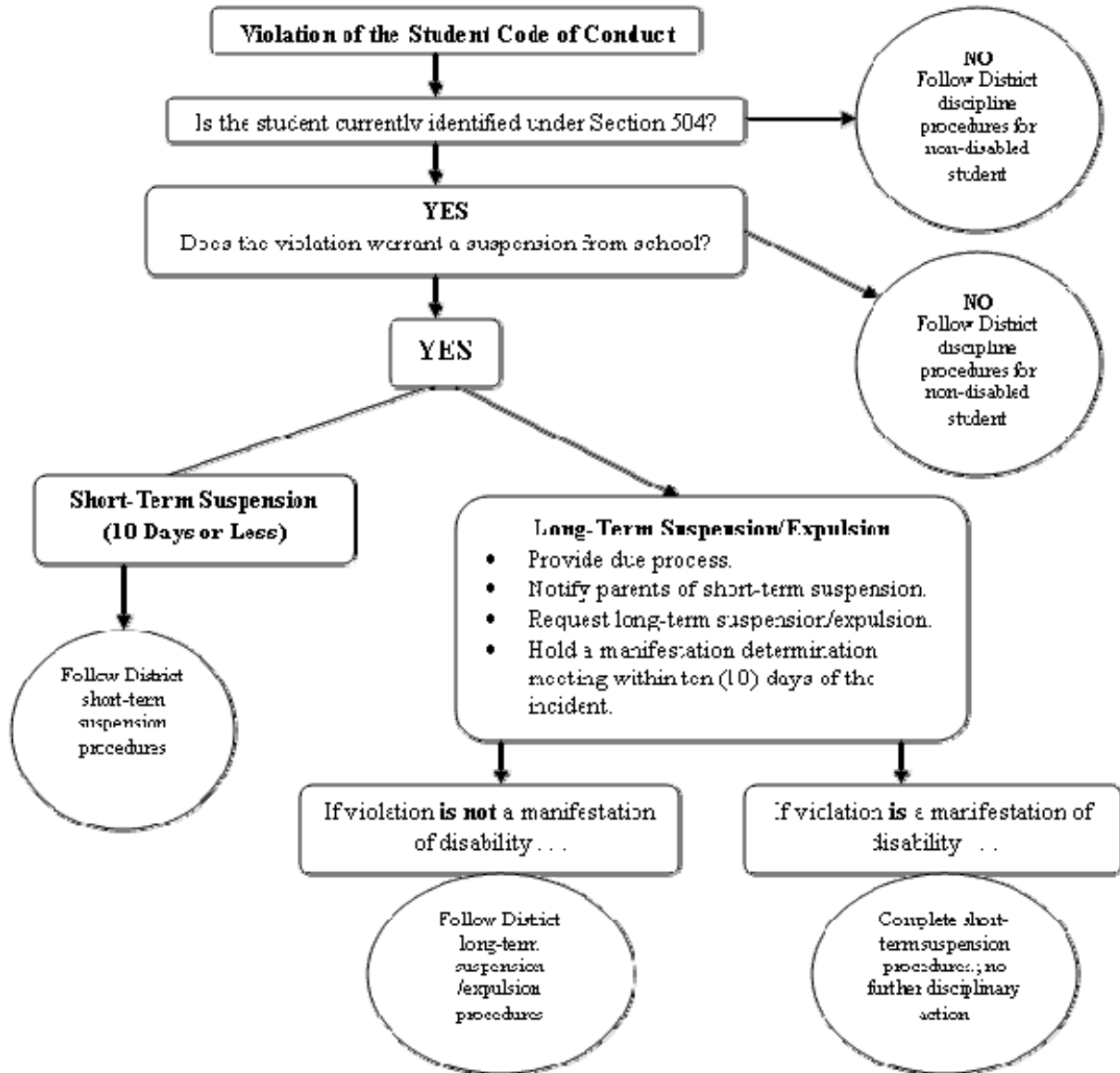
Should the school district find it necessary to remove a 504 student from his educational placement for a term of more than 10 school days for disciplinary reasons, the 504 Committee must first hold a 504 Committee meeting. Parents/guardians should be notified of the meeting through the Notice of Section 504 Meeting form. The Notice should be provided as quickly as possible, as the Meeting must take place promptly (within 10 school days).

At the meeting, the 504 Evaluation and Manifestation Determination form will guide the Committee through the decision-making process regarding the discipline issues. The 504 Committee must complete the 504 Evaluation and Manifestation Determination form before a student is removed from his or her educational placement for more than 10 days. During the discipline meeting, it will likely be necessary to refer back to the previous initial and/or review 504 Committee meeting and other relevant data to fully answer all questions on the 504 Evaluation and Manifestation Determination form

If, during the discipline meeting, it is determined that additional issues regarding the student must be addressed or a Behavior Intervention Plan should be developed or changed, the Committee should utilize the 504 Meeting Summary and Accommodation Plan and, as appropriate, Behavior Intervention Plan.

The parent/guardian should receive a copy of the 504 Evaluation and Manifestation Determination, and as appropriate the 504 Meeting Summary and Accommodation Plan, after the meeting.

DISCIPLINE UNDER 504



Medical Only

From time to time, a student will have a serious illness or chronic medical issue that necessitates unique 504 services and accommodations. In that situation, there is no need to gather the same data that would typically be needed for a 504 eligibility determination.

Upon notice that a student has a serious illness or a chronic medical issue that will substantially limit one or more major life activities, the 504 Coordinator or her designee should take the following steps:

1. The parent/guardian should receive the Notice of Referral and Consent for Evaluation form.
2. The parent/guardian should receive the Notice of Parent and Student Rights Under 504.
3. The parent should be requested to complete the Consent for Release for Medical Records form and/or provide the school district with all medical records necessary to make a determination as to eligibility and appropriate 504 services.
4. If the student was having difficulties in school before the serious illness or chronic medical issue, the other evaluation forms should be utilized to gather additional data. If the student was not having any difficulties before the serious illness or chronic medical issue, those forms may not be crucial to developing a 504 Plan.

Once all of the needed data is gathered, the 504 Committee should meet to make an eligibility determination. The 504 Committee should use the 504 Meeting Summary and Accommodation Plan to guide the Committee through the meeting. It is very important that all data and information considered (including medical records) be attached to the Plan. Once the meeting is completed, the parent/guardian should receive a copy of the 504 Meeting Summary and Accommodation Plan.

If the student's condition changes, the 504 Committee should conduct a review meeting to determine if the student continues to be 504 eligible and/or if additional data is needed to provide appropriate accommodations for the student.