Re-Evaluation for Section 504 / ADA Eligibility

INITIATING 504 RE-EVALUATION
☐ The 504 Coordinator completes “SECTION 504: NOTICE AND CONSENT FOR EVALUATION” form.
☐ The Section 504 Coordinator prints out the paperwork and secures parental consent.
☐ Parents are provided a copy of the document.
☐ All originals of the documents are placed in the student’s educational record.

PREPARATION PROCEDURES
☐ 504 Case Manager completes the “SUPPORTING DATA: REPORT for SECTION 504 ELIGIBILITY” form.
☐ Collect and review all necessary data including observations.
☐ Schedule Eligibility Meeting with team and parent.
☐ Section 504 Case manager completes “SECTION 504 MEETING NOTIFICATION” form.
☐ Copy of “SECTION 504 MEETING NOTIFICATION” sent to parent with “RIGHTS and PROCEDURAL SAFEGUARDS: SECTION 504 / ADA”.
☐ Copy of “SECTION 504 MEETING NOTIFICATION” placed in educational record.

ELIGIBILITY MEETING OPERATING PROCEDURES
☐ Introductions (name and role at meeting)
☐ 504 Care Manager facilitates meeting using the “Section 504: ELIGIBILITY DETERMINATION SUMMARY” form.
☐ Review of “SUPPORTING DATA: Report for Section 504 Eligibility”
☐ Meeting and outcome documented using “Section 504: ELIGIBILITY DETERMINATION SUMMARY” form.
☐ Signatures secured using “Section 504: ELIGIBILITY DETERMINATION SUMMARY” form.*
☐ Indicate the meeting is over.
☐ Print the documentation.
☐ Provide a copy of documentation to the parent.
☐ Place a copy of the documentation in the educational record.

DATA PROCESSING if NOT ELIGIBLE
☐ Log into EasyIEP – find student.
☐ Click “ELIGIBILITY” link.
☐ Locate “ADDITIONAL PROGRAMS: 504” (center of page).
☐ DELETE any date in the Section 504 field.
☐ Click “UPDATE THE DATABASE”.
☐ Confirm non-eligibility.

OR

DATA PROCESSING if ELIGIBLE for SECTION 504 / ADA
☐ Log into EasyIEP – find student.
☐ Click “ELIGIBILITY” link.
☐ Locate “ADDITIONAL PROGRAMS: 504” (center of page).
☐ Enter the NEW date the student was found eligible for Section 504.
☐ Click “UPDATE THE DATABASE”.
☐ Confirm eligibility.

PLANNING TO PLAN
☐ If the student is eligible, a plan must be developed within 30 days. Set a date to finalize a 504 plan.

*Parent consent NOT required to determine eligibility or terminate eligibility.