Searching for
Section 504 Students at a School

PREPARATION FOR SCHOOL 504 COORDINATOR
☐ 504 Coordinator confirms with Central Office (296-5885) they the 504 Coordinator in EasyIEP.
☐ Username and Password have been secured.

ASSIGNING YOURSELF CASE MANAGER
☐ 504 Coordinator accesses EasyIEP, and goes to “STUDENTS”.
☐ Choose a school from the drop down menu “SCHOOL”
☐ Scroll Down. Put a check in the “ADDITIONAL PROGRAMS - 504” box.
☐ Click “VIEW STUDENTS” button.
☐ Review the list of results of student eligible for Section 504 at the school selected.