Referral for a Section 504
Evaluation

PROCESSING A SPECIAL EDUCATION EVALUATION REFERRAL FROM S-BIT

☐ SBIT receives a referral request orally or in writing from anyone for a Section 504 Evaluation or suspects a child has a disability that substantially limits a major life activity.

☐ S-BIT Chair Schedules a TIER III Meeting using EXCEED.

☐ S-BIT Chair facilitates the team making an official referral for a Section 504 / ADA evaluation because the team suspects the child has a disability that substantially limits a major life activity.

☐ S-BIT Meeting is documented in Exceed's RtI Meeting Summary.

☐ Section 504 Coordinator is notified by S-BIT Chair of referral.
(Ideally, the 504 Coordinator is invited to the Meeting I a 504 referral is being considered.)

☐ The parent is provided a copy of with "RIGHTS and PROCEDURAL SAFEGUARDS: SECTION 504 / ADA".

PROCESSING A SECTION 504 EVALUATION

☐ The Section 504 Coordinator completes a "SECTION 504 NOTICE AND CONSENT FOR EVALUATION" form.

☐ The Section 504 Coordinator prints out the "SECTION 504 NOTICE AND CONSENT FOR EVALUATION" and presents it to the parent .

☐ The Section 504 Coordinator secures parental consent to begin the eligibility process.

☐ Parents are provided copies of the "SECTION 504 NOTICE AND CONSENT FOR EVALUATION" form.

☐ The Section 504 Coordinator establishes the 65 day due date by which an eligibility meeting / decision must be completed.

☐ The "SECTION 504 NOTICE AND CONSENT FOR EVALUATION" form is placed in the child's educational record.

<u>ASSIGNING YOURSELF CASE MANAGER</u>

☐ 504 Coordinator accesses EasyIEP, and goes to "WIZARDS".

☐ Click "CASELOAD SETUP WIZARD"

☐ Click "ADD MORE STUDENTS TO CASELOAD"

☐ Search for the student(s) to add to your caseload.

☐ When the search results display the student(s) click the checkbox in the "CASE MANAGER" column.

☐ Click "Add Students to Caseload" button to add the students to your caseload.