504: Evaluation and Placement Process

Student is referred to multi-disciplinary team which should include: building 504 coordinator, counselor, classroom teacher(s), administrator, nurse and any other individuals working with students. Parent(s) should be included as team member(s), however, not required for evaluation to determine eligibility.

Building 504 Coordinator gathers data and notifies 504 team of eligibility meeting including parent(s) of referred student. Multi-disciplinary team reviews variety of data including: grades, attendance. standardized test scores, teacher observations, intervention strategies, parent observations, medical diagnosis, etc. Student Student meets accommodation does not meet Student does not meet Section 504 eligibility criteria for Section 504 A accommodation eligibility criteria. A eligibility criteria. **Parents** are Section 504 Accommodations Plan Section 504 Monitor notified. Plan is is developed by the multi-disciplinary developed. The building coordinator and teachers continue to monitor team. progress. Copies of Section 504 Plan provided to parent(s), classroom teacher(s), building 504 coordinator, district 504 coordinator, and pertinent staff. Plan is reviewed and updated periodically** by multicurrent disciplinary team following same procedure as above.

^{**} Recommendation is to review Section 504 plan annually, or whenever a significant change in educational placement occurs (i.e. elementary to intermediate to middle school to high school).