



The Section 504 Eligibility Determination Process

How is a Section 504 evaluation request made?

Any parent or guardian, teacher, counselor or other school staff member who believes that a student needs accommodations for a qualifying disability can request a Section 504 evaluation. Please advise the person requesting an evaluation to use the Section 504 Evaluation Referral form and forward it to the school 504 Coordinator.

What is the process for reviewing Section 504 eligibility?

When a 504 evaluation referral is received, the 504 coordinator of the school that serves the student will determine if a 504 evaluation will be conducted and document the decision on the bottom of the Section 504 Evaluation Referral form. A decision to not conduct a 504 evaluation will be extremely rare and most likely based on similar requests for the same disability area in one calendar year. If an evaluation will be conducted, the Coordinator will appoint a 504 Team to make this eligibility determination. The 504 Coordinator will conduct a preliminary review to determine the nature of the student's disability and what information is needed. The 504 Team will meet and conduct the eligibility determination. The 504 Team may also contact the District 504 Compliance Specialist for assistance.

The 504 Team must include individuals knowledgeable about the needs of the student and the evaluation data being reviewed. This team can include the parent/guardian of the student, teachers, counselors, nurses and/or other school staff members, as well as staff members of community agencies. The parent/guardian should be included in this process whenever possible. The team's role is to review the nature of the student's impairment and determine how it affects educational access. If the team determines that the impairment does substantially limit a major life function, the team will create a Section 504 Plan for the student that outlines the appropriate student accommodations. The 504 Coordinator is responsible for sending a copy of the Section 504 Evaluation Report to the District 504 Compliance Specialist at the Student Services Office.

Section 504 eligibility meetings are not intended to be as comprehensive as a special education evaluation. However, the 504 Team must investigate the specific concern that triggered the review request. Information that might be considered includes, but is not limited to, grades, attendance reports, behavior plans, review requests, cumulative file information, psychological evaluations, medical information, observations and standardized testing information. The 504 Team may administer and use other formal and informal measures as necessary. **The team must obtain parent permission if it is determined that individualized standardized testing is necessary.** The team must ensure that information obtained from all sources is documented and carefully considered.

In the event that the 504 Team determines that the student is not eligible to receive a 504 Plan, the 504 Coordinator is responsible for notifying the parent by completing the Parent Notice: Section 504 Eligibility or Non-Eligibility Determination form and providing it to the parent, either in person or by mail.