

Section 504 Process

1. SAT team determines Section 504 evaluation is necessary.
 - a. SAT completes **Student Case History** for students suspected of having a disability which substantially limits a major life activity involving:
 - Learning, Seeing, Sleeping, Reading, Hearing, Standing, Concentrating, Walking, Lifting, Thinking, Eating, Bending, Communicating, Breathing, Performing manual tasks, Speaking, Caring for oneself, and Working
 - b. SAT chairperson forwards to Section 504 Coordinator (This may be the same person)
2. Section 504 Coordinator Completes **(Student Evaluation Plan)** and **(Parent Notification and Consent)** with parents and provides parents with a copy of **Procedural Safeguards and Parent Rights**.
3. Evaluation process completed at direction of Section 504 Coordinator.
4. Section 504 Coordinator completes and sends **(Determination Planning Meeting)** to parent and staff.
5. Section 504 Coordinator conducts meeting.
6. Section 504 Committee determines eligibility and completes the **(Eligibility Determination)**.
 - IF eligible, Section 504 Committee develops the **(Accommodation Plan)** and secures parent signature on form.
 - IF not eligible, completed packet is maintained by Section 504 Coordinator
 - If requested by parent, Section 504 Coordinator provides information to parents regarding right to appeal/grievance
7. Section 504 Coordinator provides the completed Section 504 packet to the building administrator for dissemination of information to appropriate staff. Building administrator or 504 coordinator documents disposition on building SAT log.
8. Section 504 plan reviewed **at least annually**.
9. Completed Section 504 packet is maintained by Section 504 Coordinator.

Section 504 Eligibility Consideration Guidelines

Student has a record of having, or is regarded as having, a physical impairment AND the impairment substantially limits a major life activity (caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.)

Students who have learning problems that result primarily from cultural, economic and environmental factors are not eligible for Section 504 services.