

## §504 Decision Making Chart

Purpose	Steps/Procedure	Documents Needed	Performed By
<b>§504 Referral</b>	<ol style="list-style-type: none"> <li>1. RtI Plan forms , pp. 1-9 as appropriate, completed</li> <li>2. RtI supporting documentation completed</li> <li>3. Teacher completes 504 referral</li> <li>4. Notice of Rights give and explain to parent(s)</li> <li>5. Receipt of Rights signed by parent(s)</li> <li>6. Notice and Consent for Initial Section 504 Evaluation signed</li> </ol>	<ol style="list-style-type: none"> <li>1. RtI Plan forms, pp.1-9 as appropriate (original)</li> <li>2. RtI supporting documentation</li> <li>3. Section 504 Referral (original)</li> <li>4. Receipt of Rights – signed/dated (original)</li> <li>5. Notice and Consent for Initial Section 504 Evaluation (original)</li> </ol>	504 Coordinator
<b>504 Evaluation / Placement</b>	<p><b>Prior to Meeting:</b></p> <ol style="list-style-type: none"> <li>1. Send notice of evaluation to parent</li> <li>2. Determine committee members</li> <li>3. Collect all evaluation data</li> </ol>	<ol style="list-style-type: none"> <li>1. Notice of Section 504 Committee Meeting</li> </ol>	504 Coordinator
	<p><b>At the Meeting:</b></p> <ol style="list-style-type: none"> <li>1. Review and consider all data <ul style="list-style-type: none"> <li>• Do you need additional data/testing?</li> </ul> </li> <li>2. Determine eligibility <ul style="list-style-type: none"> <li>• Physical or mental impairment?</li> <li>• What major life activity is impacted?</li> <li>• Is there a substantial limitation?</li> <li>• Is the disability too severe for 504?</li> </ul> </li> <li>3. Placement/Accommodations (if eligible) <ul style="list-style-type: none"> <li>• Does student need services because of qualifying disability?</li> <li>• What in-class services?</li> <li>• What related services?</li> <li>• Behavior Management Plan needed?</li> <li>• Other programs?</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Section 504 Evaluation</li> <li>2. Section 504 Accommodation Plan</li> <li>3. Section 504 Behavior Intervention Plan (if needed)</li> <li>4. Section 504 Accommodation Plan-Additional Information and Notes</li> </ol>	504 Committee
	<p><b>After the Evaluation Meeting:</b></p> <ol style="list-style-type: none"> <li>1. Report evaluation/meeting to parent (if not present)</li> <li>2. Copy of Accommodation Plan to parent (if student eligible)</li> <li>3. Copy of Accommodation Plan to all teachers and administrators responsible for implementation. Personnel</li> </ol>	<ol style="list-style-type: none"> <li>1. Notice of Section 504 Evaluation Results</li> <li>2. Section 504 Student Accommodation Plan</li> <li>3. Acknowledgement of 504 Records</li> </ol>	504 Coordinator

<b>Purpose</b>	<b>Steps/Procedure</b>	<b>Documents Needed</b>	<b>Performed By</b>
<b>§504 Review or Re-evaluation</b>	<p>sign Acknowledgement of 504 Records form.</p> <p><b>Prior to Meeting:</b></p> <ol style="list-style-type: none"> <li>1. Notice of evaluation/meeting to parent</li> <li>2. Determine committee members</li> <li>3. Collect data to be reviewed/evaluated</li> </ol>	<ol style="list-style-type: none"> <li>1. Notice of Section 504 Committee Meeting</li> </ol>	504 Coordinator
	<p><b>At the Meeting:</b></p> <ol style="list-style-type: none"> <li>1. Review and consider all data <ul style="list-style-type: none"> <li>• Do you need additional data/testing?</li> </ul> </li> <li>2. Determine eligibility <ul style="list-style-type: none"> <li>• Physical or mental impairment?</li> <li>• What major life activity is impacted?</li> <li>• Is there a substantial limitation?</li> <li>• Is the disability too severe for 504?</li> </ul> </li> <li>3. Placement/Accommodations (if eligible) <ul style="list-style-type: none"> <li>• Does student need services because of qualifying disability?</li> <li>• What in-class services?</li> <li>• What related services?</li> <li>• Behavior Management Plan needed?</li> <li>• Other programs?</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Section 504 Evaluation</li> <li>2. Section 504 Accommodation Plan</li> <li>3. Section 504 Behavior Intervention Plan (if needed)</li> <li>4. Section 504 Accommodation Plan-Additional Information and Notes</li> </ol>	504 Committee
	<p><b>After the Evaluation Meeting:</b></p> <ol style="list-style-type: none"> <li>1. Report evaluation/meeting to parent (if not present)</li> <li>2. Copy of Accommodation Plan to parent (if student eligible)</li> <li>3. Copy of Accommodation Plan to all teachers and administrators responsible for implementation. Personnel sign Acknowledgement of 504 Records form.</li> </ol>	<ol style="list-style-type: none"> <li>1. Notice of Section 504 Evaluation Results</li> <li>2. Section 504 Student Accommodation Plan</li> <li>3. Acknowledgement of 504 Records</li> </ol>	504 Coordinator

Purpose	Steps/Procedure	Documents Needed	Performed By
<b>Manifestation Determination</b>	<p><b>Prior to Meeting:</b></p> <ol style="list-style-type: none"> <li>1. <b>Gather all available information</b> about the offense (referral forms, staff statements, student statements, verbal information from administrators and other staff, etc.)</li> <li>2. Send <b>notice</b> to parents of §504 committee meeting to conduct the manifestation determination. Verify that they have also received notice of rights, including the right to request a due process hearing.</li> </ol>	<ol style="list-style-type: none"> <li>1. Notice of Section 504 Committee Meeting (for purpose of placement change/expulsion)</li> </ol>	<p>504 Coordinator</p>
	<p><b>At the Meeting:</b></p> <ol style="list-style-type: none"> <li>1. <b>Review the existing §504 evaluation data</b> and the student's disabilities</li> <li>2. Determine whether the committee has the needed <b>information to make the manifestation determination.</b></li> <li>3. <b>Determine whether the §504 plan is appropriate</b> and has been properly implemented.</li> <li>4. Determine whether the student is <b>capable of understanding</b> the impact and consequences of the behavior.</li> <li>5. Determine whether the student is <b>capable of controlling</b> the behavior.</li> <li>6. Answer the following questions: <ol style="list-style-type: none"> <li>a. What is the recommendation for major discipline?</li> <li>b. Would the disciplinary action constitute a change in placement?</li> <li>c. Is the behavior directly related to the disability?</li> <li>d. Is the behavior directly related to inappropriate placement?</li> <li>e. Should the student's placement be changed?</li> <li>f. If there is no link, are modifications or accommodations necessary for disciplinary placement?</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Disciplinary forms appropriate to meeting</li> <li>2. 504 qualification data/forms from file <ul style="list-style-type: none"> <li>• Section 504 Evaluation</li> <li>• Section 504 Accommodation Plan</li> <li>• Section 504 Behavior Intervention Plan</li> </ul> </li> <li>3. Manifestation Determination Form</li> </ol>	<p>504 Committee</p>

	7. Summarize the <b>basic underlying rationale</b> by which the committee has reached its determination.		
	<p><b>After the Meeting:</b></p> <ol style="list-style-type: none"> <li>1. <b>Notify the campus and the parents</b> of the committee's determination (either at the meeting or afterwards, if they did not attend.)</li> <li>2. Copy of meeting documentation to District 504 office.</li> <li>3. If student removed to an <b>AEP, ensure that the §504 accommodations are received by AEP.</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Report of Evaluation (if parent no present)</li> <li>2. Manifestation Determination form and summary of determination (copy to 504 office)</li> </ol>	504 Coordinator