

# Dyslexia / Section 504 Data Entry Form

*(Use screen WST1325 Individual Generic Entry - Withdrawal for all entries. Build a row for each program checked.)*

CAMPUS _____ <small>(Use Campus name and number)</small>	DATE _____
STUDENT NAME _____	ID# _____ GRADE _____
<b><u>PROGRAM CODE /PROGRAM TITLE</u></b> <i>(Check each that applies - either one or both could apply.)</i>	
_____ Dyslexia / (DYS)	_____ 504 / 504
<b>(Enter Dyslexia and 504 on separate screens.)</b>	
<b><u>PROGRAM ENTRY DATE</u></b>	
_____ Dyslexia (initial qualifying date) MMDDYYYY	_____ 504 (initial qualifying date) MMDDYYYY
<b><u>PROGRAM WITHDRAWAL/EXIT DATE</u></b>	
_____ Dyslexia Program Exit Date	_____ 504 Exit Date
<b>(Use withdrawal reason "45")</b>	
<b><u>504 DISABILITY/STATUS</u></b> <small>(Use Codes 1 and 2)</small>	
Code 1: Disability: (circle one) <u>ADHD</u> : A <u>Dyslexia</u> : D <u>Other</u> : O <u>Physical</u> : P	
Code 2: Status: (circle "yes" or "no") <u>Temporary 504</u> : TE    YES    NO	
<b><u>ANNUAL REVIEW</u></b> <small>(Use Code 4 column for date)</small>	
_____ Dyslexia Annual Review Date MMYY	_____ 504 Annual Review Date MMYY
<b>(Use current year)</b>	

**Process Notes:**

*When student withdraws/re-enters, DYS and 504 program information will transfer to the new school. If student is **exited**, program information will not transfer. Use withdrawal reason "45." Program information will continue to the next school year until student is exited. Program information will print on withdrawal form.*

\_\_\_\_\_ Date      \_\_\_\_\_ Date      \_\_\_\_\_ Date  
Dyslexia/504 Coordinator      Data Clerk Initials

*File in Dyslexia or 504 Student Folder*  
**RETAIN SEVEN YEARS BEYOND STUDENT ENROLLMENT IN SAISD FOR AUDIT**