

## **504 Management System**

The 504 Management System is available for those who would like more information. In particular, there is a section for staff, parents and students that is available for review upon request.

Parents of students who are referred to Section 504 will receive a notice of parent/student rights, which is also available upon request and on the district's website under the Special Education link.



## **District 504 Coordinators**

### **Central Office**

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### **Elm Street School**

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# **Section 504**

**An informational guide  
for Section 504 of the  
Rehabilitation Act of 1973**

## What is Section 504?

Section 504 is part of the Federal Rehabilitation Act of 1973, which was enacted by Congress to combat discrimination against individuals with disabilities in services, programs and activities administered by any entity that receives federal funds, including public schools.

## What if You Suspect a 504 Disability?

- Each building in the District has a designated Building Coordinator for Section 504. If you have questions about referral, eligibility, or services, contact your child's school and ask for a Building 504 Coordinator.
- Be ready to assist in documenting a disability.
- Provide any existing evaluations or information you may have.
- Attend the 504 meeting.
- Be an active partner in the process with the school.



## How Does the Section 504 Process Work?

The District has established a set of procedures and forms that guide Section 504 processes to ensure that the school meets its Section 504 responsibilities to students. A summary of that process follows:

- Any parent, legal guardian or school staff member may initiate a referral of a student who is believed to be a child with a disability under Section 504. An adult student of eligible school age also may initiate such a referral for him/herself.
- A referral for Section 504 must be forwarded to the Building 504 Coordinator. This person shall ensure that the District's 504 Referral Form is properly completed, which will initiate the 504 referral process
- The building Section 504 Coordinator will convene a team meeting within a reasonable time to consider the information gathered with the person making the request. The Team will document their decision and provide notice of rights and responsibilities to parent/guardian. The team may need to further evaluate the student to determine appropriate placement. The Team also may decide to refer the child to the District's special education process, or to access any available pre-referral process that may be operating in the school building.
- At any point in the 504 process, school staff or the parent/guardian or adult student may initiate a referral to consider the student's eligibility for special education.

## Who is Eligible for Section 504?

*A student with a disability should be considered for eligibility under Section 504 if he/she:*

- has a physical or mental impairment which *substantially limits* one or more **\*major life activities**.
- has a record of such impairment; or
- is regarded as having such an impairment

**\*Major life activities** (includes but are not limited to) caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Examples of "impairments" include (but are not limited to) severe allergies, cerebral palsy, diabetes, and epilepsy.

## What is a 504 Plan?

Students who meet the eligibility guidelines will have a 504 plan developed for use in school. The Plan specifies the nature of the impairment, the major life activity affected by the impairment, accommodations necessary to provide access based on the students needs, and the person(s) responsible for implementing the accommodations.

Accommodations should be specific to the individual student and should not include accommodations typically provided to general education students.

Accommodations should be specific to the individual student's physical or mental impairment in terms of the substantial limitation to the major life activity. Accommodations must be documented in writing.