



Initial 504 Plan Request

Initial Request:

- o Individual who hears/receives the 504 request notifies counselor as soon as 504 is requested (day of request is day 1 for a 10-day meeting)
- o Counselor notifies Shannon Boyce to schedule a 10 day meeting

Team Members:

- o Counselor
- o Principal
- o At least one regular-education teacher
- o Interventionist (if in the tier process or looking to place in tier process)
- o Parent(s)
- o Nurse (if needed)
- o Speech (if needed)
- o District Office Special Education Representative
- o District Office 504 - Robin Sanders

Forms Needed:

- o Child Find Request
 - o Developmental History
 - o Student Data Profile
 - o Hearing/Vision
 - o Teacher Narrative
 - o ABC data and Summary of Behavior (when appropriate for behavior)
- {These 5 forms can be found on RCSD webpage under Forms on the Special Education Page}*
- o 504 Parent Input Form
 - o 504 Teacher Input Form
 - o Parent/Student Rights
 - o Meeting Minutes Form
- {These 4 forms are shared in your Google Doc 504 Forms Folders}*

Process:

- o Counselor notifies Shannon Boyce to schedule a 10 day meeting
- o Shannon Boyce notifies counselor, and Robin Sanders the date/time of meeting
- o Counselor sends home Prior Written Notice to notify parents of meeting
- o Counselor schedules meeting with all team members
- o Team reviews student data
 - Historical grades

- State test scores
 - Medical documentation (if any)
 - Tier Documentation (academic and/or behavior)
 - Parent/Teacher Input forms
- Team decides if further evaluations for SPED services are appropriate. If the team refuses testing or the student does not qualify, then team will discuss eligibility for a 504 plan.

504 Plan Eligible:

- The team will discuss accommodations that the student is currently using or needs
- The team will develop a 504 Plan
- All team members will sign plan
- Make copies of Plan and give to:
 - Parent(s)
 - All Teachers
- Scan a copy of signed plan to Robin Sanders/Beth Savage
- Place the original 504 Plan in Cumulative Record Folder