

Section 504 Procedures: Glenview 34

Specific 504 Guidance for Nurses

If a student's health condition requires **accommodations outside of the health office** to either maintain their safety or to "level the playing field" (for example a student who is experiencing fatigue due to cancer treatment) **then a 504 should be put in place.**

Process Before and During

- Need for 504 triggered via nurse's office for medical issues.
- Nurse considers need for IHP or 504 and consults with district nurse to determine appropriateness of IHP vs 504.

When Decision is made to Conduct 504 evaluation:

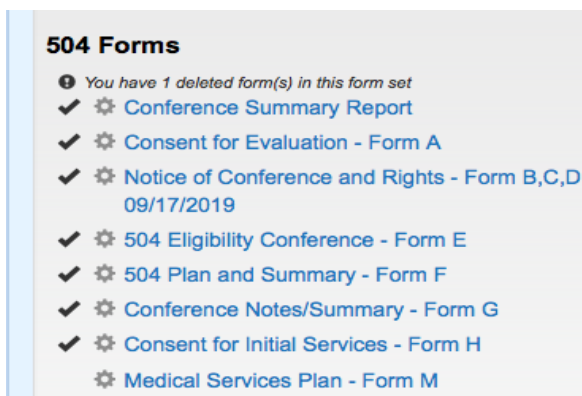
- When 504 will be considered, Nurse alerts building APSS. Work collaboratively with APSS to determine how meeting will be set up. Nurse should trigger this discussion. Nurse should tell APSS; "we need to schedule meeting to discuss 504" "Please add student to EMBRACE 504"
- Nurse makes contact with parent to discuss medical needs.
- APSS adds student to EMBRACE 504 through Admin tab
- Appropriate forms added through EMBRACE by nurse (see Below)
- Nurse works with APSS to obtain consent
- Nurse works with appropriate staff members to complete evaluation. This is often a deep review of records, interview with staff, consult with parent/doctors. Information compiled onto **504 Eligibility Conference Form**
- Nurse completes required forms (see below)**
- Upon completion of DRAFT 504, nurse alerts APSS to review paperwork**

When evaluation is done and eligibility meeting will be held:

- Nurse works with APSS to send out conference invitation to appropriate staff and schedule meeting
- Appropriate reports uploaded if indicated (EAP, doctor reports, consent to speak to doctor, etc)
- Meeting Held with team and Parents provided copy of 504 Plan. Team includes nurse, APSS, 1 teacher rep, parent and any other staff as appropriate. Nurse works with APSS to ensure educational team is aware of Plan.

Required Forms (Medical Service Plan is required as it populates to summary)

- Initial/Re Evaluation (re-eval does not require Consent for Initial Services)**



Annual Plan

504 Forms

You have 1 deleted form(s) in this form set

- Conference Summary Report
- Notice of Conference and Rights - Form B,C,D
- 504 Plan and Summary - Form F
- Conference Notes/Summary - Form G
- Medical Services Plan - Form M

Process After

- If eligible, nurse becomes case manager.
- Parent leaves with copy of 504 plan
- Nurse works with APSS to provide 504 summary to share with staff working with students and APSS sends 504 Student Tracking to Kathy O'Grady using the FACTS email: ssfacts@glenview34.org

Print Forms Upload Files + Ad

- Print All
- Print Options
- 504 Summary
- 504 Student Tracking

- Nurse informs APSS: APSS/LEA at meeting confirms status in EMBRACE by checking "504" and making sure "active" button is checked
- Nurse informs APSS: APSS update Power School to reflect eligibility
- Until reports can be run though EMBRACE, nurse places student name on internal building tracking form to ensure compliance.

<input type="checkbox"/> IEP	Disability	99 - None	2nd Disability	99 - None	
<input checked="" type="checkbox"/> 504	Service Transportation	Not Eligible	<input type="checkbox"/> Private School Student (important for state reporting)		
Case Manager	Stella/Wade	IEP Entrance Date	MM/DD/YYYY	IEP Exit Date	MM/DD/YYYY
Case Manager Email:					
504 Plan Entry Date (updates yearly)	08/21/2019	504 Plan Exit Date (updates yearly)	06/05/2020		