

# Initial Section 504 Process

## Flow Chart for School Site Section 504 Coordinator

Parent or Staff Verbal or Written Section 504 Referral or  
Statement of Concern Warranting Section 504 Child Find Duty

Give referring party **Form A**  
within \_\_\_\_\_ days.

Within \_\_\_\_\_ days of receipt of Form A:

1. Send Parents **Form C, Procedural Safeguards**, and **Release of Information (“ROI”)**.
2. Gather information from medical/private providers, as permitted by ROI. This *may* include request for provider(s) to complete **Form L**, or staff *may* use **Form L** as a guide for an interview.
3. Gather information from teachers, using **Form B**.
4. Convene the 504 team to complete **Form D** in a “RED” meeting. Be sure to have Parents **sign** a copy of the procedural safeguards, while in the meeting.

If the 504 team determines no formal assessment is necessary:

Complete **Form E** and if applicable, **Form G**, in the initial RED meeting, or using another **Form C**, schedule a Part Two meeting to complete these steps within \_\_\_\_\_ days.

If the 504 team determines formal assessment is necessary to determine eligibility or necessity of accommodations or supports:

Consult with relevant staff (e.g. school psychologist, school nurse, etc.) to complete **Form F** and then send **Form F** to Parents within \_\_\_\_\_ days of the RED meeting.

### **\*\*Optional/As Necessary Additional Forms For Section 504 Process:**

**Form H:** To propose or deny a request that the District has taken some time to consider, outside of a 504 meeting.

**Form I:** Manifestation Determination Form: for 504 eligible students up for expulsion or subject to multiple suspensions over time, for similar offenses.

**Form J:** Transitory and Minor Impairment Form: for students whose Parents request written confirmation of temporary accommodations due to minor injury or short-term illness.

**Form L:** A questionnaire (or a guide for a verbal interview) for medical or private providers.

1. Send Parents another **Form C** scheduling a Part Two 504 meeting. This second meeting should be held within \_\_\_\_\_ days of Parents’ consent to Form F.

2. Within \_\_\_\_\_ days of Parents’ consent to Form F, re-convene the 504 team to:  
—Discuss the assessment results;  
—Complete **Form E**; and  
—Complete **Form G**, if applicable.