

# Section 504 Procedures

What is Section 504?

Section 504 of the Rehabilitation Act of 1973 is an anti-discrimination law that prohibits the discrimination of individuals with disabilities. In education, Section 504 provides individuals with disabilities equal access to education.

Who is protected by Section 504?

Students who are eligible for Section 504 services must:

1. have a physical or mental impairment that substantially limits one or more major life activities; or
2. have a record of such an impairment; or
3. be regarded as having such an impairment.

FSISD Procedures:

Child Find:

Fort Stockton ISD will make reasonable efforts to identify, locate, and evaluate all children (ages birth to 21) residing within the district who are in need of early intervention or special education services. This duty extends to children who are homeless children, wards of the state, and to children who are attending private or home schools.

If you suspect a child has a disability that requires intervention under Section 504 of the Rehabilitation Act, please do not hesitate to contact the child's school.

1. Referral Process: If a child is suspected of being a child in need of Section 504 services:
  - a. The parent/guardian of a school aged child may contact the child's school and request a 504 evaluation.
  - b. Parents/guardians of homeschooled children or children enrolled in private schools may contact the Department of Special services and request a 504 evaluation
  - c. Community agencies such as (daycare centers, Headstart, physicians, etc.) can contact the Department of Special Services and initiate a Child Find intake. Parents will be contacted to discuss concerns and referral options.
  - d. Referrals to Section 504 may also be initiated by the campus Rtl committee. Requests for Section 504 referrals will be made to the campus principal or the campus 504 coordinator.

2. Within a timely manner (approximately within 15 school days) Consent for evaluation will be obtained by the campus 504 coordinator or by the district 504 coordinator for children not enrolled in public schools.
3. When consent is received the Campus 504 Coordinator/District Coordinator will gather data (both formal and informal) from a variety of sources including but not limited to educational records, health records, teacher input, parent/guardian input, etc. (Approximate timeline-within 30 days).
4. A 504 meeting will be scheduled to review referral data, determine eligibility, or determine if further assessment is needed. (Parent Notice should be conducted at mutually agreed upon time and place. Notice should be sent/given to the parent/guardian 5 school days prior to the meeting)
5. The 504 meeting will be conducted at the appointed time and place. Evaluation results and decisions reached will be discussed and documented on locally approved school forms/software programs.
6. Parents will receive copies of the 504 paperwork within 2 weeks of the 504 meeting.
7. If an accommodation plan was developed in the 504 meeting, the 504 campus coordinator will disseminate copies of the plan to appropriate personnel.
8. The parent/guardian has the right to refuse consent for initial 504 services and may revoke consent for services at any time.

#### 504 Committee:

The 504 Committee will be comprised of individuals who:

1. Are knowledgeable about the student
2. Have knowledge or can interpret evaluation data
3. Have knowledge of placement options

#### Students Who Do Not Qualify For Special Education

If a child does not qualify for special education or no longer qualifies for special education services, the ARD committee may recommend consideration for possible 504 eligibility.

#### Transfer Students

1. If the student transfers to a school within the district, the student's 504 folder will be transferred to the receiving school.
2. If the student transfers to a school outside of the district, the student's 504 folder will be placed in an inactive file with the child's cumulative folder.
3. If a student transfers into the district, the campus 504 coordinator will contact the student's previous school to obtain copies of the student's 504 paperwork. Data from the previous school will be reviewed and a 504 meeting will be scheduled to discuss services for the student. (Approximate timeline for completion: 30 days)

#### PEIMS

The Campus 504 coordinator will be responsible for updating PEIMS status and/or notifying the campus PEIMS clerk when a student enters and exits the 504 program.