



Campbell County Schools – 504 Procedures

Referral Procedure

1. A **referral form** (pg. 1) must be completed by the individual who is referring the student.
2. Please have parents sign the **consent form** (pg. 2).
3. If applicable, please send the **physicians letter** (pg. 3) and **questionnaire** (pg. 4).
4. After compiling the relevant information, the 504 team must meet to determine the student's eligibility. This will complete the **evaluation form** (pg. 5-7).
5. Once you have the evaluation form complete, you may proceed with the meeting.
6. Please have the evaluation completed and an eligibility determination meeting invitation extended within 10 days of the referral.

504 Meeting Procedure

1. Begin the meeting by introducing everyone in the room.
2. Parents will be given and must sign the **Notice of Procedural Safeguards** (pg. 8-9).
3. Parents must also be given a copy of **504 Parental Rights** (pg. 10)
4. Please fill out and sign the **Receipt of Procedural Safeguards and Rights** to keep on file (pg. 11).
5. Once the parent has signed they understand their rights, you may begin the meeting.
6. Use the evaluation form to discuss whether the student is eligible for a 504.
7. If ineligible, please inform the parent they have the right to appeal that decision. At that time, please give them the **504 Complaint/Grievance Procedure** (pg. 12) and **504 Complaint/Grievance Form** (pg. 13). If the team can't agree on eligibility, final determination is given to the 504 case manager (school counselor).
8. If eligible, please complete the **Student Service and Accommodation Plan** (pg. 14-17).
9. Please keep on file the **Model Annual Review Notice** (pg. 18)
10. Make a copy of the entire file for parents to take with them. Please keep in a confidential file in your office. The information contained in this file is protected by both FERPA and HIPPA; it should not be placed in the student file.
11. Placement and notification need to happen within three days of the 504 meeting.
12. Notify the following parties of the accommodations for the student:
 - a. Each classroom teacher each semester.
 - b. The testing coordinator.
 - c. The 504 coordinator.
13. Make a reminder in your calendar to conduct a review of each 504 annually.

To my knowledge, I have followed these procedures with fidelity.

X
