

§504 Committee Decisionmaking Chart

1. Referral Analysis

(performed by §504 coordinator
or other appropriate person)

- Is this a proper referral?
- What problems does the child show?
- What are the child's grades/scores?
- Are there disciplinary referrals?
- Signs of disability?
- Prior attempts at informal modifications?

Documents needed:

1. Referral form (internal)
2. Notice of Parent Rights
3. Parental Consent?

2. The 504 Evaluation

(performed by the 504 Committee)

Prior to meeting, the Coordinator should:

1. Send Notice of evaluation to parent
2. Determine committee members (who has knowledge about the child, the meaning of the evaluation data and the placement options?)
3. Document evaluation data

At the meeting, the Committee should:

- Gather data from variety of sources
- Carefully consider the data
- Do we need additional data/formal tests?

At the Evaluation Meeting (continued)

• Eligibility Determination

- Physical or mental impairment?
- What is the major life activity impacted?
- Is there a substantial limitation?
- Is the disability too severe for 504?

• Placement/Accommodations (If the child is eligible)

- Does the child need services because of the qualifying disability?
- What in-class services?
- What related services?
- Behavior Management Plan needed?
- Other programs (tutoring, peer mentor, dyslexia?)

After the Evaluation meeting:

1. Report of evaluation/meeting to parent
2. Copy of Accommodation Plan to parent (if the child was eligible)

3. Review or Reevaluation (performed by the 504 Committee)

Prior to meeting:

1. Notice of evaluation/meeting to parent

At the meeting:

- Need new evaluation data?
- Is the child still eligible? (If not, dismiss)
- Is there a need for a change in services?

After the meeting:

1. Report of Evaluation/Meeting to parent
2. Copy of updated Accommodation Plan (if any)

Manifestation Determination or Link Inquiry Evaluation (Performed by the 504 Committee)

Prior to meeting:

Notice of Evaluation to parents

At the meeting:

- Recommendation for major discipline?
- Would the disciplinary action constitute a change in placement (10-Day Rule)?
- What data is necessary?
- Is the behavior directly related to disability? (Manifestation or Link)?
- Is the behavior directly related to inappropriate placement?
- Should the child's program change?
- If no link, are modifications necessary for disciplinary placement?

After the meeting:

1. Report of Evaluation to parents
2. Manifestation Determination Form (optional)