



General Overview for 504 Process

- Step 1: Referral is made to Section 504 School Level Coordinator.
- Step 2: School sends Notice and Consent for Section 504 Evaluation and Parent Rights to parents/guardians. School may also ask for Release of Confidential Information form to obtain outside service provider reports.
- Step 3: Evaluation.
School's Section 504 Committee will collect data from a variety of sources including, but not limited to, assessment data, discipline records, attendance records, medical records, classwork, homework, report cards, observations, consultation with teachers, parents/guardians, student, other professionals, etc.
- Step 4: 504 Meeting to determine eligibility for Section 504.
Eligibility determination is a decision by a 504 Committee. The Committee should be comprised of qualified professionals who are knowledgeable about the student, the suspected handicapping condition of the student, able to interpret data and knowledgeable of potential placements. The members may include the student (age appropriate), parents/guardians, teachers, school counselor, school level assistant principal, school nurse and any other appropriate personnel.
- Step 5: Committee Determination of Eligibility.
- Step 6: Development of Section 504 Service Plan, based on Committee determination of eligibility.
- Step 7: Reviews and Re-Evaluations:
504 Plans should be reviewed at least once a year.
Eligibility determination reviewed every three years.
- Step 8: Procedural Safeguard/Notice Notification to parents/guardians is required with a:
- Determination of eligibility/ineligibility.
 - Significant change in programming/status
- The written permission of parents/guardian is required for collection of additional information/data/tests.

Resources: Tennessee Department of Education, 504; Office of Civil Rights; Bartlett City Schools Policy

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