

BERLIN BOROUGH SCHOOL DISTRICT
"Where Students Discover Their Potential"



Section 504 Process- For BCS Parents

Step 1:

- Parent(s)/ Guardians(s) requests Section 504 Plan
- Section 504 Coordinator/ School Counselor speaks with parent(s)/ guardians(s) to explain the Section 504 is about equal access to education by describing the process, email **Referral for Section 504 Assistance Form *(make form PDF)**, and share the link to the school's [Section 504 Website](#).

Step 2:

- After Section 504 Coordinator/ School Counselor receives Referral for Section 504 Assistance Form, email parent(s)/ guardians(s):
 - Acknowledgement of Referral Form
 - [Section 504 Procedural Safeguards and Parental/ Student Rights Pamphlet](#)
 - **Physician's documentation**
 - Authorization for **Release of Record** if necessary

Step 3:

- After 504 Coordinator/ School Counselors receive **Physician's Documentation** and Authorization for **Release of Records** (if needed), parent(s)/ guardians(s) will receive Consent to Evaluate for Section 504.
- Share **Teacher Input for Determination of Eligibility Under Section 504** to all students teachers responsible for the student's instruction
- This process is typically completed within 30 days

Step 4:

- After Section 504 Coordinator/ School Counselor receives **Teacher Input for Determination of Eligibility Under Section 504**, parent(s)/ guardians(s) and appropriate school personnel will receive an email invitation.
 - The Section 504 Team consists of a group of professionals with knowledge of the student who understands the evaluation data

Step 5:

- The Section 504 Meeting is held with all interested parties to determine student's eligibility for a Section 504 **Accommodation Plan**
- Section 504 Team reviews the evaluation data and will consider the following:
 - **Referral for Section 504/ Parent Referral Form**
 - Parent(s)/ Guardians(s) input
 - **Teacher Input for Determination of Eligibility Under Section 504**

- Classwork samples
- Grades
- Standardized tests/ other assessments
- School records
- Attendance report
- Disciplinary report
- **Physician's documentation/** medical report
- School nurse/ health report
- Psycho-educational Evaluation
- Other pre-referral intervention
- General education classroom accommodations already in place
- Intervention & Referral Services (I&RS) information
- Child Study Team (CST) referral information
 - Prior special education file
- Participation in extracurricular activities
- **To determine eligibility, the following questions must be addressed:**
 - Does the student have a physical or mental impairment?
 - Does the physical or mental impairment affect one or more major life activity (including major bodily functions)?
 - Does the physical or mental impairment substantially limit a major life activity?
 - Does the student need 504 accommodations/ services for his/ her educational needs to be met as adequately as those of non-disabled peers?
- If the student requires a Section 504 Accommodation Plan, a plan will be developed using the Section 504 Accommodation Plan on Oncourse
 - The accommodations must be directly correlate to the disability of record

Step 6:

- The Section 504 Team Coordinator/ School Counselor maintains a copy of all completed forms listed in STEPS 1 to 5 in the School Counseling Office or Oncourse
- Questions related to the Section 504 process can be directed to the Section 504 Team Coordinator/ School Counselor or grade level principal.

Step 7:

- Annually, the Section 504 Team gathers information for the student's teacher(s) and parent(s)/ guardians(s) to review and recommend continuation of present services with no change, modify the present plan or exit/ terminate from Section 504 services.