Bondurant-Farrar Community Schools 504 Process

504 Plan request is made.

If request is made by a **parent or guardian**, personnel needs to collect a signed consent form.

If request is made by a **teacher**, a parent or guardian must be notified. Personnel needs to collect a signed consent form.

School Counselor emails the 504 team and begins to collect/ask for data or other related information to assist the team in making a decision.

Team meets to review all data and the eligibility determination form in order to make a decision. The team has 60 days from the time of the request to make a decision.

Eligible

Team meets to develop the 504 Plan. Parents are invited and encouraged to participate in this part of the process.

School Counselor will write the 504 Plan and share via Google Docs.

504 Plan* is shared with parents and teachers.

(Added to Infinite Campus)

Ineligible

Parents and teachers are informed of the decision.

Parents have the right to a hearing before an impartial hearing officer, should they disagree with the decision made.

*Plan is updated on an annual basis.