



## PLAN PROCEDURES

Once a section 504 multidisciplinary team has determined that a student requires a 504 plan to prevent discrimination, that team is required to develop an appropriate plan outlining necessary program accommodations, modifications, and services. The plan will ensure the student has access to a free and appropriate public education (FAPE) (1).

### **Initial Section 504 Plan**

A student requiring a section 504 plan for the first time in his/her school career will have a plan written within 10 school days of determination of eligibility. To complete the plan, the building level 504 coordinator will consider information from the evaluation, parents, teachers, current access to FAPE, and medical limitations to determine appropriate accommodations and modifications for the student. The initial 504 plan is typically developed at a 504 meeting involving the school 504 coordinator, classroom teacher(s), and parent/guardian(s) (if able to attend). A meeting with parents/guardians is not required, but most teams find this collaboration very helpful.

*Please note that parental consent is not required for implementation of an initial section 504 plan.*

### **Section 504 Plan Review and Revision**

An active section 504 plan requires periodic review and revision, per the Office of Civil Rights (1). In addition to annual reviews, the section 504 plan can be reviewed and/or revised by the building level 504 coordinator or team in any of the following circumstances:

- A 504 plan review or revision is requested by the parent/guardian(s) and the team agrees
- A 504 plan review or revision is requested by a team member and the team (including parent/guardian) agrees
- The student is demonstrating a reduction in access to FAPE
- The student has a schedule change that causes reduction in access to FAPE

*Please note that parental consent is not required for revision of a 504 plan.*

## **Section 504 Plan Implementation**

The section 504 plan is a legally binding document and is expected to be followed by any employee working for a public school district in the United States (1). Accommodations, modifications, and related services will be implemented with fidelity by all of our educational staff, when applicable. The section 504 coordinator is in charge of educating staff on the implementation of accommodations and modifications for which they are responsible. School administration is responsible for ensuring the 504 plan for each student is being followed as written. If you have concerns with the implementation of your child's 504 plan, please contact your child's building level section 504 coordinator. You also have the right to due process and grievance procedures, as described in the Parent and Student Rights document (Procedural Safeguards).

Source (1) referenced in this document:

<https://www.ed.gov/laws-and-policy/civil-rights-laws/disability-discrimination/frequently-asked-questions-section-504-fape>