

# Section 504 Referral and Eligibility Process

---

## How is a Section 504 evaluation request made?

Any parent or guardian, teacher, counselor or other school staff member who believes that a student may have a qualifying disability may request a Section 504 evaluation. The referral should be made to the student's Site 504 Coordinator.

## What is the process for reviewing Section 504 eligibility?

Upon receipt of the Section 504 Referral form, the 504 Coordinator must send to the parent(s)/guardian(s) the Parent Notice for Consideration for Section 504 Protections, Parent Input form, Student Input Form and Parent's Rights and Safeguards under Section 504. In addition, the 504 Coordinator must send the Teacher Input form to all the student's teachers.

504 Coordinator then schedules a Section 504 meeting to review the referral. The School 504 Coordinator completes the Parent and Student Invitation: Section 504 Meeting form and provide this meeting notice to all invited participants.

The Section 504 Team must include individuals knowledgeable about the needs of the student and the evaluation data being reviewed. This team should include the parent or guardian of the student, teachers, counselors, other school staff members, and staff members of community agencies, if applicable and with consent of the parent/guardian. The parent/guardian, as well as the student, should be included in this process whenever possible. The team's role is to review the nature of the student's impairment and determine how it affects educational access. A decision to not conduct a Section 504 evaluation will be extremely rare and most likely will be based on similar requests for the same disability area in one calendar year. The 504 Coordinator may also contact the District 504 Coordinator to assist with this process.

During the meeting, the 504 Coordinator will facilitate a review of existing data, using the Section 504 Initial and Periodic Re-evaluation form to determine the nature of the student's disability and what, if any, additional data is needed. Information that might be considered includes (but is not limited to) teacher input form, parent input form, student input form, grades, attendance reports, behavior plans, review requests, cumulative file information, psychological evaluations, medical information, observations, and standardized testing information. This review of data will assist the Section 504 Team in determining if further assessments need to be conducted or if a decision on eligibility may be made. The team must ensure that information obtained from all sources is documented and carefully considered.

If the Section 504 team determines that additional data is necessary before an eligibility determination can be made, the team must develop an assessment plan and obtain parental consent for further assessment.

If the Section 504 team determines that there is sufficient data to make an eligibility determination, the team must complete the Section 504 Eligibility Determination, which asks the team a series of questions to determine if there is an impairment that substantially limits a major life activity. Once the team determines that the student is eligible for Section 504 protections,