

## Section 504 Referral and Eligibility Process Continued....

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the team must consider whether the student requires a Section 504 Plan for his/her educational needs to be met as adequately as his/her non-disabled peers.

The Section 504 team may make the following determinations:

- The student is not eligible for Section 504 protections;
- The student is eligible for Section 504 protections and requires a Section 504 Plan;
- The student is eligible for Section 504 protections but does not require a Section 504 Plan because the impairment is in remission;
- The student is eligible for Section 504 protections but does not require a Section 504 Plan because the student's needs are being met due to mitigating measures;
- The student is no longer eligible for Section 504 protections; or
- The student is no longer eligible for Section 504 protections because he/she is now eligible under the IDEA.

Following the eligibility determination, the 504 Coordinator will provide the parent(s)/guardian(s) with a copy of the Eligibility Determination, which documents the decision made by the Section 504 team.

If the Section 504 team determines that the student is eligible and requires a Section 504 Plan, the team will create the Plan that addresses all areas of need and the appropriate instructional and testing accommodations.

Following the meeting, the 504 Coordinator will provide a copy of the Section 504 Student Accommodation Plan to all the student's teachers and other individuals responsible for implementing the Section 504 Plan and obtain signatures on the Section 504 Teacher Confirmation. This procedure should be followed when students' schedules change during the school year and at the beginning of each school year.

A Section 504 Team should review the Section 504 Student Accommodation Plan whenever a student moves to another school or it appears that changes to the Plan are needed. The purpose of a review is to add, subtract, and/or modify student accommodations as needed.

504 Coordinator is responsible for maintaining all of the forms, including a copy of the **signed** Section 504 Evaluation Referral, Parent and Student Invitation: Section 504 Meeting, Parent Consent for Section 504 Evaluation, Section 504 Eligibility Determination Report, Parent Notice: Section 504 Eligibility or Non-Eligibility Determination and Section 504 Student Accommodation Plan. Originals are to be sent to the MUSD ESS Department at the District Office and copies provided to the parent/guardian.

### **When is it not appropriate to offer a Section 504 Accommodation Plan?**

Eligibility under Section 504 is always decided by evaluating and determining that all three criteria are met. The student must have a mental or physical impairment. That mental or physical impairment must be substantially limiting. The impairment must substantially limit one or more major life activities. If any of the three criteria are not met, the 504 Team should not create a formal 504 Plan for the student.