Rankin County School District
TRADITION OF EXCELLENCE
BRANDON FLORENCE McLAURIN NORTHWEST PELAHATCHIE PISGAH PUCKETT RICHLAND

Initial 504 Request

Initial Request:

■ When a 504 request is made, we have to go through a full MET meeting - UNLESS: ○ A MET has already been held and testing for special education was not recommended or a student was ruled ineligible for Special Education.	■ To schedule a MET, email Dr. Heather Hines AND the psychometrist for your zone. Email the day of the request. ■ Need to schedule JUST a 504 Meeting - Email Dr. Heather Hines.
■ When a request is made, the committee has 14 days to hold a meeting.	■ The day of request starts the 14 day timeline.

Team Members:

504 Coordinator - Dr. Heather Hines	Psychometrist - Special Education Representative
School Administrator	Parents
School Counselor	Regular Education Teacher - *At least one*
Interventionist - *If the student is in the tier process.*	Nurse - *If there is a medical diagnosis that requires a Health Plan.*

Forms Needed:

Hearing & Vision	Developmental History	Parent Input Form
Child Find - *Sent in when emailing Psychometrist and Dr. Heather Hines to request a meeting date.*	Teacher Narrative - *Must be completed by ALL core teachers.*	Teacher Input Forms - *Must be completed by ALL core teachers.*
Behavior Documentation - *When Appropriate for behavior.*	Meeting Invitation	Tier Progress Monitoring - *If the student is in the tier process.*
Insert from students CUM Folder	Diagnosis / Medical Documentation	Testing Data (MAAP, ACT, etc)

Process:

1. Counselor notifies Dr. Heather Hines & the Psychometrist for their zone to schedule a 14 day meeting.
2. The Psychometrist will notify Dr. Heather Hines and the counselor of the meeting date and time.
3. Counselor will send home the Meeting invitation & a Copy of the Procedural Safeguards to the parent.
4. Counselor will ensure that all team members are aware of the meeting date and time.
5. The team members will review the data
6. The team decides if further evaluations for Special Education are appropriate. > If the team determines additional testing is not warranted or the student does not qualify for Special Education, then the team will discuss eligibility for a 504 Accommodation Plan.