WYOMING
CITY SCHOOLS

Parent Guide: Section 504

What is Section 504?

Section 504 is a federal civil rights law that is part of the Rehabilitation Act of 1973. It protects students with disabilities from discrimination and ensures that they have equal access to school programs, activities, and opportunities.

If a student has a disability that substantially limits a major life activity, schools must provide the supports and accommodations needed for them to fully participate in school alongside their peers.

Who Is Eligible for a 504 Plan?

A student may qualify for a 504 Plan if they have a physical or mental impairment that substantially limits one or more major life activities.

Examples of major life activities include:

- Learning, reading, thinking, concentrating
- Communicating, speaking, hearing, seeing
- Walking, breathing, eating, sleeping
- Caring for oneself, performing daily tasks
- Operation of major bodily functions (like immune, neurological, respiratory, or digestive systems)

What Does “Substantially Limits” Mean?

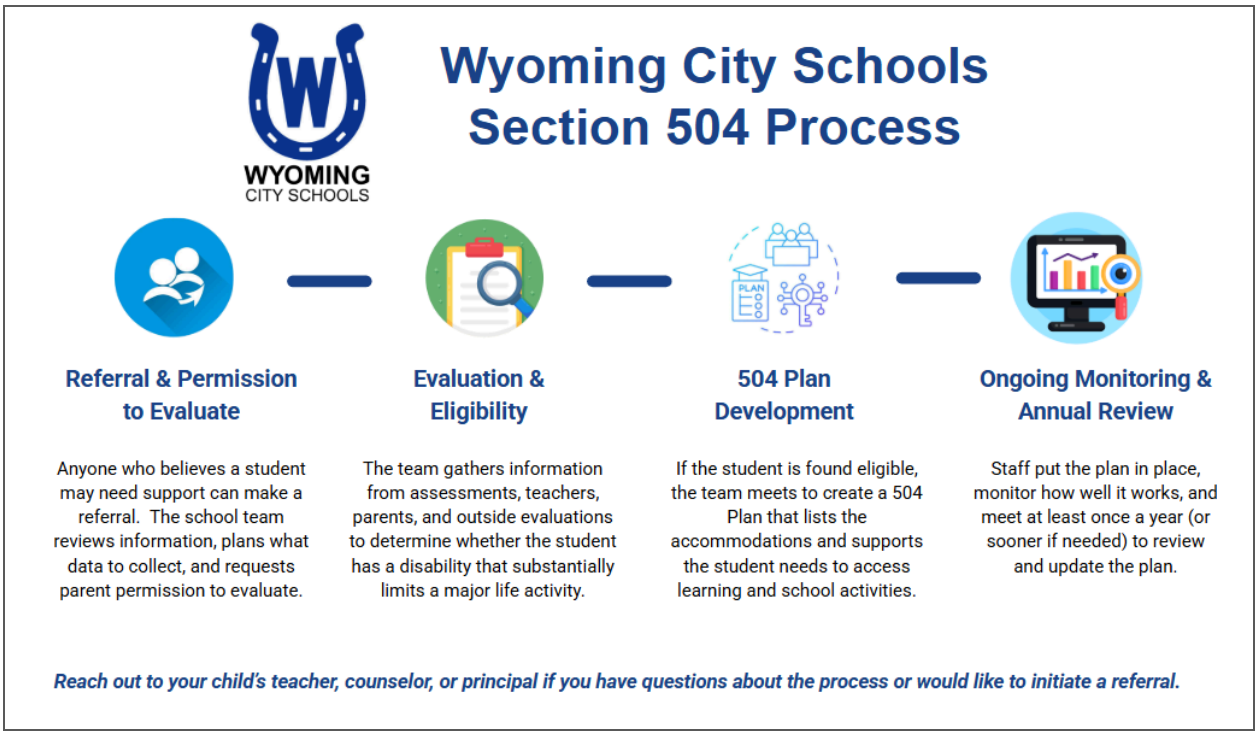
A student’s impairment is considered “substantially limiting” if it makes it significantly harder for them to perform a major life activity than it is for most students of the same age.

When making this decision, the 504 team looks at:

- How severe the impairment is
- How long it is expected to last
- The long-term impact on the student’s daily life

The team does not consider factors such as medication or other supports the student is currently using when determining if the impairment is substantially limiting.

The 504 Process: What to Expect:



Timeline for the 504 Process:

1. Referral & Permission to Evaluate: The team will reach out to the parent/guardian to request signed consent within 30 calendar days of the referral.

2. Evaluation & Eligibility: This will happen within 60 calendar days of receiving signed parent consent.

3. Plan Development: This will happen within 30 calendar days of the evaluation/eligibility meeting.

4. Implementation & Monitoring: The plan is reviewed every year and re-evaluated at least every three years or sooner if needed.

What Might a 504 Plan Include?

A 504 Plan outlines the accommodations, supports, and adjustments your child will receive to access learning and participate fully in school. Examples may include:

- Extended time on tests or assignments
- Preferential seating
- Access to notes or audio recordings

- Use of assistive technology
- Breaks during instruction or testing
- Modified class schedule or setting

Each plan is individualized, and the team will only include accommodations supported by data and aligned to your child's unique needs.

Important Things to Remember:

- A 504 Plan guarantees access, not specific achievement or grades.
- Your input as a parent is essential; you are a key member of the 504 team.
- You can request a review or re-evaluation at any time if you believe your child's needs have changed.
- Schools must provide you with a copy of your procedural safeguards, which explain your rights under Section 504.

Questions?

If you have questions about Section 504 or your child's plan, please contact your school counselor or building administrator. We are here to partner with you to ensure every student has the access and support they need to succeed.

More information can be found on the U.S. Department of Education website:
https://www.ed.gov/laws-and-policy/individuals-disabilities/section-504