

## JISD 504 Guidelines and Procedures Checklist

### JISD Director of 504

- ✓ Provides 504 training to Campus Coordinators prior to August Staff Development
- ✓ Reviews 504 folders on each campus:
  - During the second six weeks of school
  - In May of each school year
- ✓ Provides on-going assistance to 504 Coordinators throughout the school year
  - Responds to campus questions through telephone calls or email
  - Provides on-site training when deemed necessary or when requested
  - Provides training and assistance during annual folder reviews

### 504 Campus Training

- ✓ Each campus coordinator will train during August Staff Development
- ✓ The 504 Documents in the on-line Procedure Manual will be used for training along with the following documents:
  - The campus 504 testing accommodation plan
  - List of the teacher's 504 students
  - The district Public Notice Statement
- ✓ Show teachers where the 504 Accommodations for their students are located in Eduphoria

### Initial Entry Into 504

- ✓ The Campus 504 Coordinator is contacted by the parent or teacher with a request for 504 services
- ✓ The Campus Coordinator or designee:
  - Obtains Parent Consent for Initial Evaluation
  - Disseminates Parent Procedural Safeguards and obtains signed receipt
  - Disseminates and Obtains Parent Input Form
  - Disseminates and Obtains Vision and Hearing Screening
  - Disseminates and Obtains Teacher Input Form
  - Contacts Dyslexia specialist for an evaluation if the referral is for dyslexia
  - Obtains physician information if needed for identification
  - Ensures the evaluation is completed with 45 school days of obtaining the parent consent
- ✓ Campus Coordinator Conducts the 504 meeting within 30 calendar days of completion of the evaluation and Coordinator or designee:
  - Sends the Notice of Initial 504 Meeting and the Parent Procedural Safeguards
  - Completes the Initial 504 Evaluation Form
  - Completes the 504 Accommodation Plan if appropriate
  - Obtains the Parental Consent for 504 Services if the student qualifies
  - Provides a copy of the 504 plan to the parent

- Scans 504 Accommodations into Eduphoria and obtains signed receipt
- Informs campus testing coordinator of testing accommodations required for the student
- Places all the documents above in the order listed in an orange 504 file folder labeled with the students name
- Stores all 504 student folders in a locked file cabinet in the campus office

### **Annual 504 Meeting**

- ✓ Within the first six weeks of the school year the Campus Coordinator or designee:
  - Attempts to schedule the meeting when all the student's teachers can attend (before or after school at secondary, during conference time at elementary)
  - Sends the Notice of 504 Meeting and the Parent Procedural Safeguards
  - Invites all required members depending on student eligibility (Dyslexia teacher, school nurse, Intervention provider, etc)
  - Conducts the meeting and completes the 504 Committee Reevaluation form annually and the 504 Accommodation Plan
  - Provides a copy of 504 Plan to parent
  - Scans 504 Accommodations into Eduphoria and obtains signed receipt
  - Staples and places the current 504 paperwork at the front of the folder
  - Informs campus testing coordinator of any testing accommodations required for the student

### **Transfer Students**

- ✓ At the time of enrollment the Campus Coordinator or designee confirms 504 services at the previous campus
- ✓ Once services are confirmed begins the process to:
  - Obtain 504 records from previous school via TRx
  - Obtain Parent Consent for Initial Evaluation
  - Disseminate Parent Procedural Safeguards and obtains signed receipt
  - Disseminate and Obtain Parent Input Form
  - Disseminate and Obtain Vision and Hearing Screening
  - Disseminate and Obtain Teacher Input Form
- ✓ If the student has been identified as a student with dyslexia verifies with the Dyslexia teacher that the evaluation meets JISD criteria
- ✓ If the evaluation does not meet JISD criteria requests an evaluation from the Dyslexia teacher
- ✓ If the student is 504 for a medical reason and the physician information is not provided from the previous campus obtains the physician information
- ✓ If the JISD evaluation/data gathering does not support identification as 504 holds a meeting to dismiss from 504
- ✓ If the evaluation/data gathering supports identification as 504 conducts a 504 meeting to begin providing services

- ✓ This process should take no longer than 30 calendar days

### **504 Accommodation Procedures**

- ✓ Before the first day of each school year all teachers of the 504 student and the campus testing coordinator will receive notification that the student is served in 504 and that the accommodations are in Eduphoria
- ✓ A receipt will be obtained and placed in the student file
- ✓ The previous receipts will be replaced with current receipts after the annual 504 Meeting has been held
- ✓ Each campus will develop a procedure for providing testing accommodations for 504 students
  - The campus procedure will be provided to teachers
  - The campus procedure will be submitted to the District 504 Coordinator

### **504 Folder Maintenance**

- ✓ 504 records will be maintained in orange file folders and stored in a locked file cabinet in the campus office
- ✓ All documents will be stapled together by school year and filed in the orange folder by date with the most current on top
- ✓ When the signed receipts of 504 accommodations for the current year are obtained from teachers the receipts for the previous school year will be destroyed
- ✓ Parent Consent for Initial Evaluation and Parent Consent for Initial Placement will be stapled to the left inside portion of the folder with the Consent for Placement on top
- ✓ The 504 Folder Content form will be stapled to the right inside portion of the file folder
- ✓ The Section 504 Meeting Agenda is stapled on top of the 504 Folder Content form