



PULLMAN PUBLIC SCHOOLS • SECTION 504 PROCESS

Student Referred to 504 Team by Staff Member, Parent, Guardian, Student, or Another Person

504 Team will determine whether or not to refer the student for a 504 evaluation.

504 Team Includes: At least one person who understands the student - such as, parent(s), teacher(s), and/or counselor(s) **AND** someone who understands the disability and the resources available.

504 Team Collects: Copy of diagnosis (if appropriate), and data/input from parents/teachers/counselors/staff to include: **1)** attendance, **2)** grades, **3)** testing, **4)** discipline, **5)** observations, and **6)** any other relevant information.

1

504 Team Will Make the Decision to Evaluate or Not to Evaluate

- Parent consent to evaluate received, if appropriate, within 25 days from the date the referral was received.

504 Team decides NOT TO CONDUCT 504 evaluation based on:

- Student does not have a diagnosis and/or
- The 504 Team is certain they have all of the data/input needed to determine that an evaluation is not warranted

Parent/guardian/adult student will be given:

- PWN of the team's decision (located in the GT tab in IEP Online)
- 504 Procedural Safeguards

504 Team decides TO CONDUCT 504 evaluation based on:

- Student has a diagnosis and/or
- The 504 Team has sufficient evidence to suspect a disability

Parent/guardian/adult student will be given:

- Paperwork to give consent to evaluate
- 504 Procedural Safeguards

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Evaluation Begins Upon Receiving Parent/Guardian/Adult Student Written Consent to Evaluate

504 Team gathers any additional information needed to determine the student's eligibility for a 504 Plan.

504 Team will meet to consider all of the information collected including diagnosis (if appropriate) and data/input from teachers, parents, guardians, and other staff - along with any other relevant information.

504 Team will determine whether or not the student meets the following qualifications:

1. Has a disability under Section 504
2. The disability substantially limits a major life activity
3. The student requires accommodations.

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Evaluation Will Be Completed Within 35 School Days

DECISION: Student DOES NOT MEET qualifications for a 504 Plan.

Parent/guardian/adult student will be given:

- PWN of the team's decision
- 504 Procedural Safeguards

DECISION: Student has a disability that entitles student to protections under Section 504 but DOES NOT REQUIRE accommodations at this time.

Parent/guardian/adult student will be given:

- Evaluation report documenting student does not qualify for a 504 Plan
- PWN of the team's decision
- 504 Procedural Safeguards

DECISION: Student MEETS ALL QUALIFICATIONS and REQUIRES a 504 Plan. Team writes/implements 504 plan.

Parent/guardian/adult student will be given:

- Section 504 Plan including all needed accommodation
- 504 Procedural Safeguards
- District isolation and restraint policy
- PWN prior to plan being implemented

504 Team leader will secure parent/guardian/adult student consent to implement 504 Plan.

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504 Team Writes Plan Within 30 Calendar Days of Accepted Evaluation

The Section 504 Team annually reviews the 504 Plans of all qualifying students. A re-evaluation, consisting of a review of existing records as well as any additional relevant information, will be conducted every 3 years.

- Whenever the team decides to revise the 504 Plan, the parent/guardian/adult student must receive a revised copy of the 504 Plan, PWN, and 504 Procedural Safeguards.
- Parents/guardians/adult students may request a meeting to review and/or revise a 504 Plan at any time.
- A copy of the Section 504 Plan is to be placed in the student cumulative student file. The original consent for evaluation, signed initial 504 Plan, and 504 Plan will be sent to the 504 coordinator.