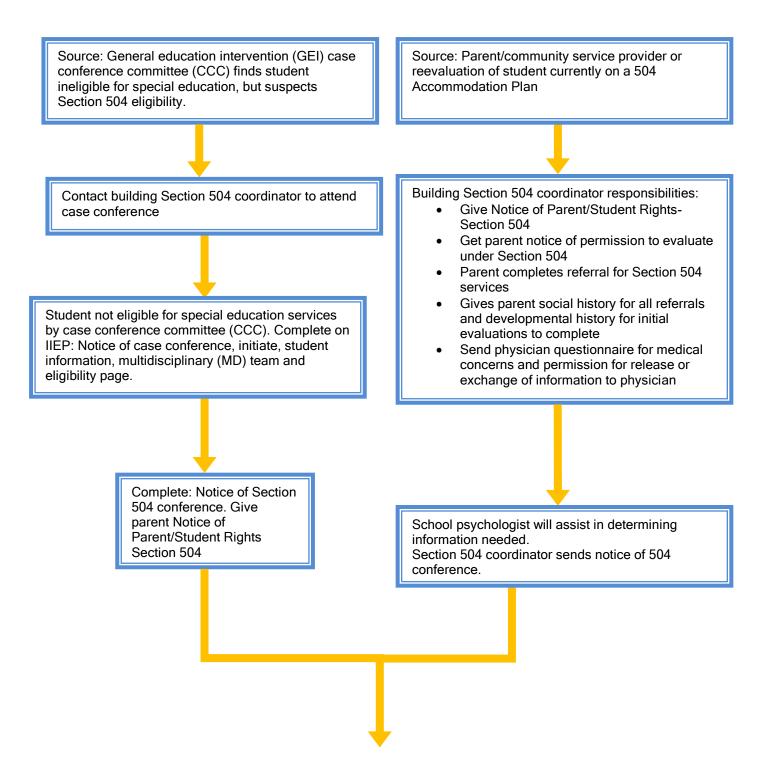


## Section 504 Flowchart





Committee completes Section 504 summary report

Student found eligible. Complete:

- 504 Accommodation Plan
- Coordinator distributes plan to general education teacher and distributes to any related services/special education teachers specified on plan
- Send completed packet to the Student Services /Special Education Department.
- 504 Plan will be uploaded into PowerSchool.

Student found ineligible. Send completed packet to Student Services /Special Education Department to be filed.

Ongoing 504 coordinator responsibilities:

- Arrange conference to review plan and determine continued eligibility annually
- Complete Notice of 504 conference, Section 504 summary report: all pages, and update the Section 504 Accommodation Plan
- Distribute Accommodation Plan to all general education teachers and related services staff.
- Notify receiving 504 building coordinator when student moves or transitions to new building
- Arrange for reevaluation when deemed necessary.