Request I-Team Meeting

I-Team reviews, then:
- Develops action plan for accommodations/intervention and implement
- Refers for Section 504 evaluation, if needed or
- Refers to Special Ed Team for evaluation planning, if needed

Refer to Special Ed Team for evaluation and planning

Follow Special Ed Procedures and if found ineligible for Special Ed, consider 504

Refer to 504 Team* for evaluation

Parent consent for 504 evaluation obtained and rights shared

504 Team completes the evaluation and determines eligibility (initial or 3 year re-evaluation)

504 eligibility determined with written parent notice

504 Eligible:
1. Identify counselor to serve as case manager
2. Develop Accommodation Plan with team and parent input
3. Parent sign plan
4. Distribute copies
5. Monitor/adjust plan as needed

Case Manager:
- Provides coordination in building and reports student name to District 504 Coordinator
- Insures 504 Plan is reviewed annually to determine if Plan is still required or if revisions are needed
- Insures re-evaluation of eligibility occurs every three years or when student is no longer eligible/no longer requires Section 504 accommodations

504 non-eligibility determined with written parent notice

Communication with classroom teacher(s)

*504 Team includes persons who are:
- Knowledgeable about the child
- Able to understand the meaning of the evaluation data
- Knowledgeable about accommodations

The Team consists of two or more District staff, one of which is the 504 Case Manager. Parents are invited to participate