

§504 COMPLIANCE SYSTEM DOCUMENTS

- **Operational Guidelines:** The structural framework for the District's §504 program. This document describes how the District will operate the program and implement the §504 regulations, including when the various forms will be used, by whom, and how.

- **Procedures for §504 Due Process Hearing:** This document lays out the procedures for responding to a request for a hearing under §504, describing the District's responsibilities, choosing a hearing officer, and the rules for operating the hearing itself. (Note: This form is not provided to schools. Should a parent request a hearing please contact the Director of Special Services).

Form 1. Child Find Notice: Provided in both English and Spanish, this document provides notice of the District's §504 duties to parents of potentially eligible §504 students.

Form 3. §504 Referral: This is the document that begins the process of §504 for a child. It gathers basic information on the child's academic, behavioral and social progress at school, and serves as the basis for the Coordinator's determination of whether a §504 Evaluation should be sought. A referral can be initiated by the school or the parent. If it is parent initiated, the request should be a written request and attached to the Referral Form. The District would complete the appropriate fields in the Referral form.

Form 2. Notice of Parent Rights under §504: A short document to inform parents of their rights under §504. This document is provided to the parent after referral, regardless of whether the decision is made to evaluate under §504.

Form 4. Notice and Consent for Initial Evaluation under §504: Following the receipt of the Referral and the decision that a §504 Evaluation should be pursued, this form is sent home to the parents to gain consent for initial evaluation. If not yet provided, you would include the Notice of Parent Rights at this time.

5. (OPTIONAL FORM) Teacher Input for §504 Evaluation: A document designed to seek information from a student's teacher or teachers about classroom performance and behavior as part of the evaluation process – occurs after consent is signed by the parent for an evaluation.

Form 6. Notice of §504 Meeting: For evaluations, this document is only to be sent once the Committee has completed the evaluation: (collection of data, assessments) and met to prepare and plan the appropriate draft forms (like Form 7 and/or Form 8). For other meetings, the team should have met to plan and prepare a draft proposal prior to setting up the final meeting. This document is sent to the parent prior to each §504 meeting, describing what will occur and giving the time, and place of the meeting. Attempts should be made to include the parent at the meeting or by offering alternative means of attendance like a phone conference. The team can move forward with the meeting if the parent chooses not to attend.

Form 7. §504 Initial Evaluation and Periodic Re-Evaluation: This form is used by the §504 Committee to determine initial eligibility in Section 504, and to fulfill the regulatory requirement for periodic Re-Evaluation (at least every three years). The form should be used by the teams initially as planning and preparing tool that will become a draft for the Committee to consider at the Determination Meeting. When the team is ready to meet, Form 6 is completed and sent to parents. This form prompts the Committee to ask the right questions and to review the required data. A copy of this document is provided to the parents following the evaluation to indicate what occurred.

Form 9. §504 Student Services Plan: Should the §504 Committee determine that the student is eligible and in need of a Plan, it uses this form to create a placement (plan). This plan can be updated annually or after periodic reevaluations. The completed plan is provided to the parent and school personnel (and third-party contractors) who have the duty to implement the plan. A behavior management form is part of the Plan form and is completed if necessary. The team should use this form to plan and prepare, then present as a draft, with a copy of the final version provided to the parents.

Form 8. Parental Consent for §504 Services. Consistent with OCR guidance in the *Frequently Asked Questions about Section 504 and the Education of Children with Disabilities*, this form documents the parent's consent for Section 504 Services, refusal to consent for initial Section 504 services, as well as a parent's decision to revoke consent for continued Section 504 services. Note that the Section 504 Services Plan is still completed for the child (to show an offer of services), but no services are implemented due to the refusal to consent or revocation of consent.

Form 10. §504 Annual Review: This form is designed to be used when a full evaluation is not required, but minor changes to the Services Plan, or no changes, are needed. The form can also be used for annual review of students who are technically eligible but have not needed a plan in the past. The form screens for situations where a full re-evaluation, using Form 7, is required.