

**TO:** All Chiefs  
Assistant Superintendents  
Directors  
Principals  
Professional School Counselors  
Professional School Nurses  
Records Secretaries  
Guidance Secretaries  
Registrars

**FROM:**

**SUBJECT:** Section 504 Procedures

**PURPOSE:** To outline a uniform, systemic process that will be followed by all schools to ensure compliance with the procedures outlined in Administrative Procedure 5146 – **Procedural Guidelines for Students with Disabilities under Section 504 of Rehabilitation Act of 1973.**

**1. INFORMATION:**

**A. Procedures to ensure that Section 504 Plans comply with county guidelines.**

1. Each student identified as having a Section 504 Plan, is entitled to receive services and accommodations at the start of the new school year.
2. All teachers and staff working with a student receiving 504 services must receive an updated copy of the 504 Plan by September 1<sup>st</sup> of the beginning of each school year. A log of the student's teacher signatures that have received the plan for the school year must be kept on file in the professional school counselor's office and the students Limited Access Folder (LAF).
3. A letter should be sent to parents notifying parents when all teachers have received a copy of the current Section 504 Plan (A sample letter is attached.)
4. A meeting must be held with the student's teachers and other staff (if relevant) at the beginning of each new school year to review the accommodation plan for each student receiving Section 504 services, to ensure that the student is receiving a Free and Appropriate Education (FAPE).
5. If a parent or school based staff requests a review of services anytime during the school year, a meeting **must** be held to review or if deemed appropriate, to amend the Section 504 Plan. Appropriate documentation (i.e. medical or psychological) must be provided to substantiate changes in a Section 504 Plan.

6. Students identified as requiring Section 504 services must be identified in SchoolMax. The professional school counselor (case manager) of the student receiving services must ensure that the student who has been identified is appropriately coded in the SchoolMax health module under Section 504.
7. Section 504 documents **must** be retained in a student's Limited Access Folder (LAF) under Section 5. The outside of the cumulative folder must display a yellow dot with 504 on the outside of the folder.
8. A list of all students identified to receive Section 504 services must be sent to the Department of Student Engagement and School Support, Section 504 Coordinator October 1<sup>st</sup> of the new school year.
9. New students identified during the school year must be added to the list of students already identified and forwarded to the Department of Student Engagement and School Support, Section 504 Coordinator by the 1<sup>st</sup> of each month.
10. Graduating seniors that receive Section 504 services **MUST** receive a copy of their Section 504 Plan as a part of the exit documents received before graduation. ***Parents should be advised to provide a copy of the plan to the college admissions office.***
11. The Section 504 team must meet to determine if services should be terminated. Termination of Section 504 services should be documented on the meeting minutes form.
12. Professional School Counselors (case managers) of students transitioning from one school to another must ensure that the receiving counselor (case manager) is in receipt of the Section 504 Plan at the point of transition.
13. Section 504 Plans must be updated annually, and students with a 504 Plan **MUST** be reevaluated every three years to determine if the student is eligible to continue to receive services.

**B. Discipline procedures for students receiving 504 services.**

1. For each student receiving a suspension that will result in a cumulative amount of 10 days for the year, the principal or designee with the 504-school team must conduct a manifestation meeting.
2. School administrators must notify the pupil personnel worker and professional school counselors assigned to the grade level of the student receiving the disciplinary infraction to schedule a manifestation meeting with the parent and/or student.
3. Manifestation meetings minutes must be filed in the Limited Access Folder with all 504 documentation.

2. **FILING INSTRUCTIONS:** This Bulletin must be retained for future reference.