<table>
<thead>
<tr>
<th><strong>Section 504 Process</strong></th>
<th><strong>School Action / Comments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Child Find</strong></td>
<td>Notify parents of students with disabilities regarding Section 504</td>
</tr>
</tbody>
</table>
| **Referral Process**   | • Request for 504 evaluation can be made by anyone  
                         • Need parent permission  
                         • Follow district protocol for Section 504 procedures and timeline |
| **Data**               | School Data  
                         • Observations  
                         • Academic  
                         • Health  
                         • Discipline  
                         • Attendance  
                         • Interventions  
                         • Other |
| **Section 504 Meeting**| • Multi-disciplinary team knowledgeable about:  
                          o Student  
                          o Meaning of evaluation data  
                          o Placement options  
                          • Meeting Agenda  
                          o Reason for referral  
                          o Procedural safeguards  
                          o Data  
                          o 3 questions of eligibility  
                          o Decision  
                          o Accommodations  
                          o Appeal Rights |
| **3 Questions of Eligibility** | Answer 3 questions of eligibility:  
                          1. Does student have a potentially limiting mental or physical disability or impairment?  
                          2. Does student’s disability impair a major life activity?  
                          3. Is degree of impairment substantial? |
| **Decision**           | Team decision |
| **Accommodation Plan** | If eligible, write accommodation plan, include:  
                          • Educational impact/ specific need  
                          • Accommodations  
                          • Who will implement  
                          • Frequency, specific materials or training needed |
| **Review**             | • Annual review – update accommodations as needed  
                          • 3-year re-evaluation  
                          • Exit meeting if no longer eligible or 504 plan no longer needed |
| **Discipline**         | • Student can be suspended  
                          • If recommendation for expulsion, conduct manifestation determination meeting |

SChaides, LACOE November 2016