

**WARE COUNTY SCHOOL SYSTEM**  
**Section 504 Procedures:**  
**A Brief Guide**

1. Referring individual or team contacts the School 504 Coordinator.
2. School 504 Coordinator contacts the parents and completes the following steps:
  - a. Discusses rationale for referral [if initiated by someone other than parent]
  - b. Explains and provides a copy of Parental Rights under Section 504
  - c. Obtains medical and other releases and then faxes them to the appropriate agencies
  - d. Complete Social and Health History with parent
  - e. Consults with parent regarding time for 504 meeting
  - f. Additional steps to be completed if it is anticipated that an evaluation will need to be completed by the school's psychologist:
    - i. Obtains Consent for 504 Evaluation and completes the Referral for Psychoeducational Evaluation
    - ii. Refers student to school nurse for vision/hearing screening if the student is experiencing academic or learning problems.
    - iii. Requests teachers to complete a Teacher Report and return it.
    - iv. Sends all referral information, including attendance, discipline history, report card, state-mandated assessment results, RtI data, to psychologist to complete formal evaluation.
3. When records and any necessary evaluations are received, the School 504 Coordinator-
  - a. Completes Referral (504-1A) and
  - b. Completes Student Record Review (504-1B)
  - c. Attaches supporting documentation (e.g., data, medical records, etc.)
  - d. Sends to System 504 Director.
4. Upon receipt and review, System 504 Director responds to referral in writing via a standard memorandum.
5. If consideration for 504 continues, a meeting is scheduled at the school by School 504 Coordinator as follows:
  - a. Meeting Invitation to Parents (504-2) is sent.
  - b. Parental Rights (504-3) are attached.
  - c. Required school personnel invited to meeting.
6. Meeting is held with following steps completed:
  - a. Consent for 504 Evaluation (504-4) signed by parent.
  - b. Complete Section 504 Disability Determination (504-9)
  - c. If a disability under Section 504 is identified, determine the child's needs.
  - d. Develop a Section 504 Individual Accommodation Plan (IAP) (504-10) if an IAP is needed to meet the student's needs.

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- e. Use the Meeting Summary (504-11) if needed to provide further documentation.
  - f. Complete Disability Notification form and send to Central Office to update Infinite Campus.
7. After the IAP is put into place, it is reviewed *annually* as follows:
- a. Meeting Invitation to Parents (504-2) is sent.
  - b. Section 504 Parent and Student Rights (504-3) form is attached.
  - c. Required school personnel are invited.
  - d. Review current student performance data, including academic, behavioral, social, and physical information.
  - e. Document review in the Meeting Summary (504-11).
  - f. Make changes to IAP (504-10) if needed.
8. Reevaluations:
- a. Consideration for a reevaluation is done at an *Annual Review Meeting* every three years by reviewing the Disability Determination and noting the consideration in the Meeting Summary.
  - b. A significant change in placement (e.g., removal from school for more than 10 days) may prompt a reevaluation.
  - c. A student may be determined to be ineligible for services after a reevaluation has been conducted. In this case, the decision is documented in the Meeting Summary and the Ineligibility Notification is sent to Central Office to update Infinite Campus. The school's roster is updated to reflect the changes.
9. Manifestation Determination
- a. **Required** for students served under 504.
  - b. **Takes place prior to a student's 11<sup>th</sup> day of suspension.**
  - c. Meeting Invitation to Parents (504-2) is sent.
  - d. Section 504 Parent and Student Rights (504-3) form is attached.
  - e. Required school personnel are invited.
  - f. Review current student performance data, including academic, behavioral, social, and physical information.
  - g. Complete Manifestation Determination form.
  - h. Document review and Manifestation Determination in the Meeting Summary (504-11).
  - i. Make changes to IAP (504-10) if needed, considering need for a Functional Behavioral Assessment and Behavior Intervention Plan.

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10. Complaint Process-

- a. Parent/guardian expresses concern or complaint about the identification, placement or educational plan for a student with a 504 plan. The complaint process will be explained to the parent, and the Request for Due Process form (Form 504-21) will be given to the parent as an option. If the parent needs help completing the form, the Section 504 Coordinator at the school will provide assistance. If the parent chooses to request an impartial hearing, then he/she should be referred directly to the System 504 Director. If the parent chooses to complete the Request for Due Process form, it should immediately be sent to the System 504 Director.
- b. If the parent/guardian chooses to try and resolve the issue with the school, he/she should be referred immediately to the School 504 Coordinator, who will schedule a 504 Team meeting *within 5 school days* and discuss concerns with parent. Written meeting notes will be shared with the parent.
- c. If the complaint cannot be resolved, then immediately it will be referred to the Principal or his/her designee, who will schedule a meeting within *5 school days*. Meeting minutes will be maintained and shared with the parent.
- d. If the complaint cannot be resolved by the 504 Team or by the principal, the problem should be referred to the System 504 Director, who will schedule a meeting to meet with the parent/guardian within 10 school days. After the meeting, the System 504 Director will investigate the complaint and respond to the parents in writing *within 10 school days*.
  - i. If the issue remains unresolved, the concern will be referred for Mediation. If Mediation fails to resolve the issue, a request for an impartial hearing will be made.
  - ii. *Within 10 school days* of the request for an impartial hearing by school system personnel, the District 504 Director will schedule a time and place for the Formal Hearing.
  - iii. The Formal Hearing will be scheduled within 45 calendar days from receipt of the parent/guardian's request, unless the Hearing Officer grants a continuance or unless agreed to by the parent/guardian.
- e. The Hearing Officer will be represented by one of the following entities:
  - i. Retired school official.
  - ii. School official from another county.
  - iii. Attorney with experience in educational law.