

Alpine Academy College Prep High School

504 Plan Flow Chart

Identification

Guardian, physician or school staff believe a student to have disabilities defined under 504 that impact education.

Review qualifications under Section 504. Teacher input forms, diagnoses, guardian information collected and evaluated to determine eligibility.

Campus 504 team is assembled and 504 plan is created. Accommodations are created and put in place in the classroom.

Ongoing documentation occurs to determine if accommodations meet the student's need.

Note: Under Section 504, no formalized testing is required. The 504 Committee should look at grades over the past several years, teacher's reports, information from parents or other agencies, state assessment scores or other school administered tests, observations, discipline reports, attendance records, health records and adaptive behavior information. Schools must consider a variety of sources. A single source of information (such as a doctor's report) cannot be the only information considered. Schools must be able to assure that all information submitted is documented and considered.

Applicable Docs: IEP vs 504 Plan, 504 Plan Guardian Rights, 504 Teacher Input Form

504 Plan Re-Evaluation (Periodic File Review)

Guardian, physician or school staff believe a student's needs have changed within the year and request a revision OR established periodic review by campus 504 team.

Teacher input forms collected and file is reviewed by school psychologist to determine if accommodations remain appropriate for student.

Campus 504 team determines if changes need to be made. Documentation of 504 plan revision is completed.

Note: The campus 504 committee should re-evaluate your child's plan every year to make sure that his or her accommodation plan is appropriate based on their current schedule and individual needs. The accommodation plan may be revised at any time during the school year if needed.

Applicable Docs: 504 Plan Guardian Rights, 504 Teacher Input Form, **File Review Form**

504 Plan Evaluation (3 Year Full Evaluation)

Guardian, physician or school staff believe a student's needs have changed within the year and request a revision OR established 3 year renewal of 504.

Teacher input forms collected and file is reviewed by school psychologist to determine if accommodations remain appropriate for student + additional testing as needed.

New 504 plan is created and accommodations begin for student in the classroom. Plan is documented and then scheduled for periodic reviews/3 year renewal.

Note: While there are no specific timelines on this issue, students must be re-evaluated at least every three years or whenever there is going to be a "significant change in placement."

Applicable Docs: 504 Plan Guardian Rights, 504 Teacher Input Form, **File Review Form**, **3 Year Evaluation**