

Once a section 504 multidisciplinary team has determined that a student requires a 504 plan to prevent discrimination, that team is required to develop an appropriate plan outlining necessary program accommodations, modifications, and services. The plan will ensure the student has access to a free and appropriate public education (FAPE) (1).

Initial Section 504 Plan

A student requiring a section 504 plan for the first time in his/her school career will have a plan written within 10 school days of determination of eligibility. To complete the plan, the building level 504 coordinator will consider information from the evaluation report, parents, teachers, current access to FAPE, and medical limitations to determine appropriate accommodations and modifications for the student. For pre-K and elementary students, the initial 504 plan will be developed at a 504 meeting involving, at a minimum, the school 504 coordinator, classroom teacher, and parent(s) (if able to attend). For middle school and high school aged students, this initial plan creation will take place without a 504 team meeting unless otherwise determined by the parent(s) or other team member(s). For all grade levels, the written plan will be sent to parents and appropriate staff on or before the 10th school day after eligibility determination.

Please note that parental consent is not required for implementation of an initial section 504 plan.

Section 504 Plan Review and Revision

An active section 504 plan requires periodic review and revision, per the Office of Civil Rights (1). ISD 15 has differing requirements for periodic review and revision depending on the student's grade level. See below for additional detail.

Pre-K and Elementary School

Your child's 504 plan will be reviewed annually at an annual 504 meeting. This meeting will involve, at a minimum, the building level 504 coordinator, classroom teacher, and parent(s) (if able to attend). This meeting will take place prior to November 1st of each school year. Revisions to the plan will be made at this meeting if determined necessary by the team and the updated plan will be sent home within 10 school days of this meeting.

5th Grade

In addition to the annual review above, your child's plan will be reviewed in the month of April or May in preparation for the upcoming transition to middle school. This review will be completed by your child's elementary building level 504 coordinator in conjunction with the middle school building level section 504 coordinator. There will not be a meeting accompanying this review unless otherwise requested by the parent(s) or other team member(s). Revisions to the plan will be made if determined necessary by the team and the updated plan will be sent home within 10 school days of the review.

Middle School

Your child's 504 plan will be reviewed annually at the start of each school year to ensure the plan remains up-to-date and continues to provide access to FAPE. This review will take place prior to November 1st of each school year. There will not be a meeting accompanying this review unless otherwise requested by parent(s) or other team member(s). Revisions to the plan will be made if determined necessary by the team and the updated plan will be sent home within 10 school days of the review.

8th Grade

In addition to the annual review above, your child's plan will be reviewed in the month of April or May in preparation for the upcoming transition to high school. This review will be completed by your child's middle school building level 504 coordinator in conjunction with the high school building level 504 coordinator. There will not be a meeting accompanying this review unless otherwise requested by the parent(s) or other team member(s). Revisions to the plan will be made if determined necessary by the team and the updated plan will be sent home within 10 school days of the review.

High School

Your child's 504 plan will be reviewed annually at the end of each school year to ensure the plan remains up-to-date and will continue to allow access to FAPE in the upcoming school year. This review will take place prior to the last day of school each year. There will not be a meeting accompanying this review unless otherwise requested by parent(s) or team member(s). Revisions to the plan will be made if determined necessary by the team and the updated plan will be sent home within 10 school days of the review.

In addition to the annual reviews listed above, the section 504 plan can be reviewed and/or revised by the building level 504 coordinator or team in any of the following circumstances:

- A 504 plan review or revision is requested by the parent(s) and the team agrees
- A 504 plan review or revision is requested by a team member and the team (including parent) agrees
- The student is demonstrating a reduction in access to FAPE
- The student has a schedule change that causes reduction in access to FAPE

Please note that parental consent is not required for revision of a 504 plan.

Section 504 Plan Implementation

The section 504 plan is a legally binding document and is expected to be followed by any employee working for a public school district in the United States (1). Accommodations, modifications, and related services will be implemented with fidelity by all of our general education and special education staff, when applicable. The section 504 coordinator is in charge of educating staff on the implementation of accommodations and modifications for which they are responsible. School administration is responsible for ensuring the 504 plan for each student is being followed as written. If you have concerns with the implementation of your child's 504 plan, please contact your child's building level section 504 coordinator. You also have the right to due process and grievance procedures, as described in the Parent and Student Rights document (Procedural Safeguards).

Resources references in this document:

<https://www2.ed.gov/about/offices/list/ocr/504faq.html>