

## Summary of 504 Process

- School should have a 504 committee that includes:
  - 504 Coordinator
  - Students' teacher
  - Administrator
  - Nurse
  - Other as needed such as PT, OT, speech, etc.
- An initial meeting to evaluate the need for a 504 is scheduled.
  - Do they have a medical condition, did they transfer in and have a 504 in a prior building, etc.
  - Must have written parental consent to do an evaluation for a 504, provide Notice of Rights and Procedural Safeguards to parent and invite to the meeting.
- Any evaluations needed are done, reports written, care plans written, etc.
- Eligibility meeting is scheduled with the 504 Committee and parent is invited.
  - Evaluations, reports, care plans are reviewed and if a student is determined to be eligible for a 504 the 504 Accommodation Plan is written and implemented.
- Medical accommodation's will be covered in the Initialized Healthcare Plan that is written by the nurse and attached to the 504.
  - Examples of medical accommodation's include administration of medication, nursing assessments based on displayed symptoms related to a diagnosis, etc.
- Non-medical accommodation's will be written on the 504 plan; such as any classroom modifications, diet substitutions, etc.