



## 504 COMPLIANCE SYSTEM DOCUMENTS

The following briefly describes the 504 process and documents available for use by 504 campus coordinators.

**1. Operational Guidelines:** The structural framework for the District's §504 program. This document describes how the District will operate the program and implement the §504 regulations, including when the various forms will be used, by whom, and how.

**2. Procedures for §504 Due Process Hearing:** This document lays out the procedures for responding to a request for a hearing under §504, describing the District's responsibilities, choosing a hearing officer, and the rules for operating the hearing itself.

**3. Child Find Notice:** Provided in both English and Spanish, this document provides notice of the District's §504 duties to parents of potentially eligible §504 students.

**4. §504 Referral:** This is the document that begins the process of §504 for a child. It gathers basic information on the child's academic, behavioral and social progress at school, and serves as the basis for the Coordinator's determination of whether a §504 Evaluation should be sought. This form is now also provided in Spanish.

**5. Notice and Consent for Initial Evaluation under §504:** Following the receipt of the Referral and the decision that a §504 Evaluation should be pursued, this form is sent home to the parents to gain consent for initial evaluation. Included with it is a copy of Form 6, the Notice of Parent Rights. The form is now available in Spanish.

**6. Notice of Parent Rights & Procedural Safeguards Under §504:** A short document (provided to the parent in English or Spanish) to inform parents of their rights under §504. This document is provided to the parent after referral, regardless of whether the decision is made to evaluate under §504.

**7. Teacher Input for §504 Evaluation:** A document designed to seek information from a student's teacher or teachers about classroom performance and behavior.

**8. Parent Input for §504 Evaluation:** A document designed to seek information from the parent about the child's functioning and activities at home. It also provides the parents an opportunity to be involved in the process. This form is now also provided in Spanish.

**9. Notice of §504 Meeting:** Provided in both English and Spanish, this document is sent to the parent prior to each §504 meeting, describing what will occur and giving the time, and place of the meeting. Note that this form assumes that parents are participants in the §504 Committee. If that is not the case in your district, use the alternate language at the end of the form. The form is now available in Spanish.

**10. §504 Initial Evaluation and Periodic Re-Evaluation:** This form is used by the §504 Committee to determine initial eligibility in Section 504, and to fulfill the regulatory requirement for periodic Re-Evaluation (at least every three years). The form prompts the Committee to ask the right questions and to review the required data and includes the Notice of §504 Evaluation Results (English and Spanish), now separated from Form 10 as stand-alone Form 11.

**11. Notice of Section 504 Evaluation Results.** This notice is sent to the parents following evaluations to indicate what occurred. This notice of results form is designed to be used following any type of §504 Evaluation (initial, annual review, re-evaluation, etc.). Other documents are attached to this notice for delivery to the parents.



**12. Parental Consent for §504 Services.** Consistent with OCR guidance in the *Frequently Asked Questions about Section 504 and the Education of Children with Disabilities*, this form documents the parent's consent for Section 504 Services, refusal to consent for initial Section 504 services, as well as a parent's decision to revoke consent for continued Section 504 services. Note that the Section 504 Services Plan is still completed for the child to document the school's offer of FAPE, but no services are implemented due to the refusal to consent or revocation of consent. This form is also provided in Spanish.

**13. §504 Student Services Plan:** Should the §504 Committee determine that the student is eligible and in need of a Plan, it uses this form to create a placement. The completed plan is delivered to the parent and school personnel and third-party contractors who have the duty to implement the plan. A behavior management form is part of the Plan form and is completed if necessary.

**14. §504 Annual Review:** This form is designed to be used when a full evaluation is not required, but minor changes to the Services Plan, or no changes, are needed. The form screens for situations where a full re-evaluation, using Form 10, is required.

**15. §504 Evaluation and Manifestation Determination:** When disciplinary removals trigger the need for evaluation, this document walks the Committee through the required questions. This form also now includes a Notice of Evaluation to inform the parents of the results of the manifestation determination.

**16. Texas Dyslexia & Section 504 Initial Evaluation & Periodic Re-Evaluation:** When the §504 Committee is performing an evaluation that includes possible eligibility under the Texas Dyslexia law, this form should be used. This form guides the committee in meeting both the requirements of the Section 504 evaluation and the additional evaluation requirements established by Texas state law and the Revised Procedures Concerning Dyslexia (i.e., the 2014 Burgundy Book). This form is also used for three-year re-evaluations for students with Section 504 eligibility who receive dyslexia services under the Texas Dyslexia law.

**17. General Education Homebound.** This form is designed to assist Texas §504 Committees in determining whether homebound services are available under regular education for §504-eligible students, and what types of services are appropriate. It should be used in conjunction with the §504 Evaluation form (Form 10).

**18. Accommodations in Extracurricular Athletics.** This form is designed to address the dynamic created by OCR's 2013 guidance on extracurricular athletics. That guidance recognized that accommodations for Section 504 students in extracurricular athletics did not have to be determined in a Section 504 meeting. The form provides pertinent pieces of the OCR guidance and will serve to document in writing the accommodations agreed to outside of a Section 504 meeting.

**19. Notice of Denial of Parent Request for Section 504 Evaluation.** New this year, Form 19 serves to communicate to the parent that a parent request for 504 evaluation has been refused by the school. The form should include the reasons for the refusal and should be delivered with a copy of the Section 504 Notice of Rights.

**20. Sample Letter to Parent on Section 504 Snapshot for Annual Review.** New this year, Form 20 is a sample letter that can be used to notify the parent when the coordinator determines that an annual review is not required for the student pursuant to the new protocol. The first page is for students with plans. The second page is for students who are technically eligible.