

Section 504 Information/Updates

- **Update Case Managers:** As students move to new schools or change counselors please indicate who the new case manager will be. Go into Folder 1 of the 504 Plan form, select the new case manager, and click Save.
- **Transfer Students:** As new students transfer in, email me at joseph.hannah@k12northstar.org or call 11473 and I will move them into the 504 Students folder in GoalView. This will allow you to access any 504 related forms you may need. Upload any documentation received from the previous school.
- **Finalize Documents:** Finalize all Evaluation and Plan forms following the meetings by selecting "pdf Final" in the print menu. This is how permanent copies of the documents are archived. If they are not finalized and someone starts a new form, the original information will be overwritten and unrecoverable.
- **Upload Signature Pages:** Upload all signature pages after meetings are held. Parents should receive finalized copies of the Evaluation and Plan forms, along with the copies of the signature pages from those meetings.
- **Complete the 504 Screen in PowerSchool:** Following initial evaluations and annual plan reviews, update information on PowerSchool. This includes resetting review dates and updating the accommodations field if necessary.
- **504 Process:** The process for new referrals must flow from completed referral form to signed consent to evaluate, to eligibility determination, and to a plan, if eligible and in need of accommodations/services.
- **Exiting Students:** When students transfer out of the district, graduate, or are found no longer eligible, complete and finalize the Exit Status form. This takes them out of the school's 504 Students folder. If the student returns they can be re-activated in GoalView and all of the archived documents will be available.
- **GoalView Tutorials:** Tutorials have been created demonstrating how to update the case manage field and how to complete a new referral. Log into the district website, go to the special education department, and click on Tutorials, on the lower left side. More tutorials will be created as time allows.

From an 8/10/17 email:

Section 504 Handbook, Revised June 2017

The updated 504 handbook is accessible on the EEO department website at (<https://www.k12northstar.org/Page/3130>). Please discard previous versions of the handbook and do not use forms developed prior to this new revision. Updates include:

- Additions to the non-exhaustive list of major life activities, major bodily functions, and mitigating measures to reflect updated ADA regulations.
- Emphasis that an impairment lasting or expected to last fewer than 6 months can still be substantially limiting.
- The process flow chart does not mandate a special education evaluation if the team determines they suspect a disability under Section 504 but not under IDEA.
- Added discussion of individual health care plans.
- Reminder that a "reevaluation" is necessary prior to a disciplinary removal for more than 10 school days. The Manifestation Determination Review process may constitute the reevaluation under Section 504.
- Expanded discussion of discipline for 504 eligible students.
- Reminder that the 504 Plan should be limited to only those accommodations that are determined necessary based on the evaluation. They must be needs based.
- Reminder that the plan should be written in such a way that all staff understand their roles and obligations for providing accommodations and/or services.
- Three recent documents of interest are referenced, all of which are very informative. Administrators and case managers should be familiar with their contents. They can be found at <https://www2.ed.gov/about/offices/list/ocr/docs/504-resource-guide-201612.pdf>, <https://www2.ed.gov/about/offices/list/ocr/letters/colleague-201607-504-adhd.pdf>, and <https://www2.ed.gov/about/offices/list/ocr/504faq.html>.