

**PROCEDURES
FOR
SECTION 504 OF THE REHABILITATION
ACT OF 1973**

ADMINISTRATIVE REGULATION

6801

PROCEDURES FOR 504 EVALUATION AND PLACEMENT

I. Prior to 504 Referral

- A. The principal shall appoint a Site 504 Coordinator each school year.
- B. Student is identified as having or possibly having a disabling condition by either the parent or District staff.
- C. Language Assessment Scales (LAS) should be completed for students whose first/home language is other than English (indicated as "O" students) prior to Child Study Team or should be completed prior to a 504 Referral.

II. 504 Referral

- A. Initiate referral by having referring party complete the Section 504 Referral Form (504-7).
- B. Forward 504 Referral to the Site 504 Coordinator who shall distribute copies to the student's counselor, principal and assistant principals
- C. The Site 504 Coordinator shall provide a copy of the Procedural Safeguards (Form 504-10) to the student's parent/legal guardian.
- D. The Site 504 Coordinator shall convene a Student Review Team meeting.

III. Student Review Team

The Student Review Team (SRT) **must** include the following individuals:

- ?? a person knowledgeable about the child,
- ?? a person knowledgeable about the disability,
- ?? a person knowledgeable about the evaluation data, and
- ?? an administrative representative (principal or official designee) of the school district.

The SRT may also include the following individuals:

- ?? the student's counselor (if the school has a counselor);
- ?? the student's classroom teacher(s);
- ?? an individual who is representative of and/or sensitive to the student's ethnic/cultural background; and
- ?? any other District personnel deemed appropriate by the principal or his/her designee (e.g., nurse, psychologist, social worker, program specialist, or department chair).
- ?? parents or guardians (optional); and
- ?? student (as appropriate and with parental consent)

B. The SRT must address the following question:

1. Is the student a disabled person **under Section 504?**
(A disabled person means any person who has a physical or mental impairment which substantially limits a major life activity.)

C. The Student Review Team process shall be documented by the completion of Form 504-13 (Student Review Team Documentation.)

D. The SRT Evaluation Process:

1. Shall be completed within 60 days.
2. **Shall draw upon information from a variety of sources, as appropriate,** some of which will include the following:

Parent Input	Teacher Log and/or Baseline Data
Progress Report (Report Card)	Psychological Evaluation
Educational Records	<i>(All Behavioral Areas)</i>
Classroom Teacher Report	Classroom Observation
Medical Evaluation	Evaluations by Other Professionals
Standardized Achievement Test	Adaptive Behavior
Discipline Record	Developmental History
Attendance Record	<i>(Social or Cultural Background)</i>
	Intervention Strategies Used
	<i>(Past or Current)</i>

3. If any of the identified evaluation components require an individual psychological assessment, prior parental consent must be obtained (Permission to Evaluate (504-4)).
4. Should the evaluator(s) suspect a disability under the Individuals With Disabilities Education Act (IDEA), the evaluators shall refer the student for a special education evaluation.

5. Should the evaluator(s) suspect a disability under Section 504 in areas other than those identified by the referring agent, the evaluation must also pursue the suspected areas.

E. Preliminary Eligibility Conference by Student Review Team (SRT)

1. Make a preliminary determination regarding whether the student is disabled under Section 504.
2. If the preliminary determination finds the student to be disabled under Section 504, draft an Accommodation Plan to address both the academic and behavioral needs of the student.
3. Invite the parent/legal guardian to the final eligibility conference and request any additional information/documentation the parent may have regarding the student's potentially disabling condition. (Form 504-5)

NOTE: If the parent/legal guardian is unable or unwilling to attend the final eligibility conference, send a copy of the preliminary findings and/or draft of the Accommodation Plan to the parents with a cover letter requesting the parents'/legal guardians' input telephonically.

F. Final Eligibility Conference by the Student Review Team (SRT)

The SRT should make the final eligibility determination with parental input, if possible.

1. If student is not eligible for 504 services:
 - a. 504 Written Notice (504-6) and 504 Procedural Safeguards (504-10) are given/sent to the parent/guardian;
 - b. Outcome of 504 Referral noted on 504 Site Log (504-12).
2. If student is eligible for 504:
 - a. 504 Accommodation Plan is drafted by the SRT with parent input;
 - b. The Accommodation Plan is distributed to the student's teacher(s) and as appropriate. The Receipt for Copy of Accommodation Plan (504-9) is signed by all who receive a copy of the plan;
 - c. 504 Procedural Safeguards (504-10) along with and a copy of the Accommodation Plan (504-8) are given/sent to the parent/guardian;
 - d. Outcome and review date of Accommodation Plan is recorded on 504 Site Log (Form 504-12).

IV. Section 504 Placement under Accommodation Plan

Services under Section 504 shall be initiated within a reasonable time after they are recommended.

V. Site 504 Coordinator Responsibilities

- A. Maintain a 504 Site Log (Form 504-12) for each school year.
- B. Ensure 504 information is entered into the SONORA database or sent to Technology and Telecommunications for entry.
- C. The student's Accommodation Plan shall be provided the teacher(s) within ten (10) school days of the first day of each school year or the date of enrollment.
- D. When a 504 student transfers to a school, the Site 504 Coordinator at the sending school shall forward the Accommodation Plan to the Site 504 Coordinator at the receiving school.
- E. 504 placement must be reviewed on an annual basis from the date of the Accommodation Plan as noted on and monitored through 504 Site Log. The 504 Site Coordinator shall schedule such annual reviews in a timely manner.
- F. If the student is new to the school, a review of the Accommodation Plan must be conducted within thirty (30) calendar days of enrollment.
- G. Accommodation Plans may be reviewed at a time other than that proposed on the original plan if additional information or student progress warrants such consideration.
- H. Re-evaluation is required before any significant change in placement.
- I. 504 Site Log documenting evaluations and reviews, should be sent to the Director of Equity Development and the appropriate Area Assistant Superintendent at the end of each semester.

VI. Discipline, Suspension or Expulsion

When discipline, suspension or expulsion is being contemplated for a student referred for 504 services or identified as disabled under Section 504, please refer to Board Policy 5062 and Administrative Regulation 5062.

VII. 504 Records/Data Base

- A. Files documenting the evaluation, placement, and provision of services, including periodic re-evaluation and change in placement will be maintained at the schools.
- B. Copies of the 504 Site Logs and Accommodation Plans will be forwarded to the appropriate Area Assistant Superintendent.

- C. A copy of the 504 Site Log only shall be forwarded to the Equity Development Office at the end of each semester
- D. 504 information will be maintained centrally on the SONORA database. The 504 Site Coordinator will ensure 504 information is entered into SONORA either at the school site or at Technology and Telecommunications.

Cross Reference: Governing Board Policy 5062, Discipline, Suspension, Expulsion For 504 Disabled Students

**TUCSON UNIFIED SCHOOL DISTRICT
TUCSON, ARIZONA**

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