SECTION 504 PROCESS FLOWCHART

STUDENT ASSISTANCE PROGRAM (SAP) TRIAGES REFERRAL

Considerations:
- ✓ PBIS Classroom (Expectations posted and Reinforcement System in place, Visual Schedule posted, SEL taught weekly, 5:1...)
- ✓ Tier 2 interventions considered (Student Intervention Matching (SIM) form drives specific intervention, Research-based intervention implemented, monitored and data collected)
- ✓ Student Success Team (SST) Meeting

SAP/SST/TIER 1 and TIER 2 INTERVENTIONS

Considerations:
- ✓ Continue to strengthen Tier 1 (Classroom Supports)
- ✓ Continue to implement Tier 2 interventions

STUDENT NEEDS IMMEDIATE 504 EVALUATION

(Ex: Student has a health-related diagnosis)
If no health-related diagnosis exists, then follow SAP/SST/TIER 1 and TIER 2 INTERVENTIONS

504 MEETING PREPARATION

1. Parent/Guardian signs Section 504 Parent Consent Form (504-1)
2. Complete Section 504 Eligibility Review (504-3) before Section 504 Meeting
   A. Physical Health
      a) Records Review
      b) Consult with doctor/s
      c) Invite School District Nurse to 504 Meeting
   B. Mental Health (Behavioral)
      a) Records Review
      b) Include behavioral assessments and diagnosis if available
      c) If no diagnosis is available then complete Health and Developmental History Form, (504-6)
      d) Behavioral Observation
      e) Consult with School Psychologist and obtain recommendation/s
3. Send Section 504 Meeting invitation to Parent/Guardian

504 TEAM DETERMINES STUDENT IS ELIGIBLE FOR 504 PLAN

1. Copy of Parent and Student Rights (504-2) are given to parent/guardian
2. Section 504 Team creates 504 Plan (504-4) with participation of parent/guardian, teachers, and other school staff involved with the student
3. 504 Plan is completed and signed by all present team members and copy is given to parent/guardian
4. 504 Plan is given to appropriate staff
5. 504 Plan is placed in student’s cumulative folder
6. 504 Plan is uploaded into Synergy by 504 Site Coordinator
7. 504 Plan (forms include 504-1 – 504-4) is sent to:
   School Health Programs, 1515 Quintara SF, CA 94116
   ATTN: District 504 Coordinator

504 TEAM DETERMINES STUDENT IS INELIGIBLE FOR 504 PLAN

1. Copy of Parent and Student Rights (504-2) are given to parent/guardian
2. 504 Process ends
3. Written notice of ineligibility is provided to parent/guardian
4. Place a copy of notice in cumulative folder
   Submit a copy of (504-3 – 504-4) to: School Health Programs, 1515 Quintara SF, CA 94116
   ATTN: District 504 Coordinator
5. Parent/guardian may request a review hearing

SECTION 504: FURTHER CONSIDERATIONS

1. Contact District 504 Coordinator if student is requiring frequent crisis response from school staff
2. Review feedback from Environmental Observation done by Pupil Services Safe and Supportive Schools Coach to ensure Tier 1 supports are firmly in place
3. 504 District Coordinator MUST be contacted when 504

Please see Section 504 Resource Guide for further information

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