504 Form Instructions

**New Referral**

***Parents Rights*** – must be given at Parent and guardian

***Form 1***- Invitation to Schedule Section 504 Eligibility Meeting (this form is letting parent know that you want to evaluate for 504). If parent says yes, they want to do this, then you proceed to Form 2

***Form 2***- Arrange a time with the team, and this form then must be completed and sent prior to the meeting as a formal invitation to parent, team members

***Form 3***- Request for Permission to Evaluate for Section 504 - Must be signed by parent. Send this home with formal invitation but have a copy ready at the meeting for parent to sign as well

***Form 4***- Section 504 Eligibility Form – this form gets filled out by the team – will be very important to have multiple members on the team - Use example as guide if you need to

***Form 5-*** Use this for/worksheet if the team determined eligibility on Form 4. If you determined in Form 4 that the student was not eligible you do not proceed any further.

***Form 6-*** Accommodations Plan – this is the form that details the accommodations that the team determines is a need from Form 5 worksheet. Team signs plan, copies given to each teacher and parent/guardian

**REEVAL Forms**

Every 3 years – treat it like a new referral

Use the following forms:

 ***Form 1***

 ***Form 2***

 ***Form 7 – This is used instead of Form 3 since it is reeval***

 ***Form 4***

***Form 5 and 6 if determined Eligible***

**Manifestation of Determination**

*When student hits the 11th day of out of school suspension total – you must have the Manifestation meeting within 10 days. Timing is important. If student already had 5 suspension days and this latest incident was given 7 more – you only have 7 days to hold the meeting. This is regardless of whether student was placed at Monticello or at home.*

 **Form 8-** *Parental Written Notice for Manifestation - Determine who is to be invited, confirm date and time and send this notice to parent and team members prior to meeting date.*

**Form 9-** *Section 504 Manifestation Determination Review- Team goes through this worksheet. This is a factual process; the questions guide you through whether it is a determination. Do not pre-determine the outcome. If it is determined that the behavior was a manifestation, then the student stays put, and comes back to* sc**hool.**

***Revocation of 504***

 ***Form 10*** - send copy to Susan at Student Services so she can update her master roster

 ***Form 11***- send copy to Susan at Student Services so she can update her master roster