

504 Students Referred to Alternative School Placements

1. If a 504 child is referred to the Alternative Placement Committee, referral paperwork is sent to Richard Armstrong by designated date.
2. Principal or Assistant Principal presents student at Alternative Referral Committee to determine if child meets criteria for admission.
3. If child is accepted, the 504 Team MUST convene and agree that child needs a change in placement.
4. If 504 Team agrees, an addendum to the 504 will be made reflecting the new placement. All Team members sign and date the addendum.
5. The 504 must be updated and amended prior to child moving to new placement
6. A copy of the amended plan will be sent to Kelly Marcy at Student Services.