

Form A

How To Make a Section 504 Referral

A referral of children for Section 504 can be made by anyone. Generally, teachers and parents make most referrals.

Referrals should be made on the Referral for Section 504 Evaluation form and should be submitted to the building principal. The building 504 committee determines whether an evaluation is warranted. If evaluation is not warranted, the parent is notified of their rights. If an evaluation is warranted, the building principal will contact a parent for consent to evaluate. When parental consent is received, the principal will forward the referral to the Building 504 Committee. The principal will also forward 504 Academic Evaluation forms to all teachers working with the student. Completed forms will be returned to the principal who will forward them to the Building 504 Committee. The committee will determine, through evaluating the forms and conducting other testing as necessary, if: 1) the student has a mental or physical impairment, has a record of such an impairment, or is regarded as having an impairment. 2) the impairment results in a substantial limitation of major life activity. The committee will complete the 504 Eligibility Determination Form documenting the results of the evaluation. Should the student be ineligible for 504 accommodations, the parent or guardian will be notified. If, however, an impairment exists that results in a substantial limitation of a major life activity, the parent will be invited to attend a 504 planning meeting at which time the committee will determine what accommodations are necessary to enable the student to receive a free, appropriate public education.

District 504 Coordinator: Jody Hayes