## Section 504 Process Flow Chart

**1. Refer the Student:**
- Complete Student Support Team Referral form.

↓

**2. Decide Whether to Evaluate the Student:**
- Does the SST know or suspect that, because of a disability, the student needs special education or related aids or services to participate in or benefit from school?
- Provide parent or guardian Notice of Action/Consent and Notice of Rights form.
- Obtain consent for initial evaluation.

↓

**3. Evaluate the Student:**
- Evaluate the specific areas of the student's educational needs.

↓

**4. Determine the Student's Eligibility:**
- Review evaluation results and determine eligibility.
- Complete the Eligibility Determination form.
- Provide parents Notice of Action/Consent and Notice of Rights form.

↓

**5. Develop a Section 504 plan for the Student:**
- Develop a Section 504 Plan. May combine with eligibility meeting.
- Assign a case manager to monitor implementation and student progress.
- Provide parent or guardian Notice of Action/Consent and Notice of Rights form and copy of Section 504 Plan.
- Obtain consent for initial placement.

↓

**6. Annually Review the Student's Section 504 Plan:**
- Review and revise the student's Section 504 Plan.
- Provide parent or guardian Notice of Action/Consent and Notice of Rights form.

↓

**7. Periodically Re-Evaluate the Student:**
- At least every three years.
- Before any significant change in placement.
- Provide parent or guardian Notice of Action/Consent and Notice of Rights.