**504 - Special Accommodations Process**

[**504 Survey**](https://docs.google.com/forms/d/e/1FAIpQLScIo8JU_siK_zuhG1g_6U1Y5P4K-ip8LQMTH6o7LPhHHeWbow/viewform)

The 504 Plan is developed to ensure a child who has a disability identified under the law and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and equal access to the learning environment.

* **When a student enrolls in our school with a 504 Plan already in place**, the enrollment specialist requests a copy of the 504 Plan and notifies the Student Support Team. The Support team will enter the accommodations from the provided 504 plan and flag the student in School Pathways. The team will welcome the family and acknowledge that the school has been given a copy of the 504, and are aware of the accommodations the student needs and are put in place. A 504 meeting will be held with the HST and family as soon as possible. The Support team will review the 504 Plan on an annual basis to ensure the accommodations are applicable to the student’s needs.

**There are two scenarios where an initial 504 Plan may be created**

1. **When a student is identified as needing a 504** because the student has an impairment that substantially limits one or more life activities, we hold an initial or renewing 504 meetings where we discuss the student’s needs and accommodations that will benefit the student.
2. **A 504 plan may be created after interventions have been implemented** and SST meetings are held. At this point, it may be determined accommodations are necessary to help a student access curriculum.

Once the 504 legal document is created, we obtain the parent’s signature. That document is entered into School Pathways and reviewed on an annual basis. **To begin the 504 process, the HST will fill out the** [**504 survey**](https://docs.google.com/forms/d/e/1FAIpQLScIo8JU_siK_zuhG1g_6U1Y5P4K-ip8LQMTH6o7LPhHHeWbow/viewform)**.** Once the Support Department receives the form, the HST will be contacted to begin the process.

To view the MTSS Flowchart [CLICK HERE](https://drive.google.com/file/d/1XGYkJy9weGZn28WhrYcjUjZBS2Ne6o1p/view)