

Achievement First NY 504 Identification Process

1. Teacher or parent requests referral for 504 Accommodations (13)

School-based 504 Coordinator contacts parents to discuss referral and process. Log into Infinite Campus under parent contacts.



2. Seek permission for evaluations and inform parents of rights and non-discrimination within 5 school days

School-based 504 Coordinator coordinates permission for evaluations (15)

School-based 504 Coordinator sends home non-discrimination and parental rights summary (10-12)



Evaluations, observations and other data suggest do not suggest the need for a special education referral. **Go to #3**

Evaluations, observations and other data suggest the need for a special education referral because of an adverse impact on education. Refer to page 7.



3. Schedule and convene within 30 school days a 504 Meeting (16)

School-based 504 Coordinator compiles evaluations and other data for the 504 Meeting

School-based 504 Coordinator should give parents at least 5 days notice for the 504 Meeting

Use the 504 Planning Template (17) during the convening of the 504 Team



If the 504 Team determines that the child does have a disability which substantially impacts educational attainment, then the child qualifies for 504 accommodations. **Go to #4**

If 504 Team determines that the child does not have a disability or that the disability does not substantially impact education, then the child does not qualify for 504 accommodations. **STOP**



4. Write the 504 Eligibility and Accommodation Plan (19-20)

504 Team can use accommodation examples (23-26) to complete 504 Plan



5. Document and ensure 504 Accommodation Plan

School-based 504 Coordinator records 504 Accommodation Plan in Infinite Campus

504 Team ensures that 504 Accommodation Plan is implemented



6. 504 Team is reconvened yearly to determine continued eligibility



If no changes are needed in a child's 504 Accommodation Plan, then a parent may sign the continuation request template (21) and receive a new copy of the 504 Accommodation Plan.

If a 504 Accommodation Plan is no longer needed, then the School-based 504 Coordinator will change the 504 status in Infinite Campus to "no" but will keep the 504 fields populated.