

# §504 Committee Decisionmaking Chart

## **1. Referral Analysis** (performed by §504 coordinator or other appropriate person)

- Is this a proper referral?
- What problems does the child show?
- What are the child's grades/scores?
- Are there disciplinary referrals?
- Signs of disability?
- Prior attempts at informal modifications?

### **Documents needed:**

1. Referral form (internal)
2. Notice of Parent Rights
3. Parental Consent?

## **2. The 504 Evaluation** (performed by the 504 Committee)

### **Prior to meeting, the Coordinator should:**

1. Send Notice of evaluation to parent
2. Determine committee members (who has knowledge about the child, the meaning of the evaluation data and the placement options?)
3. Document evaluation data

### **At the meeting, the Committee should:**

- Gather data from variety of sources
- Carefully consider the data
- Do we need additional data/formal tests?

## **At the Evaluation Meeting (continued)**

### **•Eligibility Determination**

- Physical or mental impairment?
- What is the major life activity impacted?
- Is there a substantial limitation?
- Is the disability too severe for 504?

### **•Placement/Accommodations (If the child is eligible)**

- Does the child need services because of the qualifying disability?
- What in-class services?
- What related services?
- Behavior Management Plan needed?
- Other programs (tutoring, peer mentor, dyslexia?)

### **After the Evaluation meeting:**

1. Report of evaluation/meeting to parent
2. Copy of Accommodation Plan to parent (if the child was eligible)

## **3. Review or Reevaluation (performed by the 504 Committee)**

### **Prior to meeting:**

1. Notice of evaluation/meeting to parent

### **At the meeting:**

- Need new evaluation data?
- Is the child still eligible? (If not, dismiss)
- Is there a need for a change in services?

### **After the meeting:**

1. Report of Evaluation/Meeting to parent
2. Copy of updated Accommodation Plan (if any)

## **Manifestation Determination or Link Inquiry Evaluation (Performed by the 504 Committee)**

### **Prior to meeting:**

Notice of Evaluation to parents

### **At the meeting:**

- Recommendation for major discipline?
- Would the disciplinary action constitute a change in placement (10-Day Rule)?
- What data is necessary?
- Is the behavior directly related to disability? (Manifestation or Link)?
- Is the behavior directly related to inappropriate placement?
- Should the child's program change?
- If no link, are modifications necessary for disciplinary placement?

### **After the meeting:**

1. Report of Evaluation to parents
2. Manifestation Determination Form (optional)