

Section 504 Plans

What is a 504 Plan?



A Section 504 plan gives accommodations related to a student's disability to meet their needs. It is a civil rights law and not just for education. It is a written plan offering related aids and services that are aimed to meet learning needs as fully as students without disabilities are met.

Where does it come from?



The Rehabilitation Act of 1973

Section 504 provides a broad range of protections against discrimination based on the disability by recipients of Federal financial support, which includes public schools.

- *The disability does not have to be a lasting disability to qualify under 504 (e.g. temporarily wheelchair bound or on crutches.)*



504 Definition of Disability

To qualify, a person must meet one of the following:

- Physical or mental impairment that substantially limits a major life activity.
- Has a record of such an impairment.
- Is regarded as having such an impairment.

Major Life
Activities
could Include:

Caring for Oneself
Communicating
Concentrating
Bending
Breathing
Eating
Hearing
Learning
Lifting

Performing Manual
Tasks
Reading
Seeing
Sleeping
Speaking
Standing
Thinking
Walking

Examples of physical or mental impairments could be: diabetes, ADD/ADHD, food allergies and autism. The determining factor is does the disability limit a major life activity?

504 step by step

1

Referral

Anyone with knowledge of the child can refer in writing or verbally. Contact the 504 Coordinator at your child's school.

2

Consent to Evaluate

Requires parental permission for initial evaluation.

3

Eligibility

A 504 Plan will be written if your child meets the definition of having a disability and qualifies.

Provide the school documented history of the disability and request it be used as part of the 504 evaluation.

4

504 Meeting

The student's team writes a 504 plan describing accommodations and supports needed.



5

Yearly Meeting

The team will meet yearly to review and update your child's plan.

Meetings are held at least once a year, but you can request a 504 meeting at any time.

6

Re-evaluation

The school district will reevaluate your child at least every three years and before a major change of placement.

If needed, you may request a re-evaluation. Check with your local school district for the timeline of when re-evaluation will occur.

504

Meeting

During

- Be positive!
- Thank them and point out the good you see.
- Share what works for you and your child.
- Give input on what your child is currently able to do.
- Focus on your student's strengths and discuss options to help your child be successful.
- The 504 needs to be specific on who, what and when services and supports are provided.
- Request periodic updates.
- The after-meeting summary should be an accurate picture of what took place at the meeting. Review it before the meeting ends and request items be added if they are not on the summary.
- Leave with a copy of the 504 Plan or a plan for you to receive a copy.

Before

- Ask for a draft of the 504 Plan and any evaluation and progress data/reports.
- Write your child's abilities, strengths and areas of difficulty to share at the meeting.
- Have your child list their current abilities, strengths and areas of difficulty that you or your child can share at the meeting.
- Contact a support person. A person who knows your child well to help you prepare or invite to the meeting.

After

- Thank them, clarify anything you have questions about, and check on anything that is in the process following the meeting
- Stay in touch – keep an open line of communication.
- Share when things are going well with them, not just when there are issues.
 - Monitor how the accommodations work for your child.
 - You can request a 504 meeting at any time.

The Team

The 504 team may include the student, family, the 504 Coordinator, school nurse, teachers, school staff, the student's therapist, an interpreter, other specialists, social workers, and people who have knowledge of the child.



Students

Students are important members of the team. Involve them to foster self-advocacy and to prepare them for their future.

Parents

Permission must be given before an evaluation can take place. Parents are vital members of the team.

If your child has an Individualized Education Program (IEP), they are also covered by Section 504 . If you feel your child may qualify for an IEP, refer them for an evaluation. The Individuals with Disabilities Education Act (IDEA) provides an IEP for children with disabilities.

To learn more:

[Individualized Education Program \(IEP\) Infographic](https://tinyurl.com/ts9hyk9b)
(<https://tinyurl.com/ts9hyk9b>)

or scan QR Code



Resources

- [Parent and Educator Resource Guide to Section 504 in Public Elementary and Secondary Schools](https://tinyurl.com/yvvkcm8x) (<https://tinyurl.com/yvvkcm8x>)
- [Protecting Students With Disabilities: Frequently Asked Questions About Section 504 and the Education of Children with Disabilities](https://tinyurl.com/y3feu8zb) (<https://tinyurl.com/y3feu8zb>)
- [Section 504 Procedures for Student Services](https://tinyurl.com/57f7rxfa) (<https://tinyurl.com/57f7rxfa>)
- [Comparison of IEP, 504, IHP and EAP School Plans](https://tinyurl.com/2rv25xkz) (<https://tinyurl.com/2rv25xkz>)
- [504 Plan for Public School \(KY Protection & Advocacy\)](https://tinyurl.com/2p9dyted) (<https://tinyurl.com/2p9dyted>)
- [Sample 504 plan template \(Understood\)](https://tinyurl.com/yd4adsxm) (<https://tinyurl.com/yd4adsxm>)
- [School Accommodation Ideas for Students who Receive Section 504 or Special Education Services \(PACER\)](https://tinyurl.com/5e9wyswd) (<https://tinyurl.com/5e9wyswd>)
- [Students with Disabilities and Section 504 of the Rehabilitation Act of 1973 \(PACER\)](https://tinyurl.com/73v884va) (<https://tinyurl.com/73v884va>)



KY-SPIN, Inc.

(Kentucky Special Parent Involvement Network) is a statewide 501(c) 3

nonprofit organization. The mission of KY-SPIN, Inc. is to link families and individuals with disabilities to valuable resources that will enable them to live productive, fulfilling lives.

[About KY-SPIN](#)

Supporting Kentucky Youth



[About SKY](#)

<https://www.aetnabetterhealth.com/kentucky/supporting-kentucky-youth.html>

[Events](#)

<https://www.aetnabetterhealth.com/kentucky/news-events.html>