**Section 504 Referral Process Flow Chart**

Eligible

Not eligible

Consider other interventions if necessary

Review annually or upon request

Request for Consideration of Referral for Section 504

(Staff and/or parent identifies a concern through the Child Find process)

Building Section 504 Coordinator obtains parent written consent and provides parent a copy of Section 504 Student and Parent Rights (Appendix L)

Building Section 504 Coordinator gathers data from multiple sources (i.e. medical reports, teacher & parent input)

Yes

Team determines accommodations and writes plan

Section 504 Plan implemented immediately

Parent request to not write plan at this time

Plan reviewed annually

Plan re-evaluated every 3 years

Eligibility meeting to determine if the child has an impairment which substantially limits one or more major life activities

No