



# Parent Training & Information

## DEVELOPING A 504 PLAN

Although federal regulations do not use the words “accommodations” or “504 Plan,” districts are required to document the steps taken to figure out if a student has a disability. The regulations do not require that a 504 plan be written. However, a written plan is best practice, and most districts use a 504 plan form. The plan should include accommodations and services that are needed because of the disability. Both general education and Special Education services can be provided. This can include health services that don't need to be directly provided by licensed medical personnel, such as giving medication, glucose monitoring, and insulin shots.

The 504 plan is developed by a team of people who know:

- the child/young adult
- the evaluation data
- the educational setting

Parents are not specifically required to be members of the team, but since they know the child very well, they should be given opportunities to participate in team meetings and decisions.

The 504 team reviews information from a variety of sources and decides:

- if a student is disabled without “extensive analysis”
- the impact of the disability on a major life function at school
- what services, accommodations, and modifications will allow the student to have a free and appropriate public education. This includes equal access in non-academic programs run by the school district. The team also makes sure that the student is educated in the least restrictive environment with students who are not disabled. Mitigating measures can be considered when deciding what services are needed, but not considered when deciding whether or not a student is eligible for 504 protections.

The plan should include:

- a description of the disability
- which major life activity is limited
- the basis for determining the disability and how it affects education
- needed accommodations and/or services
- placement in the least restrictive environment
- a review or re-evaluation date
- 504 team members' names

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