

# How to Get a Section 504 Plan

## **Tell the School**

- Fill out a Report Form and sign a Letter of Request
- Collect supporting documents:
  - Doctors' letters
  - Reports cards
  - Standardized test scores
  - Teacher evaluations
- Make 2 copies of everything (one for you, one for the school)
- Bring these to your child's school. Have someone sign for it!

## **Evaluate the Student**

- You MUST sign a Permission to Evaluate Form.
- The school MUST make it easy to get this form.
- The school must respond to your written request in 25 days.
- A team will review all the information and write an Evaluation Report.

## **Decision**

- The team will decide if your child needs a 504 Plan.
- The school fills out a form that explains the decision.
- The school will tell you what they decide.

## **If Yes... Make a 504 Plan**

- Accommodations will be made for your child.
- You will get a copy of the 504 Plan.
- You MUST sign this plan.
- This Plan will be reviewed every year.
- Your child will be re-evaluated every 3 years or when their needs change.

## **If No... Next Steps**

- What to do next is up to you.
- You can request a formal Hearing.
- You can request an Independent Evaluation.