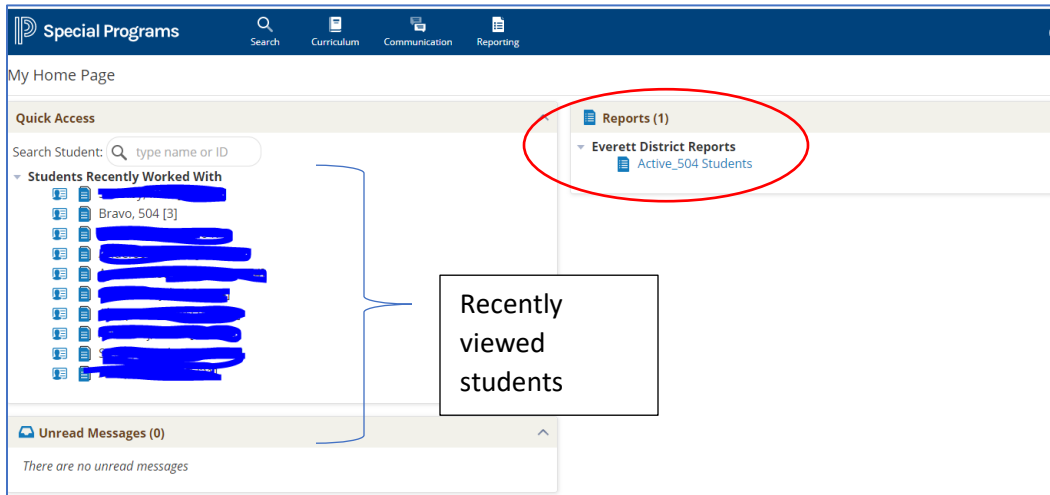
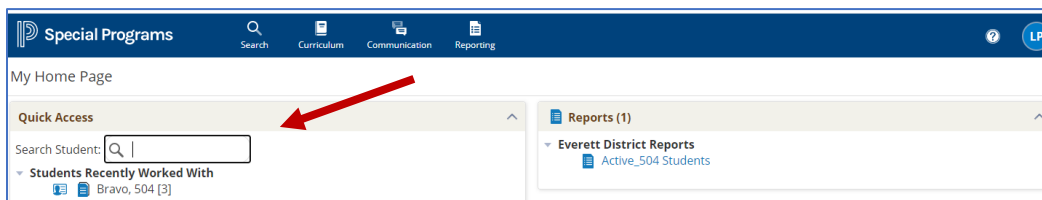


504 Special Programs – User Manual

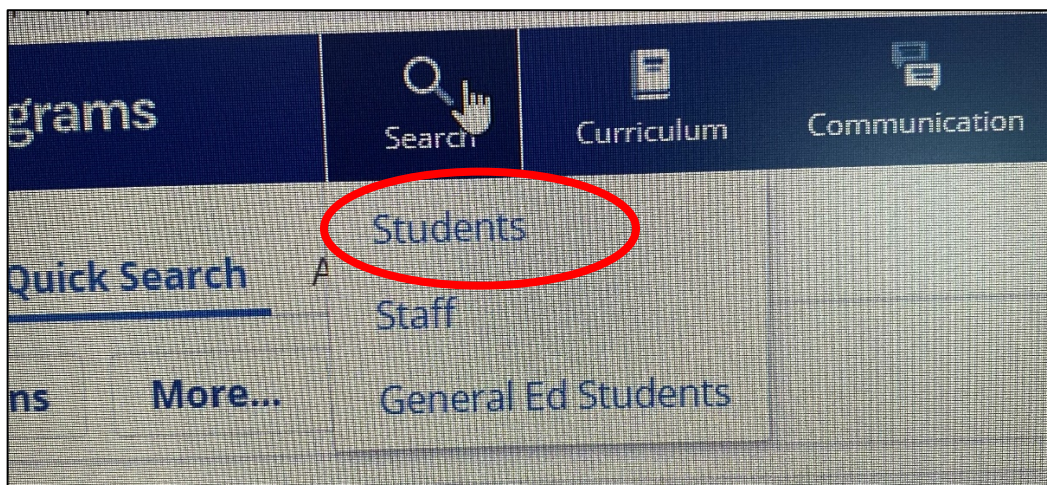
1. **Select Special Programs from Managed Bookmarks.**
2. **Home Screen** shows the list of recently accessed students and a report that shows you all 504 students at your site.



3. Selecting a Student



Or searching **Students** in the Search menu.



4. After selecting a student, you will see a document box organized by year

Special Programs Search Curriculum Communication Reporting

Search > 504 [REDACTED]

Profile Documents Events

by Year: (All) More...

Documents for [REDACTED]

Create New Document: (Select...) Go

Documents for 2020/21	Status	Creation Date ▼	Modification Date	Finalization Date
File-based Document (Imported from IEPPLUS.): 504 Notice of Action (ID: 270439) (Date: 02-02-21) (Archive - 02-05-21).pdf	Final	07/28/2021	---	---
File-based Document (Imported from IEPPLUS.): 504 Accommodation Plan (ID: 270442) (Date: 02-05-21) (Archive - 02-05-21).pdf	Final	07/28/2021	---	---
Imported File Attachment (504 Plan) (Imported from IEPPLUS.) Attachment: 504 Accommodation Plan (ID: 270442) (Date: 02-05-21) (Archive - 03-30-21).pdf	Final	07/28/2021	---	---
File-based Document (Imported from IEPPLUS.): Electronic Signatures.docx	Final	07/28/2021	---	---
> Documents for 2019/20				
> Documents for 2018/19				

5. To create a new document, select a document from the Create New Document dropdown menu

Special Programs Search Curriculum Communication Reporting

Search > 504 [REDACTED]

Profile Documents Events

by Year: (All) More...

Documents for [REDACTED]

Create New Document: (Select...) Go

Documents for 2020/21	Status	Creation Date ▼	Modification Date	Finalization Date
File-based Document (Imported from IEPPLUS.): 504 Notice of Action (ID: 270439) (Date: 02-02-21) (Archive - 02-05-21).pdf	Final	07/28/2021	---	---
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File-based Document (Imported from IEPPLUS.): Electronic Signatures.docx	Final	07/28/2021	---	---
> Documents for 2019/20				
> Documents for 2018/19				

6. Select forms from the dropdown window

Documents for 504 Bravo (3)

Create New Document: (Select...) Go

Documents for 20

Section 504

Form 504-4 Parent

Form 504-4 Parent

Form 504-6 Eligibil

Form 504-5 Determ

Form 504-11 Indiv

Form 504-8 Indiv

Bookmarked

Transportation Form

Section 504 -School Closure Tracking Form

Form 504-11 Individual Health Plan

Form 504-10 Manifestation Determination Review

Form 504-9 Termination of Services

Form 504-8 Individual 504 Plan

Form 504-6 Eligibility OR Non Eligibility Notice

Form 504-5 Determination of Eligibility Report

Form 504-4 Parent/Guardian Consent for Evaluation

Form 504-3 School Request for 504 Determination

Creation Date

Modification Date

2021 Tue, 02:45 PM	09/07/2021 Tue, 02:54 PM
2021 Tue, 10:30 AM	09/07/2021 Tue, 02:41 PM
2021 Thu, 08:54 AM	09/02/2021 Thu, 11:32 AM
2021 Tue, 03:28 PM	09/02/2021 Thu, 11:24 AM
2021 Tue, 03:23 PM	09/01/2021 Wed, 10:55 AM
2021 Mon, 09:57 AM	09/07/2021 Tue, 02:53 PM

The two documents most used will be

- 504-5 Determination of Eligibility Report
- 504-8 Individual 504 Plan

New Referrals:

- 504-4 Parent/Guardian Consent for Evaluation

7. When you select a new document, you will be asked to label the document

Category: (All) More...

Go

New Parent Consent

Label/Comment:

additional settings >>

New Cancel

Just put your initials

Within the Determination of Eligibility Report (Form 5) and the 504 Plan (Form 8) most sections include a dropdown menu of options as noted in the table below and in the handout provided. Please note:

- In the Assessment/Testing Section you must choose from the preloaded SBA accommodations in order for the accommodation to be pulled into TIDE.
- When using Assessment/Testing SBA accommodations please refer to previous training regarding how students qualify for the accommodation.
- In all sections, you have the option to type in your own accommodations or pull from your personal bank of statements.
- Eligibility statements may require additional information specific to the student in addition to the dropdown item.

Determination of Eligibility:

Areas of Concern: (Educational Impact)
Include initial concerns for educational impact.

- This statement may include if referral was from parent, and if medical documentation was provided.

Summary of Data Reviewed:
Summarize your data review process.
Ex: For this evaluation the team reviewed documentation including: Review of cumulative records, medical documentation, teacher or staff reports.

Summary of staff reports/comments:
Progress reports, assessment data and teacher feedback were used to support eligibility and determine accommodations.

Summary of parent/guardian report/comments:
Parent/guardian provided feedback on student strengths and areas for growth outside of the school environment.
Parents provided feedback on time on task at home to support learning, homework and school expectations.

Eligibility or Non Eligibility Form: <https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-47507/Section%20504%20Brochure.pdf>

Parental Rights Brochure: <https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-47507/Section%20504%20Brochure.pdf>

Special Program "Statements" for 504 Accommodations				
Related services, aids, accommodations	Instructional	Environmental/Accessibility	Behavioral/Social	Assessment/Testing
<ul style="list-style-type: none"> • This student has an attached health plan that is considered part of this 504. • Provide an additional set of textbooks • Noise blocking headphones • Assistive technology (audio texts, text to speech, or computer) as needed for learning and communication (<i>space to type which device is needed</i>) • Transportation services 	<ul style="list-style-type: none"> • Accommodate for learning missed due to absences associated with medical visits • Adapt physical education curriculum to meet student physical needs • Provide outlines or copies of presentation • Allow for oral reports rather than written reports • Break down assignments into manageable parts with clear and simple directions • Have student restate or write direction/instructions • Provide extra time on tests, class work and homework if needed • Have student use an organizer to manage tasks 	<ul style="list-style-type: none"> • Arrange for assistance with carrying items between classes and within the building • Allow extra time to travel between classes • Provide access to restroom • Provide access to water • Establish a behavior management plan that connects school and home • Provide visuals for prompting around schedule, routines and academic strategies • Seat student away from distractions and <u>in close proximity to</u> the teacher 	<ul style="list-style-type: none"> • Provide positive praise and redirection to reinforce appropriate behavior • State classroom expectations, post in an obvious location and enforce consistently • Give student opportunity to stand/move while working (tolerate movement) • Establish nonverbal cue between teacher and student for behavior monitoring • Initiate a Class Pass system • Provide rest time/periods 	<ul style="list-style-type: none"> • Retake assessments after reflecting on learning and completing specified formative work <p>(SBA Accommodations double for those that would be used in the classroom.)</p>

8. The Determination of Eligibility Report (Form 5)

- has spaces for composing key details and places for dropdown statements.

Save, Done Editing Save, Continue Editing Cancel Editing ABC

EVERETT PUBLIC SCHOOLS
Everett Public Schools
3900 Broadway, Everett, Washington, 98201, 425-385-4

**DETERMINATION OF ELIGIBILITY REPORT
(FORM 504-5)**

Student Name: 504 Bravo Date: 09/12/2021
Student ID#: 3 Birth Date: 08/30/2015
School: Special Services Grade: Third Grade

EVALUATION REPORT

The 504 Team is to include individuals who are knowledgeable about the student, the student's impairment, and/or the meaning of the data/information reviewed. The information reviewed by the 504 team should be current and focus on the areas of concern.

1. Areas of concern:

Use this box to summarize the concerns,
• Refer to 504 Manual pg. 3, 4, 17, 18, 21 for guidance

2. Summary of data reviewed:

These windows will contain some dropdown statements but will also have room for composing additional statements.

3. Summary of staff reports/comments:

Activate Page 2

← → Determination Of Eligibility

Save, Done Editing Save, Continue Editing

Determination Of Eligibility
Team Decision

TEAM DECISION OF DETERMINATION OF ELIGIBILITY

Based on the Team's findings, answer the following questions:

1. ☐ Yes ☐ No Does the student have an impairment?

2. ☐ Yes ☐ No Does the impairment substantially limit one or more major life activity(ies)? (major life activities can include caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, communicating, immune system functions, normal cell growth functions, digestive functions, bowel functions, bladder functions, neurological functions, brain functions, respirator functions, circulatory functions, endocrine functions, reproductive functions; not an exhaustive list)





3. ☐ Yes ☐ No Does the mental or physical impairment substantially impact the student's ability to participate in and/or benefit from programs and services?

* If Eligible Complete Form 504-6 and 504-8
** If Not Eligible Complete Form 504-6

504 Handbook
Everett Public Schools



Save, Done Editing Save, Continue Editing Cancel Editing ABC

9. Form 8 – The 504 Plan

		Everett Public Schools	
		3900 Broadway, Everett, Washington, 98201, 425-385-4000	
INDIVIDUAL 504 PLAN			
(FORM 504-8)			
Student Name: 504 2 Bravo		Date: <input type="text"/>	
Student ID#: 4		Birth Date: 09/06/2015	
School: Special Services		Grade: Ninth Grade	
You can find your rights under 504 here:			
<input type="text"/>			
Describe the related services, aids, accommodations that will be provided:			
<div></div> <div><input type="text"/></div>			
1. Instructional:			
<div></div> <div><input type="text"/></div>			
2. Environmental/Accessibility:			
<div></div> <div><input type="text"/></div>			

ASSESSMENT and TESTING

- SBA Dropdown (must be from official dropdown to load into TIDE)
- Classroom Drop down

3. Behavioral/Social:	
<div></div> <div><input type="text"/></div>	
4. Assessment/Testing:	
<div></div> <div><input type="text"/></div>	
504 Handbook Everett Public Schools	

Activate Page 2

[<](#) [>](#) Individual 504 Plan [↶](#)


Save, Done Editing



Save, Continue [↶](#)

Individual 504 Plan

Continuation of (Form 504-8)

504 Team Signatures ☒

 To complete this section, fill out the form below and click save above.

CONTINUATION OF (FORM 504-8)	
5. Other:	
6. Student responsibilities:	<div>Considerations for filling out these sections will come directly from Student Support Services 504 Compliance Training.</div>
7. Parent(s)/Guardian(s) responsibilities:	
Section 504 Start Date: <input type="text"/>  End Date: <input type="text"/>  (fill in date the plan was actually reviewed; not date it is due to be reviewed)	
<p>(The Building 504 Coordinator or designate will be responsible for scheduling staff needed to conduct this review.)</p> <p>NOTE: Provide a copy of 504 Plan to Parent(s)/Guardian(s) and to all individuals responsible for implementing the plan.</p>	

Activate Page 3

Continuation of (Form 504-8) ↗

Save, Done Editing Save, Continue Editing

Individual 504 Plan

Continuation of (Form 504-8)

504 Team Signatures ☒

To complete this section, fill out the form below and click save above.

504 Team Signatures ☒

Edit This Section Set Document... Print...

Select the edit box to begin entering team member names for signature page.

CONTINUATION OF (FORM 504-8)


504 Team Signature:
(Do not have parent/guardian sign in this section.)





Name	Date
09287 (Koetje, Stefani)	
(ID) lookup / non-lookup MTSS Facilitator	
(ID) lookup / non-lookup	
(ID) lookup / non-lookup	
(ID) lookup / non-lookup	
(ID) lookup / non-lookup	
(ID) lookup / non-lookup	
(ID) lookup / non-lookup	
(ID) lookup / non-lookup	
(ID) lookup / non-lookup	
(ID) lookup / non-lookup	
(ID) lookup / non-lookup	

Use the lookup link to find staff. Once you have added a staff member on this form they will move to the top of your recently used staff list on future forms.

☐ I received the Your Rights under 504 (Form 504-1).
☐ I agree with the 504 Plan as written.
☐ I understand that if I disagree with the content of this 504 plan, I have the right to ask for a hearing by filing a written request using the Request for a Hearing (Form 504-7).
☐ College Board Accommodation Consent

10. Returning to Home Screen just requires clicking on the hyperlinked “My Home Page”

 **Special Programs**

 Search  Curriculum  Communication  Reporting


[My Home Page](#) > 504 Bravo (3)

Profile **Documents** Events

By Year: (All) By Category: (All) More...

Documents for 504 Bravo (3)

Create New Document: (Select...) Go

 Documents for 2021/22	Status	<u>Creation Date</u>	<u>Modification Date</u>	<u>Finalization Date</u>
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Other Considerations