

504 MODULE: CONSENT TO EVALUATE (504-4)

The 504 module was purchased in 2019 and allows the 504 program to become paperless by housing the documents in the module. There is a 504 link in PowerSchool that will take a user directly to the 504 module. To be able to access the 504 module, a user will need:

1. Read only PowerSchool access. A minimum of Read Only access for PowerSchool is needed because a user will click on a link in PowerSchool that will take them to the 504 module.
2. Attend a 504 in person training to get access to the 504 module. A user will be granted access to the 504 module after attending a 504 module training held by the 504 team.

PURPOSE

Documentation gives instruction on how to complete form 504-4. 504-4 is the notice to parents that SPS will be evaluating their student to assess their needs in pursuant to the Rehabilitation Act of 1973.

AUDIENCE

This QRD is intended for the **504 Coordinator and SIT team.** (What does SIT stand for?)

USES

- SIT team and Building Coordinator meet to evaluate the students' needs. **NOTE: There must be two or more staff members evaluating the students' needs**
- Notice to the parents stating that SPS wishes to evaluate the student based on the Rehabilitation Act of 1973.

GET STARTED

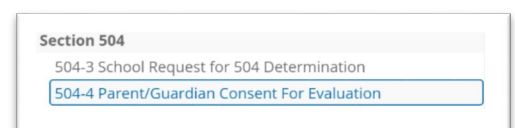
NOTE: All schools are responsible for maintaining their Section 504 students in the 504 module.

If you would like more information on accessing the 504 module and searching for a student, see the QRD's for Accessing the 504 Module from PowerSchool and Searching for a Student.

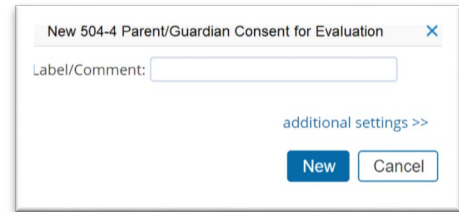
HOW TO

NOTE: Once the SIT team and 504 Building Coordinator receives a referral (504-2/504-3), the school has go calendar days to complete the 504-4 as acknowledgment of the 504-2/504-3.

1. On the My Home Page, click the drop down arrow for **Create New Document**. Select **504-4 Parent/Guardian Consent for Evaluation**. Click the **Go** button.



2. On the **New 504-4 Parent/Guardian Consent for Evaluation** pop up message, click the **New** button to start the form.

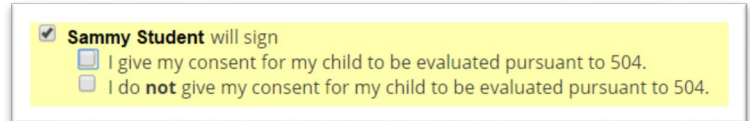
A pop-up window titled "New 504-4 Parent/Guardian Consent for Evaluation" with a close button (X) in the top right. It contains a "Label/Comment:" text input field, a link "additional settings >>", and two buttons: "New" and "Cancel".

3. Complete the following information:

- **Date:** Enter the date when the 504 Building Coordinator is sending the form to the parents. **NOTE: The 504 Building Coordinator can schedule the meeting with the parents.**

the

4. Click the checkboxes for the parent(s) that will be signing the 504-4 form and make sure there is a check next to their name.

A yellow rectangular box containing a checked checkbox next to the text "Sammy Student will sign". Below this are two unchecked checkboxes: "I give my consent for my child to be evaluated pursuant to 504." and "I do not give my consent for my child to be evaluated pursuant to 504."

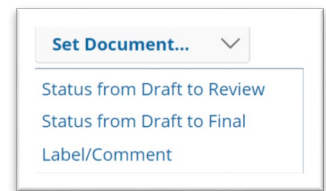
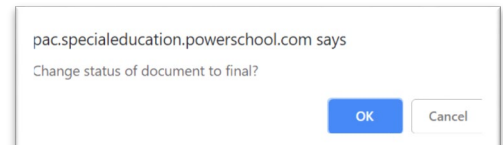
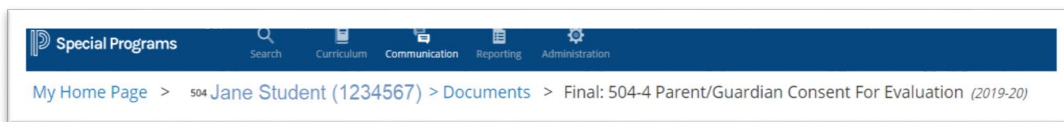
5. Click the Save button

- **Save, Done Editing:** You can come back to this form or are ready to finalize, use this button. This option removes the editing feature and displays a preview. (NOTE: All fields must be completed with no fields being highlighted as pink otherwise the system will not let you move on.
- **Save, Continue Editing:** Saves and keeps you on this page. This option allows you to continue with edits.

Two blue buttons side-by-side: "Save, Done Editing" and "Save, Continue Editing".

6. Set the document to Final state

- Click the Set Document down arrow and select Status from Draft to Final.
 - **NOTE: You will no longer be able to edit the document once you set the document to Final.**
 - **NOTE: To send the form electronically to the parents, the email address appearing on the form MUST be valid. If it is NOT a valid email, the 504 Building Coordinator must print the form out and get manual signatures from the parent(s)/guardian(s).**
- On the New 504-4 Parent/Guardian Consent for Evaluation screen, click the Accept button.
- On the pop up message pac.specialeducation.powerschool.com says Change status of document to final? Click OK button.
- The title of the document will say Final: New 504-4 Parent/Guardian Consent for Evaluation

A dropdown menu titled "Set Document..." with a downward arrow. The menu is open, showing three options: "Status from Draft to Review", "Status from Draft to Final", and "Label/Comment".A pop-up window with the text "pac.specialeducation.powerschool.com says Change status of document to final?". It has two buttons: "OK" and "Cancel".A breadcrumb navigation bar showing the path: "My Home Page > 504 Jane Student (1234567) > Documents > Final: 504-4 Parent/Guardian Consent For Evaluation (2019-20)". Above the path is a navigation menu with icons and labels: "Special Programs", "Search", "Curriculum", "Communication", "Reporting", and "Administration".

504 HELP

If you need **Tech assistance** with the 504 special programs module, please email 504support@seattleschools.org.

For 504 questions, please email 504coordinator@seattleschools.org