

504 MODULE: DETERMINATION OF ELIGIBILITY(504-5)

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 the 504-5 form.

AUDIENCE

This QRD is intended for the **504 Building Coordinator**.

USES

- SIT team and 504 Building Coordinator determine if student is eligible for 504 services
- Includes individuals who have knowledge of the student's impairment and reviewing any data or information regarding to the student

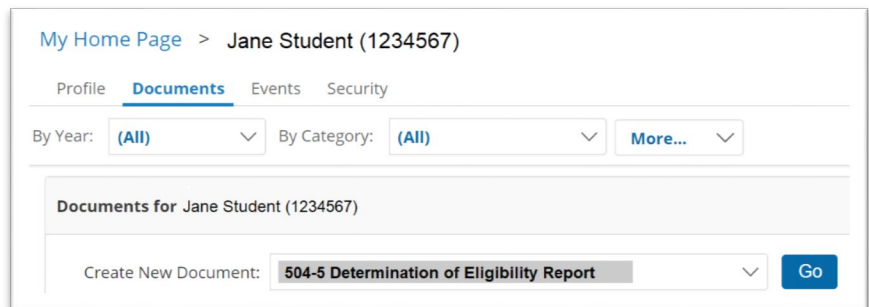
GET STARTED

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

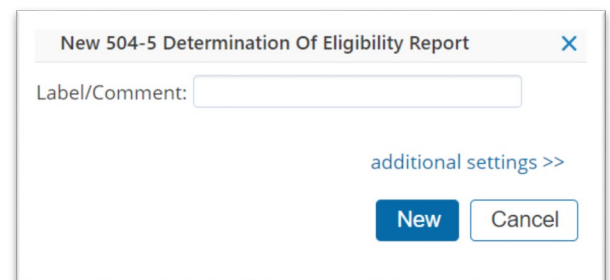
If you would like more information on accessing the 504 module and searching for a student, see the QRD's for Accessing the 504 Module from PowerSchool and Searching for a Student.

HOW TO

1. On the My Home Page, click the drop down arrow for **Create New Document**. Select **504-5 Determination of Eligibility Report**. Click the **Go** button.



2. On the **New 504-5 Determination of Eligibility Report** pop up message, click the **New** button to start the form.



3. Complete the following information:

- Date: Enter the date the referral was received.
- Area(s) of concern
- Summary of data reviewed
 - **NOTE:** Any documents (ex: doctor referral, testing evaluation, etc.) discussing the student's disability/impairment must be attached to the student's 504 record. To do this, upload these documents as Confidential Forms.
- Summary of staff reports/comments
- Summary of parent(s)/guardian(s) report/comments
- Other pertinent information
- Answer the Yes/No questions in the Team Decision of Determination of Eligibility

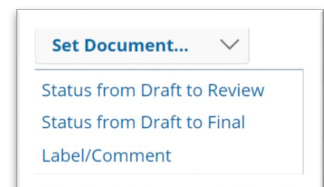
4. Click the **Save** button

- **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.

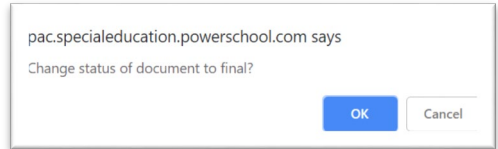


5. Set the document to Final state

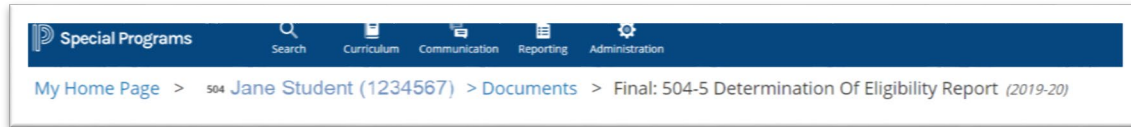
- Click the **Set Document** down arrow and select **Status from Draft to Final**.
 - *****NOTE:** You will no longer be able to edit the document once you set the document to Final.***
- On the **Set Document Status: 504-5 Determination of Eligibility Report** screen, click the **Accept** button.



- 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: 504-5 Determination of Eligibility Report.**



USEFUL TIPS

- Use the **Insert from Statements Bank** button to gather a list of impairments that you can select all that apply to the student.



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