

## 504 MODULE: INDIVIDUAL 504 PLAN (504-8)

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 instructions on how to complete the 504-8 form to define the accommodations for the student.

### AUDIENCE

This QRD is intended for the **SIT team** and **504 Building Coordinator**.

### USES

- Define the student's accommodation including environment, accessibility, behavioral, social, instructional, assessments, and testing.

### GETTING STARTED

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

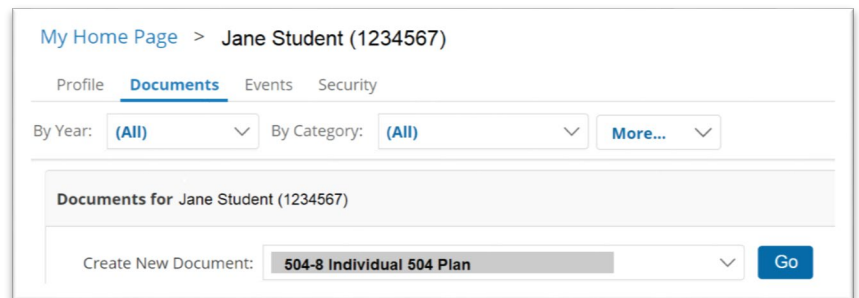
If you would like more information on accessing the 504 module and searching for a student, see the QRD's for Accessing the 504 Module from PowerSchool and Searching for a Student.

## HOW TO

**\*\*NOTE: DO NOT INCLUDE DIAGNOSIS IN THIS FORM (504-8). Teachers will have view/print access to this form. This will be in direct violation of FERPA and/or HIPAA The diagnosis information should appear on the 504-5 form only.\*\***

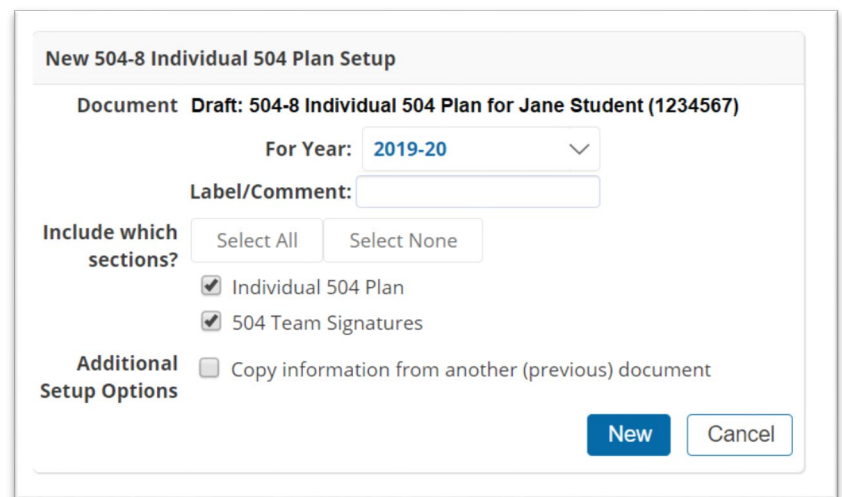
**\*\*NOTE: DO NOT SEND 504 PLANS THROUGH EMAILS. This will be in direct violation of FERPA and/or HIPAA.\*\***

1. On the My Home Page, click the drop down arrow for **Create New Document**. Select **504-8 Individual 504 Plan**. Click the **Go** button.



2. On the **New 504-8 Individual 504 Plan Setup** pop up message, click the **New** button to start the form.

**NOTE:** If your student already has a previous 504 plan, you can choose a previous year's plan to copy the information. To do this, select the year in the **For Year** field and make sure **Copy information from another (previous) document** is checked.)



3. Complete the following information:

- **Date:** Enter the date you started to create the 504 plan
- **Describe the related services, aids, accommodations that will be provided:** You may Only use the statement bank button to select the appropriate application(s). **Note:** if you would like an additional information to appear in the statement bank, contact the 504 department.
- **Instructional:** Use the statement bank button to select the appropriate application(s). This statement bank helps to guide by making suggestions on the wording to use. If you don't see any suggestions in the statement bank that fits the student's situation, you may manually enter in additional information.
- **Environmental/Accessibility:** Use the statement bank button to select the appropriate application(s). This statement bank helps to guide by making suggestions on the wording to use. If you don't see any suggestions in the statement bank that fits the student's situation, you may manually enter in additional information.
- **Behavioral/Social:** Use the statement bank button to select the appropriate application(s). This statement bank helps to guide by making suggestions on the wording to use. If you don't see any suggestions in the statement bank that fits the student's situation, you may manually enter in additional information.
- **Assessment/Testing:** Use the statement bank button to select the appropriate application(s). This statement bank helps to guide by making suggestions on the wording to use. If you don't see any suggestions in the statement bank that fits the student's situation, you may manually enter in additional information.
- **Other:** Use the statement bank button to select the appropriate application(s). This statement bank helps to guide by making suggestions on the wording to use. If you don't see any suggestions in the statement bank that fits the student's situation, you may manually enter in additional information.

- **Section 504 Start Date:** Enter the date the 504 plan will go into effect.
- **Annual Review Due By Date:** The annual review date is three years from when the plan was implemented.
- **Date of Actual Review Date:** Enter the exact date the plan was reviewed, not the date it is due to be reviewed.

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.

Two blue buttons side-by-side. The left button says "Save, Done Editing" and the right button says "Save, Continue Editing".

5. Hover your mouse over the **Individual 504 Plan** button. It will open a small window listing **Individual 504 Plan** and **504 Team Signatures**. If the **504 Team Signatures** does not have a check mark next to it, you will need to click on the link to add in signatures.

- **NOTE:** You must have **SIT Team and 504 Building Coordinator** as part of the team signatures. It cannot be parents signatures only.

A dropdown menu with a blue border. The selected item is "Individual 504 Plan" with a blue checkmark. Below it is "504 Team Signatures" with a grey checkmark. A "Naviera" link is visible to the right.

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. **\*\*\***)

A dropdown menu with a blue border. The selected item is "Set Document...". Below it are three options: "Status from Draft to Review", "Status from Draft to Final", and "Label/Comment".

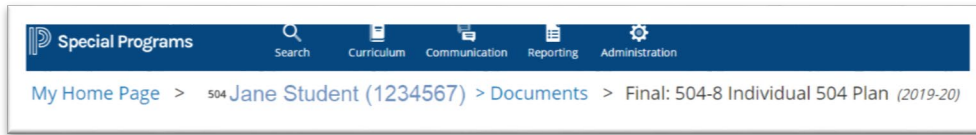
- On the **Set Document Status: 504-8 Individual Plan** screen, click the **Accept** button.

A form titled "Set Document Status: 504-8 Individual 504 Plan for Jane Student (1234567)". It has a dropdown menu for "Change status from Draft to" with "Final" selected. Below is a text area for "Comments (optional)". Then a section for "User IDs" with links "Look up: Staff User ID" and "My Messaging Groups". Below that is a text area for "Send a Notification Message To". At the bottom, it says "Staff below are referenced in document. Click any to include in notification:" followed by "Name1: PLYEE (Yee Pamela)". There are "Accept" and "Cancel" buttons at the bottom right.

- On the pop up message **pac.specialeducation.powerschool.com** says **Change status of document to final?** Click **OK** button.

A small pop-up message box. It says "pac.specialeducation.powerschool.com says" and "Change status of document to final?". There are "OK" and "Cancel" buttons at the bottom right.

- The title of the document will say **Final: 504-3 School Request for 504 Determination**



## USEFUL TIPS

1. 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](mailto:504support@seattleschools.org).

For 504 questions, please email [504coordinator@seattleschools.org](mailto:504coordinator@seattleschools.org)