

# POWERSCHOOL 504 MODULE

## QUICK REFERENCE DOCUMENT (QRD)

### ACCESSING A STUDENT 504 ACCOMODATION PLAN (504-8)

In 2019, Seattle Public Schools purchased a program which allows the Student 504 Department to become paperless by housing the documents within this program (504 Module). Because of this new program, Parents/Guardians will now have access to their student’s 504 Eligibility Determination (504-6) and Accommodation plan (504-8) via the Source.

#### PURPOSE

Instructions on how to access the 504 Module on the Source

#### AUDIENCE

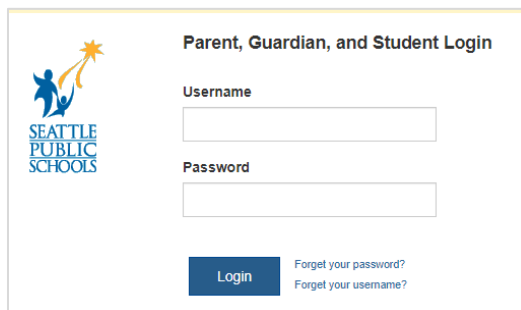
Parents/Guardians of students with 504 Civil Rights Protections

#### HOW TO

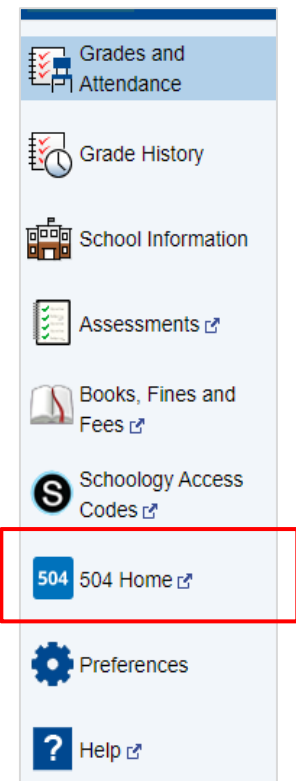
- To access The Source, enter <https://ps.seattleschools.org/> in your web browser.

**If you have not set up an account for the Source, please click the link for detailed**

**instructions:** [www.seattleschools.org/SourceSetup](http://www.seattleschools.org/SourceSetup)



- Enter your Username and Password and click the Login button.
- On the left navigation panel of The Source, click on the 504 Home link with the blue 504 icon.
- The My Home Page in the 504 Module will open. There are two sections you will see: Alert Announcements and Quick Access.
  - Alert Announcement will notify you of any upcoming down times. For example, when Maintenance on the module will occur.
  - Quick Access is where you will be able to view your child’s 504-8 plan. Click on the **504-8 Individual 504 Plan** link.




## My Home Page

### Alert Announcements

Subject	From	Date
<b>Maintenance Window: Friday January 31st, 2020 (7:00pm - 12:30am PDT, 9:00pm - 2:30am CDT, 10:00pm - 3:30am EDT)</b>	:SERVICE (System Service)	Sent: 01/21/2020, Expires: 02/01 Sat, 10PM

### Quick Access

#### Documents (2019-20)

 504-8 Individual 504 Plan

## 504-8 PLAN QUESTIONS

**Please note:** If the student qualified for 504 Civil Rights protections without a plan you will only see the **Eligibility Notice (504-6)**. If you are unable to access the 504-8 or 504-6 in The Source or have questions or concerns regarding your student's 504 plan, please reach out to the **504 Building Coordinator at the school**. Please go to [Student 504 Procedures](#) page for the current list.

## THE SOURCE QUESTIONS

If you experience Source login issues, please email [sourcesupport@seattleschools.org](mailto:sourcesupport@seattleschools.org). To learn more about The Source, please visit: [www.seattleschools.org/Source](http://www.seattleschools.org/Source).