

# 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

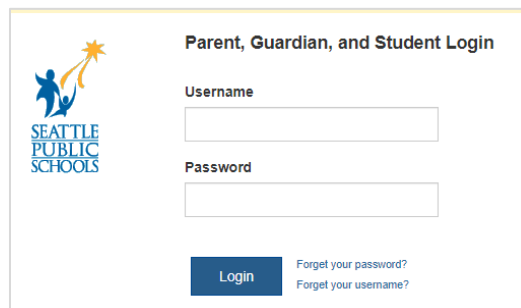
Parents/Guardians of students with 504 Civil Rights Protections

#### HOW TO

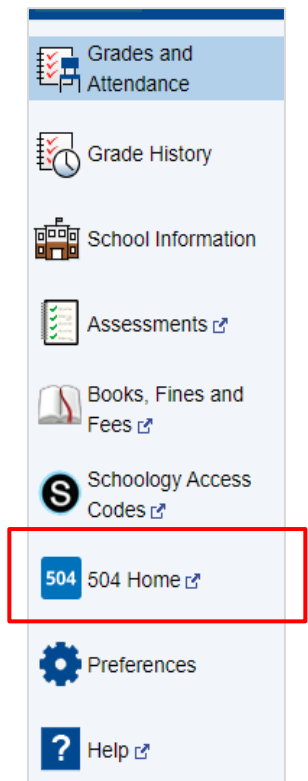
1. To access The Source, enter <https://ps.seattleschools.org/> in your web browser.

**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)



2. Enter your Username and Password and click the Login button.
3. On the left navigation panel of The Source, click on the 504 Home link with the blue 504 icon.
4. The My Home Page in the 504 Module will open. There are two sections you will see: Alert Announcements and Quick Access.
  - a. Alert Announcement will notify you of any upcoming down times. For example, when Maintenance on the module will occur.
  - b. 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).