

## Section 504 Evaluation Processes and Timelines

### What to expect during a Section 504 Evaluation

Form 504-4(b)

Once the 504 team has decided to evaluate a student for Section 504 eligibility

Before the evaluation	Parent or Guardian must sign permission to evaluate (Form 504-4):	Evaluation cannot begin until parent has provided permission, <i>even if the original request was made by the parent or guardian</i>
<b>Evaluation Period</b> (45 school days)	The evaluation will be completed within 45 school days. The school will gather and review information from academic records, staff observations, prior interventions and any outside medial or evaluation information available for review. The school's Section 504 team (which includes staff members familiar with the student, the disability and the program) will review the evaluation data to determine eligibility for protection and/or services under Section 504.	

### Outcomes of Eligibility Determination

Determination	Not Eligible	Eligible
<b>What it means</b>	The student is not disabled under the definitions of Section 504 and is not protected by its provisions	<p>The student has the right to the following protections:</p> <ul style="list-style-type: none"> <li>Procedural Safeguards, including the right to appeal (Grievance)</li> <li>Placement decisions made by a team of individuals</li> <li>Periodic reevaluation</li> <li>Manifestation determination reviews for certain school code violations</li> </ul>

504 Team determines if there is a need for a 504 Plan to prevent discrimination

**Section 504 Plan NOT needed**

Mitigating measures are sufficient to provide student access to the program as adequately as non-disabled peers

**Section 504 Plan IS needed**

Mitigating measures are not sufficient to provide access to the program as adequately as non-disabled peers and requires program changes not otherwise provided to all students

504 Team will determine necessary program changes. The Section 504 Plan will be written and shared with family and appropriate staff within 7 school days of initial eligibility determination.

*Disclaimer: These materials are not intended to and do not add to or subtract from any otherwise applicable requirements contained in any federal or state law. Nor are they intended to describe all legal requirements that apply to children with disabilities. These materials are intended to provide parents with basic information about the supports for students with disabilities available through Section 504 of the Rehabilitation Act. Information and materials cited herein are provided for illustrative purposes only and are not specifically endorsed or approved by the Office for Civil Rights. For more information on Section 504, including the Procedural Safeguards (Notice of Parent/Student Rights), please visit [http://rdale.org/departments/student\\_services/section\\_504](http://rdale.org/departments/student_services/section_504)*

**Section 504 Evaluation Processes and Timelines**  
**What to expect when requesting a Section 504 Evaluation**  
Form 504-4(b)

