



Section 504 Plan

If your child is struggling in school, a Section 504 Plan might help.

What is a Section 504 Plan?

Section 504 is a **civil rights law** that prohibits schools from discriminating against students with disabilities. To provide a student with a disability the same chance to benefit from school programs, services, and activities as a student without a disability, Section 504 requires schools to develop a **504 Plan** for students with disabilities.

A 504 Plan tells what the school will do to help make sure that the individual educational needs of a student with a disability are being met. These ways of helping a student with a disability are called accommodations.

How does a student qualify for a 504 Plan?

- 1) The student must have a **physical or mental condition that impairs learning or participating in school programs or activities.**
- 2) The student's impairment must affect at least one **major life activity**, such as seeing, hearing, eating, sleeping, breathing, speaking, walking, thinking, learning, or working.
- 3) The impairment must substantially limit the life activity.



Referral Process

- If you think your child might qualify for a 504 Plan, contact the 504 Coordinator at your child's school to help you with the paperwork necessary to refer your child for 504 assessment.
- A 504 Team will review the referral along with all supporting materials, assess further if necessary, and send you a 504 meeting notice and procedural safeguards if the team decides the process will move forward.
- At the 504 meeting, the team will make a final determination of eligibility, develop reasonable accommodations, and complete a 504 Accommodation Plan.

504 Questions?

Each school has a staff member who serves as 504 Coordinator. This person handles all 504 Plans at the school and is the main contact for parents/guardians. If you have questions about 504 Plans, call your child's school, and ask for the school's 504 Coordinator.